

MANAGEMENT PLAN FOR THE U. S. CRONUS-EARTH PROJECT

Rev. April 20, 2004; 14 July 2004

1. Purpose.

The goal of the CRONUS-Earth project (“CRONUS”) is to obtain basic information on the production rates of terrestrial cosmogenic nuclides. The investigations will use both field studies and laboratory measurements. The purpose of this management plan is to lay out the bylaws for the operation of the CRONUS steering committee and other activities of the CRONUS project.

2. CRONUS Management.

The CRONUS project includes principal investigators from 13 different institutions, as well as collaborating scientists from many other research institutions. The management of CRONUS will comply with NSF policies and procedures and federal regulations. Leadership and accountability is vested in the Lead Principal Investigator (Lead PI), although individual PIs are responsible to NSF for appropriate management, budgets and progress reports for their separate portion of the grant(s). The principal office of CRONUS will be at the institution of the Lead PI. The Lead PI is the spokesperson for the group and the point of contact to the NSF program manager.

3. Involvement of the wider community.

CRONUS participants recognize the importance of involving the wider geological community. Hence, an important goal of CRONUS is to communicate the findings of the project as widely as possible. To this end, CRONUS participants recognize the need to disseminate their results as quickly and widely as possible. Data gathered from CRONUS programs will be available to all CRONUS participants. Within two months of data being measured or otherwise obtained, it is required to be posted on a “private” area on the official CRONUS-Earth website at Purdue University (a password, available to all CRONUS-Earth participants, will be required for access). Data will be available to the wider geological community within a minimum of 2 years after measurement. This will be accomplished by automatically moving the data to the “public” side of the website after two years, but may be done sooner at the PI’s request. At this point the data can be used by anyone who desires to, so long as the PI is cited as the originator of the data.

4. International Cooperation

The U. S. CRONUS project will work closely with a parallel European CRONUS-Europe project, which has been funded by the European Union Research Council. The project will also work to establish links with other national and international programs which have similar goals.

5. Steering committee operation and bylaws.

The bylaws of the CRONUS project were developed by the initial steering committee in Washington, DC on March 23, 2004.

1. Meetings of the steering committee shall be announced by the chair at least one month in advance in writing or by electronic mail.
2. Original steering committee. The steering committee shall consist of 8 members. The 8 original members, plus a non-voting representative from CRONUS-Europe, were appointed by a general meeting held in Livermore, CA in December 2002.
3. Each member shall represent one or more of the scientific disciplines important to CRONUS. These representative areas are: Intercalibration, Laboratory cross-sections, Target Network Experiment, Cosmic-Ray Fluxes, Modeling/Synthesis, Isotopic Analysis, Sample Preparation and Geologic Calibration.
4. The CRONUS-Europe project will select a non-voting representative to attend U. S. CRONUS meetings and the CRONUS US project will appoint a representative to attend meetings of the CRONUS-Europe group.
5. There shall be an annual meeting of all scientists involved in CRONUS beginning in Dec. 2005.
6. Three (3) members of the steering committee shall be elected at each annual meeting, at the annual meetings in December 2005 and 2006, for a term of 2 years. After this initial period, the positions of any remaining original members shall be subject to election in 2007.
7. All elected members shall serve for a 2 year term.
8. Candidates shall be nominated during the annual meeting, by a nominating committee consisting of one (1) existing steering committee member and three (3) other CRONUS participants, selected from the annual meeting. Candidates may also be nominated at the annual meeting by a signed petition of at least 3 of the annual meeting participants. Candidates for the steering committee shall be principal investigators or co-investigators in the CRONUS project. Candidates should be selected to represent the scientific disciplines important to CRONUS.
9. The Lead PI shall be a permanent member of the steering committee. If the Lead PI is unable to perform his duties, becomes incapacitated or resigns, the steering committee shall propose to the NSF to select a new Lead PI from the remaining PIs after discussions with the appropriate NSF program manager.
10. If any other PI resigns from the CRONUS project, or moves to an institution ineligible for NSF funding, the Lead PI and the steering committee will consult with the NSF program manager about how best to continue the program at that institution.
11. All meetings shall be conducted according to Robert's Rules of Order.
12. All meetings shall be open to all participants in CRONUS but only steering committee members may vote. Where required by law, meetings will be open to the public.
13. The steering committee may vote to close a meeting for an executive session, but no votes may be taken during a closed meeting.

14. No votes shall be taken at any meeting where a quorum of the steering committee is lacking. A quorum of this committee shall be 5 voting steering committee members.
15. Each new steering committee will meet after the annual meeting. Additional meetings may be called by the chair, or where necessary by a quorum of the steering committee members.
16. Each new steering committee shall elect a chair. The initial committee elected the Lead PI as the chair, however, any member of the committee may be elected chair. In the event that the chair is not the Lead PI, the Lead PI shall remain the single point of contact with the NSF.
17. Each new steering committee shall elect a Secretary and a Communications Director. The Secretary shall be responsible for keeping records of the meetings of the committee, changes to the operations of the committee, arranging meeting locations and coordinating meeting times with the chair. The Communications Director shall be responsible for the CRONUS website and conveying scientific and logistical information to CRONUS members and the wider community of scientists interested in the CRONUS project.
18. Each new steering committee shall elect a Geological Coordinator, who is responsible for the organization of geological field trips.
19. All geological field trips and associated analytical costs shall be approved by a Special Geological Subcommittee for that particular field site, consisting of 2 members of the Steering Committee and up to 2 other CRONUS participants with appropriate expertise for that field site. The Subcommittee shall be appointed by the steering committee.
20. In the absence of the chair, the Secretary shall be acting chair. In the absence of both the Chair and the Secretary, the communications director shall chair the meeting and an acting secretary will take records of the meeting.
21. In any decision where a committee member has a serious conflict of interest, they shall declare it to the chair and refrain from voting on that matter.
22. If a steering committee member resigns or is unable to perform their duties, a replacement member may be appointed to serve out the term of that member, by a majority vote of the steering committee.
23. A steering committee member may only be removed from office if all of the following conditions occur:
 - a. The member demonstrably failed to perform their duties as a steering committee member, and
 - b. The member has been invited by the committee to defend his/her actions, and
 - c. A motion to remove them is passed by a three-fourths () vote of the steering committee
24. Steering committee members are expected to make every effort to participate in meetings of the committee. Urgent business may be conducted by a telephone conference or by electronic mail. Records of any decisions made in this way will be recorded by the Secretary.

25. The steering committee will make decisions related to the CRONUS project. No decisions will be valid which contravene federal or state laws, NSF policies, or the policies of the respective institutions participating in CRONUS.