

Charter
South Carolina Software Process Improvement Network
South Carolina SPIN

I. ESTABLISHMENT

The South Carolina Software Process Improvement Network, hereafter referred to as the South Carolina SPIN, was established on 25 May 2006.

II. MISSION

The South Carolina SPIN is a leadership forum for the free and open exchange of software/system process improvement experiences and practical ideas. We promote achieving higher levels of process maturity, software/system quality and mutual respect. Our goals are to enhance skills and support technology transition through an active program of networking, publications, recognition of excellence, and mutual support.

III. OBJECTIVES

In carrying out its mission, the South Carolina SPIN intends to accomplish the following objectives:

- Promote software/system quality
- Promote software/system process productivity improvements
- Promote software/system process maturity
- Help foster and sustain organizational commitment to software/system process improvement
- Promote awareness of bottom line impact of software/system process improvement
- Transfer software/system improvement knowledge and innovation to all participants
- Share lessons learned with participants and other SPINs
- Promote cooperation between industry, academia, government and the SEI with respect to software/system process improvement technology
- Cosponsor with the SEI, national and regional software/system engineering process group workshops

IV. ORGANIZATION

The South Carolina SPIN is organized as a Steering Committee, general participants, and individual meeting coordinators. Steering Committee members, general participants and meeting coordinators receive no remuneration for their services.

A. STEERING COMMITTEE

The Steering Committee consists of those SPIN participants who have committed to actively take on the roles and responsibilities of the various functions necessary to run the South Carolina SPIN. The Steering Committee operates as a consensus based decision making team with the following specific roles: Leader, Co-Leader, Participant List Custodian, SEI Liaison, Academic Liaison, Web Master, and other Steering committee Members. One or more individuals may fulfill a specific role. All roles have equal voice in the decision making process.

The Steering Committee meets on the same day as the general SPIN meeting. The meetings are open to all interested SPIN participants.

1. Responsibilities of the Steering Committee

- Manage the affairs of the South Carolina SPIN
- Maintain coordination with other SPIN organizations
- Identify meeting coordinators for the SPIN meetings
- Select and coordinate topics and speakers for SPIN meetings
- Elect Steering Committee members to the roles described in this charter
- Review the operation of the SPIN periodically to determine improvements in its operation
- Solicit feedback from SPIN participants as needed
- Manage procedures for the form and content of news letters / publications

2. Responsibilities of Leader

- Preside at regular meetings of the South Carolina SPIN and at the meetings of the Steering Committee
- Reassign duties of other Steering Committee members in the event of their absence, incapacity, or until they are replaced by the Steering Committee
- Maintain a list of Steering Committee role assignments
- Record and disseminate minutes of SPIN meetings and Steering Committee meetings

3. Responsibilities of Co-Leader

- Take over the responsibilities of the leader in the event of his /her absence until the leader either returns or is replaced by the Steering Committee

4. Responsibilities of Participant List Custodian

- Maintain the list of current South Carolina SPIN participants

5. Responsibilities of SEI Liaison

- Act as point of contact for the SEI, other SPINs, and professional organizations such as IEEE, ACM
- Coordinate with these organizations to transfer information and disseminate information to Steering Committee members
- Disseminate related information that the Steering Committee determines is of general interest to the current SPIN participants

6. Responsibilities of Academic Liaison

- Act as point of contact for the academic institutions.
- Coordinate with these organizations to transfer information and disseminate information to Steering Committee members
- Disseminate related information that the Steering Committee determines is of general interest to the current SPIN participants

7. Responsibilities of committee Members

- Attend Steering Committee meetings
- Participate in decision making process

8. Responsibilities of Webmaster

- Maintain a web site for the purpose of making South Carolina SPIN information available for all interested participants
- Disseminate information placed on the web site to participants via electronic mailings

B. GENERAL PARTICIPANTS

Participation in the South Carolina SPIN is open without discrimination to all individuals who are interested in furthering the objectives of the South Carolina SPIN.

C. MEETING COORDINATOR

The Steering Committee appoints a meeting coordinator for each SPIN meeting.

The meeting coordinator is responsible for effectively implementing the chosen meeting topic(s). The following lists the high level activities involved:

- Plan and organize the meeting
- Confirm speaker and coordinate arrangements
- Locate meeting site
- Prepare meeting flyer
- Disseminate meeting information
- Verify availability of meeting handout material

V. ROLE ASSIGNMENTS AND TERMS

Any SPIN participant may petition the Steering Committee to become a Committee Member. Steering Committee approves appointment of all Committee Members. Steering Committee elects Committee Members to specific roles. Role assignments are reviewed annually.

VI. PARTICIPANT FEES

Any fees for meetings or special events are determined by the Steering Committee.

VII. MEETINGS

South Carolina SPIN meetings will normally take place on the fourth Thursday of each month at a place determined by the Steering Committee. The meeting dates and times may vary.

VIII. CHARTER REVISIONS

Charter revisions are approved at Steering Committee meetings by a two-thirds (2/3) majority vote of the participants in the vote. At least fifty (50) percent of the South Carolina SPIN Steering Committee must participate in the vote for the vote to be valid.

IX. DISSOLUTION OF ORGANIZATION

The South Carolina SPIN organization can be dissolved only with the unanimous agreement of all Steering Committee members, together with a majority vote at a meeting publicized in advance to all current participants of the South Carolina SPIN for the purpose of taking this vote.