



Early Career Community of Practice (ECCoP) Charter

1. Purpose

The Early Career Community of Practice (ECCoP) brings together and represents the next generation of scientists, engineers, technicians, and support staff at Brookhaven National Laboratory (BNL).

Vision

ECCoP envisions a Laboratory that is inspired and enriched by a thriving early career workforce.

Mission

ECCoP supports and promotes the growth and development of early career employees at BNL.

Goals

- **Foster Community and Retention**
Organize social and professional networking events to strengthen community bonds among early career staff, support retention, and encourage talent development. Assist new hires in integrating into BNL's scientific mission, culture, and values.
- **Enable Communication and Advocacy**
Host regular meetings to surface ideas and concerns, providing early career staff with a channel to communicate with senior leadership. Serve as a bridge between early career scientific and support staff, promoting cross-functional dialogue.
- **Support Professional Development**
Promote career growth through mentorship opportunities, knowledge sharing, and access to professional development resources.
- **Enhance the Talent Pipeline**
Engage with students and early-stage professionals in the broader community to support BNL's workforce development initiatives.
- **Promote Outreach and Engagement**
Coordinate outreach activities with the local community and encourage participation in internal Laboratory events to enhance visibility and engagement.

2. Membership

Membership is open to anyone with a Brookhaven National Laboratory network account and site access. The right to vote is reserved for members.

3. Leadership

1. The Leadership Team will consist of two co-chairs, secretary(s), and treasurer(s), as well as any other roles as determined by the Leadership Team. Members of the Leadership Team shall have voting rights at Leadership Team meetings.
2. The members of the Leadership Team shall conduct the affairs of the club.
3. The Leadership Team members' term shall be two years. The Leadership Team may approve a transition period of up to six months if no candidates are found for a position or to assist with onboarding.
4. The general membership shall be notified of open positions with nominations accepted for at least two weeks. In case of a single candidate for a role, the Leadership Team may elect that candidate by a majority vote greater than $\frac{3}{4}$ of those voting, excluding abstentions. In case of multiple candidates for a role, the position will be determined by plurality vote of the membership.
5. The Leadership Team may elect Advisors with a term that will last one year, and they may be re-elected by the Leadership Team. They will not have voting rights at Leadership Team meetings, unless there is need for a tie breaker. There is no term limit to how long they may serve in this role.
6. The Leadership Team will serve without additional remuneration.

4. Roles and Responsibilities

Role	Responsibilities
Co - Chairs	<ol style="list-style-type: none"> 1. Preside at all meetings of the group and the Leadership Team 2. Serve as official representative of ECCoP. 3. Understand and communicate the interests, concerns, wants, and needs of the early career demographic at BNL to senior leadership. 4. Issue and approve all reports as required. 5. See that the Charter is enforced. 6. Approve expenditure authorized by the Leadership Team. 7. Define high-level annual goals. 8. Propose and guide the development and implementation of initiatives that promote the values for which ECCoP stands.
Secretary	<ol style="list-style-type: none"> 1. Facilitate the creation of a meeting agenda for each team meeting. 2. Track status of action items and action owners. 3. Record and archive meeting minutes. 4. Track the progress of the group's annual goals. 5. Keep attendance at meetings and ascertain if a quorum is present (see Meetings article).
Treasurer	<ol style="list-style-type: none"> 1. Establish, maintain, and balance an ECCoP bank account. Track purchases against annual budget to prevent overspend. 2. Provide regular updates to the ECCoP Co-Chairs on the funds in the account. 3. Maintain itemized records of cost breakdowns for events and purchases. 4. Compile budget requests. 5. Enforce expenditure authorizations depending on the availability of funds within the allocations of the individual annual budgets.
Leadership Team	<ol style="list-style-type: none"> 1. Formulate the policies, rules and regulations of the group to conform to the Charter. 2. Elect members of the Leadership Team if a vote of the general membership is not required. 3. Provide input to the annual budget for the club.

	<ol style="list-style-type: none"> 4. Attend to all business not otherwise specified in the Charter. 5. Responsible for calling meetings and organizing and helping with events. 6. Attend Leadership Team meetings.
Advisors	<ol style="list-style-type: none"> 1. Attend at least one Leadership Team meeting a month on average. 2. Hold the Leadership Team accountable for upholding the Charter. 3. Inform the Leadership Team in case of shortcomings in governance. 4. Provide general advice to the Leadership Team when solicited and whenever they see fit. 5. Nominate candidates for Leadership Team roles.
Members	<ol style="list-style-type: none"> 1. Participate in discussions sharing information, insights, and experiences. 2. Raise issues and concerns regarding common needs and requirements. 3. Recommend ways to enhance ECCoP effectiveness and contributions.

5. Meetings

1. The Leadership Team will meet regularly, at least once a month. At least half of the voting members of the Leadership Team must be present to form a quorum.
2. Meetings or information sessions will be held regularly throughout the year to convey information to the general membership and provide opportunities for feedback.

6. Sub-Committees

The Co-chairs shall appoint a committee chairperson as the need arises, subject to majority approval of the Leadership Team.

7. Sponsors

The ECCoP Sponsors are the Lab Deputy Director for Science and Technology and the Lab Deputy Director for Operations.

8. Amendments

Amendments to this Charter require a $\frac{3}{4}$ majority vote of the membership, excluding abstentions, to pass, provided that:

- A majority of the Leadership Team approves the amendment
- At least 25 members are present at the time of the vote
- Notice of the proposed amendment has been given at least two weeks in advance of the final vote

Amendments may also be approved via an online vote, subject to the same requirements listed above.