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# UKPA Internal Documentation

UKPA

Apr 27, 2020



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Internal documentation, policies, and decisions, of [the UK Python Association](#).

This is information we want public for reasons of transparency and convenience, but probably isn't of broad general interest. Anything we'd like to publicise or announce belongs on our main website.



## INFORMATION FOR TRUSTEES

Assorted useful links.

- [The UKPA Constitution](#)
- **Charity Commission Guidance:**
  - [The essential trustee: what you need to know, what you need to do \(CC3\)](#)





## SOFTWARE AS A SERVICE

The UKPA uses a range of software as a service (SaaS):

- **G Suite for Nonprofits**
  - We use this for Gmail (for [uk.python.org](http://uk.python.org)), Calendar, Drive, Docs, Forms and more
- **Slack**
  - We use this for the “PyCon UK Organisers” Slack org, including the Trustees channel
- **GitHub**
  - We have two GitHub accounts
  - <https://github.com/pyconuk> is a [GitHub nonprofit account](#) with unlimited private repositories, used for PyCon UK organisation and with a variety of admins
  - <https://github.com/ukpythonassociation> is a regular GitHub account used solely for UKPA-specific purposes like storing policies, the constitution, meeting minutes and the like
- **ReadTheDocs**
  - <https://readthedocs.org/projects/ukpa-internalsdocs/> - this site!



## 3.1 Calling of meetings

Calling of meetings is done through two modes of communication:

- Notification of all trustees via Slack;
- Sending of an email to all trustees to their uk.python.org email address.

Thirty days notice is necessary which can be waived if all trustees agree.

## 3.2 Expenses Policy

The UKPA recognises that volunteers not only give freely of their time but are also prepared to accept a financial contribution as part of their commitment to the UKPA.

However, the UKPA considers that it should make financial provision to meet the reasonable costs incurred as part of its volunteers work in support of its charitable objects. This policy details the process and procedures for the recovery of such expenses. It should be noted that this policy only covers expenses incurred as part of UKPA activities.

### 3.2.1 Policy

#### Reasonable Expenses

The UKPA will settle claims for reasonable expenses such as travel, accommodation and subsistence as well as minor routine expenditures.

It is essential that prior agreement is obtained from the board of trustees for any such expense.

#### Mileage Rate

The approved HMRC travel rates for cars and motorcycles which can be found here: <https://www.gov.uk/government/publications/rates-and-allowances-travel-mileage-and-fuel-allowances/travel-mileage-and-fuel-rates-and-allowances> will be used when relevant.

### 3.2.2 Claims procedure

Claims and associated documentation should be sent to the treasurer of the UKPA, no later than 3 months after being incurred.

## 3.3 John Pinner Award Policy

The John Pinner award is a yearly award given to an individual as recognition for their contribution to the UK python community.

The shortlist and the recipient will be awarded at the yearly PyCon UK conference.

People not eligible for the award:

- The current John Pinner award chairperson
- Current members of the John Pinner award committee
- Current UKPA trustees
- Current UKPATL directors

The award process:

The UKPA trustees appoint a John Pinner award chairperson. This person's role is to:

- Select a committee of 3 people (if the chairperson wants to, they can be one of these people).
- Ensure there is a medal to be presented.
- Publicise the existence of the award and invite nominations.
- Collect nominations for recipients.
- Organise the presentation ceremony.

The role of the John Pinner award committee is to:

- Recommend a shortlist of 6 nominees to the UKPA trustees.
- Recommend a recipient of the John Pinner award to the UKPA trustees.

These final two points should be done at least a calendar month before the conference at which the award will be presented.

## 3.4 UKPA Membership Policy

### 3.4.1 Classes of Membership

The UK Python Association has two classes of membership:

1. Members

Members have the full rights and obligations described in the UKPA constitution, including the right to vote on members decisions.

2. Associate Members

Associate Membership is a non-voting class of membership as described in the UKPA constitution.

### 3.4.2 Application Process

#### 1. PyCon UK Attendance

Any individual with a valid ticket to attend PyCon UK will be offered the opportunity to become a member of the UKPA starting on the first day of the conference and lasting for one calendar year or until the day immediately preceding the start of the following PyCon UK, whichever is sooner.

#### 2. Other

Anyone who wishes to become a UKPA member but is unable to attend the annual PyCon UK conference should contact the trustees via email.

Please note that the trustees will refuse any such applications from:

- A corporate body
- An individual or corporate body representing an organisation which is not incorporated
- An individual below the age of 18 years

### 3.4.3 Membership Fees

There is no fee for either membership or associate membership.

## 3.5 PyCon UK Financial Assistance Policy

The goal of the Financial Assistance programme is to improve the quality of PyCon UK by:

1. Increasing the diversity of the attendees.
2. Enabling people to attend who would not otherwise be able to (particularly those for who PyCon UK is their most viable PyCon).
3. Enabling the spread of ideas and experiences across national boundaries.

The conference director will be responsible for appointing a committee of at least 3 people (the director can be one of these people).

The committee will judge the applications according to the stated goals and recommend to the board of trustees the funding allocation for each application.

## 3.6 PyCon UK Programme Selection Policy

The conference director is responsible for recommending a programme chair for approval by the board of trustees.

The responsibilities of the programme chair are:

- To ensure the call for proposals and associated review process occurs in a timely fashion.
- To appoint a review committee of at least 3 people (preferably 5 or more) with sufficient knowledge and expertise to select a programme of sufficient educational benefit to meet the charitable obligations of the UKPA.
- To liaise with the financial assistance committee.
- To recommend an initial conference schedule of sufficient educational benefit to the conference director.

## 3.7 Reserves Policy

We have reviewed the foreseeable risks to the UKPA and consider those to be that PyCon UK fails to make a surplus in a given year.

The trustees decision is to hold 12 months operating cost, 50% of the financial assistance cost and sufficient funds to wind up the operation of UKPATL. This is estimated to be £20k.

## MEETINGS

### 4.1 General Meetings

#### 4.1.1 General Meeting 17:00 15-Sep-2018

Held at City Hall, Cardiff during PyCon UK 2018 A video of the meeting is available on the [PyCon UK YouTube Channel](#).

#### Trustees Present

Owen Campbell, Kristian Glass, Peter Inglesby, Kirk Northrop, Chloe Parkes, Daniele Procida

#### Report

Owen Campbell presented a brief report the state of the UK Python Association:

- Finance - The UKPA has no bank account, no assets and no liabilities. It has received no income and incurred no expenditure.
- After seeking legal advice, the trustees have decided to form a new subsidiary trading company for the operation of PyCon UK. The reserves from previous PyCon UK conferences are still held by PyCon UK Society Ltd.

#### Proposal - Change UKPA Charitable Objects

The charitable objects of the UKPA were defined by taking the objects of the original PyCon UK Society and making the minimal necessary change to satisfy the Charity Commission:

To advance education for the public benefit in the use and understanding of the Python programming language within the UK by organising, presenting and promoting Python related conferences, meetings and events at venues in the UK.

Two situations have arisen whereby the restrictions of this object have proven problematic:

- A member had been invited to speak at an overseas PyCon event and enquired whether UKPA funding might be available
- A member wished to support an overseas PyCon event and enquired whether a donation to the UKPA could be used to do so.

The trustees considered both enquiries to be worthy of UKPA support but they fell outwith activities permitted by the current object. The trustees therefore proposed to change the charitable objects of the UKPA (subject to agreement with the Charity Commission) to:

To advance education for the public benefit in the use and understanding of the Python programming language within the UK

The proposal was accepted by a show of hands

### Proposal - Replace Gender Specific Language

The UKPA constitution was created from a combination of a template document from the Charity Commission and the original constitution of the PyCon UK Society. As such, it contains several example of gender specific language (e.g. he/she, his/her) which the trustee felt were inappropriate for the UK Python community. The trustees therefore proposed to replace all such instances with appropriate gender neutral terms (e.g. they, their).

The proposal was accepted by a show of hands.

### Proposal - Correct Errors in Constitution

There are some cross-reference errors in the UKPA constitution and the trustees proposed to correct those.

The proposal was accepted by a show of hands.

### Trustees

Kristian Glass and Peter Inglesby, as the longest serving elected trustees, retired according to clauses 13.1.1 and 13.1.2 of the constitution.

Since Nick Tollervey had resigned as a trustee since the previous general meeting, there were thus three vacancies.

Three nominations for election as a trustee had been received from:

- Tania Allard
- Cecilia Liao
- Kristian Glass

All three were elected by a show of hands.

### 4.1.2 General Meeting 17:00 14-Sep-2019

Held at City Hall, Cardiff during PyCon UK 2019 A video of the meeting is available on the [PyCon UK YouTube Channel](#).

### Trustees Present

Tania Allard, Owen Campbell, Daniele Procida



## Apologies

Kristian Glass, Cecilia Liao

## Report

Owen Campbell presented a brief report the state of the UK Python Association:

- The UKPA has approximately £5K of reserves
- The trading company, UKPA Trading Ltd., has been registered. There is some more work to do before it is fully operational
- The reserves from previous PyCon UK conferences are still held by PyCon UK Society Ltd.
- The changes to our constitution to remove errors in cross-references, replace gender specific language terms and update our logo have been accepted by the Charity Commission
- The proposed change to our charitable object was rejected by the Charity Commission

## Proposal

The change to our charitable object (removing the restriction whereby we may only operate within the UK) was rejected by the Charity Commission purely because of the wording we used. They had no objection to the principle of what we are trying to achieve.

The trustees, therefore, proposed:

That the trustees have permission to negotiate and agree a suitable set of objects with the Charity Commission with the aim of: 1. Removing the UK only restriction in our current objects whilst, 2. Leaving all other aspects of our objects unchanged.

The proposal was accepted by a show of hands.

## Trustees

Owen Campbell, as the longest serving elected trustee, retired according to clauses 13.1.1 and 13.1.2 of the constitution.

Since two further trustee resignations had occurred since the previous general meeting, there were thus three trustee vacancies.

Three nominations for election as a trustee had been received from:

- Owen Campbell
- Vincent Knight
- David Spademan

All three were elected by a show of hands.

### 4.1.3 General Meeting 14:00 30-Nov-2019

Held at Radcliffe Conference Centre, Warwick University.

#### Present

Owen Campbell, Kristian Glass, Vincent Knight, David Spademan

#### Apologies

Tania Allard, Cecilia Liao

With four members present, the meeting was agreed to be quorate.

#### Resolution

The meeting considered the following resolution proposed by the Board of Trustees:

To change the charitable object of the UK Python Association, defined in section 3 of its constitution, from the current wording of:

To advance education for the public benefit in the use and understanding of the Python programming language within the UK by organising, presenting and promoting Python related conferences, meetings and events at venues in the UK

to the wording agreed by the UKPA trustees and the UK Charity Commission of:

1. To advance education for the public benefit in the use and understanding of the Python programming language within the UK by:
  - (a) Organising, presenting and promoting Python related conferences, meetings and events at venues within the UK
  - (b) Supporting and promoting Python related projects and events organised by UKPA members, and,
  - (c) Supporting UKPA members wishing to attend Python related conferences, meetings and events.
2. To advance education for the public benefit in the use and understanding of the Python programming language worldwide by supporting and promoting overseas Python related conferences, meetings and events.

#### Vote

An online poll of members prior to the meeting yielded the following results:

##### Votes from members with verified email addresses:

In Favour: 68  
Against: 1

##### Votes from members with unverified email addresses:

In Favour: 11  
Against: 0

##### Votes from members present at the meeting were as follows:

In Favour: 4  
Against: 0

The resolution was duly passed.

## 4.2 Trustees Meetings

### 4.2.1 Trustees Meeting 10:00 30-Nov-2019

Held at Radcliffe Conference Centre, Warwick University Campus.

#### Present

- Owen Campbell
- Kristian Glass (via video link)
- Vincent Knight
- David Spademan

#### Decisions

- *Response to PyLondinium Support Request*
- *Resolution to Sign UKPA Trading Ltd Deeds*
- *Creation of Expenses Policy*
- *Creation of PyCon UK Financial Assistance Policy*
- *Creation of John Pinner Award Policy*
- *Creation of UKPA Membership Policy*
- *Creation of PyCon UK Programme Selection Policy*

### 4.2.2 Trustees Meeting 13:00 10-Jan-2020

Held via an online video call.

#### Present

- Tania Allard
- Owen Campbell
- Kristian Glass
- Vincent Knight
- Cecilia Liao

## Decisions

- *Response to PyCon Namibia Sponsorship Request*

### 4.2.3 Trustees Meeting 09:00 15-Feb-2020

Held at Radcliffe Conference Centre, Warwick University Campus.

## Present

- Owen Campbell
- Kristian Glass (via video link)
- Vincent Knight
- David Spademan
- Tania Allard
- Cecilia Liao

## Decisions

- *Appoint John Pinner Award Chair*
- *Create designated fund for financial assistance*
- *Modify John Pinner Award Policy*
- *Open new bank account*
- *Lawyers and accountants*
- *Policy on minors*
- *Calling of meetings*
- *Reserves Policy*

## DECISIONS

### 5.1 Response to PyLondinium Support Request

This decision was taken at *Trustees Meeting 10:00 30-Nov-2019* according to section 17.1 of the UKPA Constitution.

#### 5.1.1 Request

The organisers of the PyLondinium conference contacted the UKPA trustees to request support for their event.

Specifically, the organisers suggested that the UKPA could use its incorporated status to become party to contract associated with the event. This would assist, for example, in the booking of the venue, the provision of insurance, the sale of tickets and the purchase of various items.

In addition, the organisers also requested some assistance with the necessary accounting effort for the event.

#### 5.1.2 Discussion

In principle, the trustees felt that this type of support is precisely what the UKPA was formed to do.

However, two concerns were expressed and debated at length:

- We are at the very early stages of our own operational maturity (e.g. UKPA Trading Ltd. is not yet fully operational and capable of taking over from PyCon UK Society Ltd.).
- We have very limited volunteer resources

#### 5.1.3 Decision

The trustees decided that the UKPA would support PyLondinium in the manner requested subject to a number of conditions:

- That the PyLondinium organisers provide a revised financial forecast for the 2020 event taking into account this change of circumstance
- That the UKPA trustees are satisfied with the forecast described above
- That the PyLondinium organisers are responsible for the effort involved in complying with the co-hosting agreement for their venue
- That PyLondinium 2020 is a diverse and inclusive event in accordance with the PSF standards for a PyCon
- That the UKPA board of trustees holds the power of veto over any item in the event schedule.
- That PyLondinium tickets sales are handled from within the UKPA's 'Pretix' system

- That the UKPA trustees are kept updated with status, progress and significant decisions, incidents and events including a brief monthly reports
- That the PyLondinium organisers publicise the involvement and support of the UKPA

One topic considered was a Financial Assistance programme. This is one of the most resource-intensive parts of PyCon UK in terms of administrative effort and the trustees decided that, with regret, it would not be possible to organise one for PyLondinium 2020, but noted that no such programme appeared to have been in place for previous years.

### 5.1.4 Update

Following a discussion at *Trustees Meeting 09:00 15-Feb-2020* we have been informed that the UKPA is not a qualifying organisation to comply with the PyLondinium co-hosting agreement.

## 5.2 Resolution to Sign UKPA Trading Ltd Deeds

### 5.2.1 Background

UKPA Trading Ltd (UKPATL) is a company limited by shares registered in England and Wales ([company number 12254310](#)). Its shares are 100% owned by UKPA.

Although UKPATL is wholly owned by UKPA, it is an independent body and free to act as its directors see fit.

It is, therefore, necessary to establish the relationship between the two bodies and, to do so, two deeds have been drawn up:

1. **Cost Recovery Deed:** Sets the framework for the relationship between the two bodies and defines the rights and obligations of each in matters such as reimbursement for services provided, intellectual property, data protection and more.
2. **Deed of Covenant:** Establishes that UKPATL profit shall be paid to UKPA and the terms of so doing.

### 5.2.2 Resolution

To agree that any UKPA trustee, who is not also a director of UKPATL, is empowered to sign the Cost Recovery Deed and Deed of Covenant described above on behalf of the UKPA.

The decision to pass this resolution was taken in electronic form (via [Github](#)) according to section 17.2 of the UKPA constitution.

## 5.3 Response to PyCon Namibia Sponsorship Request

This decision was taken at *Trustees Meeting 13:00 10-Jan-2020* according to section 17.1 of the UKPA Constitution.

### 5.3.1 Request

The original request came via email. The relevant excerpts are:

The sixth successive edition of PyCon Namibia <https://na.pycon.org/> takes place 18-20 February 2020, at the NamPower Convention Centre in Windhoek.

This year's sponsorship page is at <https://na.pycon.org/sponsorship/>. A PDF with the same information is attached.

The UK Python community has had a long association with PyCon Namibia and has supported us since the beginning. Last year the UK Python Association sponsored our event, and the activities and outcomes it helped support are detailed in our report: <https://na.pycon.org/2019/>.

As always, PyCon Namibia will publish a full conference report after the event. The event is covered by our well-publicised code of conduct <https://na.pycon.org/code-of-conduct/>

The UK Python Association's support will help us cover basic costs of the conference: venue hire, catering and our support for attendees whose financial means are limited.

We would like to request a grant from the UK Python Association once more in the amount of US\$2000.

### 5.3.2 Discussion

The trustees consider that this request is a legitimate activity for the UKPA to support because:

- Object 2 specifically indicates supporting overseas Python events.
- This is an event organised by a member of the UKPA which is covered by object 1.b. (“Supporting and promoting Python related projects and events organised by UKPA members”)

The trustees consider that a level of US\$2000 corresponds to a high proportion of the historical level of financial assistance made to PyCon UK, sponsorship packages and current funds. Thus, an amount equivalent to 1000 GBP is more appropriate.

### 5.3.3 Decision

The UKPA will request that the PyCon UK Society Limited (PUKSL) directors make a payment to PyCon Namibia of 1000 GBP.

## 5.4 Policy on minors

This decision was taken at *Trustees Meeting 09:00 15-Feb-2020* according to section 17.1 of the UKPA Constitution.

### 5.4.1 Decision

The trustees have decided that a policy is needed regarding the attendance of minors at UKPA events which will resemble the following:

Anyone under 18 must be accompanied by an identifiable adult. This adult has responsibility for the minor at all times. This adult must be in attendance at the event whenever the minor is and must be contactable by the event organisers at all times.

The next step is to seek the guidance of a competent body.

## 5.5 Create designated fund for financial assistance

This decision was taken at *Trustees Meeting 09:00 15-Feb-2020* according to section 17.1 of the UKPA Constitution.

### 5.5.1 Decision

We decided to create a designated fund from which to operate the PyCon UK financial assistance programme in accordance with *PyCon UK Financial Assistance Policy*.

## 5.6 Appoint John Pinner Award Chair

This decision was taken at *Trustees Meeting 09:00 15-Feb-2020* according to section 17.1 of the UKPA Constitution.

### 5.6.1 Decision

In accordance with the *John Pinner Award Policy* the UKPA trustee have appointed Peter Inglesby as John Pinner award chairperson.

## 5.7 Lawyers and accountants

This decision was taken at *Trustees Meeting 09:00 15-Feb-2020* according to section 17.1 of the UKPA Constitution.

### 5.7.1 Decision

It has been decided to use *Russell-Cooke* LLP as our lawyers and we plan to use their recommended accountants.

## 5.8 Modify John Pinner Award Policy

This decision was taken at *Trustees Meeting 09:00 15-Feb-2020* according to section 17.1 of the UKPA Constitution.

### 5.8.1 Decision

Exclude current UKPATL director from eligibility of John Pinner Award.

## 5.9 Open new bank account

This decision was taken at *Trustees Meeting 09:00 15-Feb-2020* according to section 17.1 of the UKPA Constitution.



### 5.9.1 Decision

For ease of use and in accordance with recommendations for charities it was decided to open an account with CAF Bank.

## 5.10 Resolution to Appoint the Conference Director

### 5.10.1 Resolution

To appoint Ann Barr as the UKPA Conference Director effective Sunday 1st November, 2020.

The decision to pass this resolution was taken in electronic form (via *GitHub* <<https://github.com/UKPythonAssociation/ukpa-internals/pull/94>>) according to section 17.2 of the UKPA constitution.



**REPORTS**

## **6.1 Annual Reports**

- [2019 Report \(01-Apr-2018 - 31-Mar-2019\)](#)
- [2018 Report \(01-Apr-2017 - 31-Mar-2018\)](#)



## INDICES AND TABLES

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