

Materials Research Data Alliance Bylaws

Article 1. Purpose

The Materials Research Data Alliance (MaRDA) is a United States based organization focused on realizing the promise of open, accessible, and interoperable materials data. Each of these elements are aligned with the goals of the Materials Genome Initiative (MGI). MaRDA provides a platform that promotes the convergence of ideas, people, data, and tools to accelerate discovery, enable new insights into materials mechanisms, and lay the foundation for both human-centered and artificial intelligence-assisted approaches to materials design.

Article 2. Alliance membership

1. Membership in the Alliance shall be open to individuals, or organizations interested in contributing to the stated mission of the Alliance.
 - a. Individuals, including students, postdocs, and researchers in academia, national labs, and industry, may join the Alliance by completing an online form and agreeing to the principles stated in **Article 1--Purpose**.
 - b. Organizations, including universities, national labs, professional societies and industrial organizations, may join the Alliance by having their appointed representative requesting membership through the online form. Organizations will have a single membership and participate in non-voting capacity as “affiliates” or “endorsers.” An organization is defined as an entity, and, therefore, an institution may have several entities with organization membership in MaRDA. For example, an institution such as a university might have several organization memberships in MaRDA, such as libraries, academic departments, etc. Staff affiliated with organizations may hold individual membership according to Article 1a.
 - c. The Materials Research Data Alliance Council (MaRDAC, hereafter referred to as *Council*) has responsibility for determining the need for revenue generating activities and setting responsibilities for all membership classes.

Article 3. Voting

1. Individual members in good standing are eligible to vote. Each member shall receive one ballot with a slate of Council candidates.
2. A simple majority of cast votes shall determine the outcome.
3. The Council shall determine the means by which elections shall be conducted (see Procedures).

Article 4. Governance

MaRDA shall be governed by the Materials Research Data Alliance Council (MaRDAC), an elected leadership body that promotes the interests of materials data researchers nationally and internationally and coordinates the efforts of MaRDA. The Council shall be constituted as described in section 1.a below. The Council shall elect a Council Executive Board as described in section 3. A temporary Founding Council shall exist during MaRDA’s launching phase.

1. Council. 10 members shall be elected by the Alliance membership for three-year terms. The Nominating Committee shall develop a slate of Council according to procedures developed by the Founding Council.
 - a. Representation.
 - i. The Nominating Committee shall strive to have diverse and balanced representation on the Council. We also strive between academia, national labs, industry, professional societies, and other entities.
 1. Academia – 3
 2. National labs – 2
 3. Industry 2
 4. Professional societies – 1
 5. Other – 2 (e.g., publisher, non-university educator)
 - b. Term limits - Members may serve up to two consecutive three-year terms. Former Council members may be elected again after a break in service of at least one three-year term.
 - c. Council shall meet twice per year but may convene as needed in the interim. Meetings may be held in person or remotely.
 - d. Participation by a minimum of two-thirds shall be required to conduct business.
 - e. Roles and responsibilities shall include
 - i. Elect from its ranks a four-person Council Executive Board comprising a chair, vice chair, immediate past chair, and treasurer/secretary.
 - ii. Set MaRDa strategic goals and implement them through the Committees, Technical Working Groups, and MaRDa events and activities,
 - iii. Approve formation and dissolution of Committees and Technical Working Groups,
 - iv. Approve by-law revisions,
 - v. Determine revenue generating activities including setting goals and amounts,
 - vi. Ensure maintenance of website,
 - vii. Approve meetings, conferences, workshops, events, and activities of MaRDA,
 - viii. Approve annual budget
 - f. Meetings shall be conducted according to Robert’s Rules of Order.
2. Council Executive Board shall be appointed by vote of the Council at the first Council meeting of the year.
 - a. Roles and responsibilities shall include
 - i. Call Council meetings and set agenda,
 - ii. Manage administration of MaRDA and MaRDAC,
 - iii. Revise by-laws as needed for approval by Council,
 - iv. Establish annual budget,
 - v. Approve budgeted spending,
 - vi. Appoint chair and members to Committees and Technical Working Groups.
3. Founding Council
The Founding Council is a temporary entity to conduct the activities necessary to organize and launch MaRDA.

- a. Roles and responsibilities shall include
 - i. Approve first set of by-laws,
 - ii. Recruit members to MaRDA,
 - iii. Appoint first Council members,
 - iv. Establish a process for rotation of Council members,
 - v. Establish the first Committees and Technical Working Groups,
 - vi. Set a timeline for establishing the Council and Council Executive Board and dissolving the Founding Council,
 - vii. Establish required business practices and MaRDA procedures, including developing and approving by-laws, appointing a webmaster, establishing interim subcommittees to work out founding details (e.g. deciding how to set up a secretariat; organization of conferences or workshops, organizing things like trademarks and branding).

Article 5. Communication

1. MaRDA's website, www.marda.io, shall be its primary means of communication for advancing the Alliance's mission, communicating with Alliance members and enabling Committees and Working Groups to publicize their work.
2. The Council shall ensure maintenance of the website domain, hosting, and updating.
3. The Alliance and Council shall conduct their business in English.

Article 6. Committees

Committees conduct the functional activities needed to run MaRDa.

1. Membership Committee
 - a. The Membership Committee shall comprise a chair and up to four members appointed by the Council Executive Board.
 - b. Roles and responsibilities
 - i. Approve requests for membership
 - ii. Communicate with members about MaRDa activities and events.
2. Nominating Committee
 - a. The Nominating Committee meets every three years to assemble a slate of candidates for the Council.
 - b. The Nominating Committee shall comprise three to five members, including a chair as established by the Council Executive Board.
3. Website Committee
 - a. The Website Committee shall comprise a webmaster appointed by the Council Executive Board. The Council Executive Board may appoint up to four members to the Committee at its discretion. The webmaster may engage assistance (e.g., a graduate student) but may not incur expenses on behalf of MaRDa without authorization of the CEB.

Article 7. Technical Working Groups (TWGs)

1. Technical Working Groups are engaged in furthering the objectives of MaRDa.
2. Working Groups are created by members through a proposal and approval procedure defined by MaRDAC and explained on the MaRDA website.

3. Approved Working Groups will have a defined charge including clearly defined outputs.
4. Each Working Group shall have a chair appointed by the MaRDAC Council.
5. Working Groups operate to achieve their defined and approved objectives on a finite timeline meeting the standards approved by MaRDAC. Working Groups will submit a one-page progress report on activities at least every nine months.
6. Working Group membership is open to all MaRDA members
7. Working Group members are volunteers who join through a form on the MaRDA website.
8. Working Group outputs need not comprise consensus of the entire Working Group.
9. Working Group outputs will be communicated back to MaRDAC and the full MaRDA community.

Article 8. Code of conduct

1. MaRDA and MaRDAC policies, events, and activities shall seek out diversity based on nationality, ability, race, gender, and religion. MaRDA strives to eliminate any activity or behavior that serves to discriminate on any criteria designed to exclude a cohort.
2. All members of the Alliance and Council shall adhere to the code of conduct of the secretariat organization. In the absence of a secretariat organization, each member shall be expected to adhere to the code of conduct of their employer.
3. All MaRDa events and activities shall adhere to the code of conduct of either the secretariat or organization hosting an event or activity.

Founding Council approval

The signatories below approved these by-laws on September, 18, 2020 and agree to serve as Founding Council members.

1. David Elbert, Johns Hopkins University
2. Ben Blaiszik, University of Chicago and Argonne National Laboratory
3. Eileen De Guire, The American Ceramic Society
4. Vicky Doan-Nguyen, The Ohio State University
5. Peter Voorhees, Northwestern University
6. Cate Brinson, Duke University
7. Alejandro Strachan, Purdue University
8. Apurva Mehta, SLAC National Accelerator Lab
9. Boris Kozinsky, Harvard University
10. Laura Bartolo, CHiMaD, Northwestern University
11. Ian Foster, Argonne National Laboratory and University of Chicago
12. Sergei Kalinin, Oak Ridge National Laboratory