

# BOSTON SOFTWARE PROCESS IMPROVEMENT NETWORK (SPIN)

## CHARTER

Since January 1993

### I ESTABLISHMENT

The Boston area chapter of the Software Process Improvement Network, hereafter referred to as the Boston SPIN, was established on 9 September 1992 as a non-profit organization.

### II MISSION

SPIN is a forum for the free and open exchange of software process improvement experiences and ideas. The organization will serve as a source of educational and scientific information for its members, other SPIN organizations, and the general software community.

### III OBJECTIVES

In carrying out its mission, the Boston SPIN organization will act 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 among participants and other SPIN organizations.
- Promote cooperation between industry, academia, and government with respect to software process improvement technology.

### IV MEMBERSHIP

Membership in the Boston SPIN is open, without discrimination, to all individuals, companies, universities, and government organizations who are interested in furthering the objectives of the Boston SPIN. A company, university, or government organization may designate a member of the Boston SPIN as its point of contact. An individual, company, university, or government organization becomes a member of the Boston SPIN by enrolling in the organization and paying any required dues.

### V ORGANIZATION

The Boston SPIN will consist of a steering committee and various standing and ad hoc committees. All committee members and officers will receive no remuneration for their services.

#### A. STEERING COMMITTEE

The steering committee will consist of a chairperson, a vice chairperson, secretary, treasurer, two (2) at-large members, and chairperson of each standing committee. The steering committee will meet at least twice a year. The responsibilities of the members of the steering committee will be, as follows:

- Manage the affairs of the Boston SPIN organization
- Generate the operating budget
- Approve or authorize all expenditures either by individual appropriation or by budget
- Maintain coordination with other SPIN organizations
- Approve programs for SPIN meetings
- Make appointments to vacancies in elected committee positions
- Appoint standing and ad hoc committee chairpersons
- Establish and disband standing and ad hoc committees

1. **Responsibilities of Chairperson:** the chairperson will preside at regular meetings of the steering committee, will be responsible for the duties of other officers in the event of their absence or incapacity, until they are replaced by the steering committee, and will be the point of contact for other organizations, including SPINS. The chairperson will be authorized to sign Boston SPIN checks.
2. **Responsibilities of Vice Chairperson:** the vice chairperson will assist the chairperson in presiding over the Boston SPIN and will assume the duties of chairperson upon the latter's request, absence, or incapacity.
3. **Responsibilities of Secretary:** the secretary will be responsible for recording the minutes of all Boston SPIN and steering committee meetings, conveying minutes to the library committee, and disseminating all Boston SPIN membership correspondence. The secretary will also be a member of the membership committee.
4. **Responsibilities of Treasurer:** the treasurer will be the custodian of all funds of the Boston SPIN under direction from the steering committee. The treasurer will render an annual report within thirty (30) days of the end of the Boston SPIN fiscal year, plus any special reports required by the steering committee. The treasurer will monitor all expenditures against the budget and will have authorization to sign Boston SPIN checks.

## **B. STANDING COMMITTEES**

Standing committees will support the continuing long-term activities of the Boston SPIN. The chairperson of each standing committee will be responsible for appointing all members of his/her committee and for ensuring that meeting minutes are forwarded to the library committee. The committees may include, though not be limited to, the following:

1. **Program Committee:** the program committee will be responsible for the topics and speakers at all Boston SPIN meetings.
2. **Library Committee:** the library committee will be responsible for maintaining all literature pertinent to the mission of the organization. The library will include all meeting minutes and any available presentation materials.
3. **Membership Committee:** the membership committee will be responsible for soliciting and enrolling new members into the organization and maintaining a database of the current members.
4. **Newsletter Committee:** the newsletter committee will be responsible for producing and distributing any newsletters to the Boston SPIN membership.

## **C. AD HOC COMMITTEES**

Ad Hoc committees will be established by the steering committee for the conduct of specific, limited-term activities. The chairperson of each ad hoc committee will be responsible for appointing all members of his/her committee and for ensuring that meeting minutes are forwarded to the library committee. The ad hoc committees may include, though not be limited to, the following:

1. **Nominating Committee:** the nominating committee will be established to draw up a slate of nominees for the elected positions of the Boston SPIN organization. The members of the nominating committee will be appointed no less than three (3) months ahead of the election meeting.

## **VI TERMS OF OFFICE**

All elected committee members will be elected by the Boston SPIN members for a term of one (1) year, or until their successors are elected. The term of office will coincide with the Boston SPIN calendar year. Ad hoc committee members will serve only until they have fulfilled their mission.

An individual in an elected position may serve no more than four (4) consecutive terms in the same position. A two (2) term hiatus must ensue before the individual is once again eligible for the same position.

## **VII DUES**

All dues related issues will be determined by the steering committee.

## **VIII BOSTON SPIN CALENDAR YEAR**

The Boston Spin calendar year will run from July 1 to June 30.

## **IX NOMINATIONS AND ELECTIONS**

A slate of nominations for the following offices will be presented by the nominating committee to the membership for vote at the election meeting:

- Chairperson
- Vice chairperson
- Secretary
- Treasurer
- Steering committee at-large members (2)

Additional nominations for these offices will be accepted from the membership both prior to the election meeting and from the floor before the vote.

The elections will be conducted by secret ballot for contested offices.

The winner of the office will be determined by a simple majority vote among the participating members. No official business of the Boston SPIN will be conducted unless a quorum of the organization is present. A quorum is defined to be at least ten (10) percent of the members.

Any elected officials can be removed from office by a two-thirds (2/3) majority vote of the steering committee.

## **X MEETINGS**

Meetings of the Boston SPIN membership will take place regularly during the year at a site that is open and accessible to all members. An announcement for each membership meeting will be disseminated to all members in advance of the meeting. The election meeting will be the last meeting of the Boston SPIN calendar year.

## **XI CHARTER REVISIONS**

Charter revisions must be approved at membership meetings by a two-thirds (2/3) majority vote of the participants in the vote. At least ten (10) percent of the Boston SPIN members must participate in the vote for the vote to be valid.

## **XII DISSOLUTION OF ORGANIZATION**

Dissolution of the Boston SPIN organization by consent of the members shall consist of unanimous agreement of all its officers, together with a majority vote at a meeting which has been publicized in advance to all members of the organization for the purpose of taking this vote.