

Bylaws of the U.S. Liaison Committee for the International Union of Pure and Applied Physics

Article I: Mission and Responsibilities

The mission of the United States Liaison Committee (USLC) is to support the participation of the U.S. Physics Community in the International Union of Pure and Applied Physics (IUPAP), via the National Academy of Sciences (NAS), which adheres to IUPAP on behalf of the United States.

As stated in the IUPAP bylaws,

- the mission of IUPAP is to assist the worldwide development of physics, to foster international collaboration in physics, and to assist in the application of physics in solving problems of concern to humanity;
- IUPAP carries out this mission by sponsoring international meetings, fostering communications and publications, encouraging research and education, fostering free circulation of scientists, promoting international agreements on symbols, units, and nomenclature, and cooperating with other organizations on interdisciplinary problems.

It is the responsibility of the USLC,

- to promote the aims of IUPAP by active participation of its members in the Commissions, i.e., fostering in the U.S. and abroad the development of physics research in academia and industry, promoting diversity and careers of young scientists, strengthening international collaboration and planning of large future facilities, and addressing issues affecting the conduct of science, as well as global issues affecting humanity worldwide;
- to develop initiatives and collaboration on joint projects with the American Physical Society and associated societies and the IUPAP Commissions;
- to nominate U.S. members for the IUPAP Commissions;
- to recommend for appointment by the NAS delegates to the IUPAP General Assembly.

The National Academy of Sciences (NAS) is the U.S. adhering body to the International Council for Science (ICSU) and its Unions. Accordingly, the NAS has the responsibility

- to foster U.S. participation and cooperation in international science activities;
- to communicate to the National Science Foundation (NSF), and other U.S. Government Institutions the importance of IUPAP's activities to international

collaboration in science, to free exchange of scientific information and free circulation of scientists, to international agreements and standards, and also the broader impact of physics on development around the world.

Article II: Membership

The USLC shall consist of the following members appointed by the Chair of the National Research Council (NRC):

1. Ex officio voting members
 - a. Officers of IUPAP and members of any IUPAP Commission whose primary place of residence is in the U.S., and whose primary affiliation is with a U.S. institution.
 - b. One officer or representative of each IUPAP Affiliated Commission whose primary place of residence is in the U.S., and whose primary affiliation is with a U.S. institution. IUPAP Affiliated Commissions currently are the Commission for Acoustics, the International Commission on General Relativity and Gravitation, the International Organization for Medical Physics (IOMP), and the International Commission on Optics (ICO).
 - c. The Executive Officer of the American Physical Society (APS).
 - d. The Executive Director of the American Institute of Physics (AIP).
 - e. The Executive Officer of the American Association of Physics Teachers (AAPT).
 - f. The Chair or an appointed representative of the Board on Physics and Astronomy (BPA) of the NRC.
2. Ex officio non-voting member
The Foreign Secretary of the National Academy of Sciences.
3. Society representatives, voting members
These members will be nominated as follows and will be in addition to the members listed in Section II-1.

<u>Nominator</u>	<u>Number</u>
a. The American Physical Society	2
b. The American Association of Physics Teachers	1
c. The Acoustical Society of America	1
d. The American Institute of Physics	1

4. Members-at-large, voting members
The USLC Steering Committee will nominate 4-5 members at large for appointment by the National Academy of Sciences, following consultation with the Board on Physics and Astronomy. These members at large are to represent different physics disciplines in academia as well as industry.

The term of membership for all categories other than ex officio members is three calendar years. Society representatives and members at large shall serve no more than two consecutive three-year terms. As per IUPAP Bylaws, a Commission Chair or Chair-Elect may not be re-elected to the same positions and ordinary members may be re-elected once. Except for ex officio members, continuous service in all capacities shall not exceed more than four terms.

If any member appointed in accordance with the provisions of this Article vacates his/her position for any reason during the term, the organization that originally nominated that person shall be invited to nominate a successor to be appointed for the remainder of the original term of appointment.

Article III. Steering Committee

The affairs of the USLC are carried out under the direction of a six-member Steering Committee. The Steering Committee is chaired by the USLC Chair who shall be the primary point of contact throughout the year.

1. **Steering Committee Members**

The Steering Committee is composed of the Chair, the Chair-Elect, the Secretary, the Operations Officer, and two additional USLC members.

2. **Selection of Steering Committee Members**

- a. The Chair-Elect will move into the position of Chair after the end of his/her term. The new Chair-Elect shall be elected by the USLC members before the end of the calendar year in which the term of the current Steering Committee ends, i.e. the year of the IUPAP General Assembly. The Chair-Elect candidates shall not have served more than two terms (i.e., six years) on the USLC. If the office of the Chair is vacated for any reason during the term, the Chair-Elect shall become Chair. If the position of Chair-Elect is vacated, a successor shall be elected for the remainder of the term by the USLC at the next meeting.

A nominating committee composed of five USLC members and appointed by the Chair shall prepare a slate of one or more candidates for the Chair-Elect. The ballots with the names of nominees shall be prepared by the Operations Officer. The USLC shall vote on the nominations at its annual meeting or by e-mail ballot. In case of email ballots, only ballots returned by the date specified on the ballots shall be counted. The nominee receiving the most votes for a given office shall be appointed to that office.

- b. The Operations Officer shall be a member of the Board on International Scientific Organizations (BISO) staff. There is no term limit for this position.

- c. The Secretary shall be a staff scientist from the APS. There is no term limit for this position. If this position is vacated for any reason, a new appointment for the remainder of the term should follow as soon as practical.
- d. The two other members of the Steering Committee shall be selected from the current USLC membership and appointed by the USLC Chair.

3. Duties

a. Chair

The Chair shall call and preside over meetings of the USLC, typically once per year before the end of June. The Chair, in close collaboration with the other members of the Steering Committee, will draw up the agenda and suggest the invitation of guests.

The Chair should encourage active participation of all members of the USLC. The Chair may delegate responsibility for specific initiatives to other members of the Steering Committee or appoint subcommittees to work on specific tasks.

b. Chair-Elect

The Chair-Elect shall assist the Chair as needed and preside over meetings should the Chair not be available.

c. Operations Officer

The Operations Officer shall:

- oversee the preparation and logistics of the annual meetings, invite guests, distribute the agenda and other information to members, and arrange for reimbursement of expenses to participants;
- record and distribute the minutes of USLC meetings, preferably within a month of the meeting so action items can be followed up promptly;
- assure that all positions of membership are filled, since some ex officio members may shift to other positions within their three-year term;
- submit to the NAS for approval the names of those nominated to serve as U.S. delegates to the IUPAP General Assembly, as well as other IUPAP sponsored meetings;
- prepare funding proposals to the NSF and/or other government agencies after consultation with the Steering Committee. These proposals shall include annual dues to IUPAP and support for USLC- and IUPAP-sponsored activities;
- receive and disburse funds in accordance with policies and practices of the NAS-NRC;
- maintain the USLC website and archive records of meetings;
- communicate to the NSF and other U.S. Government Institutions the importance of IUPAP activities to international collaboration in science,

and the potential broader impact of science, and physics in particular, on developments worldwide, and also stress the impediments some U.S. policies have on such international activities;

- promote appropriate United States participation in IUPAP through close coordination with U.S. government agencies and major physics societies in the United States;

- communicate news and activity reports to USLC members, the NAS, and American Physical Society; and

- solicit nominations of qualified individuals for committee and union positions from various supporting organizations.

d. Secretary

The large and very diverse membership and the organizational strength of the American Physical Society is an important asset to IUPAP in general and the USLC in particular. The role of the Secretary, a scientist experienced in international physics and a senior member of the APS staff, is to enhance the linkage among the USLC of IUPAP, APS, and the U.S. physics community at-large.

The responsibility of the Secretary shall be

- to publicize IUPAP's mission and activities in the broader physics community and thereby attract active participation in and the creation of international initiatives;

- to prepare the slate of nominees for members and officers of IUPAP Commissions or the IUPAP Executive Council in the year of the General Assembly. To this end, the Secretary shall request proposals from organizations represented by its membership and prepare the draft nominations in consultation with the USLC Steering Committee, the APS, and the NAS, prior to presentation to and review by the USLC. The final slate of nominees shall be submitted to the IUPAP Secretariat;

- to assist in the coordination of international meetings and activities sponsored by IUPAP or the USLC;

- to act as linkage to the APS and the U.S. physics community, in particular related to international cooperation in science, for instance the cooperation with Physical Societies elsewhere in the world, and in particular with neighboring countries, Canada and Mexico.

Article IV. USLC Meetings

Meetings of the USLC shall be called by the Chair, at least one such meeting before the end of June of each calendar year. The agenda for these meetings shall be proposed by the Steering Committee under the direction of the Chair.

One half of the full membership shall constitute a quorum. At meetings attended by fewer members, decisions may be taken tentatively, but may be vetoed by mail or e-mail ballots by a majority of the full membership. For this purpose, a ballot must be sent within ten

days of the meeting, and all votes received within ten days of the mailing shall be counted.

Article V. Participation in the IUPAP General Assembly

IUPAP organizes a General Assembly every three years in one of its member countries. The USLC is represented at the Assembly by six delegates. The delegation shall be led by the Chair and should include the other three Officers of the Steering Committee, and two other members of the USLC that will be appointed by the Chair, following consultation with the Steering Committee. Should any of the Officers not be able to attend he/she shall be replaced by another member of the USLC. The NAS may choose to designate a staff member other than the Operations Officer as an observer; in this case a third USLC member will be chosen to join the U.S. delegation.

Article VI. Approval and Amendments

This major revision of the Bylaws was prepared by members of the Steering Committee with the goal to clearly state the responsibilities of the USLC and its Steering Committee. It will replace earlier documents referred to as the Constitution and the Bylaws. This document has been reviewed and approved by an affirmative vote of more than two thirds of the full membership of the USLC. It shall be effective subject to approval by the Chair of the NRC.

Future amendments shall require an affirmative vote of at least two thirds of the full membership of the USLC as well as approval by the Chair of the NRC.

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