

Bylaws

Pittsburgh Quantum Institute



(Adopted by the Steering Committee 29 September, 2023)

Article I: Preamble

The Pittsburgh Quantum Institute (PQI) is an organization pursuing quantum science and engineering in Pittsburgh. Like the field itself, PQI faculty are highly interdisciplinary, with members coming from departments and schools such as Physics, Chemistry, Engineering, and Computer Science at the University of Pittsburgh, Carnegie Mellon University, and Duquesne University. Building synergy among this diverse group of researchers is one of the core missions of PQI.

PQI is a research-focused Center, and as such receives funding from the University of Pittsburgh's (Pitt) Senior Vice Chancellor for Research (SVCR). It is subject to the statutes and policies of the University of Pittsburgh. It also receives funding from Carnegie Mellon University (CMU), coordinated by the Dean of Mellon College of Science (MCS).

The vision and mission of PQI will be adopted separately and recorded on the pqi.org website.

Article II: Officers and Structures of Governance

Section 1. Officers and duties

1. The Pitt Co-Director, appointed by Pitt's SVCR, in association with the CMU Co-Director, appointed by CMU's Dean of MCS, oversees the affairs of PQI.
2. The Executive Director, appointed by the Co-Directors, after consultation with the Steering Committee (see below).
3. The Co-Directors and Executive Director are *ex officio* members of the Steering Committee.
4. The Co-Directors will submit an annual report on the Center's activities at the end of each fiscal year to the Pitt SVCR and CMU Dean of MCS.
5. When a Co-Directors or Executive Director is unable to serve because of leave or illness, an Interim Co-Director or Interim Executive Director will be proposed by the Co-Directors and/or Executive Director, in consultation with the Steering Committee, from among members of the Center, and appointed by the SVCR or the Dean of MCS to serve for up to two years.

6. The Co-Directors and Executive Director may remove any Committee member with or without cause. A Committee member may resign by submitting a notice of resignation in writing to the Co-Directors and Executive Director. The resignation is effective upon receipt, unless otherwise stated in the notice.
7. The Co-Directors, in consultation with the Executive Director: determine and guide the Center's vision and mission, establishes its annual program of activity, manage its finances and financial decisions, appoints ad hoc committees, manage space and equipment, supervises personnel, communicates with members and affiliates, oversees websites and communication, and convenes external committees or subcommittees.

When a dispute arises between co-directors, the Pitt Co-Director is the final decision authority.

Section 2. Governing Structure.

1. The Steering Committee consists of a minimum of six faculty members and two graduate students/postdocs. The typical membership of the Steering Committee will include
 - a. A minimum of one faculty member from each of the following schools: the Pitt Dietrich School of Arts and Sciences, the Pitt Swanson School of Engineering, and the Pitt School of Computing and Information.
 - b. A minimum of two faculty members from Carnegie Mellon University.
 - c. A minimum of one faculty member from Duquesne University.
 - d. A minimum of one graduate student or postdoc from the University of Pittsburgh and one from Carnegie Mellon University.
2. Faculty members of the Steering Committee serve for a term of three years, with possibility of renewal. Graduate student/postdoc members of the Steering Committee will serve for a term of one year, with possibility of renewal.
3. At the conclusion of each term or in the event of a vacancy, new Steering Committee member nominations are made by a solicitation to the current PQI membership. The Steering Committee will select the new members from the among the nominees.
4. The Steering Committee holds regular meetings twice a year, in the Fall and Spring semester. The Director may call additional meetings as needed.
5. The Steering Committee advises the Co-Directors and Executive Director on PQI activities and finances, including, but not limited to, awarding visiting scholar and postdoctoral fellowship positions, research awards and travel grants, and projects originating within the Center.
6. The Steering Committee may convene external committees or subcommittees at their discretion to complete specified tasks.

Article III: Membership

Members of PQI consist of the following:

1. Faculty members at the University of Pittsburgh, Carnegie Mellon University, and Duquesne University who request recognition as members.

2. Graduate students at the University of Pittsburgh and Carnegie Mellon University who request recognition as members and whose program of study includes a quantum science dimension.
3. Postdoctoral fellows at the University of Pittsburgh, Carnegie Mellon University, and Duquesne University associated with PQI activities and who request recognition as members.
4. Staff members of the Center, both permanent and project staff.
5. Affiliate members of PQI including visiting scholars and research associates appointed by the Steering Committee.
6. Outside members from local industry or research laboratories in the greater Pittsburgh area who request recognition as members and have interest or expertise in quantum science or engineering.

Article IV: Amendment

These Bylaws may be amended by a majority vote of the full Steering Committee at a regular Spring or Fall meeting.