CHARTER AND BY-LAWS OF THE PEARC STEERING COMMITTEE

I. STATEMENT OF PURPOSE

The vision of the Practice & Experience in Advanced Research Computing (PEARC) organization is *the creation of a dynamic and connected community of advanced research computing professionals who promote leading practices and the frontiers of research, scholarship, teaching, and industry application.* PEARC advances this vision via its mission: *providing a forum owned by the community to foster exchanges around the 'state of the practice' in advanced research computing—discussing challenges, opportunities, solutions, and best practices*.

PEARC provides venues, including an annual meeting, for the full spectrum of advanced research computing professionals and all those interested in the state of the practice and community experiences in promoting the effective use of cyberinfrastructure and advanced digital resources. PEARC is designed to engage and directly benefit advanced research computing professionals, with particular emphasis placed on engaging under-represented minorities, women, and people with disabilities. The PEARC conference provides a range of formal and informal opportunities for people to interact and address their diverse needs and interests.

The PEARC organization annually holds a conference with the official title of "Practice & Experience in Advanced Research Computing," and will be referred to as "The Conference" or the "PEARC Conference".

II. ORGANIZATIONAL STRUCTURE

The basic structure consists of the Steering Committee for the PEARC organization and a series of Conference Committees supporting the Conferences (Section V). It is the goal of the PEARC organization to fully represent the diversity of the community we represent. Minimally, the Steering Committee delegates the responsibility for running each annual conference to a Conference General Chair and/or Co-chairs (referred to as Chair(s)). The membership of the PEARC Steering Committee comprises individuals who volunteer their time, are interested in advanced research computing and advanced digital resources, but who do not necessarily represent any particular organization.

The PEARC conference series is sponsored by the Association for Computing Machinery (ACM) and its HPC and Applications special interest groups (SIGAPP and SIGHPC).

III. CONFERENCE

The Conference series will be established and overseen by the PEARC Steering Committee. The Conference will be held annually, preferably in the summer. Conference General Chair(s) will be appointed by the Steering Committee for each conference. The Conference General Chair(s) will in turn appoint a Conference Committee to run each Conference.

IV. STEERING COMMITTEE

The general control of the PEARC organization is resident in the Steering Committee. The Steering Committee will conduct regular monthly meetings. Meetings are held via videoconference, with the

possibility of one face-to-face at the PEARC conference (with a virtual option). Additional meetings of the Steering Committee will be scheduled as needed to discuss and resolve issues that may arise in the interim. The PEARC Steering Committee may organize sub-committees as deemed appropriate and necessary. Members of the Steering Committee will volunteer on at least one subcommittee, attend associated subcommittee meetings, and report to the full Steering Committee. Subcommittee meetings will meet for a minimum of 60 minutes monthly until the work for the subcommittee is completed. Total time commitment for these duties will be at least 3-5 hours a month.

Quorum: A quorum is required for all votes; a quorum is half of the maximum number of eligible votes, rounded down to the next whole number, plus one.

Majority Voting: Each designated member of the Steering Committee shall have one vote. If there are multiple general chairs for a conference, general conference chairs of each year get one combined vote per conference year. Prior to each meeting, a member who will be unable to attend may designate another Steering Committee member to serve as his/her proxy for voting. The Recording Secretary (see below) will keep a record of designated proxies. The maximum number of eligible votes for a meeting is the number of members attending that meeting plus the number of proxy votes.

For election of a Conference General Chair(s) or Steering Committee members, voting is handled via secret ballot using majority voting rules. The Steering Committee will issue an open call for nominations annually.

All Steering Committee members can bring forth concerns about adherence to these By-laws at any time, and all activity related to that concern must cease until the concern is resolved.

A. MEMBERSHIP

The Steering Committee shall be comprised of the following designated members including:

1. Steering Committee Chair
2. Steering Committee Vice-Chair
3. Steering Committee Member at Large
4. Steering Committee Member at Large
5. Steering Committee Member at Large
6. Steering Committee Member at Large
7. Steering Committee Member at Large
8. Steering Committee Member at Large
9. Steering Committee Member at Large
10. Steering Committee Member at Large
11. Conference General Chair(s) of year $n - 1$
12. Conference General Chair(s) of year n
13. Conference General Chair(s) of year $n + 1$
14. Recording Secretary

Steering Committee Chair: The Steering Committee will elect one of its members as Chair in July of each year. The Chair of the Steering Committee will serve a term of twelve months, beginning on

August 1. The Chair serves as the coordinator of meetings, and represents the general consensus of the Steering Committee. A Steering Committee Member may only hold the role of Steering Committee Chair for a maximum of two consecutive terms. The Steering Committee Chair will appoint a Recording Secretary annually.

Steering Committee Vice-Chair: The Steering Committee will elect one of its members as Vice-Chair in July of each year. The Vice-Chair of the committee will serve a term of twelve months, beginning August 1. The Vice-Chair supports the Chair and acts on the Chair's behalf when the Chair is unavailable. A Steering Committee Member may only hold the role of Steering Committee Vice-Chair for a maximum of two consecutive terms.

At-Large Members: At-large members of the Steering Committee are selected and expected specifically to represent the community as a whole and not with the intent to reflect the priorities or interests of the organizations of which they are a part. An At Large member may serve no more than two consecutive terms.

Conference General Chairs: The chairs of the immediate past, current and immediate future conferences are voting members of the Steering Committee.

Recording Secretary: The Recording Secretary is a non-voting member of the Steering Committee appointed by the Steering Committee Chair and is charged with keeping the minutes of meetings, maintaining a record of voting proxies for Steering Committee members, ensuring the internal and public websites are kept up to date and maintaining the formal records of the Steering Committee.

All elected Chair, Vice Chair, and At-large members will have three-year terms. New members will be elected to the Steering Committee annually in July with their terms beginning on August 1. The Steering Committee will issue a call for nominations no later than May 31. Officers (Chair and Vice-Chair) will be elected through a nominations process, with selection by the current committee members.

Any elected member missing three consecutive meetings without prior approval from the chair or extenuating personal circumstances is considered resigned and will be replaced. Additional new members are elected at the July meeting to replace any resigned members for the remainder of their terms. An elected member may serve no more than two consecutive terms.

B. DUTIES AND RESPONSIBILITIES OF THE STEERING COMMITTEE

The Steering Committee collectively will undertake the following obligations.

1. Ensure that the mission and vision of the PEARC Organization are met and evolve as appropriate. This is documented in Section I. Statement of Purpose.

2. Ensure the highest technical and professional standards are maintained for the programs of the Conferences via regular reviews of previous Conferences and future plans.

3. Ensure regular communication and interactions between the conference and sponsoring agencies.

4. Provide continuity for the Conference series. This can include, but is not limited to:

   a. Maintenance and updates of all conference related digital materials, including PEARC workspaces, historical websites, agendas, meeting minutes, etc, which generally reside on online services.

      b.   Committing to vendors for multiple years, thus spanning multiple Conferences.

      c.   Arrangements between other entities and the Conference series (e.g. association with sponsoring society or other entity).

5. Establish long-range plans for future Conferences by:

      a.   The selection of major themes, sites, and dates for each of the Conferences.

      b.   The appointment of the Conference General Chair(s) for each Conference Committee. The Steering Committee should select a Conference General Chair(s) who has the background and leadership abilities to assemble and manage a creative, forward-looking conference committee.

      c.   Providing assistance to the Conference as requested by the Conference Committee. Any perceived problems should be handled between the Steering Committee Chair and the Conference General Chair(s), bringing in the Steering Committee if necessary.

6. Advise on the plans of the Conference Committee for each Conference, including the financial plan and the preliminary technical program. The Steering Committee assigns the Conference General Chair(s) and Conference Committee with the responsibility and authority to manage the conference.

7. Manage the nomination/selection processes for both Steering Committee members and Conference General Chairs.

8. Provide non-fiduciary financial oversight for the conferences through review of the conference's preliminary, interim, and final financial reports in a timely manner. All budgets and expenditures must comply with policies and procedures of the fiscal agent for the PEARC Conference.

9. Annually review and address any necessary modifications to the By-laws.

10. Serve as advocates for conference attendees and other stakeholders.

11. Advocate for PEARC within relevant public venues.

12. The Steering Committee may (by majority vote) create committees, task forces, or working groups, as deemed appropriate to assist in these and other responsibilities and may determine the composition and powers of those groups. Committees may be ad-hoc (of fixed duration) or standing (of indefinite duration). All standing committees will have a charter that must be approved by a majority of the voting members of the Steering Committee.

13. Commit to approximately 3-5 hours a month including monthly call and other Steering Committee work including subcommittee work.

C. STEERING COMMITTEE MEMBER NOMINATION AND SELECTION PROCESS

C.1 NOMINATION PROCESS
All members of the community are eligible to serve on the Steering Committee. Individuals can nominate themselves or nominate another person as a potential Steering Committee member. A nomination may be submitted during the nomination period to the Steering Committee.Nominations

and/or self-nominations must include a statement of interest from the nominated individual. Details of this process will be outlined in the call for nominations.

The statement of interest contains all the necessary information to identify the nominee and to express the interest of the nomination. All statements of interest should include:

- Full name and contact e-mail address of the nominee.
- Organization and contact information of the nominee.
- A statement of support of the candidate nominee (maximum of 500 words). This should include
    - brief statement of achievements and role in the community
    - how their work aligns with the mission of the PEARC organization
    - assessment of the individual's ability to represent the needs of the community over the interests of the organization from which they come

The nomination period starts on June 1 and runs through June 30 at 11:59pm Central Time each year unless modified by the Steering Committee. A call for nominations will be issued no later than May 31.

Nominees who did not self-nominate will be offered a chance to decline their nomination. If they accept their nomination, they will be asked to supply a statement of no more than 250 words about why they should be elected to the Steering Committee.

C.2 VOTING
During the Steering Committee meeting held in July (typically during the annual PEARC Conference), the standing Steering Committee will vote on nominees to fill seats both currently open and opening due to the expiration at the end of July of any existing Steering Committee members.

The outcome of the voting process will be shared with the community via announcement at the annual PEARC Conference, press release, and posting to the pearc.org web site.

D. VACANCIES

In the event of the incapacity or absence of the Chair, the sitting Vice-Chair, if appointed, or if this position has not been filled, the most recent Vice-Chair shall serve as Acting Chair until a successor is appointed. If other vacancies occur, they are filled using the methodology originally used to fill that position.

V. CONFERENCE COMMITTEE

The Conference Committee shall be responsible for the organization, detailed planning, and execution of the associated Conference.

A. MEMBERSHIP

The Conference General Chair(s) is selected by the PEARC Steering Committee. The Conference General Chair(s) will appoint persons, at minimum, to the following members of the Conference Committee as required by the Steering Committee: Treasurer, Technical Program Chair(s), Diversity, Equity and Inclusion Chair(s), and Student Program Chair(s). The Conference General Chair(s) is free to appoint other persons to the Conference Committee as appropriate (i.e., Exhibitors Chair(s), Communications Chair(s), Logistics Chair(s), Proceedings Chair(s)), Awards Chair(s), Networking & Security Chair(s), Finance Chair(s), Evaluation Chair(s) . The Conference General Chair will also work

with the Sponsoring society to establish the Sponsoring society Liaison for the conference.

B. DUTIES AND RESPONSIBILITIES

The General Chair(s) oversees all activities of the Conference and Conference Committees. Major activities include:

- submit the ACM Preliminary Approval Form with the Treasurer;
- work with ACM, the Treasurer, and other committee members as appropriate to select a conference location and arrange a hotel contract;
- work with the Treasurer and ACM to define and adhere to the conference budget and manage contracted services;
- submit the detailed Technical Meeting Request Form (TMRF) to ACM, working with the Treasurer, Technical Program Chair, and other committee members;
- complete the Call For Participation (CFP) with the Technical Program and Student Program Chairs;
- oversee the set-up and maintenance of the conference web site with CFP, venue, and other information;
- coordinate activities and schedules of the committee chairs and meeting planners, typically through regular conference calls;
- communicate updates to the PEARC Steering Committee about Conference Committee's work and incorporate feedback and direction; and
- ensure the successful implementation of the planned conference activities, including the technical and student programs.

C. CONFERENCE GENERAL CHAIR NOMINATIONS AND SELECTIONS PROCESS

C.1 NOMINATION PROCESS

All members of the community are eligible to serve as a Conference Chair. Individuals can nominate themselves or nominate another person as a potential Conference Chair. A nomination may be submitted during the nomination period to the Steering Committee which includes a statement of interest in the individual to be a nominee for Conference Chair. Details of this process will be outlined in the call for nominations. Conference Chair(s) are elected 2 years prior to the conference year.

The statement of interest contains all the necessary information to identify the nominee and to express the interest of the nomination. All statements of interest should include:

- Full name and contact e-mail address of the nominee.
- Organization and contact information of the nominee.
- A statement of support of the candidate nominee (maximum of 500 words). This should include
  - a brief statement of achievements and role in the community
  - how their work aligns with the mission of the PEARC conference
  - an assessment of the individual's ability to represent the needs of the community over the interests of the organization from which they come
  - an assessment of the individual's ability to organize a conference such as the annual PEARC Conference

  - Acknowledgement of flexibility to commit significant time and resources to management of the conference in the two years leading up to the event.

The nomination period starts on June 1 and runs through June 30 at 11:59pm Central Time each year unless modified by the Steering Committee. A call for nominations will be issued no later than May 31.

Nominees who did not self-nominate will be offered a chance to decline their nomination. If they accept their nomination, they will be asked to supply a statement of no more than 250 words about why they should serve as the Conference Chair.

C.2 VOTING
During the Steering Committee meeting held in July (typically during the annual PEARC Conference), the Steering Committee will vote on nominees for Conference Chair(s).

The outcome of the voting process will be shared with the community via announcement at the annual PEARC Conference, press release, and posting to the pearc.acm.org web site.

VI. MODIFICATION OF THIS CHARTER AND BY-LAWS

Any modification of this Charter requires two thirds of the eligible votes of the Steering Committee.