Updated: 12/11/2018

1 CMB-S4 Collaboration Membership Policy

The CMB-S4 collaboration consists of Ph.D. scientists, engineers, Ph.D. thesis students, undergraduate students, and others who contribute significantly to the CMB-S4 program. Membership conveys certain rights as described below, but comes with the obligation of an ongoing commitment of a substantial fraction of members' research time to the CMB-S4 program.

Note: comments given in blue text are not part of the official draft, and will be removed for the next iteration.

1.1 Membership Committee

- Composition and selection: The composition of and method of selecting members of the Membership Committee should be given in the Governance Policy section. We recommend about 6 to 8 people on this committee, sized to be large enough to get the work done but small enough that everyone feels essential. We note that this committee will be a lot of work and should count as significant service to CMB-S4. This body should probably be elected, at least in part, in a fashion similar to the Governing Board. We should ensure to have representatives from instrumentation and analysis working groups. This committee should probably consist of Senior Members only, but care should be taken to ensure its decisions are transparent.

- The duties of the Membership Committee are to review and evaluate membership applications, review annual activity reports, and recommend changes in membership status.

1.2 Membership Types

- **Senior Member:** A Senior Member of the collaboration is a member who has a permanent appointment or an appointment, that under normal circumstances can be expected to be renewed indefinitely. This includes tenure-track appointments at universities and their equivalents elsewhere.

- **Postdoctoral Member:** A postdoc working with a Senior Member at their institution can be designated as a Postdoctoral Member by that Senior Member. Postdocs that reside at an institution where there is no Senior Member can apply to become a Postdoctoral Member and have their application evaluated by the Membership Committee on a case-by-case basis.

- **Student Member:** A graduate student working with a Senior Member at their institution can be designated as a Student Member by that Senior Member. We do not anticipate granting membership to students who are not supervised by a Senior Member.

- **Provisional Member:** A Provisional Member is a potential senior member who has not yet been approved for senior member status. This is intended to be a temporary status allowing the member to demonstrate constructive engagement with the collaboration at a level that qualifies them for Senior Membership.

- **Legacy Member:** A Legacy Member is a former member who contributed in a key manner to the project infrastructure, but is no longer engaged with the collaboration and is therefore no longer a member. This status is intended to convey authorship rights to such former members, and to bypass the normal membership procedures should they wish to re-engage with the collaboration.

1.3 Membership Rights

- Herein, "members" refers to Senior, Postdoctoral, Student and Provisional members (but not Legacy Members) unless otherwise qualified.

- Senior and Postdoctoral Members vote for representation on the Governing Board. (Details left to Governance Policy document.)

- Members have full data access, including during the proprietary period for data that are eventually released.

- Members (including Legacy Members) have the right to be listed as a co-author on CMB-S4 publications as specified in the Publication Policy.

- Members have access to computational resources designated for CMB-S4, according to the policies of the relevant computational resources working group.

1.4 Membership Requirements

- Members must commit effort to approved infrastructure tasks, which can include, for example, designing, building, and testing software, hardware, or simulations, as well as management. (We are leaving this vague on purpose, anticipating that this will only get serious - in terms of approving tasks and quantifying required effort - when a project actually exists.)

1.5 Membership Application and Approval Process

- Potential Senior Members will apply for Provisonal Membership via a written application where they specify their proposed work on CMB-S4.

- Independent postdocs not co-located with a Senior Member can apply for Postdoctoral Membership and have their application reviewed on a case-by-case basis. We believe that such independent postdocs should in practice be assigned a contact/mentor, but have not stipulated such in this policy document.

- Postdoctoral members can apply for "Intended Senior Membership Status", which would convey that the postdoc will have Senior Membership status when moving to a permanent appointment or an appointment that, under normal circumstances, can be expected to be renewed indefinitely. The Membership Committee will decide the requirements for achieving this status, the achievement of which grants Senior Membership at the new institution.

- Applications are reviewed by the Membership Committee. The Membership Committee recommends membership to the Governing Board. The Governing Board approves membership.

1.6   Membership Review and Changes in Status

- Each Senior Member, and each independent postdoc not co-located with a Senior Member, will submit an annual activity report to the Membershp Committee. Senior members can discuss activities of their supervisees (e.g. postdocs and students) in their report. The Membership Committee will review those reports, consulting with collaboration members and working group leaders as appropriate.

- Provisional members will submit a annual activity report to the Membership Committee, which will review the report and determine whether the provisional member should be promoted to a Senior Member status, continue as a Provisional Member, or have their membership revoked. Provisional Membership is intended to be a temporary status.

- Members leaving the collaboration may be granted Legacy Membership upon review by the Membership Committee and approval by the Govering Board.

- If the effort of any member over the previous year seems lacking, the Membership Committee will bring this to the attention of the Co-spokepersons and the Governing Board. This can also be done at any time, should the Membership Committee deem the actions of a member to have been egregious and detrimental to CMB-S4.

- The Governing Board has the authority to grant or terminate all forms of membership.

- When a person's membership in the collaboration is terminated, they will no longer have access to the CMB-S4 document and database repository,

internal forums, computing resources and data. Authorship rights will continue, or not, as prescribed in the Publication Policy bylaws.

1.7 Procedure to Change Membership Policies

The Governing Board may change Membership policies by a 2/3 majority vote of voting members. Or whatever voting fraction the Membership Committee decides.