

# Cape Town Software Process Improvement Network (CT-SPIN) Charter And By Laws

Revision 1: *Ratified on 23 August 2006 at general meeting #16.*

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## I. ESTABLISHMENT

The Cape Town Software Process Improvement Network, hereafter referred to as the Cape Town SPIN, was originally established during May 2005 as a non-profit organization. This was a consequence of a need for such an organization identified at the IEEE Computer Society Software Engineering 2005 Colloquium. The Cape Town SPIN had its first formal meeting on 8 June 2005 at the Computer Science Building at the University of Cape Town.

## II. MISSION

**The Cape Town SPIN is a leadership forum for the free and open exchange of software and systems engineering expertise, experiences and ideas, by creating a knowledge society based on all disciplines of software engineering.**

## III. OBJECTIVES

In carrying out its mission, the Cape Town SPIN organization acts to accomplish the following objectives within the software community:

- Advance the quality of software.
- Improve software productivity.
- Promote software process maturity.
- Transfer software improvement knowledge and innovation to all participants.
- Share lessons learned and best practices between participants and other SPIN organizations.
- Promote cooperation between industry, academia, and government with respect to software process improvement and systems engineering technology.
- Provide networking opportunities between software and system engineering practitioners.
- Advance the SPIN concept in Africa.

## IV. ORGANIZATION

The Cape Town SPIN is managed by a democratically elected Steering Committee consisting of SPIN participants who have committed to actively take on the roles and responsibilities of the various functions necessary to run the Cape Town SPIN. The Steering Committee operates as a consensus-based decision-making team with a number of specific roles. One or more individuals may fulfill a specific role. This is not a hierarchically organized team; all roles have equal voice in the decision making process.

The Steering Committee will consist of the following members:

- Chairperson
- Vice-Chairperson
- Publicity Chair
- Membership Chair
- Technical Chair
- Liaison Chair

The Steering Committee meets after the general SPIN meeting. The meetings are open to all interested SPIN participants and generally occur during breakfast.

### A. STEERING COMMITTEE

The responsibilities of the Steering Committee are as follows:

- Manage the affairs of the Cape Town SPIN organization.
- Generate the operating budget (if any).
- Maintain coordination with other SPIN organizations.

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- Approve topics and speakers for SPIN meetings.
- Make appointments to vacancies in elected committee positions (or, less formally, identify program coordinators for the SPIN meetings).
- Appoint standing committees chairpersons as needed.
- Approve the establishment, charter and disbandment of working groups, and selection of working group chairs.
- Establish and disband committees and working groups.
- Periodically review the operation of the SPIN to determine improvements in its operation. This includes reviewing the charter at least annually and reviewing the budget (if any) at least bi-annually.

## 1. Responsibilities of Steering Committee Chairperson

The Chairperson presides at regular meetings of the Cape Town SPIN and at meetings of the Steering Committee. The Chairperson is responsible for assuring the reassignment of duties of other Steering Committee members in the event of their absence, or in the event of incapacity, until they are replaced by the Steering Committee. The Chairperson maintains a list of current roles. In the event of a split vote, the Chairperson may exercise a deciding vote at a Steering Committee meeting.

## 2. Responsibilities of the Steering Committee Vice-Chairperson

The Vice-Chairperson takes over the Chairperson's duties when the Chairperson is not available and such duties as the Chairperson may delegate.

## 3. Responsibilities of the Steering Committee Publicity Chair

The Publicity Chair handles all official correspondence between the committee and the public. Specific responsibilities include:

- Sending emails announcing meetings and special events to SPIN members and other members of the public.
- Supplying the Technical Chair with information to be published on the website.
- Maintaining official documents, such as speaker guidelines and sponsorship requests.

## 4. Responsibilities of the Steering Committee Membership Chair

The Membership Chair maintains a list of Cape Town SPIN members, takes registration at meetings and initiates campaigns to attract and retain members. The Membership Chair also interacts with the members in order to gauge their needs, interests and expectations and the extent to which the Cape Town SPIN is fulfilling them.

## 5. Responsibilities of the Steering Committee Technical Chair

The Technical Chair ensures that the technical infrastructure required to support the operation of the Cape Town SPIN is in place. Specific responsibilities include:

- Registration and hosting of the Cape Town SPIN domain name and website.
- Maintenance of email distribution lists and community website.
- Provision of audiovisual and multimedia facilities used during presentations, such as data projectors and notebook computers.

## 6. Responsibilities of the Steering Committee Liaison Chair

The Liaison Chair acts as the point of contact with other SPINs, professional organizations (e.g. IEEE, JCSE), other organizations (such as the SEI), academic institutions and commercial entities. The Liaison Chair coordinates the transfer of information between the Steering Committee and these organizations and seeks out opportunities to liaise and network with such organizations.

## 7. Responsibilities of Members-At-Large

Any SPIN participant may petition to the Steering Committee to become a member-at-large. The appointment must be approved by the Steering Committee. Members-at-large regularly attend and fully participate in Steering Committee meetings.

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## B. GENERAL PARTICIPANTS

Participation in the Cape Town SPIN is open without discrimination to all individuals, companies, academic institutions, and government organizations who are interested in furthering the objectives of the Cape Town SPIN. Co-sponsorship is encouraged, though not required.

## C. MEETING COORDINATOR

A Meeting Coordinator is chosen for each meeting by the Steering Committee. The Meeting Coordinator is responsible for:

- Arranging the meeting and providing complete information to the Publicity Chair and Technical Chair at least two weeks in advance.
- Reviewing the meeting planning activities with the Steering Committee and for ensuring the quality of the meeting.
- Introducing each speaker and keeping time to ensure that the meeting runs according to schedule.
- Ensuring that adequate copies of the presentation material are available at the time of the SPIN meeting.
- Delegating tasks to other members of the Steering Committee, according to their specific responsibilities.

## V. COMMITTEE ELECTIONS

Elections for the Steering Committee are held during the July, August or September meeting, at a time and place coinciding with the regular meeting schedule. Elections for the Steering Committee must be held once during each calendar year and will, at latest, be announced at the meeting directly preceding the one at which the election will take place.

Nominations are accepted from the membership, by the Steering Committee, up to one week prior to the election meeting and should be accompanied by a short résumé and position statement. Nominations are presented to the membership for vote at the election meeting. Each member receives 3 votes of equal weight and a simple majority of the participating active members determines the new Steering Committee. Not more than six (6) members may be elected to the Steering Committee and the Steering Committee will consist of at most one person less than the number of nominations. Should less than four (4) nominations be received one week prior to the election meeting, the election meeting is rolled over to the next month and further nominations accepted.

Members will be considered participating active members by virtue of their membership of the Cape Town SPIN announcement mailing list for at least one month preceding the election. Any member not meeting the criteria for inclusion as a participating active member may be deemed an active participating member by a majority vote of active participating members present during the election meeting. Only participating active members may be nominated and elected to fill Steering Committee positions. Any elected officer can be removed from office by a two-thirds (2/3) majority vote of the participating active members.

## VI. TERMS OF ROLE ASSIGNMENTS

The Steering Committee must review and elect role assignments by a majority vote at least on an annual basis coinciding with the Cape Town SPIN calendar year. Any appointment can be rescinded by a two-thirds (2/3) majority vote of the Steering Committee at a meeting where a majority of the Steering Committee members are present.

## VII. PARTICIPANT FEES

Any fees for meetings or special events are determined and approved by the Steering Committee. Collection of annual SPIN co-sponsorship fees is handled by the Membership Chair.

## VIII. SPIN CALENDAR YEAR

The Cape Town SPIN calendar year runs from August 1 to July 31.

## IX. MEETINGS

Meetings of the Cape Town SPIN takes place on the third Wednesday of each month. At least 11 meetings are held each year, from January to November. The December meeting is optional and held at the discretion of the

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Steering Committee. An announcement for each meeting is disseminated to all current participants at least one week in advance of the meeting.

### **X. CHARTER REVISIONS**

Proposed charter revisions are distributed and announced in advance of a general SPIN meeting. Charter revisions must be approved at a general SPIN meeting, where the approval has been identified as an agenda item, by a two-thirds (2/3) majority vote of the participants in the vote. At least fifty (50) percent of the Cape Town SPIN Steering Committee must participate in the vote for the vote to be valid. Voting may be done in person or via electronic means.

### **XI. DISSOLUTION OF ORGANIZATION**

Dissolution of the Cape Town SPIN organization shall consist of unanimous agreement of all Steering Committee members, together with a majority vote at a meeting that has been publicized in advance to all current participants of the Cape Town SPIN for the purpose of taking this vote.