

2011-2012

Annual Report

User Experience Professionals' Association UK



Welcome to the UXPA UK's first annual report.

We've put this together to keep members up to date with what's been happening over the past year and to let you know about our plans for 2012-2013.

We hope it's helpful. If you want to be more involved or have ideas for next year's agenda, then please get in touch.

Contact: secretary@uxpa-uk.org

Welcome message

thanks for a great year



The past year has been a very successful for the UK UPA with more members, more jobs advertised on our jobs board and a hugely successful events programme with renowned speakers from far and wide coming to talk to us in a friendly and inspiring environment. Our membership has grown to just over 350 at the end of April 2012, many more are on the email list and we've reached more than 1500 followers on Twitter. This is a huge vote of confidence, so thanks for your support.

With the name change to UXPA, we want to make a new start and build on these solid foundations within the chapter to offer a professional association you are proud of. I hope that you will help us build on our positive reputation and help promote an even wider understanding of User Experience. This report offers a reflection on where we have come from and where we are heading. It was 11

years ago that the UK UPA was formed and we hope to continue for another 11 years offering an international network of professionals.

Despite the name change, one thing that hasn't changed is that we do not receive membership fees paid locally, these still go to the International UXPA. As a result we are permanently reliant on sponsors and entry fees to fund events. A big thanks goes to all of our sponsors and a special thanks to Sapient Nitro as our regular host and Thomson Reuters for hosting the annual careers event and World Usability Day.

There are too many people to thank individually, but to all the speakers, committee members, volunteers, and of course all of the members and casual event attendees who continue to create an outstanding, vibrant community, I want to pass on my sincere gratitude for making it such a great year. In the coming year we hope that you will continue to get involved with the UXPA and together we can create an environment in which the User Experience is at the heart of everything we do.

A handwritten signature in dark ink, appearing to read 'Chandra Harrison'.

Chandra Harrison,
President UXPA UK



What we do and how we do it

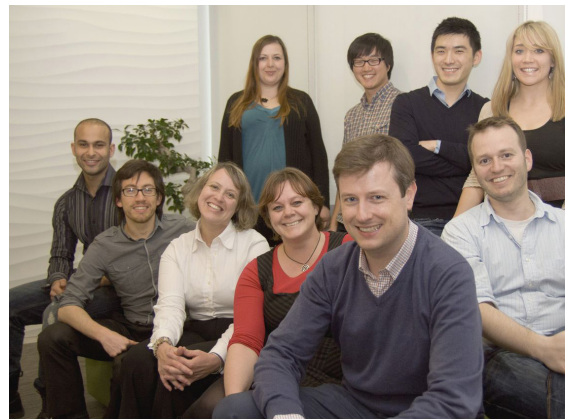
The UXPA UK is the UK's professional User Centred Design community. We are a cross-disciplinary professional network that brings together practitioners and academics from diverse backgrounds who are passionate about designing better products and services for all people. We are the UK group of a global network helping to connect UX practitioners locally and internationally. We promote the advancement of user centred design disciplines, host regular events, nurture professional development and share employment opportunities.

Our Goals & Objectives

1. **Aspire** to be the UK's authoritative source on the practice of usability, UCD and UX
2. **Support** professional and personal development and education within the UK UX/Usability field
3. **Promote** an inclusive design ethos to make products and services across the UK accessible to all
4. **Connect** with other UX/Usability organisations in London and UK
5. **Foster** a community of UK UX/Usability professionals
6. **Provide value** for all members.

“We are the UK group of a global network helping to connect UX practitioners locally and internationally”

The UXPA UK Committee



The UXPA UK activities are run by a committee of 12 volunteers from a range of backgrounds and interests.

In 2010 we introduced a new voting system to elect members to stand on the Committee. Elections will be happening this year in November - so keep an eye open!

Events report

knowledge share and networking

Monthly events in 2011-12

Our events offering is growing from strength to strength. Over the past year we ran a varied programme which highlighted the diversity of the field of User Experience.

2011	Jul	UX and ROI
	Aug	Pub Quiz & Picnic
	Sep	Inclusive UX
	Oct	UX Leadership
	Nov	World Usability Day
	Dec	Christmas Drinks
2012	Jan	Online Communities
	Feb	UX Strategy
	Mar	Ethnography
	Apr	UX Clinic Returns
	May	Connected Devices
	Jun	Career's Event 2012
	Jul	Profiling a UX Practitioner
	Aug	Annual Summer Pub Quiz

UK Liaison

We share post-event material online where possible via SlideShare, Vimeo and Flickr. In 2012-13, this is something that we will continue to build on as well as exploring the possibility of live-streaming or running parallel events in multiple UK centres.



Additional events

Last year, we ran some extra events in partnership with other groups and individuals. This included joint events with London Ergonomics Group, IEHF and Medical Device Usability. In 2012 we will continue to strengthen links with other communities to run events as well as helping to organise the UK's first UCD conference, UCD:2012.

Upcoming events

Our events calendar is up to date until January 2013. Dates for your diary:

- 30 Aug: Rebrand lunch party
- 20 Sep: Accessibility event
- 18 Oct: TBC
- 8 Nov: World Usability Day
- 9-10 Nov: UCD 2012
- 13 Dec: Christmas Drinks

As part of our strategy for this year we are discussing including some additional events to this calendar.

Details will be updated on the website. Get in touch if you have ideas for next years' events or want to be involved.

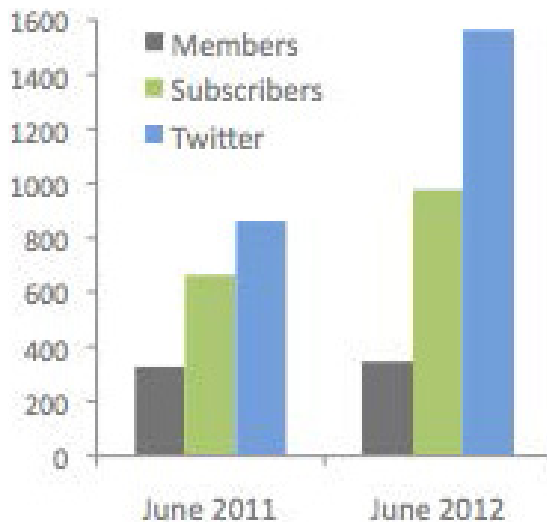


Membership and involvement

value and engagement

Membership figures

In the year June 2011 - June 2012, UXPA UK membership and engagement has grown.



We now have 978 people registered on our email notification list and have had up to 100 attendees at each of our monthly events.

In March 2011, we ran a crowd-sourcing event to better understand our member's needs. We will continue to engage with members to ensure we provide value to the UX community.



Member benefits

The UXPA UK strives to offer value to our members. As well as free attendance to our events and subscription to UX Magazine, we coordinate a number of discounts including:

- Conferences and events
- Equipment
- Software and online tools
- Books and magazines
- Facility rental
- UX training
- Stationary.

For a full list of local and global discounts, take a look on our website and the main UXPA site.

If you would like to offer discounts for UXPA members we'd love to hear from you! Please contact our secretary Polly on **secretary@uxpa-uk.org**

Get involved

We have opportunities for members and non-members to be more involved with the UXPA UK as speakers and volunteers at events, guest bloggers, tweeters and sketchers. If you have an idea for an event or can recommend a good speaker, we would also love to hear from you.

If you can help, please get in touch with Monica on **events@uxpa-uk.org**

Professional and personal education and development

Careers event

In June 2011 we ran the annual careers event at Thompson Reuters. This was a great success and we had a total of 15 different companies, agencies and recruiters looking out for their next UX superstars!

We also ran “UX booths” designed to provide career development support (portfolio surgeries, mentoring, CV-checking), and a Q&A session with UX industry leaders.

Thanks to those involved, including: Causata, Cyber-Duck, EMC, Foolproof, Fortune Cookie, Futureheads, LBi, Red Gate, Song Kick, Sony Computer Entertainment, Source, System Concepts, TH_NK, Thompson Reuters, Webcredible.

New mentoring scheme



It all started with the crowdsourcing event in March, where we gathered

input from the community on their needs and goals for a mentoring scheme and how they would expect it to function.

This helped us to identify key areas to focus on as well as learning about positive and negative experiences with similar initiatives.

After several months organising the framework, we officially launched the scheme on World Usability Day 2011.

Within a few months we have already connected 6 mentees to mentors. However, we encourage all those willing to give up some time to mentor someone in the community to please do so, as we have all been there before! Details are on our website.

Jobs board

Our free jobs board has enjoyed continuous growth of attention from employers and recruiters with over 365 new career opportunities submitted in 2011 - that's one UX job per day! We have since been reaching out to more employers and recruiters, aspiring to become the default source for practitioners seeking to make a career change or progress further in their UX/IA/Usability roles.

Looking forward

ongoing plans for 2012-13

We've worked with members to develop a plan for the next two years. As the UXPA UK, we will continue to develop strategic and collaborative partnerships and improve our internal structures and external communications.

Events

- Continue to provide varied and high quality monthly events.
- Increase online coverage of events and explore live-stream options.
- Increase engagement with other groups and host extra joint events.

Outreach

We want to form and build on relationships with other UX groups and practitioners across the UK.

Inclusive design

Accessibility and Inclusive Design will continue to be at the heart of the UXPA UK. We will strive to make Accessibility more accessible to our community by providing more resources as well as organising an event to focus on this topic. We will also explore good practice by looking at how Inclusive Design is being applied beyond the web.

Professional development

Build on current initiatives (careers' event, mentoring scheme, jobs board).

Collate useful lists of resources for members, including employers, recruiters, reading material, and educational & vocational courses that offer skills and qualifications relevant to the field.

Communications

We will be refreshing the website over the course of the next 12 months. Keep up to date by being on the email list and follow us on Twitter @uxpauk.

Membership

Maintain current member benefits and reach out to providers to explore additional potential discounts.

Enhance and promote the value of membership to increase UK member numbers.



Financial report

summary

These summarised financial statements show the income raised for our activities, the cost of raising the income and the amounts spent on our activities.

Item	Income	Expense
Global UPA funding	£0.00	
Corporate sponsorship	£4,550.00	
Events	£1,840.00	£3,682.65
Committee meetings		£374.86
Website, equipment & other expenses		£1,616.93
Total	£6,390.00	£5,674.44

The information is taken from the Balance Sheet for the year ended April 2011.

Whan Stransom
Treasurer



Constitution

A new constitution has been drafted

This year we are finally formalising our constitution, allowing us to incorporate the necessary updates, looking towards the future. The following are some extracts from the draft constitution.

DEFINITIONS:

Association refers to the UXPA International body

Chapter refers to the UK Chapter of the UXPA

Committee refers to the elected Management Committee of the Chapter

Board of Directors refers to the directors of the Chapter

1. Name

- a. The full and official name of the Chapter shall be “The UK Chapter of the User Experience Professionals’ Association.”
- b. The Chapter will be referred to as “UXPA UK” for brevity.

3. Mission

- a. The Association supports UX and usability specialists from all aspects of human-centred design, and the broad family of disciplines that create the user experience in promoting the design and development of usable products.
- b. The Chapter provides a friendly local network where UX and usability professionals and interested people from throughout the UK can share information about techniques and methodologies with like-minded people.

A full copy of the draft constitution can be found as an appendix to this report.

Acknowledgements

thank you

The UXPA UK is grateful to all members and associates for their assistance and efforts during the year.

We would like to thank those who have sponsored UXPA UK events and activities in 2011-2012, including:



THOMSON REUTERS



Finally, a huge thanks to all of those who have spoken at, hosted or helped to run our events.

We are extremely grateful to everyone else who has served this year, and hope that omission neither offends nor implies lack of appreciation and grateful thanks to all concerned.



“A big thank you to all
of our members for your
support. Here’s to another
exciting year!”

UXPA UK Committee

Chandra Harrison	President
Tim Loo	Vice President
Polly Shelton	Secretary
Whan Stransom	Treasurer
Stavros Garzonis	Professional Development
Monica Ferraro	Events
Martina Schell	Communications & PR
Caleb Tang	Accessibility
Meirion Williams	UK Liaison
Rajiv Arjan	Academic Liaison
Simon Whatley	Website coordinator
Dave Grayson	Associate

APPENDIX A

The new constitution

DEFINITIONS:

Association refers to the UXPA International body

Chapter refers to the UK Chapter of the UXPA

Committee refers to the elected Management Committee of the Chapter

Board of Directors refers to the directors of the Chapter

1. Name

- a. The full and official name of the Chapter shall be “The UK Chapter of the User Experience Professionals’ Association.”
- b. The Chapter will be referred to as “UXPA UK” for brevity.
- c. This name replaces all previous names including “The UK Chapter of the Usability Professionals Association,” by which The Chapter was formerly known.
- d. The Chapter Management Committee with the agreement of Association’s Board of Directors, or the Associations Board of Directors with agreement from the Chapter Management Committee, may change a Chapter’s name at any time if deemed to be in the best interest of the Association.
- e. Any other proposed change to the name for this Chapter shall first be approved by a two-thirds vote at a Chapter Annual General Meeting, a quorum being present, and then submitted to the Association for approval.
- f. Written notification of the motion to change the name must be given to all Chapter members at least four (4) weeks before the vote.

2. Chapter Status and Boundaries

- a. This Chapter is composed of paid UXPA (“Association”) members who live or work in the UK and surrounding areas (the Boundary).
- b. The Chapter Management Committee shall reside in the UK.
- c. The Chapter shall engage only in activities that conform to the Association’s overall goals and policies.
- d. The Chapter will operate under the operational policies and procedures of the Association detailed on the Association’s website and the local governing bylaws of the Chapter detailed here in this “Constitution.”
- g. The Chapter Management Committee with the agreement of Association’s Board of Directors, or the Associations Board of Directors with agreement

from the Chapter Management Committee, may change a Chapter's boundary if deemed to be in the best interest of the Association.

- h. Any other proposed change to the boundary for this Chapter shall first be approved by a two-thirds vote at a Chapter Annual General Meeting, a quorum being present, and then submitted to the Association for approval.
- i. Written notification of the motion to change the boundary must be given to all Chapter members at least four (4) weeks before the vote.

3. Mission

- a. The Association supports UX and usability specialists from all aspects of human-centred design, and the broad family of disciplines that create the user experience in promoting the design and development of usable products.
- b. The Chapter provides a friendly local network where UX and usability professionals and interested people from throughout the UK can share information about techniques and methodologies with like-minded people.

4. Aims

- a. To support the UX and Usability community in the UK.
- b. To support the Association in its wider objectives.

5. Objectives

The UXPA UK will fulfil the aims by:

- a. Providing quality monthly events where members can learn, share and network.
 - i. Typically occurring on the third Thursday of the Month.
 - ii. Involving local people in presenting information to the community.
 - iii. Including an annual Careers Event, World Usability Day Event.
 - iv. At least one event per year held outside of London.
- b. Providing supplementary information about events wherever possible to broaden the reach of events to members outside of London (e.g. video footage, photographs, social media streams and sketch notes).
- c. Organising additional ad hoc training courses and events, as and when resources are available.
- d. Providing a mentoring programme that helps further the professional and personal development of both mentors and mentees.
- e. Providing an online, up-to-date jobs board, promoting jobs across UX and usability design and research.
- f. Providing advice and guidance for continuing professional development including an annual Salary Survey.

- g. Promoting knowledge sharing across the industry.
- h. Working with related groups
 - i. Exchanging information and advice.
 - ii. Cross-promoting activities.
 - iii. Sharing contact lists for potential speakers.
- i. Publicising and promoting the profession across the UK.
- j. Raising funds and receiving contributions where appropriate to finance the activities.
- k. Taking responsibility to encourage Chapter members to become Association members.

6. Responsibility to The Association

As part of the Association, this Chapter shall:

- a. Advise the Association's Chapter Committee and the European Regional Director promptly of the names of any newly elected Management Committee officers.
- b. Furnish progress information on a quarterly basis to the Association's Chapter Committee and the European Regional Director.
- c. Furnish an annual activities report to the Association's Chapter Committee and the European Regional Director.
- d. Submit an annual financial report to Association's Chapter Committee and the European Regional Director and Association Treasurer.
- e. Notify the Association office of new local Chapter members so that the Association database can reflect Chapter affiliation.
- f. Stick within our own financial means, avoiding obligating the Chapter or the Association to any financial or other commitment outside the means of the Chapter.
- g. Use the UXPA name and logo only within the guidelines outlined by the Association.

7. Membership

- a. All Association members residing or working within the boundaries of the Chapter may voluntarily assign themselves to this Chapter.
- b. An Association member may be affiliated with only one Chapter at a time.
- c. Chapter membership shall be open to all those who support the objectives of the Chapter and are interested in helping the Chapter to achieve its aim and willing to abide by the rules of the Chapter.
- d. Chapter membership requires full financial registration as a member of the

Association.

- e. The Association shall determine the annual membership fee for all classes of Association membership.
- f. The Chapter shall determine the annual membership dues for all classes of Chapter membership.
- g. Every Chapter member shall have one vote at Annual General Meetings.
- h. Members must be a minimum of 18 years of age.
- i. A properly constituted Annual General Meeting may appoint any person (irrespective of point 7.c) as an associate member, an honorary member or an honorary life member in recognition of services rendered in promoting the interests and objects of the Chapter.
- j. An associate member, an honorary member or an honorary life member shall be entitled to all the privileges of a member under this constitution including the right to vote and stand for election.
- k. The Management Committee shall have the power to refuse membership to an applicant, where it is considered such membership would be detrimental to the aims, purposes or activities of the Chapter.
- l. Only Association members in good standing may be Chapter members.

8. Termination of Membership

- a. A person shall cease to be a member of the Chapter if they have not paid their membership fee to the Association and any dues to the Chapter within two (2) months of being sent notice by the Secretary that their membership fee is overdue.
- b. Any member may resign his/her membership and any representative of a member organisation or section may resign such position, by giving to the Secretary of the Association written notice to that effect.
- c. The Committee may, by resolution passed at a meeting thereof, terminate or suspend the membership of any member, if in its opinion his/her conduct is prejudicial to the interests and objects of the association, PROVIDED THAT the individual member shall have the right to be heard by the Management Committee before the final decision is made.
- d. There shall be a right of appeal to an independent arbitrator appointed by mutual agreement.
- e. Upon any person ceasing to be a member for any reason whatsoever that person shall not be entitled to the return of their membership fee or any portion thereof, except as otherwise provided for in this constitution.

9. Services to Non-Members

- a. The Chapter will provide services to Non-Members that fit within the aims and objectives of the Chapter and Association.

- b. This Chapter may charge additional fees to Non-Members for Chapter events, which may be more than those charged to members.
- c. The amount charged must be reasonable in relation to the benefit derived.

10. Code of Conduct

- a. Members are expected to behave in the best interests of the Chapter, fellow members, hosts and the Association at any of the Chapter's events.
- b. The Committee reserves the right to refuse any member or paying guest admittance to an event if it is evident that the member has failed to behave in the best interests of the Association. Any Committee member attending the event concerned may exercise this right.
- c. In the event of a member persistently failing to meet these expectations, the Committee has the right, after an appropriate investigation, to suspend that member's attendance at any of its events for a period at its discretion.
- d. The Committee may resolve to cancel or refuse to renew the Chapter membership and recommend a refusal to renew Association membership, of any member whose actions, after an appropriate investigation, have been found to be detrimental to the Association or its members.
- e. In these circumstances, the member may, if they wish, request an attendance before the Chapter Committee or Association Board of Directors within one month of the notification from the Secretary of that resolution.
- f. The Committee can only revoke the resolution or accept a further application from the member by 75% majority decision.

11. Management of the Chapter

- a. The Chapter shall be administered by a Board of Directors and a Committee making up a "Management Committee".
- b. The Management Committee shall be made up of not less than five (5) and not more than fifteen (15) elected members.
- c. The Board of Directors shall include a:
 - i. President
 - ii. Vice-President
 - iii. Treasurer
 - iv. Secretary
 - v. and such other officers the Chapter shall deem necessary.
- d. The Board of Directors can only be elected from existing or past Management Committee members who have served a minimum of six months as part of the Management Committee for this or other Association chapters.
- e. The roles covered by the Committee may include:
 - i. Membership Secretary
 - ii. Professional Development

- iii. Personal Development (Academic)
- iv. Accessibility
- v. Public Relations
- vi. UK Liaison
- vii. International Liaison
- viii. Website
- ix. Events
- x. Sponsorship
- xi. and such other roles the Chapter shall deem necessary at the Annual General meeting.

- f. Individuals on the Management Committee, except the President, can undertake up to two (2) of the roles simultaneously.
- g. The Management Committee members are elected for one-year rolling terms.
- h. An incumbent Committee member does not need to seek re-election in subsequent years.
- i. When a Management Committee member relinquishes their position the position will become vacant and nominations will be called at the annual elections.
- j. The Management Committee has powers to take whatever legal and proper actions are necessary for the fulfilment of the Association's aims and objectives.
- k. The Management Committee members are specifically appointed following an election process detailed below, upon the approval of the Association.
- l. The Management Committee members must be at least 18 years old.
- m. The Management Committee members must be current members of the Association.
- n. The Management Committee shall meet at least six times a year.
- o. Each committee member is required to attend at least half of all meetings held in a year. If they fail to attend they will be deemed to no longer be actively involved and their position will be opened for nominations at the next elections.
- p. Voting at Management Committee meetings shall be by show of hands on a majority basis. If there is a tied vote then the President shall have a second vote.
- q. The Management Committee has the power to set up sub-groups and working parties as deemed necessary that shall be accountable to the Management Committee.
- r. The Management Committee may do all things necessary in accordance with this constitution to achieve the Chapter's objectives.

- s. Unless otherwise determined, the members of the Management Committee shall be deemed to be the trustees of the association and to hold any property, real and personal, which belongs to the Association.
- t. The Management Committee is responsible for compliance with UK regulations regarding non-profit organization.
- u. The Management Committee is responsible for fiscal controls by means of approved budgets and expenditures, and fiscal operations.
- v. The Chapter President, as head of the Management Committee, is responsible for all operations. The Chapter President delegates duties to the Management Committee members in accordance to the role descriptions as advertised at the last elections.

12. Elections

- a. Elections will be held annually with the call for nominations announced on World Usability Day.
- b. Only current Chapter members are eligible to vote, and have one vote only and cannot vote by proxy.
- c. It is the Chapter President's duty to ensure that procedures for Chapter elections are carried out properly.
- d. The Chapter President and Secretary will review all nominations and election results.
- e. The Association President will have final jurisdiction if any disputes result.
- f. The results of the election will be announced to all Chapter members and Non-Members either at an Annual General Meeting or via the usual communications channels if the AGM is more than two months away.
- g. The results of any election shall be reported to the Association and European Regional Director as early as possible so the new President and other Chapter officers can be invited to attend the annual Chapters workshop, held in conjunction with the annual Association conference.
- h. Voting will typically be conducted electronically using an appropriate polling mechanism. Any Members wishing to vote by post or by e-mail shall contact the Chapter President directly within the time frames of the election process.
- i. All information contained within a nomination or a vote shall remain confidential to the Chapter President and Secretary, and the Association President if required.
- j. The successful candidate will be the candidate with a simple majority of eligible votes.
- k. The final election vote count will NOT be made public due to the close-knit community.
- l. If there is only one nomination for the election of any Management Committee member, then the nominee shall be deemed to be elected only if they

have received at least 50% of the total number of eligible votes submitted during the election.

- m. If there is no successful election to the position then the newly elected committee may, by simple majority vote, appoint any member of the Chapter to the vacant post.
- n. Position descriptions will be publicised via the Chapter communications channels (e.g. website, newsletter, mailing list, Twitter, Yahoo Groups) at least three (3) weeks prior to elections beginning.
- o. The Committee will publicise the timeline and activities for the elections on the website and in all communications regarding the elections.
- p. Election of the Management Committee shall be in accordance with the following procedure:
 - i. Nominations for any post shall be proposed by a member of the Chapter and seconded by at least 2 additional members.
 - ii. Nominations must include the nominee, proposer and seconders' full names and membership numbers and shall be accompanied by a written manifesto from the nominee.
 - iii. Any nomination which does not comply with the provisions of this clause in all respects shall be invalid.
 - iv. Call for nominations will run for three (3) weeks from publication date to closing date.
 - v. Once the Management Committee confirms the candidates, their manifesto will be publicised to Chapter members.
 - vi. Chapter members will then have three (3) weeks to vote.
 - vii. Candidates will be informed of the outcome as soon as the President and Secretary have come to a conclusion.
 - viii. Successful candidates will be invited to attend their first committee meeting and welcome drinks.
 - ix. Unsuccessful candidates will be invited to get involved in other ways.
 - x. Successful candidates will be announced to Chapter members and Non-Members

13. Finances

- a. The Local Chapter financial year runs from April 1st to March 31st.
- b. Any money obtained by the Chapter shall be used only for Chapter activities.
- c. Any bank accounts opened for the Chapter shall be in the name of the Chapter, or any past names of the Chapter during a change over period of no more than three months.
- d. Any cheque issued shall be signed by the Treasurer, or other named signatory.
- e. The Management Committee will ensure that the Chapter stays within the budget.

- f. Bankcards will be held by the President and Treasurer.
- g. Chapter funds shall be deposited in a banking institution as determined by the Chapter Management Committee.
- h. The Chapter shall operate under a financial budget approved by its Chapter Management Committee.
- i. The Chapter Treasurer is responsible for all disbursements which must be authorised by the Treasurer and/or the President.

14. Management Committee Meetings

- a. The quorum for a meeting shall be a minimum of five (5) members, with at least one from the Board of Directors.
- b. The President of the UXPA UK shall normally chair these meetings.
- c. The Management Committee shall be accountable to the members at all times.
- d. All meetings must be minuted and available to any interested party upon written request.
- e. All Management Committee members shall be given at least seven (7) days' notice of a meeting unless it is deemed an emergency meeting.

15. Annual General Meeting

- a. The Chapter shall hold an Annual General Meeting (AGM) at not more than 15 month intervals.
- b. The purpose of these meetings is for the Chapter to:
 - i. Account for its actions and consider the regeneration and development of the Chapter according to the Chapter's objectives.
 - ii. Receive reports on the work and activities of the association during the preceding financial year.
 - iii. Receive from the Management Committee a report, balance sheet and statements of account for the preceding financial year.
 - iv. Appoint officers and ordinary committee members of the Chapter.
 - v. Appoint auditors who are responsible for inspecting the Chapter's financial records and protocols, and to report the results of this inspection at the Annual General Meeting.
 - vi. Establish any membership fee for the Chapter.
 - vii. Decide on any resolution of which notice in writing shall be given to the secretary not later than 5 weeks before the date of the annual general
- c. The Chapter President shall normally chair these meetings.
- d. At least fourteen (14) days' notice of such a meeting must be given and

advertised via digital channels including the Chapter's website, Twitter and monthly newsletter.

- f. All AGMs must be minuted and available to any interested party upon written request.
- e. The quorum for an Annual General Meeting is 25 percent of the eligible voting members, or fifteen voting members, whichever is fewer. The must include at least six (6) members of the Management Committee with at least two (2) of these being current Board of Directors.
- f. Each member has one vote, and voting may not be done by proxy.
- g. The business of the AGM shall include:
 - i. Receiving a report from the President of the Chapter's activities over the year.
 - ii. Receiving a report from the Treasurer of Chapter's financial accounts from the previous financial year.
 - iii. Electing a new Management Committee
 - iv. Considering any other matter as may be appropriate at such a meeting.

16. Addendums of the Constitutions

- a. These additional documents will include:
 - i. Job Descriptions
 - ii. Code of Conduct
 - iii. Policies

17. Dissolution of the Association

I. By the Association Board

- a. The UXPA Board may by a two-thirds vote dissolve this Chapter when it is satisfied that the Chapter is inactive and that there is no reasonable hope of its immediate revival, or when it is satisfied that such action is in the best interests of the Association.
- b. Chapter dissolution shall not affect Association membership status of the members assigned to this Chapter.
- c. Members of this Chapter, if dissolved, shall be assigned unaffiliated status or reassigned to another Chapter if such exists in this general region and if they so choose.
- d. Upon dissolution, all Chapter funds shall revert to the Association treasury, and use of the UXPA name as a Chapter shall cease.

II. By the Local Chapter Annual General Meeting

- a. The Chapter may be dissolved by a two-third vote at two consecutive Management Committee meetings, with at least three weeks between them.

- b. The Chapter's papers and finances will be handed over to the Association upon termination.
- c. The Chapter may be wound up at any time if agreed by two thirds of those members present and voting at any Management Committee meeting.
- d. Any assets shall be returned to their providers, if they require it, or shall be passed to another group with similar aims.

18. Alteration of the Constitution

- a. Changes to this Chapter constitution must be approved by a Management Committee Meeting and submitted to the Association's Chapter Committee for approval.
- b. Proposals for amendments to this constitution must be delivered to the Chapter Secretary in writing.
- c. The Chapter Secretary in conjunction with the Management Committee shall then decide on the date of a meeting to discuss such proposals, giving at least four weeks (28 days) clear notice.
- d. The constitution may then be altered, amended or repealed by special resolution at any meeting of the association provided that:
 - i. 3 weeks' notice setting out the proposed change to the constitution has been given to all members and
 - ii. Members are able to attend the meeting to vote.
 - iii. Any changes to this constitution must be agreed by at least two thirds of those members present and voting at this meeting.