

# BCS

## BCS Enterprise Architecture SPECIALIST GROUP

### CONSTITUTION

#### 1. TITLE

The name shall be the BCS Enterprise Architecture Specialist Group.

#### 2. INTERPRETATION

In this constitution, except where otherwise required:

"Group" shall mean BCS Enterprise Architecture Specialist Group.

"BCS" shall mean British Computer Society, Registered Charity No. 292786

"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 Chair, Treasurer, Membership Secretary, 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."

"In writing" applies equally to e-mail or paper copy

#### 3. OBJECTIVES

The objectives of the Group are:

- To promote best practice in, and the use of, Enterprise and IT Architectures where it is of relevance to computing professionals, business professionals, academics, and other groups.
- To contribute to the development of Enterprise Architecture methods and practises
- To provide a forum for Enterprise Architects and IT Architects to interact and exchange views and to facilitate the sharing of skills, techniques, tools and methods by positively encouraging members to participate in the activities of the Group
- To improve the competence and quality of individuals engaged in IT Architecture
- To provide a point of interaction between the British Computer Society and external bodies concerning matters of IT Architecture
- To encourage membership of the BCS.

To achieve this the group will:

- Raise awareness and knowledge of the issues and opportunities related to IT Architecture, through facilitating blogs, web discussions, articles and events;
- Attract new professionals in the IT Architecture field to membership of the BCS;
- Build credibility as a body of expertise that can act as a source of information in the field of IT Architecture, for instance through the provision of road maps, policies and guidance;
- Provide a forum across the BCS and wider on IT Architecture;
- Support a knowledge community for IT Architecture;
- Develop a programme of events, standalone and with other Specialist Groups.
- From time-to-time publish materials of relevance to IT Architecture (e.g. white papers and/or books)

Specifically the group will:

- Keep under review, advise and make recommendations to the BCS on strategy for the development IT Architecture;
- Consider partnership requirements to achieve delivery of effective IT Architecture learning and the promotion of suitable provision in education establishments;
- Consider quality assurance requirements of IT Architecture and promote best practice in all aspects of related to the teaching and research of IT Architecture;
- Work with others and develop policies and procedures, standards and specifications, implementations that could be referenced and initiate and coordinate IT Architecture and address EA events and publications;
- Participate in any ongoing benchmarking, networking and other related dialogues, build confidence whilst honouring diverse perspectives and maintain an active IT Architecture community.

## **4. MEMBERSHIP**

### **4.1 Qualifications**

Persons eligible for membership of the Group shall be any member of BCS (Affiliate grade or higher) interested in the objectives and activities of the Group.. From time to time, non BCS members may attend and contribute to group activities. These individuals will be encouraged to join the BCS as appropriate.

### **4.2 Admission to SG membership**

Applicants holding BCS membership at any level shall be admitted without charge.

### **4.3 Resignation**

Any member of the Group may resign by giving notice in writing at any time.

### **4.4 Exclusions**

Individual honorary SG memberships and corporate/company memberships shall not

be created.

## **5. COMMITTEE**

### **5.1 Members**

The business activities of the Group shall be controlled by the Committee which shall consist of a Chair, Treasurer, Secretary, Membership Secretary, and other Officer posts as may be required to perform specific tasks. Committee posts shall be elected at each AGM.

The Chair, Secretary, Membership Secretary and Treasurer shall be professional or chartered members of BCS.

Although Affiliate is the minimum requirement for any member of the group, it shall be expected that the Committee members be professional or chartered members of BCS.

The Chair shall be responsible to BCS for the finance, policy and activities of the Group.

The Chair may not also hold the Treasurer post. The posts of Secretary and Membership Secretary may be held by one person.

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 Terms of Office and Eligibility of Officers for Re-Election**

All Officer and committee membership posts shall have nominal terms of one year, expiring at the following AGM. Officers may stand for re-election annually up to a limit of five consecutive terms.

If an individual stands for committee posts for the maximum period, the individual must stand down from the committee for no less than one year.

### **5.3 Nominations**

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 two 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 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 of those members physically present. 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 until the next AGM.

### **5.6 Co-option to the Committee**

The Committee may co-opt to their number up to a maximum of four BCS members serving at any one time, with a maximum term of one year. 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 and in so far as is practicable they shall meet at least four times per year in order 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 email 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.

### **5.8 Quorum**

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

### **5.9 Voting**

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

### **5.10 Sub-Committees**

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

## **6. GENERAL MEETINGS**

**6.1** The AGM of the Group shall be held in May each year, 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 and any extraordinary general meetings
- b. To elect the Officers and Committee for the ensuing year.
- c. To receive the Annual Report of the Chair
- d. To consider any other business relevant to the AGM.
- e. To receive and approve the Annual Accounts.
- f. To consider any proposals in alterations to the Constitution
- g. To elect the Officers and Committee for the ensuing year.

h. To consider any other business relevant to the AGM.

## **6.2 Notice of General Meetings**

- 6.2.1** The notice shall be conveyed by email to the latest registered e-mail address for every member of the Group.
- 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.
- 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 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 Chair**

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

## **6.4 Voting**

At any General Meeting each member shall be entitled to one vote. Voting at any meeting may be determined by a show of hands unless a secret ballot is demanded by at least one third of the members present. The number of votes shall be recorded and stated in the report, which shall also be posted on the SG's website.

## **6.5 Quorum**

At any General Meeting of the Group, eight members, including two Officers shall constitute a quorum.

## **6.6 Absence of Quorum**

At the discretion of the Chair, 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**

Extraordinary General Meetings of the Group shall be convened by the Secretary by direction of the Committee or on the request of at least twenty members.

# **7. FINANCES**

- 7.1** Accounts will be held centrally by HQ with monthly reports being made available to the Treasurer. Accounts completed up to the last day of April each year will be presented 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 allocated funds of the Group shall be under the control of the Committee, in accordance with central accounting practices and subject to annual submission of a

detailed financial plan.

- 7.4 Any surplus funds arising from the activities of the Group shall be managed in accordance with the financial guidelines determined by 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 A record of members of the Group will be kept on the BCS central database. Membership Secretaries and Chairs will have access to standard data reports produced by HQ.

## **9. PUBLIC ANNOUNCEMENTS**

Public announcements concerning the Group shall be made only by, or with the consent of, the Chair. Any press releases shall be cleared by the BCS Press Office before issue.

## **10. MEETINGS (other than committee meetings), EVENTS and JOURNALS**

- 10.1 Meetings and events of the Group may only be held with the consent of the Committee and the organiser shall notify local BCS branches, any other relevant Specialist Groups, and place an entry in the BCS Events Diary.
- 10.2 'Meetings' – free regular gatherings of members.
- 10.3 'Events' – These include 'schools' and conferences and shall normally be chargeable, with preferential rates for BCS members, or members of other organisations with bi-lateral agreements.
- 10.4 Apart from identified and separately budgeted 'Outreach' meetings aimed at a specific non-BCS audience (e.g. the public), non-member visitors may attend 40% of a Group's free meetings in a year, on a trial basis, after which they shall seek to become a BCS member.
- 10.5 Journals/publications produced by the Group shall be chargeable and brought in house wherever possible.
- 10.6 The Group may operate one or more internet-based discussion forums with the aim of encouraging discussion and interaction between members (only) on EA themes. These forums could also support any working parties that may be set up to look at specific themes. At all times, members participating in any of these forums shall adhere to the standard BCS "special rules" relating to this area. The current set of known rules are included in Appendix 1 below.

## **11. BCS**

The Group is a part of BCS and thus shall be subject to the BCS Charter, Byelaws, Members' Regulations, Trustee Board Regulations, Charity Commission requirements and any applicable legislation, such as the Disability Discrimination Act and Data Protection Act.

## **12. BCS SPECIALIST GROUPS ASSEMBLY & EXECUTIVE COMMITTEE**

- 12.1 The Group shall appoint two of its number, (normally Chair 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.

**12.2** 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.

### **13. KNOWLEDGE COMMUNITIES**

The Group will engage and work closely with relevant SGs and Forum Strategic Panels to become part of one or more flexible Knowledge Communities.

### **14. WINDING UP**

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.

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 BCS.

### **15. 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.

## **Appendix 1 - Rules for Participation by Members in BCS EA Online Discussion Forums**

*The following rules apply to all participants in BCS Discussion Groups, whether email (interactive mail lists) or Web based. They will also apply to all Discussion Groups operated by the Enterprise Architecture EA.*

*As a Chartered Professional Body, BCS has a duty to ensure that all postings to its discussion groups are consistent with the standards required of its members, particularly those set out in its codes of conduct and practice. It is therefore a requirement that participants in BCS Discussion Groups should not post any message that includes any of the following:*

*Swearing, profanities or sexually explicit language.*

*Ethnic, racial, sexual, or religious slurs.*

*Abusive or insulting language or personal attacks of any kind.*

*Content which is of itself illegal (for example under the Data Protection Act) or which represents the promotion of illegal activities.*

*Content which could result in Civil action - including particularly statements of opinion that may be libellous and content which breaches copyright.*

*Promotion of products or services in which the sender has a personal interest.*

*Language or behaviour inconsiderate to other members of the group.*

*Any other action that the Society considers likely to disrupt the group or to bring the BCS into disrepute.*

*Any other action that is inconsistent with the BCS Codes of Practice or Conduct.*

*Mail should ideally be sent in plain ascii text unless the list owner/discussion email co-ordinator agrees otherwise*

*Binary or other attachments should not be included in any mailing unless the list owner/discussion group co-ordinator authorises it.*

*In the event of a breach of these rules, the Society (and any Officer of the Enterprise Architecture SG) has absolute discretion to withdraw the offending message and, if appropriate, to cancel membership of the group.*