

Dayton SPIN Mission and Charter

1.0 ESTABLISHMENT

The Dayton Software Process Improvement Network (SPIN) was established in January 2005 as a forum for the exchange of software and systems process improvement experiences and ideas. SPINs are organized regionally under the auspices of the Software Engineering Institute at Carnegie Mellon University. The Dayton SPIN serves the greater Dayton, Ohio area.

2.0 MISSION

The Dayton SPIN envisions the Dayton and Miami Valley area as an opportunity for the collaboration of software engineering professionals known for their pursuit of excellence, efficiency, and reliability in software development. To this end, the Dayton SPIN is a forum for the open exchange of software process improvement experiences and practical ideas. Our goal is to enhance process improvement skills and support quality technology and further the competitiveness of our membership through an active program of networking, publication, local and national speakers, recognition of excellence, as well as mutual support and the pursuit of formal educational opportunities. To help accomplish this mission, the Dayton SPIN is re-established as a peer group of the Dayton Section, American Society for Quality (ASQ).

3.0 OBJECTIVES

In carrying out its mission, the Dayton SPIN organization will act to accomplish the following objectives within the software and quality community:

- 3.1 Advance the quality and reliability of software and systems.
- 3.2 Improve and promote quality awareness throughout the software development community.
- 3.3 Improve software and systems engineering productivity.
- 3.4 Promote software and systems process maturity.
- 3.5 Transfer software and systems improvement and quality knowledge and innovation to all participants.
- 3.6 Share lessons learned, experiences and best practices among participants, other software and systems organizations and other SPIN organizations.
- 3.7 Promote cooperation between industry, academia, and government with respect to software and systems process improvement and quality technology.

4.0 MEMBERSHIP

Membership in the Dayton SPIN is open, without discrimination, to all individuals, companies, universities, and government organizations that are interested in furthering the objectives of the Dayton SPIN. A company, university, or government organization may designate a member of the Dayton SPIN as its point of contact. An individual, company, university, or government organization becomes a member of the Dayton SPIN by enrolling in the organization and paying any required dues. The Steering Committee will designate any dues or fees. Until such time as the Steering Committee has made any such determinations, no dues are required to join Dayton SPIN.

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5.0 ORGANIZATION

The Dayton 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.

6.0 STEERING COMMITTEE

The Steering Committee will consist of a chairperson, a vice chairperson, secretary, and the chairperson of each standing committee. The Steering Committee will meet at least once per quarter.

The responsibilities of the Steering Committee will be, as follows:

- 6.1 Manage the affairs of the Dayton SPIN organization, including maintaining the Dayton SPIN's Charter and Mission
- 6.2 Generate the operating budget, if appropriate
- 6.3 Approve or authorize all expenditures either by individual appropriation or by budget
- 6.4 Maintain coordination with Dayton Section ASQ, other SPINs and other local professional organizations as appropriate
- 6.5 Approve programs for Dayton SPIN meetings
- 6.6 Solicit volunteers to vacancies in standing committee positions
- 6.7 Appoint standing and ad hoc committee chairpersons
- 6.8 Establish and disband standing and ad hoc committees
- 6.9 Designate required membership dues or activity fees, if appropriate

Responsibilities of Chairperson

The chairperson will preside at regular meetings of the Dayton SPIN and at 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 Dayton SPIN checks.

Responsibilities of Vice Chairperson

The vice chairperson will assist the chairperson in presiding over the Dayton SPIN and will assume the duties of chairperson upon the latter's request, absence, or incapacity.

The vice chairperson will also be responsible for tracking all SPIN funds, including revenues and expenditures. Exact process for this tracking will be determined by SPIN steering committee. The vice chairperson will be authorized to sign Dayton SPIN checks.

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Responsibilities of Secretary

The secretary will be responsible for recording the minutes of Steering Committee meetings and submitting appropriate announcements or information to the SPIN Website Committee. The Secretary will greet attendees, provide registration services and familiarize attendees with meeting facilities and procedures upon their arrival at meetings.

7.0 STANDING COMMITTEES

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

7.1 Program Committee

The program committee will be responsible for the topics and speakers at all Dayton SPIN meetings. Specific responsibilities include:

- 7.1.1 Recruit speakers
- 7.1.2 Coordinate meeting facilities, equipment, refreshments, etc. (for both the SPIN and Steering Committee meetings)
- 7.1.3 Plan seminars and other educational events
- 7.1.4 Solicit, gather and publicize appropriate and relevant course offerings, conferences, seminars and other educational and networking opportunities to SPIN members via email and/or the website
- 7.1.5 Evaluate other activities and make appropriate plans
- 7.1.6 Create announcements about activities and send to mailing list
- 7.1.7 Maintain meeting history (for both the SPIN and Steering Committee meetings)
- 7.1.8 Take registration for meetings
- 7.1.9 Send registration list to meeting site contact

7.2 Membership Committee

- 7.2.1 The membership committee will be responsible for soliciting and enrolling new members into the organization and maintaining a directory listing of the current members.
- 7.2.2 Maintain current SPIN membership list
- 7.2.3 Maintain SPIN Networking Directory and make it available to members as appropriate

7.3 Web Site Committee

- 7.3.1 Maintain and updating the Dayton SPIN website
- 7.3.2 Add features and maintain content

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- 7.3.3 Solicit, gather and maintain improvement recommendations from SPIN members
- 7.3.4 Review planned changes with the Steering Committee

7.4 Publicity Committee:

Consists of a Committee Chair and members to support the primary committee responsibilities:

- 7.4.1 Publicize and promote Dayton SPIN Chapter local activities by writing press releases for local newspapers.
- 7.4.2 Publicize and promote Dayton SPIN Chapter activities through newsletters of allied organizations, and other public forums
- 7.4.3 Create e-mailing lists of organizations and publications to receive public relations materials about Dayton SPIN Chapter events and programs.
- 7.4.4 Report on publicity committee campaign and/or issues to the executive committee and make recommendations to the executive committee where and when the changes are necessary.

8.0 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 steering committee. The ad hoc committees may include, though not be limited to, the following:

8.1 Nominating committee

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

8.2 Sponsorship committee

The sponsorship committee will be established to establish or review the status of the current sponsorship of the Dayton SPIN organization. The members of the sponsorship committee will be appointed no less than three (3) months ahead of the end of the SPIN year.

9.0 ROLE ASSIGNMENTS AND TERMS

Any SPIN participant may petition the Steering Committee to become a Steering Committee member. The Steering Committee approves appointment of all Committee Chairs. All positions on the Steering Committee will be approved for one (1) twelve (12) month term.

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All Steering Committee members have equal voice in the decision making process. Decisions can only be made if a quorum is present and approved by a two-thirds (2/3) majority vote of the Steering Committee members in attendance.

10.0 DUES

All dues related issues will be determined by the Steering Committee.

11.0 MEETINGS

Meetings of the Dayton 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 or solicitation of volunteers will be the last meeting of the Dayton SPIN year, typically August. The SPIN year runs from September 1 to August 31. Meetings will be scheduled once per month, except June, July and December, unless otherwise determined by the Steering Committee.

12.0 DISSOLUTION OF ORGANIZATION

Dissolution of the Dayton 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.