

Algebraic Combinatorics Constitution

January 27, 2020

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This is the final version of the constitution presented on Nov. 26, 2019 to the ALCO Editorial Board by the ALCO constitution-drafting committee: László Babai, Sara Billey, Brendan McKay, Anne Schilling, and Vic Reiner (chair). It was approved during a vote of the Editorial Board at the Annual General Meeting, presided by Editor-in-Chief Hugh Thomas, on Jan. 27, 2020.

Article I Mission Statement

1. Algebraic Combinatorics (henceforth “the Journal”) is a journal run for and by mathematicians. The mission of the Journal is to publish high-quality papers in which algebra and combinatorics interact in interesting ways, in such a way that published articles are disseminated without fees and without restrictions on access.
2. In terms of mathematical content, there are no limitations on the kind of algebra or combinatorics. The algebra involved could be commutative algebra, group theory, representation theory, algebraic geometry, linear algebra, Galois theory, associative or Lie algebras, among other possibilities. The combinatorics could be enumerative, coding theory, root systems, design theory, graph theory, incidence geometry or other topics. The key requirement is not a particular subject matter, but rather the active interplay between combinatorics and algebra.
3. Copyright of published articles is retained by the existing copyright holder. The Journal may require that copyright holders accede to a license agreement. No fee shall be required from authors for publication. Articles accepted for publication shall be permanently accessible for free on the internet, without the need for registration.

Article II Ownership and Summary of Governance Structure

For persons appointed to an office by an Annual General Meeting for a specified number of years, as described in Section 3.2 below, the term “years” shall be interpreted as the intervals between consecutive Annual General Meetings. Communication “in writing” includes email.

2.1. GENERAL ASSEMBLY

- a. The Journal and its title are owned by the General Assembly.
- b. The General Assembly is composed of three parts: the Steering Committee, the Editors-in-Chief, and the Editorial Board.
- c. The Steering Committee is elected by the General Assembly, the Editors-in-Chief are appointed by the Steering Committee with input from the General Assembly, and the General Assembly elects its own new members.
- d. No person may serve at the same time as an Editor-in-Chief and a member of the Steering Committee.
- e. Neither the General Assembly nor any individual member of it can transfer any share of ownership of the Journal or its title to a third party.

2.1.1 RESPONSIBILITIES OF THE GENERAL ASSEMBLY

- a. The role of the General Assembly is to ensure the continued existence of the Journal in perpetuity and its adherence to the Mission Statement.
- b. Members of the General Assembly may raise issues of concern to the Journal at any time, by bringing them, in writing, to the attention of the Chairperson of the Steering Committee, who shall moderate any discussion and take any actions required. In case of an issue that concerns the Chairperson of the Steering Committee, the issue shall be brought to the attention of the Secretary of the Steering Committee, who shall moderate the discussion.
- c. An issue raised by one of the Editors-in-Chief, one member of the Steering Committee, or by three members of the Editorial Board shall give rise to such a discussion.
- d. A meeting of the General Assembly is called a General Meeting and may be either an Annual General Meeting or an Extraordinary General Meeting.
- e. The General Assembly has the right to terminate the office of any of its members at any time. To effect such a termination, the Steering Committee Chairperson or the Secretary of the Steering Committee must give notice of the intention to present a motion of such termination to the General Assembly one month in advance of the General Meeting where it will be discussed. To pass, the motion for termination requires votes in favor from at least two-thirds of the current members of the General Assembly.

2.1.2 RESPONSIBILITIES OF THE STEERING COMMITTEE

- a. The Steering Committee is responsible for strategic long-term guidance of the Journal in its mission, planning in initiatives regarding the welfare of the Journal, and appointment of the Editors-in-Chief.
- b. The Steering Committee is expected to consult the members of the General Assembly when undertaking major decisions that affect the Journal.
- c. The Steering Committee may act on behalf of the General Assembly in relation to third parties, and shall report to the General Assembly on any commitments taken on their behalf.
- d. To facilitate the business of the Journal, the Steering Committee can appoint ad hoc committees at any time, such as Search Committees to recommend candidates for positions to be vacated.

2.1.3 COMPOSITION OF THE STEERING COMMITTEE

- a. The Steering Committee shall be composed of three members, each serving a six-year term, staggered in intervals two years apart.

- b. The Steering Committee shall have a Chairperson, responsible for presiding over its discussions. The Chairperson shall hold that position for two years, during the third and fourth years of their six-year term on the Steering Committee.
- c. The Steering Committee shall have a Secretary, responsible for keeping records of the business for both the Steering Committee and the General Assembly. This shall include tallying votes at General Meetings. The Secretary shall hold that position for two years during the first and second years of their six-year term on the Steering Committee.
- d. To initialize the rotation, the first Steering Committee shall consist of one person to serve as Secretary for two years, a second person for four years serving as Chairperson during their third and fourth years, and a third person for six years serving as Chairperson during their first two years.
- e. Tasks which this Constitution assigns to the Chairperson of the Steering Committee which must be carried out during a period of unavailability of the Chairperson may be carried out by the first available among the following three people: the Secretary of the Steering Committee, the third member of the Steering Committee and the Coordinating Editor.
- f. If an unscheduled vacancy on the Steering Committee occurs, the General Assembly shall appoint a replacement to serve for the remainder of the term of the departing member. If the Annual General Meeting is not scheduled within two months, the Steering Committee Chairperson shall call an Extraordinary General Meeting for this purpose.
- g. If a member of the Steering Committee wishes to resign before the expiration of his/her term, the resigning member is encouraged to give at least six months notice to the General Assembly.

2.1.4 RESPONSIBILITIES OF THE EDITORS-IN-CHIEF

- a. The team of Editors-in-Chief is responsible for the daily activities of running the Journal. This includes but is not limited to
 - a1. conducting the review process and making editorial decisions in accordance with the customs and standards of high-quality research journals in mathematics, and
 - a2. communication with the Publisher as indicated in Article IV.
- b. Questions of editorial policy and journal content shall be decided by the Editors-in-Chief, including decisions concerning special issues of the Journal, and choices of guest editors for such special issues. However, decisions affecting the Journal's contractual relations with third parties are subject to the provisions of Article IV.
- c. The Editors-in-Chief may at their discretion engage one or more assistants to help with the running of the Journal.

2.1.5 COMPOSITION OF THE TEAM OF EDITORS-IN-CHIEF

- a. The team of Editors-in-Chief shall consist of at least three members, appointed by the Steering Committee, for a renewable term of three years.
- b. Interim Editors-in-Chief may be appointed by the Steering Committee for specified periods not exceeding three years, during which time they would have the same rights and responsibilities as the Editors-in-Chief.
- c. At all times, one Editor-in-Chief from the team shall be designated by the Editors-in-Chief as Coordinating Editor, responsible for the smooth running of the Journal, including but not limited to managing submission triage and communicating with the Publisher to set the publication schedule for articles.
- d. An Editor-in-Chief who wishes to resign before the expiration of his/her term, is encouraged to provide the Steering Committee with at least six months notice.
- e. By unanimous vote, the Steering Committee may remove an Editor-in-Chief from office at any time.
- f. If the number of Editors-in-Chief falls below three, or the existing Editors-in-Chief ask the Steering Committee to appoint an additional Editor-in-Chief, the Steering Committee shall appoint a Search Committee charged with recommending a suitable candidate for the position. This Search Committee shall include at least one current Editor-in-Chief and one member of the Steering Committee, but may also include other members of the General Assembly as well as former Editors-in-Chief and former members of the Steering Committee.

2.1.6 RESPONSIBILITIES OF THE EDITORIAL BOARD

- a. The members of the Editorial Board are expected to assist the Editors-in-Chief in assessing articles submitted to the Journal and in selecting those to publish.
- b. The members of the Editorial Board are expected to participate in General Meetings.

2.1.7 COMPOSITION OF THE EDITORIAL BOARD

- a. The members of the Editorial Board represent the community of mathematicians working in the field of algebraic combinatorics. The General Assembly shall strive to achieve a composition of the Editorial Board that is representative of subfields published in the Journal, and balanced with regard to regional distribution of research in algebraic combinatorics, as well as balanced with regard to gender. Scholars may be invited to serve on the Editorial Board in view of their record of contributions to algebraic combinatorics, and in view of their potential contribution to the Journal's mission.
- b. The Editorial Board should contain at least 15 members who are neither Editors-in-Chief nor members of the Steering Committee. Members serve renewable three-year terms, or terms specified by the General Meeting which elected them.

- c. Members of the Editorial Board may resign at any time. The resigning member must notify the Steering Committee.
- d. Each member of the Steering Committee and each Editor-in-Chief is ex-officio a member of the Editorial Board during the period of their tenure on the Steering Committee and as Editor-in-Chief, respectively, and for three years afterwards.

Article III Meetings

3.1 BUSINESS MEETING

1. Beginning during the month of January each year, a Business Meeting shall be held jointly between the Steering Committee and the Editors-in-Chief. The meeting shall be chaired by the Chairperson of the Steering Committee. The meeting shall include a report from the current Coordinating Editor on the state of the Journal's publishing, including backlog and workflow. This meeting is also intended to discuss any business or issues facing the Journal, as well as to plan the agenda for the Annual General Assembly, including recommendations for election of Steering Committee and Editorial Board members.

3.2 GENERAL MEETINGS

1. An Annual General Meeting shall be held each year, beginning between one and two months from the end of the Business Meeting. The Annual General Meeting shall be chaired by the Chairperson of the Steering Committee. The meeting shall include a report from the Chairperson of the Steering Committee on the state of the Journal, and an election of Steering Committee members and Editorial Board members.
2. The Steering Committee shall announce the commencement date for the Annual General Meeting at least one month in advance, including in the announcement a call for nominations to those Steering Committee positions to be filled and for new Editorial Board members. Candidates can be nominated either by the Steering Committee, or by two members of the General Assembly. The nominators shall provide rationale for the nomination and secure the candidate's agreement to serve if elected. A candidate satisfying these conditions shall be put before the General Meeting for election.
3. The Steering Committee shall distribute the agenda for the Annual General Meeting two weeks before the Annual General Meeting, and it shall include a list of all candidates for office and an "other business" item. The Steering Committee shall distribute the rationale for the nomination of each candidate with the agenda.
4. The Chairperson of the Steering Committee or the two other members of the Steering Committee jointly may call an Extraordinary General Meeting for any business that cannot wait for the next Annual General Meeting, and may call a meeting between the Steering Committee and Editors-in-Chief at any time. General Meetings may, at

the discretion of the meeting chairperson, be held in any format, including face-to-face and electronic format, or a mixture of formats. However, members must be able to participate by email.

5. A person elected or appointed to an office at a General Meeting assumes that office at the close of the meeting unless the meeting has specified other timing.

3.3 VOTING AT GENERAL MEETINGS

1. The procedure for conducting a formal vote at a General Meeting is as follows. This procedure shall be followed for votes mandated by this Constitution, and for votes on other substantial matters that a General Meeting decides to put to a formal vote. Additional requirements for the election of Steering Committee members are in Paragraph 3.3.2.
 - (a) The meeting chairperson circulates the motions. Every motion needs to be seconded.
 - (b) After at least one week, allowed for discussion, voting is opened.
 - (c) During the voting period the meeting chairperson shall send a reminder two days before the end of the minimum period and at least once per week thereafter.
 - (d) Voting closes when both one additional week has passed and more than half of the members of the General Assembly have voted (at least two thirds in the case of the votes outlined in Paragraphs 2.1.1.e, 3.3.2(a) and Section 5.4), with an absolute limit of three weeks. In the case of a motion to change the Constitution under Article V or a termination described in Paragraph 2.1.1.e, the minimum period of one week is extended to two weeks.
2. The procedure for voting on new Steering Committee members at General Meetings is augmented as follows. This procedure must be followed even if a candidate is running unopposed.
 - (a) A General Meeting to elect one or more Steering Committee members will allow one week for discussion of the candidates. The discussion period can be extended by the General Meeting. After the discussion period, the meeting chairperson will coordinate a confidential election of the candidates who are still under consideration by the meeting. All members of the General Assembly apart from the candidate and members with a personal conflict of interest may participate in the discussion and the voting. The discussion and the results of the voting apart from the vote tally are strictly confidential among those authorized to participate.
 - (b) The details of the discussion and the vote, apart from the motion and the vote tally, are not part of the permanent record of the Journal.
 - (c) Appropriate safeguards against accidental disclosure are the responsibility of each participant. The meeting chairperson shall remind all participants of this rule at the beginning of each confidential discussion.

- (d) Each candidate shall be informed of this Constitution and these confidentiality rules in advance of any discussion of the candidate.
 - (e) If a General Meeting initially fails to elect Steering Committee officers as required, the meeting chairperson may extend the meeting to allow additional candidates to be identified.
3. Voting on independent motions may be carried out concurrently.
 4. The outcome of a vote is determined as follows.
 - (a) In the case of a motion to change the Constitution under Article V or a termination described in Paragraph 2.1.1.e, an affirmative vote of at least two thirds of the current membership of the General Assembly is required.
 - (b) In the case of a vote to elect a person to a Steering Committee position, two thirds of the votes cast are required. If no candidate receives two thirds of the votes cast, the candidate receiving the fewest votes is eliminated (with the Editors-in-Chief breaking ties) and a new vote is held if any candidates remain. If no candidate receives two thirds of the votes cast before all candidates are eliminated, no candidate has been elected.
 - (c) If the vote is a binary choice other than (a) or (b), the affirmative vote of a majority of the votes cast is required in order for the motion to pass. The Chair of the meeting has the casting vote in the event of a tie.
 - (d) If the vote is to elect more than one officer for identical functions from a list of candidates (such as the election of new members of the Editorial Board), then those receiving the most votes are elected, with ties resolved by the Steering Committee.
 - (e) For other votes, the procedure for determining the outcome shall be decided by the meeting before the vote is held.
 5. Votes for removal of a member from office, and for electing candidates to office, shall be carried out by a method anonymous to members with direct personal interest in the outcome. Such a method might be, but is not restricted to, an electronic voting system, or appointment of an uninvolved returning officer who collects votes but reports only the tallied counts.

Article IV **The Publisher**

- 4.1. The Steering Committee may choose to engage the services of a Publisher to publish and disseminate the Journal, and to manage technical aspects of the Journal.
- 4.2. The Steering Committee shall consult with the Editors-in-Chief during contract negotiations with the Publisher, including at the initiation and the renewal of a contract, and may directly involve a representative of the team of Editors-in-Chief in the negotiations.

- 4.3. Contracts with a Publisher must be signed and validated by the signature of all three Steering Committee members and must be compatible with the Mission Statement.
- 4.4. While a contract with the Publisher is in effect, the Editors-in-Chief maintain direct communication with the Publisher regarding publication schedules and other technical matters not involving a change in the contract.

Article V Amendments to the Constitution

- 5.1. A group of at least three members of the General Assembly wishing to propose a constitutional amendment must present it in writing to the Steering Committee. There shall follow a discussion between the proposers, the Editors-in-Chief, the Steering Committee, and anyone else whom the Steering Committee invites into the discussion. This discussion must conclude within four weeks, unless the proposers and the Steering Committee agree otherwise.
- 5.2. Before the conclusion of this discussion, either
 - (a) the proposal is withdrawn by the proposers, or
 - (b) a joint proposal by the proposers and the Steering Committee is drafted, or
 - (c) a possibly updated proposal by the proposers is presented to the Steering Committee which the Steering Committee does not wish to join.
- 5.3. In case 5.2(c), the Steering Committee may add, within a week of the conclusion of the discussion, its own opinion regarding the proposal and present it to the proposers.
- 5.4. In case 5.2(b), the joint proposal, and in case 5.2(c), the annotated proposal is circulated to all General Assembly members and is presented to the General Assembly at the first General Meeting to commence at least four weeks after the conclusion of the discussion.

End Constitution