

Proposal for the By-Laws of the
Latin American Association for High Energy, Cosmology and Astroparticle Physics
LAA4HECAP

Preamble

LAA4HECAP is hereby established as an association of the Latin American research community in the fields of High Energy, Cosmology and Astroparticle Physics (HECAP). It aims to leverage and amplify the successful and growing dynamics of research in HECAP in Latin America, as demonstrated by the fruitful and long-term organization of the Latin American Symposium on High Energy Physics (Simposio Latino Americano de Física de Altas Energías - SILAFAE) series and the recent initiative to form a Latin American Strategy Forum for Research Infrastructures for HECAP (LASF4RI-HECAP - lasf4ri.org) with the participation of several countries in the region.

Objectives

1. Strengthen existing ties within the Latin American HECAP community and foster new and existing collaborations.
2. Engage the wider scientific community and the general public through the promotion of HECAP.
3. Represent the Latin American HECAP communities in other scientific international bodies.
4. Announce activities in HECAP in the region through means such periodic newsletters and a website.
5. Promote other activities such as the organization of symposia, workshops, schools, university-institution cooperation and exchange programs for students, and the production of educational and outreach material.
6. Engage with Ministries, funding agencies and other national authorities related to Science and Technology to promote the rollout and development of the current LASF4RI-HECAP process.
7. Organize SILAFAE every two years.
8. Coordinate periodic assessment and strategic planning within the LASF4RI-HECAP process.

Membership

1. There are no fees to become a member of LAA4HECAP.
2. Members of the HECAP community can apply for membership in LAA4HECAP by filling an application form. A Membership Committee will evaluate the applications.

Governance

1) Governing bodies

1.1 Board

1.1.1 Composition

- a) LAA4HECAP is governed by a Board.
- b) The Latin American HECAP community of each country can appoint up to three representatives to the Board.
- c) The Latin American HECAP community of each country will define its own process for naming its Board representatives.
- d) The Board can invite up to three representatives from outside the region to join the Board.

1.1.2 Terms of service

- a) Each representative will be a member of the Board of LAA4HECAP for four years after an appointment or invitation, with the exception specified in 2.1.2 d).

1.1.3 Responsibilities

- a) The Board will submit to the General Assembly the Plan of Activities and Activity Report of the Association.
- b) The Board will actively look for synergies with other scientific and academic organizations already established in the region.
- c) The Board will search for an institution to host LAA4HECAP through an agreement. The host institution should provide some administrative and computational support, as well as handle funds obtained by the Association.
- d) The Board will elect a Chair and Vice-Chair, for a two-year term by a simple majority. Members of the Board can be re-elected only once for the same position.
- e) The Board will appoint the Vice-Chair and the Secretary of the Executive Committee from its members.
- f) The Board will appoint a Membership Committee.
- g) The Board will define the guidelines and appoint the Committees responsible for conducting LASF4RI-HECAP.
- h) The Board will define the guidelines and appoint the Committees responsible for organizing SILAF AE.
- i) The Board will meet at least once a year, and during each SILAF AE.

1.2 General Assembly

1.2.1 Composition

- a) The General Assembly is composed of all members of the Association.

1.2.2 Responsibilities

- a) Have a general meeting at least during each SILAFAE.
- b) Approve the Plan of Activities and Activity Report of the Association.
- c) Approve any modifications of the by-laws of the Association (with a simple majority of its members).
- d) It can decide to dissolve the Association (with a 2/3 majority of its members).

2) Committees

2.1 Executive Committee

2.1.1 Composition

- a) The Executive Committee is composed of four Board members elected by the Board: the Immediate-Past-Chair, the Chair, the Vice-Chair, and the Secretary.

2.1.2 Terms of service

- a) Appointments take place every two years, which is called "a term". No immediate re-appointment is permitted.
- b) The Vice-Chair and the Secretary are appointed every term.
- c) After finishing the term the Vice-Chair was appointed for, the Vice-Chair becomes the next term Chair, if willing to, after confirmation by the Board.
- d) The limit of four years for Board members does not apply to the person serving consecutively as Vice-Chair, Chair, and Immediate-Past-Chair, who will cease being a member after six years as a member of the Board.

2.1.3 Responsibilities

- a) The Executive Committee, in partnership with the Board, will be responsible for promoting the activities mentioned in the Objectives.
- b) Meetings of the Executive Committee will be held at least twice a year.
- c) The Chair will call the Executive Committee meetings and prepare the agenda based on the input from the Executive Committee and Board members. The Vice-Chair will assist the Chair in the execution of activities and, during the SILAFAE event, will organize the selection of the next SILAFAE site. The Secretary is responsible for the due-time distribution of the agenda, the production of meeting minutes, and their subsequent distribution among the LAA4HECAP members.
- d) The Executive Committee will produce a Plan of Activities and Activity Report every two years containing the activities of the LAA4HECAP. The Plan and the Report will be submitted to the Board and to the General Assembly. After approval it will be made public on the website.
- e) The Executive Committee will organize General Assembly meetings to be held at least during each SILAFAE event. Members can participate in-person or remotely.

Transitional provisions

1. The current composition of the Committees responsible for LASF4RI-HECAP will be maintained until the end of their respective terms.
2. The current composition of the Committees responsible for SILAF AE will be maintained until the next in-person SILAF AE meeting.
3. An Interim Board will be established with all the members from the LASF4RI-HECAP Preparatory Group and from the SILAF AE International Scientific Council.
4. The Interim Board will have a two-year mandate.
5. The Interim Board will appoint the first Executive Committee to start the activities of LAA4HECAP, including the Chair, the Vice-Chair, the Secretary and a fourth member, in lieu of the 'Immediate Past Chair'.

XII^{3/4} SILAF AE, November xx, 2021

Signed by: Names, e-mails and signatures (?).