

PROMS-G CONSTITUTION

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BCS

THE BRITISH COMPUTER SOCIETY

**Project Management
Specialist Group**

Issue 9 (Approved at AGM - 27 June 2006)

THE BRITISH COMPUTER SOCIETY

BCS PROJECT MANAGEMENT SPECIALIST GROUP

CONSTITUTION

1. TITLE

The name shall be the BCS Project Management Specialist Group of the British Computer Society, hereinafter called PROMS-G.

2. INTERPRETATION

In this constitution, except where otherwise required:

"Group" shall mean the BCS Project Management Specialist Group hereinafter called PROMS-G.

"BCS" shall mean British Computer Society.

"Member" or "Members" shall mean a person or persons qualified under article 4 of this constitution.

"Committee" shall mean that body of members elected, appointed or co-opted under article 5 of this constitution.

"Officer" or "Officers" shall mean the Chairman, Treasurer, Secretary and such other appointments which the Group may make under article 5 of this constitution.

"Professional Member" or "Professional Members" shall mean a person or persons holding membership of the BCS in one of the following grades: Fellow (FBCS) or Member (MBCS)

"Chartered Member" or "Chartered Members" shall mean a person or persons holding membership of the BCS in one of the following grades: Fellow (FBCS CITP) or Member (MBCS CITP) and entitled to use the designation "Chartered Information Technology Professional."

3. OBJECTIVES

The objectives of the Group are:

- To promote best practice in Project and Programme Management within IT.
- To facilitate the sharing of skills, techniques, tools and methods by positively encouraging members to participate in the activities of the Group.

- To represent and promote the interests of PROMS-G members with other organisations and bodies.
- To develop awareness and competence in the application of Project and Programme Management techniques and to support research and development of standards.
- To encourage membership of the BCS.

4. MEMBERSHIP

4.1 Qualifications

- 4.1.1 Persons eligible for membership of the Group shall be any member of the BCS and others interested in the objectives and activities of the Group.
- 4.1.2 Other members may comprise corporate groups, companies, or other organisations wishing to support the objectives and activities of the Group.

4.2 Regional Sub-groups

- 4.2.1 Regional Sub-groups may be established by the Committee in regional areas where PROMS-G members request. Sub-groups shall organise Committees initially by appointment and subsequently by election at an annual meeting. Regional Sub-group Committees will comprise members elected or co-opted to support the operation of these groups.
- 4.2.2 Regional Sub-group representatives from each regional Sub-group, normally the Sub-group Chairman, shall have the right to attend Main Committee meetings.
- 4.2.3 Meetings of the Sub-groups may only be held with the consent of the Committee and the organiser shall notify local BCS branches and other relevant specialist groups.

4.3 Admission

All applicants holding BCS membership at any level shall be admitted without charge or at a reduced annual subscription rate to be determined by the Committee. Other applicants shall be admitted to membership after payment of the annual subscription in accordance with article 7.4.

4.4 Resignation

Any member of the Group may resign by giving notice in writing at any time but shall not be entitled to a refund of any subscription paid.

4.5 BCS Membership

It shall be incumbent upon the Committee to encourage all members of the Group to apply for membership of the BCS.

4.6 President

- 4.6.1 The Committee may nominate a distinguished member to be President. The nomination shall be approved by members at the AGM when the nominee will be elected for a term of one year with up to two renewals. The President shall be ex-officio a member of the Committee.
- 4.6.2 The Committee may also nominate one or two members in recognition of service to the Project Management community to be Vice Presidents. The nomination shall be approved by members at the AGM when the nominee(s) will be elected for a term of one year with up to two renewals. The Vice-Presidents shall be ex-officio members of the Committee.

5. COMMITTEE

5.1 Members

- 5.1.1 The business activities of the Group shall be controlled by the Committee which shall consist of a Chairman, Treasurer, Secretary, and eight other committee members to perform specific tasks such as publicity, event organization, membership administration, web site maintenance etc as may be required, who shall be elected at each AGM.
- 5.1.2 The Chairman and Treasurer shall normally be professional or chartered members of the BCS, although, exceptionally, this requirement may be waived with the approval of the Vice President (Member Services).
- 5.1.3 It shall be expected that the Committee members shall be members of the BCS.
- 5.1.4 The Chairman shall be responsible to the BCS for the finance, policy and activities of the Group.
- 5.1.5 The appointed Committee members shall have the right to attend, free of charge, all general meetings of the Group and all events, schools and conferences staged by the Group.

5.2 Eligibility of Officers for Re-Election

- 5.2.1 No Officer may normally hold an office for more than a maximum of two consecutive terms each of 3 consecutive years.

5.3 Nominations

- 5.3.1 The name of any member accepting nomination for election or re-election as an Officer or as a Committee member should be submitted in writing to the Secretary 14 clear days prior to the date of the AGM by 2 members of the Group and with the written consent of the nominee.

5.4 Election of the Committee

- 5.4.1 If there is more than one nomination for any of the Officer positions an election, by ballot, will be held at the AGM.

5.4.2 If the nominations number the same or less than the remaining vacancies for the Committee members, all shall be deemed to be duly elected.

5.4.3 In the event of there being more nominations than vacancies, the elections shall be by ballot. Each member present may vote for up to as many candidates as there are vacancies to be filled and no more.

5.5 Resignation from the Committee

In the event of any elected officer resigning, the Committee shall have the power to fill the vacancy.

5.6 Co-option to the Committee

The Committee may co-opt to their number up to a maximum of five members serving at any one time. Co-opted members shall have the same voting rights as other members of the Committee.

5.7 Committee Meetings

5.7.1 The Committee shall meet at such times and in such places as the Committee may determine. The Committee will meet at least 4 times a year or more often to carry out the business of the Group in a proper manner.

5.7.2 A minimum of 14 days notice of a committee meeting will be given using e-mail by the Secretary to the Committee. In the absence of the Secretary the notice may be given by the Chairman failing whom by the Treasurer. If none of the said officers is available for more than 3 months, other members of the committee may call and run a committee meeting to continue the running of the Group.

5.8 Quorum

Four Committee members, including at least one Officer, shall constitute a quorum.

5.9 Absence of Quorum

At the discretion of the Chairman, any committee meeting may proceed with its business, but all resolutions passed must be confirmed at the first subsequent, quorate Committee Meeting.

5.10 Voting

At any Committee meeting each member of the Committee present, save the Chairman, shall be entitled to one vote but, in the event of equality, the Chairman will use his/her casting vote.

5.11 Sub-Committees

Sub-Committees: The Main Committee may appoint and dissolve sub-committees, each under the chairmanship of a Main Committee member, to assist in carrying out the business of the Group.

5.12 Working Parties

The Main Committee may set up working parties from time to time for specific purposes, responsible to the Main Committee which shall appoint a Chairman and provide appropriate terms of reference.

6. GENERAL MEETINGS

6.1 The AGM of the Group shall be held each year in May, following the end of the BCS financial year, at the direction of the Committee, for transacting the following business:

- a. To approve the minutes of the previous AGM.
- b. To approve the minutes of any Extraordinary General Meeting held since the last AGM.
- c. To receive the Annual Report of the Chairman.
- d. To receive and approve the Annual Accounts.
- e. To consider any proposals in alterations to the Constitution.
- f. To elect the Officers and Committee for the ensuing year.
- g. To consider any other business relevant to the AGM.

6.2 Notice of General Meetings

6.2.1 The notice shall be conveyed to every member of the Group. A notice sent to the latest registered e-mail address for each member shall be considered sufficient.

6.2.2 The notice shall be issued at least 28 clear days before the date of the meeting and shall indicate the business to be transacted. For this purpose a notice printed in the official publication of the group shall be considered sufficient. The notice may also be sent by e-mail from any Officer of the Group, usually the Secretary, or by HQ at the behest of the Officers.

6.2.3 In the case of the AGM the notice shall include a request for nominations of Officers and Committee members.

6.2.4 The detailed proposals shall be circulated by e-mail prior to the meeting to all members who indicate their intention to attend.

6.2.5 The accidental omission to give notice of any meeting or non-receipt of such notice by any person entitled to receive notice shall not invalidate any resolution passed.

6.3 Chairman

At all General Meetings and meetings of the Committee the Chairman of the Group shall be Chairman or, if absent, the members present shall appoint one of their number to be Chairman.

6.4 Voting

At any General Meeting each member shall be entitled to one vote on every issue. Voting at any meeting shall be determined by a show of hands unless a ballot is demanded by at least one third of the members present.

6.5 Quorum

At any General Meeting of the Group, ten members shall constitute a quorum.

6.6 Absence of Quorum

At the discretion of the Chairman, any meeting may proceed with its business, but all resolutions passed must be confirmed at the first subsequent, quorate General Meeting.

6.7 Extraordinary General Meetings

6.7.1 Extraordinary General Meetings of the Group shall be convened by the Secretary by direction of the Committee or on the request of 50 members, stating the business to be transacted at the meeting.

6.7.2 The detailed proposals shall be circulated by e-mail prior to the meeting to all members who indicate their intention to attend.

6.7.3 An EGM shall transact only such business as is specified in the resolutions or requisitions convening it.

7. FINANCES

7.1 The Treasurer shall keep proper Records of Account and shall present the accounts completed up to the last day of April each year to the AGM next following the end of the financial year to which the accounts relate.

7.2 The financial year of the Group shall commence on the first day of May each year.

7.3 The funds of the Group shall be under the control of the Committee.

7.4 The annual subscriptions shall be such amounts as the Committee may from time to time decide.

7.5 The annual subscription shall normally become due on admission and subsequently on each anniversary of the date of admission. Alternatively, all subscriptions may be collected on a single date.

7.6 All subscriptions and any surplus arising from the activities of the Group shall be managed in accordance with the financial guidelines agreed by the BCS.

8. RECORDS

8.1 A correct record of the proceedings of all Committee and General Meetings of the Group shall be kept by the Secretary.

8.2 The Secretary shall keep or cause to be kept a correct record of members of the Group.

9. PUBLIC ANNOUNCEMENTS

Public announcements concerning the Group shall be made only by or with the consent of the Chairman.

10. BCS

The Group shall be subject to the BCS Charter, Byelaws, Members' Regulations and Trustee Board Regulations.

11. BCS SPECIALIST GROUPS ASSEMBLY & EXECUTIVE COMMITTEE

11.1 The Group shall appoint two of its number, normally the Chairman and Treasurer, who shall hold professional or chartered membership of the BCS, to attend meetings of the BCS Specialist Groups Assembly as the Group's representatives.

11.2 The Group shall be required to submit an annual report to the BCS Specialist Groups' Executive Committee describing the Group's activities, a financial statement and budget projections.

12. WINDING UP

12.1 The Group may be wound up by motion passed by two thirds of the members present and voting at an Annual or Emergency General Meeting.

12.2 If, upon winding up or dissolution of the Group, there remain, after the satisfaction of all its liabilities, any assets, they shall be vested in the BCS.

13. ALTERATIONS TO THE CONSTITUTION

The constitution may be altered at any time by a two-thirds majority of the members present at a General Meeting.