

UNITED KINGDOM SOFTWARE METRICS ASSOCIATION

Constitution, Rules and Procedures

OFFICIAL HANDBOOK

Document History

Issue	Date	Details of Changes	Author
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Note: This document history is intended to record changes to the body of the document only. Information held in the annexes **UKSMA Constitution Annexes** is expected to change frequently. These changes need not be recorded here.

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1. Constitution

1.1 Name

The name of the body is the United Kingdom Software Metrics Association.

1.2 Aims

The aims of the body are:

1. To promote the use of function points and other measures and processes in the measurement of software.
2. To provide a forum for the exchange of results and ideas.
3. To encourage the further development of function points and other systems of measurement.
4. To promote good practice in the use of function point analysis and other measurement techniques.
5. To be the design authority for Mark II function point analysis.

1.3 Organization

The body is organized and controlled in accordance with the rules laid down in its official handbook (this document).

2. Structure

2.1 Name

- 2.1.1 The name of the organization is the United Kingdom Software Metrics Association. It is referred to in this manual by its acronym UKSMA.

2.2 Incorporation

2.2.1 Company registration number

UKSMA is incorporated in the UK as a company limited by guarantee. The company name is UKFPUG Ltd and the registration number is 2779200.

2.2.2 Directors

The directors of the company are the chairman and the vice chairman of UKSMA. They become directors on appointment and must resign directorship on leaving office.

2.2.3 Company members

The chairman and vice chairman are also members of the UKSMA Company. This is not to be confused with participant members who are those who make use of UKSMA services (see chapter 6).

2.2.4 Registered address

The registered address of the company is given in annex C.

2.2.5 Annual meeting

The annual general meeting of the company, attended by members of the company, forms part of the UKSMA annual general meeting (see 7.4).

2.2.6 Accountant and Solicitor

The company accountant is listed in annex D.

UKSMA does not retain a solicitor.

2.3 VAT

- 2.3.1 UKSMA is no longer registered for VAT.

2.4 Management and Control

2.4.1 Overall control

Management and control lies with the elected committee (see chapter 3).

2.4.2 Amendments to the constitution

The constitution of UKSMA may only be changed by the annual general meeting (see 7.4).

2.4.3 Amendments to the rules

Rules under the constitution may be created or changed by resolution at a committee meeting or by the annual general meeting. Committee resolutions must be proposed and

seconded and recorded in the minutes. A resolution is adopted by a straight majority on a show of hands of those eligible to vote. Changes made by the annual general meeting (see 7.4.4.) are clearly identified in this rule book and may only be altered by the annual general meeting.

2.4.4 Action under the rules

Where rules require action by committee, unless otherwise specified in these rules it may be done in one of two ways:

- by resolution as in 2.4.3 at a committee meeting OR
- by the chairman or vice chairman with the agreement of two other committee members. The action and the decision must be ratified by resolution as in 2.3.3 at the next committee meeting.

2.4.5 Subgroups

The committee may appoint subgroups. These work on behalf of and are answerable to the main committee. Rules governing the subgroups are set out in chapter five.

Current subgroups are listed in annex E.

3. Committee

- 3.1 Committee membership consists of four officers, a maximum of six elected members and an unspecified number of co-opted members.

The UKSMA officers and committee members are listed in annex B.

3.2 Rules of appointment and tenure

3.2.1 General

Officers and members are appointed by election at the annual general meeting. On appointment they must be or become full members of UKSMA (see Chapter 6).

3.2.2 Nominations

Invitations for nomination are sent with information on the annual general meeting. Nominations must be signed by the nominee and a proposer and will be accepted up to the start of the annual general meeting,

3.2.3 Election

When a post is contested nominees are invited to give the membership a short election address. Election is by a simple majority in a secret ballot of those eligible to vote at the meeting.

3.2.4 Restrictions on officers Administrator

No more than two officers may be, or represent, vendors of measurement related products or services.

3.2.5 Not Relevant

3.2.6 Not Relevant

3.2.7 Shortfall

The committee may appoint officers, other than the chairman, and committee members at any time to make up a shortfall. The term of appointment is until the next annual general meeting. Appointees have full voting rights and duties of the posts they are appointed to.

When the chairman is unable to remain in office their rights and authority will be exercised by the vice chairman for the unexpired portion of the office.

3.2.8 Co-option

The committee may co-opt members to give them advice on particular topics. The period of co-option is determined by the committee. A co-opted member may not vote.

3.2.9 Resignation

An officer or committee member may resign at any time by advising the chairman or vice chairman.

3.2.10 Termination

The committee may by majority decision at a committee meeting terminate the appointment of any officer or committee member who in the opinion of the committee:

- a) without good reason fails to attend in person two consecutive committee meetings, or
- b) brings the reputation of UKSMA into disrepute.

- 3.3 Responsibilities of officers and committee members
- 3.3.1 Chairman
Presides at committee meetings.
Be director and member of the UKSMA Company.
Carry out statutory duties under company acts.
Preside at and report to the annual general meeting.
Appoint chairmen of subgroups.
Make payments authorized under the constitution, these rules and as authorized by the committee.
Give notice of meetings.
- 3.3.2 Vice-chairman
Preside in the absence of the chairman.
Be director and member of the UKSMA Company.
In the event of the chairman not continuing in office, take over his duties for the unexpired portion of his office.
Have marketing responsibilities for UKSMA.
Make payments authorized under the constitution, these rules and as authorized by the committee.
- 3.3.3 Treasurer
Keep account all monies received and paid and payable in a manner required by the UKSMA accountant.
Make payments authorized under the constitution, these rules and as authorized by the committee.
Deposit all sums in financial institutions authorized by the committee.
Make reports as required by these rules.
- 3.3.4 Secretary
Be secretary of the limited company.
Make a record of all proceedings
Co-ordinate quality criteria for issue of products from subgroups.
- 3.3.5 Membership Secretary
Keep an up to date record of members and subgroups.
- 3.3.6 Website Secretary
Be responsible for the administration of the UKSMA web sites
- 3.3.7 All members
Attend committee meetings
Take actions and general responsibilities that are assigned to them by the committee.
Be aware of and report back on the actions of subgroups for which they are responsible.
- 3.4 Rules for Committee Meetings
- 3.4.1 The committee must meet at least once per year, shortly before the UKSMA conference in October.
- 3.4.2 Unless the chairman with the agreement of the secretary determines otherwise the following meeting will also be held:

- a) During January or February
- b) Two other times during the year.

3.4.3 Other meetings may be called as determined by the committee or any two of its officers

3.4.4 Expenditure on meetings

Where a committee meeting is expected to last more than four hours and extend over lunch time the chairman or vice chairman at his discretion may authorize expenditure from UKSMA funds on refreshments at a cost not exceeding £10.0 per head.

3.4.5 Member's expenses

When a committee meeting is not being held in conjunction with an UKSMA conference attendees may be paid travel expenses to and from home to or place of work as follows:

- a) Cheapest return fare (e.g. second class cheap day return by train) will be refunded.
- b) The claimant must be unemployed or confirm that his employer will not carry the expense.
- c) Vouchers must be produced.
- d) Only travel within the UK will be reimbursed.

3.5 Conduct of meetings

3.5.1 Notice and Agenda

One month before the meeting the chairman issues to each member a formal notice and call for agenda items. Items received within two weeks of the notice will be placed on the agenda. Items received after that will be placed on the agenda at the chairman's discretion.

3.5.2 Representatives

Any member may, by prior agreement with the secretary, send a nominated representative in his place. A representative may not vote and may not chair the meeting.

3.5.3 Quorum

A quorum consists of two officers (not their representatives), including chairman or vice chairman, and three others.

3.5.4 Chair

The meeting is chaired by the chairman or in their absence by the vice chairman. They may not vote except in the event of a tie.

3.5.5 Minutes

Minutes are kept by one of the meeting attendees, nominated by those attending.

3.6 Meetings Agenda

3.6.1 Agendas are drawn up by the chairman in consultation with the committee. Required agenda items to be addressed during each year are:

After the conference

- membership fees

- conference fees and discounts for attendees and vendors at next conference
- setting and review of budgets for the next conference
-

Spring

- selection of dates for the next conference

Summer

- confirm go ahead for the current years conference

Autumn

- budgets for the following year

'Special topics' should also be included on the agenda. These may concern:

- the changing purpose and role of UKSMA,
- the establishment and operation of subgroups,
- promotion of UKSMA and increasing UKSMA membership,
- collaboration with other software measurement groups,
- other topics of concern or interest to the UKSMA membership.

4. Finances

4.1 Banking Arrangements

4.1.1 Bank accounts

The company banker is Alliance and Leicester, Bridle Road, Bootle, GIR OAA.

4.1.2 Paying-in books

Paying-in books are held by the chairman, vice chairman and treasurer.

4.1.3 Responsibility for funds

The treasurer and other officers must within three working days of receiving them deposit funds in accounts as designated by the committee.

The treasurer may at his discretion move funds between accounts to take advantage of interest rates etc.

Bank statements are sent to the treasurer.

4.1.4 Access to funds

All payments made by UKSMA are by automated transfer, debit card or cheque drawn on the company bank account.

The chairman, vice chairman and treasurer each have custody of a chequebook.

No payment may be made from UKSMA funds unless it is authorized under these rules or has been authorized by the UKSMA committee.

4.1.5 Authorized signatories

The authorized signatories are:

- the treasurer
- the chairman
- the vice chairman.

4.2 Accounting

4.2.1 VAT

UKSMA is no longer registered for VAT.

4.2.2 Book keeping

The treasurer must keep records of all receipts disbursements; transaction lists and balances in a manner agreed with the company accountant.

4.2.3 Trial balance

The treasurer will each shortly before each committee meeting prepare a trial balance and submit it to the chairman and secretary for approval.

4.2.4 Company accounts

The company accounting year runs to 30 June. The accounts are compiled from the final trial balance and transaction list and are prepared by the company accountant.

4.3 Reports

4.3.1 Annual meeting

The treasurer will if required by the directors present the latest company accounts at the annual general meeting.

4.3.2 Committee meetings

The treasurer will report on the accounts at each committee meeting and produce a projected cash flow for the next twelve months.

4.3.3 Format of reports

Samples of balance sheets and cash flow prejections are shown at the end of this chapter.

4. A Summary of UKSMA accounts to 30 June 2009:

		£
Conference	Invoiced	11700
	Not yet Paid (may be)	-920
	Confirmed Bad Debts	
	Sub-total Current Income	10780
	Costs	-5916
	PayPal/Bank Charges	-180
	Profit/Loss to Date above	4684
Sales	Income	0
	Costs	0
	Profit	0
Other Expenditure	Management Costs	-825
	Web Costs	-2139
	Sponsorship	-1329
	Total	-4293
Bank	Bank Interest	46
	Bank Charges	-19
	Credit/Debit from Bank	26
OVERALL	CURRENT NET PROFIT/LOSS	417
	NET PROFIT/LOSS IF ALL INVOICES ARE PAID	1337

5. Sub Groups

5.1 Rules

5.1.1 General

No subgroup may style itself as having a connection with UKSMA unless it has been set up and approved in accordance with the rules and procedures of this chapter.

5.1.2 Types of subgroup

There are two types of subgroups:

a. Those dealing with running UKSMA (e.g. conference program sub-committee). These are referred to as *sub-committees*.

b. Those dealing with technical aspects of function points and software measurement. These are referred to as *special interest groups*.

Unless specified otherwise the same rules apply to sub-committees and special interest groups.

5.1.3 Authority and control

Day-to-day control of a subgroup is with its chairman who is answerable to the UKSMA committee. Liaison between special interest groups and the UKSMA committee is via their UKSMA committee member.

Final authority for release of products from subgroups lies with the UKSMA committee.

5.1.4 Structure

Each subgroup must consist of a chairman, secretary and at least two others (excluding the UKSMA chairman in their *ex-officio* capacity.)

5.1.5 Chairman

The chairman is nominated by the subgroup but must be ratified by the UKSMA committee.

5.1.6 Membership

The chairman of UKSMA is an *ex-officio* member of all subgroups.

The chairman of a sub-committee must be a member of the UKSMA committee

The chairman of a special interest group must be a member of UKSMA.

Each special interest group must have an UKSMA committee member (in addition to the UKSMA chairman) as a member (see 5.1.3).

The UKSMA committee may at its discretion terminate or refuse the subgroup membership of any individual.

5.1.7 Membership list

The subgroup chairman is required to provide the UKSMA secretary with a list of members and notify him promptly of any changes.

5.1.8 Finance

Subgroups may not hold their own funds. Any authorized payments are made by UKSMA on behalf of the subgroup.

Special interest groups receive from UKSMA a delegated annual budget to be agreed by the committee to spend on:

- publicity
- committee travel expenses under conditions of para 3.4.5

5.1.9 Conduct of meetings

Frequency and format of meetings is under the control of the chairman.

Written minutes must be taken and made available to the UKSMA committee if required by the UKSMA secretary.

The UKSMA committee member responsible for the special interest group must compile a written situation report for the next UKSMA committee meeting.

5.2 Formation of sub-committees

5.2.1 Initiation

Only the UKSMA committee may form a sub-committee.

5.2.2 Terms of reference and conduct

These and any changes are set by the UKSMA committee.

5.3 Formation of and changes in special interest groups

5.3.1 Terms of reference

Any person or group of people may develop terms of reference for a proposed special interest group.

The terms of reference must be submitted in writing for consideration by the UKSMA committee and include:

- name and purpose of the group
- subject areas to be addressed
- what the group is intended to achieve and produce
- how this will be done, with schedules
- specific projects (see 5.5)
- product release procedures (see 5.6)
- structure , size, membership of the group (which must be in accordance with 5.1)
- anticipated resource requirements.

Terms of reference may only be changed with the agreement of the UKSMA committee. Any such changes are to be minuted.

5.3.2 Authorization

The UKSMA committee, when satisfied with the terms of reference may, at its discretion, authorize the special interest group. The authorization is minuted and specifies in addition to the terms of reference:

- the name of the chairman (see 5.1.5)
- name of committee member responsible
- budget and any conditions attached.

5.3.3 Changes of membership

When for any reason the chairman of UKSMA committee member leaves the special interest group, a successor must be appointed in accordance with para 5.1.5.

5.3.4 Variation of budget

The UKSMA committee may at any time vary a subgroup's budget or conditions attached.

5.4 Termination and suspension

5.4.1 Termination

The UKSMA committee may, on the request of the subgroup chairman or if it appears that the rules are not being complied with or otherwise at its discretion, terminate a subgroup.

The record of termination is minuted.

Termination cancels budget and relieves the responsibility of UKSMA for any subsequent action carried out by any member of the subgroup.

5.4.2 Suspension

The UKSMA committee may, instead of termination, suspend the subgroup. This has the same effect as termination except that the terms of reference are carried over to any replacement group.

5.5 Specific Projects

5.5.1 Definition

A specific project undertaken by a subgroup should last no more than two years and deliver one or more significant products (e.g. accounting practices manual).

Maintenance of the deliverable is likely to be part of the ongoing services of the subgroup rather than a specific project

5.5.2 New and changed projects

Where a new project is defined or an existing one requires change, these are changes to the terms of reference and as such must be approved by the UKSMA committee.

5.5.3 Costs

Full cost justification must be given for specific projects viz:

- costs (up front, total project, ongoing)
- risks
- benefits to users and UKSMA
- value.

5.6 Product approval and release

5.6.1 Release control

No product may be released from a special interest group until it has been reviewed by the subgroup and UKSMA committee members and approved by the UKSMA committee. Following approval, the mechanics of its release are as defined in the terms of reference.

5.6.2 Preparation of review criteria

At least six months before the product is expected to be available the subgroup chairman will advise the UKSMA secretary who will cause the committee to produce within one month the criteria to be used to assess the suitability for approval. These criteria will include:

- the extent to which it conforms to work authorized by UKSMA
- accuracy of the product
- conformance to standards
- overall 'look and feel'.

The subgroup will then develop their own criteria that will enable them to meet the standards created by the committee.

5.6.3 Review

The subgroup, and if desired, UKSMA committee members, review the product against their criteria and those of the UKSMA committee. When satisfied (i.e. the reviewers are content with the quality of the product) the subgroup notifies the UKSMA secretary. A record of the review is passed to the secretary who stores this securely.

5.6.4 Approval

The product is approved for release by a majority vote of the UKSMA committee, either at a formal meeting or by email vote. If the product is not approved for release reason is recorded and communicated to the subgroup. Reasons may include no longer required, superseded, no longer appropriate, etc. –but should *not* be quality concerns. These will have been addressed by the subgroup's review.

6. Participant Membership

Note: The term 'participant membership' is used in this chapter heading to distinguish from the company membership which is required by law (see 2.2.3). In the rest of this manual the word 'participant' is omitted as understood. Refer to annex A for classes of membership.

6.1 Conditions

6.1.1 General

Membership is given upon registration via the UKSMA website, or to those attending the UKSMA conference without paying, e.g. those presenting a paper. The committee may at its discretion refuse or terminate membership.

6.1.2 Form of membership

Only individuals may be members

6.1.3 Fees

At present there are no fees or subscriptions. The committee reserve the right to impose an annual fee for UKSMA members.

6.1.4 Renewal

During times when a membership fee is set it is renewable on 1 April annually. A renewal notice is issued in March. Members are removed from the membership list if renewal is not paid by 1 August.

6.2 Benefits of membership

6.2.1 There are reduced conference fees for members of UKSMA.

6.3 Membership List

6.3.1 Keeper

The membership list is kept and maintained by the membership secretary who may be registered under the data protection act.

6.3.2 Storage of List

The membership list is kept in electronic form.

6.3.3 Limitations of Use

The UKSMA membership list has been built up with the express purpose of building up membership of UKSMA hence the Data Protection Act prohibits it being made available to commercial organizations for their mailing lists or other commercial purposes.

6.3.4 Ownership

The membership list remains the property of UKSMA and may be used for no purposes and divulged to no persons other than those specified by the UKSMA committee and permitted by the Data Protection Act.

6.3.5 UKSMA Control

The membership secretary will supply an up to date membership list to any member of the committee upon request.

6.3.6 Change of membership secretary

On ceasing to be keeper of the data the holder must provide the secretary of UKSMA with an electronic copy of the membership and delete all relevant files on their own system.

6.4 Mailing List

6.4.1 Purpose and composition

The purpose of the mailing list is to circulate UKSMA material, information and news. At present, with no UKSMA membership fee, the mailing list contains the same information as the membership list. When a fee is imposed members not renewing will be removed from the membership list, but retained on the mailing list.

6.5 Contents of membership and mailing lists

The data is kept on an excel spreadsheet as follows:

First name

Last name

Username

Organisation

Password

Email address

Website (optional)

Role in website (Subscriber, Administrator etc.)

Class of membership (Full, Associate etc. – this not yet implemented)

6.6 Membership and mailing list regular procedures

6.6.1 When appropriate (normally after the first committee meeting of the year) send out to all members a request for papers for the UKSMA conference.

6.6.2 When the conference programme is complete send out invitations to all members

6.6.3 The membership list to be reviewed periodically (twice a year) and members with obsolete emails to be removed from the current membership list.

6.6.4 The membership list to be revised every year, with old members deleted and new members added, and with the old version retained 'for the record'.

7. Conference and Annual General Meeting

7.1 General

7.1.1 Date and Venue

The UKSMA conference takes place in or around October. A selection of preferred dates and locations is decided immediately after the previous year's conference. The final date and venue are decided not later than the first meeting of the UKSMA committee after the previous year's conference.

7.1.2 Duration

The main conference lasts one day, starting in the morning and ending in the late afternoon.

The conference may be preceded or followed by a day of specialist tutorials, classes, examinations and workshops.

7.1.3 Organization and control

The event is organized and managed either by the UKSMA committee or contracted out to a conference organizer. A member of the UKSMA committee is appointed to be the *conference manager*, responsible for the overall organization of the conference.

7.1.4 Administration

Day-to-day organizing and running of the event is the responsibility of the *conference administrator* – appointed from either the UKSMA committee or the contracted conference organizer, whichever is selected, and is under the guidance of the conference manager. The conference manager reports to the UKSMA committee at every UKSMA committee meeting.

7.1.5 Annual general meeting

The annual general meeting takes place as an item at the autumn conference, or as another event organized and publicised by the UKSMA committee, as decided at the previous annual general meeting.

7.1.6 Company annual meeting

This is a requirement of the Company Acts and is attended by the members of the company. It is held in combination with the annual general meeting.

7.2 Conference Rules

7.2.1 Attendance

Presenter, tutors and any person who has paid the delegate fee in full may attend the conference. Provided that the UKSMA committee may at its discretion cancel or refuse admittance

7.2.2 Delegate fees

The fee and discounts (see 7.2.3) are set by the UKSMA committee prior to the conference.

The fee includes midday meals for each full day of the conference and may include a conference evening meal. It does not include personal overnight accommodation.

Tutorial, special training days and the like running end-to-end with the conference are for the purpose of charging treated as a separate conference.

- 7.2.3 Delegate discounts
UKSMA members receive a discount on conference fees. The UKSMA committee may offer discounts to delegates from higher educational establishments.
The UKSMA chairman may, with the agreement of the treasurer and conference organizers, remit up to the full conference fee for up to two delegates from the press or like organization whose presence would enhance the standing of UKSMA.
Unless the committee determines otherwise, UKSMA committee members and officers are not required to pay delegate fees.
- 7.2.4 Vendor fees
Vendor fees are set by the UKSMA committee prior to the conference and entitle each vendor to send two representatives. The fee includes lunch tea and coffee for both days of the conference as well as exhibition facilities.
Additional representatives are chargeable at a rate determined by the conference organizer.
All representatives must pay for the conference dinner if they wish to take it and must pay the full delegate fee if they wish to attend any conference session.
- 7.2.5 Refunds
No refunds will be made for cancellations received by UKSMA within one calendar month of the first day of the conference.
- 7.2.6 Payment of Fees
No delegate will be admitted to the conference unless the delegate fee has been paid. No exhibitor will be permitted to set up in the vendor area unless the appropriate vendor fee has been paid
For the benefit of delegates arriving whose fees have not been paid, UKSMA will attempt to arrange for credit card facilities via the venue host's account. There is no guarantee that credit cards will be acceptable.
- 7.2.7 Speakers' Expenses
UKSMA pays for meals which are included in the delegate fee and taken by speakers on the day of their presentation.
In addition, expenses for speakers may be offered by the conference manager.
See Annex A, item 4 for UKSMA expenses policy.
- 7.2.8 Speakers' Documentation
UKSMA reproduces and issues to delegates documentation supplied by speakers provided:
- it is formatted so it will print out on A4 paper
 - it is readable
 - it is received by UKSMA two months before the start of the conference
 - the amount is reasonable in relation to the length and content of the presentation
 - it contains no promotional material
- Where it is not possible to reproduce and distribute documentation for the conference it may be copied after the event and posted to delegates, but only with the written permission of the UKSMA chairman and treasurer.
Documentation may be distributed to delegates in electronic format, and emailed to delegates after the event.
- 7.2.9 Retention of documentation
Master copies of documentation are retained by the administrator in case further copies are required.

7.3 Procedures

7.3.1 Administration general

In addition to the specific items listed below it is the duty of the conference administrator:

- to liaise closely with the conference organizer
- to carry out reasonable activities as are required to ensure the smooth running of the event.
- to be the primary point of contact between UKSMA and the venue.

7.3.2 Timetable

The sequence of events is based on the rules and procedures of this chapter, is set out in Annex F. It is the responsibility of the UKSMA committee to set milestone dates. It is the responsibility of the conference manager to develop a timetable around those milestones and initiate actions to ensure it is adhered to.

7.3.3 New venue

Where the geographical location (e.g. city) has been used before the same venue will normally be used.

Where a new venue is sought the administrator will, immediately this is decided, identify three candidate venues and report to the conference manager on their potential suitability with respect to:

- availability
- location, access and parking
- suitability of conference accommodation
- number, access to and quality of seminar rooms
- size and convenience of exhibition area
- acoustics (including external noise)
- number and quality of bedrooms
- quality and availability of food
- equipment (projectors, wi, fi, copiers etc.)
- suitability for social activities and conference dinner (either at the venue or close by)
- cost of the above.

7.3.4 Provisional venue booking

The UKSMA committee nominates the preferred venue following which the administrator, in the case of a new venue, makes one visit to and confirms its suitability with the conference organizer.

The administrator agrees in writing with the venue management and advises the UKSMA committee and treasurer:

- items for which UKSMA will be chargeable
- cancellation penalties
- concessionary arrangements for bedrooms.

The administrator also advises the UKSMA committee and treasurer of the current cost of the above services and their anticipated cost at conference time, bearing in mind that the conference may be as much as 17 months ahead.

The provisional booking is made by the conference organizer.

7.3.5 Confirmation of venue booking

Following conference go-ahead agreed by the UKSMA committee the administrator agrees all charges with venue management and advise the conference manager who will confirm the booking.

7.3.6 Cancellation of venue booking
A booking may only be cancelled by the conference organizer on instructions from the UKSMA committee.

7.3.7 Mailshots
The following mailshots are required, the UKSMA committee determining when they are to be sent out:

<u>Mailshot</u>	<u>Source</u>
Call for tutorials	As specified by the UKSMA committee
Call for papers	As specified by the UKSMA committee
Invitation to exhibitors'	Previous conference enquiries
Call for registration	Membership (and mailing) lists
Second call for registration	Membership (and mailing) lists

The administrator helps the UKSMA committee design each email and attachments.
A sample of each mailshot must be inspected and approved by the conference organizer before it is sent.

7.3.8 Bookings
The administrator is responsible for receiving and accounting for all delegate and vendor exhibition bookings. Required actions are:

- design joining instructions in consultation with the UKSMA committee
- print joining instructions, ensuring that a sample has first been seen and approved by the conference organizer
- make arrangement for direct bank credits by delegate organizations
- monitor payments made direct to the bank
- pay fees received into the bank
- send out joining instructions and annual general meeting documents within five working days of receipt of booking
- where valid applications for refund of money are made, make appropriate records and inform the treasurer
- make and maintain valid lists of delegates and exhibitors
- try to resolve payment disputes within the terms of the booking conditions, referring unresolved disputes to the conference organizer.

7.3.9 Other pre-conference administration tasks

The administrator is required to:

- make one visit to the venue to sort out domestic and other arrangements
- deal with routine enquiries with the venue, referring matters as necessary to and acting on instructions from the UKSMA committee
- allocate space in the vendor's exhibition area
- make hotel reservations for speakers as required by the conference organizer
- obtain conference timetable from the conference organizer
- design and print feedback form and notice of AGM in consultation with the UKSMA committee
- advise the conference organizer of any speaker's documentation which has not been received three weeks before the cutoff date
- copy documentation onto both sides of A4 and bind it together with the timetable and feedback form
- copy documentation received late
- prepare delegate and speaker badges
- attend the committee meeting the night before the conference starts.

7.3.10 Domestic conference arrangements

The administrator supervises the setting up of the conference facilities and is the chief liaison between the venue and UKSMA, resolving or referring to UKSMA any domestic problems

The administrator will if required be present at any UKSMA committee meeting held the night before or during the conference.

7.3.11 Conference reception

The administrator is responsible for providing reception facilities as follows:

- set up and man the reception desk as an enquiry point from 0800 to 1800 on each day.
- check delegates in and issue each with a delegate pack consisting of:
 - a) speakers documentation
 - b) late documentation from speakers
 - c) name badge
 - d) other documents as required by the UKSMA committee
 - e) delegate list (names and companies only)
- issue one AGM notice per member (see 7.4.2)
- receive, pay in and account for delegate and other (e.g. conference dinner) fees received at the conference
- record attendance lists etc. for conference dinner and other social functions
- organize seminar lists
- check exhibitors in
- collect feedback forms.

7.3.12 Actions after conference

The administrator must:

- receive and check the account from the venue and pass a copy to the conference organizer
- when there are no outstanding queries to be resolved pass a copy of the accounts to the treasurer for payment
- on instruction from the chairman or treasurer, copy and post out, or email, late documentation
- promptly and in any case within one month of the end of the conference chase monies owing to UKSMA

7.3.13 Administrator's conference report

Within one month of the conference the administrator will deliver to the UKSMA committee a report containing:

- feedback form analysis
- details of all amounts received and expenses incurred
- details of outstanding debts
- summary of arrangements with suggestions for improvement next time

7.4 Annual general meeting

7.4.1 Purpose

The following business will be transacted at the AGM

- the company annual meeting,
- chairman's report,
- changes to the constitution which have been proposed and seconded,

- other motions which have been proposed and seconded,
- election of UKSMA committee and officers,
- at the discretion of the chairman, responding to matters concerning UKSMA raised from the floor of the meeting.

7.4.2 Notice

One notice of the meeting (a sample is given at the end of this chapter) is issued to a representative of each member organization with the conference documentation. This notice also serves as a voting card and officer/committee ballot paper.

7.4.3 Rule for motions

Valid motions must be:

- in writing,
- proposed and seconded by persons whose organizations are members of UKSMA,
- received by the UKSMA chairman one week before the annual general meeting.

7.4.4 Voting Rules

One representative of each UKSMA full member is eligible to vote.

Voting is by show of hands or cards.

Amendments to the constitution require a two thirds majority; other motions require a simple majority to be carried.

Changes made by the annual general meeting to these rules are binding on the committee and may only be altered by another general meeting (see 2.3.3).

7.5 A typical conference administration timetable

See the spreadsheet in annex F.

8 UKSMA Website

8.1 General

UKSMA has a website: www.ukσμα.co.uk. Details of purpose operation and structure are detailed below.

8.2 Purpose

The purposes of the website include:

1. make available information about UKSMA ,
2. make available information about software measurement,
3. facilitate discussion forums,
4. aid the administration of the UKSMA conference,
5. promote and sell software measurement products

8.3 Operation

To be determined.

8.4 Structure

To be determined.