**HEFTY Bylaws**

**Article I.** Name

The name of this collaboration shall be HEFTY (HEavy Flavor TheorY for QCD matter).

**Article II.** Purpose and Goals

The objective of the HEFTY collaboration is to combine the expertise of leading researchers in the field to develop a rigorous and comprehensive theoretical framework of heavy-flavor particles in QCD matter, from their initial production when the nuclei first collide, their subsequent diffusion through the QGP and eventual hadronization, all embedded in realistic numerical simulations that enable quantitative comparisons to experimental data. The methods employed by the collaboration include first-principles lattice QCD computation of novel heavy-quark operators in hot QCD matter, analyzed using heavy-quark effective field theories and quantum many-body theory to derive transport coefficients, and quantum transport combined with rigorous statistical data analysis. The resulting framework will enable accurate assessments of QGP transport properties related to heavy quarks, and unravel the underlying microscopic processes driving them, thereby providing unprecedented QCD-based insights into the inner workings of the QGP. The scientific program of the HEFTY collaboration will take full advantage of the upcoming precision-measurement campaigns by the sPHENIX and STAR collaborations at RHIC, as well as by the LHC experiments, and develop connections to heavy flavor probes at the future Electron-Ion Collider.

**Article. III.** Members and Roles

*Section 1*. Collaboration PI: The role of the PI is to coordinate the activities and organization of the HEFTY Collaboration, communicate with the program officer, and submit the required reports to DOE.

*Section 2*. Co-Spokespersons (up to two): The role of the co-spokespersons is to assist the PI in the coordination of the collaboration and represent the collaboration to DOE and the outside scientific community.

*Section 3*. Executive Committee: The PI and the spokespersons form the executive committee of the collaboration to provide oversight and make decisions concerning the collaboration's strategies, policies and operations, based on feedback from the senior investigators.  Additional senior investigators may be called upon to be ad hoc executive committee members as needed.

*Section 4.* Co-Investigators: These members are senior researchers who actively participate in the work of the HEFTY Collaboration.

*Section 5.* Junior Members (Students and Postdocs): These members work at the senior researcher’s institutions, under their guidance, and receive funding from HEFTY.

*Section 6.* External Collaborators: These members could be senior or junior researchers who work closely with the senior researchers of HEFTY and significantly contribute to the research activities of HEFTY. They are not funded by HEFTY.

*Section 7.* Adding Collaboration members: New researchers funded by HEFTY automatically become members. New external members can be added after their participation is discussed in and agreed upon by the working group that they would be collaborating with. Membership is then approved by the senior researchers at the next quarterly HEFTY PI meeting.

**Article IV.** Meetings

*Section 1.* Collaboration Meetings. A Collaboration meeting will be held annually. The location of the collaboration meeting will be hosted at a different institution each year. This meeting will be in person. In Year 2, the collaboration meeting will include a summer school.

*Section 2.* Working Group Meetings: These meetings will be held biweekly by each WG. These meetings will be virtual and held over Zoom.

*Section 3.* PI Meetings: Regular meetings of the senior researchers shall be held on a quarterly or as-needed basis. These meetings will be virtual and held over Zoom.

**Article V.** Working Groups: HEFTY members participate in one or more of the four working groups (WGs): WG1 (Spectral and Transport Properties); WG2 (Heavy Flavor in Small Systems); WG3 (Open Heavy Flavor in-Media); WG4 (Quarkonia in-Media).

*Section 1.* Working Group conveners: Each WG is led by a convener. The conveners should organize the WG meetings, chair them, provide online minutes of each meeting, and work with the PI and spokespersons to prepare the annual report.

*Section 2.* Working Group membership: The working group consists of the convener, senior and junior researchers working on the topic, and any interested external collaborators.

*Section 3.* Timing and frequency of WG meetings: Meetings are biweekly at a time agreed upon by the WG members.

*Section 4.* WG minutes. Minutes shall be written by the WG convener and posted to the HEFTY website within 5 days of the meeting.

**Article VI.** HEFTY Publications are journal publications or conference papers completed by HEFTY members that contribute to the milestones of the HEFTY Collaboration. All HEFTY publication should include the HEFTY funding acknowledgement.

*Section 1.* Authorship: HEFTY members who have made significant contributions to the work can be listed as authors of HEFTY publications.

*Section 2.* HEFTY acknowledgement: All papers including work supported by HEFTY should include the following funding acknowledgement: *This work has been supported in part by the U.S. Department of Energy, Office of Science, Office of Nuclear Physics through the Topical Collaboration in Nuclear Theory on Heavy-Flavor Theory (HEFTY) for QCD Matter under award no. DE-SC0023547.*

*Section 3.* Pre-submission preprint announcements: All new manuscripts intended for publication should be posted to the HEFTY PIs for comments at least 7 days before submission to the journal or conference.

*Section 4.* Data dissemination: The data shown on plots in papers, as well as any other pertinent information, should be submitted to the arXiv, along with the manuscript itself. These data should be posted under the ancillary files tab on the arXiv submission form.

**Article VII.** HEFTY Presentations are conference talks or seminars given by HEFTY members on topics that are related to the milestones of the HEFTY Collaboration. All HEFTY presentations should include the HEFTY logo on the title slide.

*Section 1.* Authorship: HEFTY members who have made significant contributions to the work can be listed as contributors to HEFTY presentations.

*Section 2.* Use of HEFTY logo: Work (partially) funded by HEFTY should include the HEFTY logo on the title slide.

*Section 3.* The slides should be posted to the collaboration website following the talk for information and inclusion in HEFTY reports.

**Article VIII.** HEFTY Reporting. All HEFTY publications and presentations should be posted on the HEFTY website for inclusion in HEFTY reports, including the annual report to DOE.

**Article IX.** Conduct and conflict management.

*Section 1.* All members must abide by the HEFTY Code of Conduct when participating in HEFTY events and representing HEFTY in public events.

*Section 2.* Any violation of the Code of Conduct should be reported to the HEFTY ombudsperson. The ombudsperson will convene a panel of HEFTY senior researchers and external members to investigate the issue. Anyone involved in the investigation will not be part of the panel. The recommendation of the panel is binding and must be followed.