



Institutional Membership Application Policy

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LSSTC-12

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Patricia A. Eliason
LSSTC Executive Officer

A handwritten signature in black ink, appearing to read 'MacFarlane', written over a horizontal line.

David MacFarlane
LSSTC Chair



Change Record

Version	Date	Description	Owner name
1	9/13/2006	Initial version	Sidney Wolff
1.1	4/20/2007	Amended version approved by LSSTC Board	S. Wolff
1.2	5/11/2007	Amended version approved by LSSTC Board	S. Wolff
1.3	10/27/2009	Amended version approved by LSSTC Board	S. Wolff
1.4	5/28/2009	Amended version approved by LSSTC Board	S. Wolff
1.5	5/5/2011	Amended version approved by LSSTC Board	S. Wolff
2	10/23/2012	Amended narrow focus to only US and Chilean institutions “that can bring substantive contributions with the goal of enhancing off-project activities that maximize the ultimate science output of the LSST.”	S. Wolff
2.1	11/1/2012	Approved by LSSTC Board with one change: deletion of paragraph c) “Direct access for member institution scientists to commissioning data, in addition to operations phase data releases;” from Section 2 “Benefit, Duties and Responsibilities of Members.”	S. Wolff
3	8/27/2013	Added statement in the introduction re: LSSTC’s commitment to promotion and preparation for science with LSST. Added point c) under Section 1.	S. Wolff
	8/27/2013	Elevated to controlled document handle LSSTC-12; previous document 2313 obsolesced. No change to contents	R. McKercher
3.1	9/5/2013	Revision approved by LSSTC Board	R. McKercher
3.2	1/6/2015	Replaced Sidney Wolff with Pat Eliason as point of contact for prospective members	R. McKercher

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3.3	2/3/2015	Replaced references to LSSTC President with Executive Officer; removed reference to Science Council	R. McKercher
4	4/13/2016	Revision approved by LSSTC Board; new policy reflects current LSSTC mission, considers a broader and more inclusive membership, including consortia, and clarifies board approval process.	P. Eliason

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Introduction

The LSST Corporation (LSSTC) was formed to promote the development, construction, operation and scientific exploitation of the Large Synoptic Survey Telescope. With the start of the construction phase in August 2014 when the LSST Project began being supported in its full scope by the U.S. National Science Foundation and the U.S. Department of Energy, the mission of LSSTC has refocused. LSSTC, a private consortium of educational and research institutions, is now distinct from the LSST Project and, by law, does not have a formal role in the LSST construction phase. There are two major missions of the LSSTC at present. The first is to help secure the needed international contributions for LSST operation funding from International Contributors (IC), and to manage them through implementation of current and future Memoranda of Agreement. Given this role, LSSTC will have a major role in the LSST operation phase. The second major mission of LSSTC is to pursue the broader long-term role of promoting, preparing for, and funding scientific activities with the LSST, via fund-raising efforts to support the activities of the LSST science community.

The evolution of the mission of LSSTC from implementing the LSST to the operations phase and enabling science calls for a broader and more inclusive vision of Institutional Membership. LSSTC must provide a mechanism to represent the interests of IC with data rights. It should also recognize that LSST will enable research to be carried out at a significant number of institutions that do not have large astronomy and physics programs. To implement these goals, LSSTC will consider applications for Institutional Membership from institutions and consortia of smaller institutions that can help with the goal of maximizing the ultimate science output of the LSST. LSSTC considers Institutional Members to be educational or research organizations engaged in education or fundamental research in areas that are closely related to the LSST's science missions. Participating researchers at Institutional Members' organizations must have LSST data rights either as part of the US or Chilean communities or through an International Contributor agreement. A new institutional member should contribute to and advance the mission of LSSTC, as described in Section 2, Application for Membership.

In exceptional cases, a consortium of institutions and programs that are individually small on the scale of a typical U.S. University department may be considered for membership under the same criteria as for institutional members. This would enable astronomers and scientists who are currently outside of LSSTC institutions to participate, thus broadening the engagement of the (U.S./world-wide) science community. The total number of researchers and scale of program of the consortium should be comparable to that of typical current LSSTC institutional members.

LSSTC will consider applications that meet the above criteria for Institutional Membership from single institutions or from consortia of institutions with smaller astronomy/physics programs. The benefits and responsibilities of membership are broadly defined in Section 2. Institutions and consortia of small institutions interested in joining the LSSTC must submit an application that will be considered by the Board of Directors of the LSSTC on a case-by-case basis. Section 3 describes the application process.

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1 Benefits and Responsibilities of Members

New members of LSSTC acquire benefits and are expected to fulfill certain obligations.

Among the Benefits are:

- a) Naming of an Institutional Representative to the Board of Directors to support the LSSTC mission and represent the interests of their institution or consortium of institutions. Representatives are expected to attend and participate in Board meetings.
- b) Voting rights in Board elections. Each Institutional Member will have one vote for elections to the bodies prescribed by LSSTC By-Laws.
- c) Serving on LSSTC Board Committees. Institutional Representatives or others at member institutions are eligible to serve on committees such as the Audit and Finance Committee, Admissions Committee, International Contributors Committee, Nominating Committee, and Enabling Science Committee.
- d) Participating in the election of the Executive Board of Directors as described in the LSSTC By-Laws¹.
- e) Participating in the planning and development for the operational phase and full scientific exploitation of the LSST through LSSTC's participation in the Oversight Board (name TBD).
- f) Participating in LSSTC's Enabling Science program. Member Institutions researchers/faculty/students are eligible to participate in LSSTC Enabling Science programs, including applying for funding and participating in LSSTC sponsored activities.

Among the Responsibilities are:

- a) Payment of dues of \$25,000 per year to support the corporation as budgeted by the Executive Officer and approved by the Board of Directors. Member dues during the first calendar year of membership will be prorated based on the month the Institution is admitted for membership.
- b) All new Institutional Members will pay an additional one-time admission fee of \$75,000 in recognition of the long-term investments of those admitted before January 2010. The \$75,000 admission fee is distinct from the \$25,000 dues for the first year of membership.

2 Application for Membership

The Corporation continues to consider new applications for Institutional Membership as it transitions to its new mission of enabling science and participation in the planning for LSST operations. New members should contribute directly to the activities of the LSST and the LSSTC. Examples of such contributions include, but are not limited to:

¹ A subset of Representatives (~ 8) is elected to 4-year terms as Executive Board Directors who have formal voting rights.



- a) Providing technical expertise that the Project could call upon for participation in design, implementation or operations reviews;
- b) Providing unique experience or expertise in operational planning and related activities that add value to the operational phase of LSST;
- c) Providing scientific expertise to contribute substantially to the efforts of the existing Science Collaborations or to develop new scientific opportunities for LSST not currently covered by the Science Collaborations;
- d) Providing significant support capability for the LSST Science Collaborations;
- e) Providing support for activities funded by LSSTC's Enabling Science Initiative -- for example, promoting access to resources such as computational infrastructure, and hosting meetings and supporting workshops.

The LSSTC is accepting written proposals for Institutional and Consortium Membership for groups of small institutions. A proposal for membership must address how the Member contributes to the LSSTC mission, and should list relevant individuals with their interests and likely contributions. Prospective Institutional Members should have a preliminary conversation with the LSSTC Executive Officer and/or Board Chair to discuss how best to prepare the application.

Prospective members should send their proposal to the LSSTC Executive Officer:

Patricia Eliason
Executive Officer
LSST Corporation
933 N. Cherry Avenue
Tucson, Arizona 85721

3 Board Approval Process

The LSSTC Executive Officer will forward the proposal to the Admissions Committee with comments. The Admissions Committee will then review the proposal and associated input, conduct consultation with the Executive Board Chair and Executive Board members as needed, and formulate a recommendation for presentation to the LSSTC Board.

The LSSTC Board of Directors will consider requests for new Institutional and Consortia Membership for groups of small institutions on a case-by-case basis, based on the advice of the Admissions Committee. The voting members of the LSSTC Executive Board must approve membership with a two-thirds affirmative vote. Membership will be immediate upon an affirmative vote.