

# COALITION FOR ACADEMIC SCIENTIFIC COMPUTATION BYLAWS

Adopted November 13, 2012

## Article I. Organization Name

1.0 The name of the organization is:

***Coalition for Academic Scientific Computation***

The abbreviation CASC may be used.

## Article II. Purpose

2.0 *The Mission.* The mission of CASC is to further the development of a national infrastructure of advanced scientific computing, communications and education resources. CASC will cultivate funding of, and support for, high performance computing and communications initiatives in support of academic institutions. Therefore, the Membership of the Coalition for Academic Scientific Computation has joined to:

2.0.1 Promote public support for extending advanced scientific computing and networking resources, the continued development of a nationwide information infrastructure, education and outreach programs related to advanced scientific computing, and access by academic researchers to scientific computing environments.

2.0.2 Provide a forum for discussion and information exchange with Federal agencies and legislators to ensure continued support for advanced scientific computing and communications

2.1 *Achieving Purpose.* To achieve these purposes the organization shall:

2.1.1 Organize and conduct meetings, discussion groups and other similar programs concerned with exchange of information and development and execution of decisions and policies

2.1.2 Establish mechanisms to gather and provide information relevant to its purpose

2.2 *Conducting Business.* To achieve these purposes, the business of the organization shall be conducted, as appropriate, at meetings of the Member Institutions or, when permitted, by electronic or other means, as specified in Articles VI and VII of these Bylaws.

## Article III. Membership

3.0 *General.* CASC shall be made up of Member Institutions, where Membership is granted to those applying institutions in accordance with these Bylaws.

3.1 *Criteria for Membership.* An organization or institution which:

1. Subscribes to the purposes stated in Article II
2. Is affiliated with a higher education academic institution
3. Has an active program in the use or support of advanced scientific computing

4. Or, indicates its commitment to fulfill criteria stated in 1-3

### *3.2 Application for Membership.*

3.2.1 An Institution applying for Membership must submit an application to the Secretary who shall process all applications in accordance with CASC policies and applicable Bylaws. The application must adequately show the Institution's ability to meet all requirements stated in section 3.1 and 3.3.

3.2.2 Before voting on an application a minimum of thirty (30) days of open discussion must be allowed. A vote must be taken no later than six (6) months after the date of the accepted application.

3.2.3 An applying Institution shall become a Member upon receiving a majority approval from the voting Member Institutions. A communication containing the outcome of the vote and any pertinent discussion shall be generated by the Secretary and sent to the applying Institution and current members.

### *3.3 Requirements for Membership.*

3.3.1 Naming of a Representative. Applications must name an Institutional Representative. This person will be the point of contact for all communications concerning CASC business. This person is responsible for communicating policy concerns to the Member Institution and providing CASC with his or her Member Institution's position on issues of importance. This person is responsible for the Member Institution's vote when called for by the Chair. To qualify as a representative, this person must be an employee of the Member Institution, be directly active in the Member Institution's advanced scientific computing activity and be authorized to make decisions for the Member Institution.

3.3.2 Membership Dues. CASC may impose dues on Member Institutions to defray the costs of CASC business up to a limit of \$10,000 per year per Member. CASC will determine the dues amount on an annual basis upon approval by two-thirds (2/3) of Member Institutions comprising a quorum at either a meeting or via electronic voting.

### *3.4 Rights of Membership.*

3.4.1 CASC Voting. As required by the Bylaws or requested by the Chair, when a Member Institution vote is called, each Member Institution is allowed one (1) vote, for which the Institutional Representative is responsible.

3.4.2 Elected Office. Institutional Representatives from Member Institutions shall have the right to hold elected office.

### *3.5 Membership Responsibilities.*

3.5.1 Each Member Institution must abide by all rules and Bylaws in force at that time.

3.5.2 Member Institutions agree to make a good faith effort to attend meetings of the Members. Members may submit written proxies or designate an alternative representative.

### *3.6 Termination of Membership.*

3.6.1 Voluntary. A Member Institution may terminate Membership at any time; however, it must fulfill all obligations incurred up to the point of termination.

3.6.2 Involuntary. If a Member Institution fails to act in accordance with standing CASC rules or Bylaws, the Chair shall send a letter of warning to its Institutional Representative. If the issues persist, the Chair shall then recommend termination of the Institution's Membership. A vote will then be called to formally terminate the Membership, with a two-thirds (2/3) vote required to revoke Membership. If termination is due to non-payment of annual dues, the decision to terminate will be made by the Chair and Vice Chair. Members who are in arrears more than eighteen (18) months will be dropped as a member. The Chair will send a letter or email to the Member Institution revoking their membership.

3.6.3 In the event of either a voluntary or involuntary termination, the terminated Member has no claim to any assets held by CASC.

#### **Article IV. Structure**

##### *4.0 Elected Officers.*

4.0.1 Four voting officers shall be elected from Member Institution's Representatives. These officers will be elected as the Chair, Vice Chair, Secretary and Treasurer.

4.0.2 The term of office for an elected officer shall be one (1) year. Officers may serve consecutive terms.

4.0.3 Each Term of Office shall begin January 1 unless otherwise designated.

##### *4.1 Responsibilities of the Chair.*

4.1.1 The Chair shall be responsible for arranging and presiding over all general business meetings.

4.1.2 The Chair shall act as an official representative of CASC.

##### *4.2 Responsibilities of the Vice Chair.*

4.2.1 The Vice Chair shall substitute for the Chair in his or her absence. The Vice Chair shall be responsible for recruitment of Member Institutions.

##### *4.3 Responsibilities of the Secretary.*

4.3.1 The Secretary shall take and report minutes of all general business meetings.

4.3.2 The Secretary shall ensure that all Bylaws are followed.

4.3.3 The Secretary shall oversee all elections.

##### *4.4 Responsibilities of the Treasurer.*

4.4.1 The Treasurer shall maintain financial records, distribute funds properly authorized by CASC and assure compliance with terms and conditions of any outside funding.

4.4.2 The Treasurer shall co-sign with the Chair all financial and contractual obligations.

4.4.3 Jointly with the Chair, the Treasurer is responsible for the treasury.

## **Article V. Officer Elections**

### *5.0 Nominations.*

5.0.1 All CASC Institutional Representatives shall be eligible to make nominations or be nominated for officer election.

5.0.2 Nominations shall be opened on or before September 15.

5.0.3 Nominations must be submitted electronically or by other written means to the Nominating Committee.

5.0.4 Nominations shall close on October 3, at which time the Nominating Committee shall present to the Membership a slate of at least one nominee for each vacant office and shall at that time call for additional nominations. The call for additional nominations shall end on October 8.

### *5.1 Elections.*

5.1.1 The Secretary shall distribute ballots to all Institutional Representatives no later than October 13. Ballots must be returned to the Secretary no later than October 27. Balloting in writing or electronic means as directed by the Secretary is allowed.

5.1.2 The ballots of all elections will be counted within one week following the close of voting. No ballots will be counted that are received after October 27. To be elected, a candidate must receive a majority of the votes of the Members. All candidates for office will be informed immediately of the results of the election by the Secretary.

## **Article VI. Meetings**

### *6.0 General Meetings.*

6.0.1 CASC shall hold at least two meetings a year.

6.0.2 Quorum: At all meetings at least two-thirds (2/3) of the Member Institutions must be present to act on CASC business.

6.0.3 Locations of meetings. Locations of meetings can rotate among Member sites, Washington D.C., or other locations based upon mutual agreement. Representatives shall be notified one month in advance of all meeting dates and locations.

6.0.4 The Chair may call emergency meetings.

### *6.1 Conducting Business Electronically.*

6.1.1 CASC may conduct business via electronic means at the discretion of the Executive Committee.

6.1.2 Quorum: When business is conducted via electronic means, a quorum is attained and a vote is binding provided that at least two-thirds (2/3) of the Member Institutions cast a yes, no, or abstain vote by the specified due date.

6.1.3 Time limitations. Unless otherwise specified in these Bylaws, the Secretary shall prepare and send to each Institutional Representative a statement of the proposed issue to be determined by electronic voting and a ballot, with a specified due date determined at the discretion of the Executive Committee.

6.1.4 Multiple votes cast by a member. If multiple votes are cast by a Member Institution, only the last one cast by the specified due date will be valid and counted.

## **Article VII. Procedures for ratifying positions or actions**

### *7.0 General.*

CASC will ratify official positions or actions only in consultation with Members. Official ratification may occur at any regular business meeting or via electronic means upon approval by two-thirds (2/3) of Member Institutions comprising a quorum at either a meeting or via electronic voting.

## **Article VIII. Amendments to the Bylaws**

### *8.0 General.*

8.0.1 A ballot on an amendment to CASC Bylaws may be initiated by petition of one-third (1/3) of the Member Institutions.

8.0.2 All Member Institutions must have the opportunity to vote on amendments. The Secretary shall prepare and send to each Institutional Representative a statement of the proposed amendments and a ballot, with a specified due date. The due date shall be at least thirty (30) days, but not more than six (6) months, from the time of delivery.

### *8.1 Ratification.*

8.1.1 Bylaws may be amended at any regular business meeting or via electronic means upon approval by two-thirds (2/3) of Member Institutions comprising a quorum at either a meeting or via electronic voting.

## **Article IX. Financial Structure**

### *9.0 General.*

9.0.1 CASC is incorporated in the state of Ohio and registered as a not-for-profit organization. The Internal Revenue Service has determined that CASC is exempt from income tax under section 501(c)(3) of the Internal Revenue Code. The Internal Revenue Service has also determined that CASC is not a private foundation.

9.0.2 Sources for funding may include membership dues, grants, investment income, and "payment-in-kind" services.

9.0.3 A CASC budget shall be submitted for approval to Members by December 31 of each year. The budget will be passed upon approval by two-thirds (2/3) of Member Institutions comprising a quorum at either a meeting or via electronic voting.

9.1 *Depository.*

9.1.1 The Treasurer shall make arrangements to cause a depository for funds to be maintained in the name of CASC.

9.1.2 The Treasurer shall sign all checks and other drafts directing withdrawals from the depository.

9.1.3 The Treasurer shall provide to the Members, at least once per year, an accounting of the receipts and payments made to/from the CASC accounts.