

PHP London Constitution

PHP London Limited is the limited company associated with the **PHP London user group**.

PHP London Ltd is bound by the Articles of Association ("Articles"). Where this document contradicts the Articles, the Articles shall take precedence.

Name

The name of the user group is is PHP London hereafter referred to as "*PHP-L*".

The name of the limited company is PHP London Limited, hereafter referred to as "*PHPLL*"

Mission Statement

The aims of *PHP-L* are:

- to promote the use of the PHP programming language in London and the United Kingdom;
- to foster communication between developers, managers, recruiters, and employers who use PHP in London and the United Kingdom;
- to encourage best practice amongst its members, broaden and increase their skills, and improve their employability.
- To maintain an active social side for all its members, to interact and socialise, through events.

Membership

Membership of *PHP-L* shall be open to all.

A member is defined as anyone who has attended at least 2 monthly meetings in the last 12 months.

Directors

There will be three Directors of the limited company *PHPLL*, the Directors of *PHPLL* are also Directors of *PHP-L*.

The Directors' responsibilities are detailed in the Articles of *PHPLL*, these can be viewed from Companies House web site.

It is expected that Directors will serve between one and three years.

When a Director wishes to stand down a new Director will be appointed to serve in his/her place, by agreement between the three directors.

Associate Directors

A group of Associate Directors will support the Directors of *PHPLL* in running *PHP-L*. Associate Directors will be appointed by the Directors, from the Membership of *PHP-L*, to perform specific duties.

Associate Directors are not Directors of *PHPLL* and carry no legal responsibility for running the company *PHPLL*.

There is no fixed number of Associate Directors and the Directors may appoint a new Associate Director at any stage during the year.

An Associate Directorship will run from the time of appointment until the following first Thursday in June. At that point the Directors may elect to renew the appointment.

Associate Directors may step down by giving 4 weeks notice to the Directors. Directors may also ask Associate Directors to stand down at any stage.

Directors Meetings

There shall be four *PHPLL* General Meetings held each year. The General meetings must be attended by all three Directors. Associate Directors may also attend and may be required to do so by a Director.

Directors' Duties

PHPLL is a Limited Company, there are therefore a number of responsibilities that the Directors are obliged to carry out under UK law. These responsibilities may not be delegated to Associate Directors of *PHP-L*.

1. Timely submission of *PHPLL* accounts to Companies House.
2. Payment of VAT, corporation tax and any other tax owed by *PHPLL*.
3. Administration of the *PHPLL* bank account. Only the Directors may have access to the bank account.

There are also responsibilities which are associated with the general running of *PHP-L* but are not legal obligations. These may be delegated by Directors to Associate Directors but will always be overseen by at least one Director.

The following list of activities is representative of the activities carried out by *PHP-L* and *PHPLL*. Not all of these things will be done every year and it is possible that items will be added to the list. The only two items on this list that the Directors of *PHPLL* are bound to do (by the Articles) are to run an annual conference and organise a monthly meeting for the membership of *PHP-L*

1. Run an annual conference
 - Establish a Conference Committee in June to run a conference in February the following year
 - Establish a PHP UK Conference web site

2. Run a monthly meeting for the membership
 - Deal with payment for the venue
 - Find sponsorship for the meeting
 - Find new venues if necessary
 - Find speakers for the monthly meetings
 - Post audio of monthly meeting (linked from the web site)
 - Post slides of monthly meeting (linked the web site)
3. Redesign the *PHP-L* web site...and then
4. Maintain the *PHP-L* web site
 - Advertise the next month's meetings
 - Deal with sign ups for the meeting
 - Host job adverts on the site
 - Run a members blog (?agregator?)
5. Manage (solicit and invoice for) job advertisements on the *PHP-L* site
6. Organise special events (Hackathons, testfests, bugfests, docfests....)
7. Arrange occasional joint meetings with other user groups
8. Run the monthly prize draw
9. Manage equipment belonging to *PHPLL*
10. Minute *PHPLL* Directors meetings and post the minutes on the Web site
11. Organise and run one off social events for the membership of *PHP-L*, for example a Christmas party.