Hypha Governance

Table of Contents

Mission Statement

Hypha's mission is to provide an open source, easy to use, secure, and privacy-focused application and project management system for application reviewers, prospective and current funding recipients, and project managers. Our goal is to facilitate open, accessible, and reproducible code to individuals and organizations working to build a more equitable world.

We are grateful to organizations who have chosen to implement Hypha and appreciate any and all code, design, documentation, bug reports, and any other forms of contributions made to Hypha. The goal of this governance document is to establish transparent decision-making processes that foster design and development improvements that benefit the entire Hypha community.

Additional information on Hypha, including documentation and new adopters onboarding [here](#).

Scope

This document outlines a governance model for the following assets, collectively referenced as Hypha:

- [GitHub organization](#) and all its repositories
- All current and future code in this [repository](#)
- Informative [website](#) and demonstration website
- Collection of documents & guides (ie https://docs.hypha.app/)
- A community managed discussion and chat forums (ie we.hypha.app)
- Email accounts (ie disclosure@opentech.fund)
- Multiple fiscal support platforms (librepay, open collective, and issuehunt)

Independent Instances

This governance document does not apply to independent instances. Adopters implementing their own instance have full independence and autonomy over their instance. Adopters may determine their own decision-making processes at the instance level, make their own technical decisions regarding their instance, and evolve their own self-governance based on the skills assembled.

Roles

The Hypha community is composed of many organizations and individuals, all of whom have a role in ensuring the success of Hypha.

Owner

The **Owner** of Hypha is the organization that owns all intellectual property related to Hypha. The Open Technology Fund is the current Owner of Hypha.

The Owner is responsible for:
- Ensuring the long-term maintenance, security, and sustainability of the Hypha codebase;
- Developing and implementing a transparent and collaborative governance model to guide all decision-making related to Hypha;
- Maintaining and sustaining Hypha as an open source project;
- Steering the overall scope, vision, and direction of the Hypha projects in close coordination with the Maintainers; and
- Making final decisions regarding Hypha when community discussion doesn't produce consensus on an issue in a reasonable time frame.

Maintainers

Maintainers are individual organizations selected by Hypha Adopters to represent and make major decisions on behalf of the Hypha community.

Hypha Adopters select Maintainers on an annual basis. The Owner will always be a Maintainer. In addition to the Owner, there must be at least two additional Maintainers, but never more than five Maintainers total. In order to avoid conflicts of interest, Implementer organizations cannot also be Maintainers.

If there are less than three Maintainers then the responsibilities of the Maintainers group default to the Owner.

Maintainers are responsible for:
- Participating in regular meetings with Implementers and Adopters;
- Identifying and prioritizing development and design issues/work;
- Making recommendations and giving feedback on major technical decisions on behalf of the Hypha community;
- Identifying and onboarding new Adopters;
- Maintaining and implementing the Hypha Code of Conduct; and
- Organizing the annual Hypha Summit.

Adopters

Adopters are any organizations that implement their own instance of Hypha.

Adopters are responsible for:

- Selecting Maintainers on an annual basis;
- Managing and implementing all decisions related to their instance;
- Upholding the [Hypha Code of Conduct](#);

Implementers

The Owner and Maintainers may hire external individuals and/or organizations to work on the development and/or design of Hypha. These individuals and organizations are collectively referred to as **Implementers**.

Implementers are responsible for:
- Regularly advising the Maintainers on development and design issues and priorities;
- Making and implementing minor technical decisions on behalf of the Hypha community;
- Implementing major development and design changes to Hypha at the direction of the Maintainers and/or the Owner.
- Providing developer and user documentation for all Hypha users
- Upholding the [Hypha Code of Conduct](#).

Contributors

A **contributor** is anyone who engages with the Hypha in a variety of ways from commenting on issues to submitting code and/or documentation to Hypha. We welcome and are grateful for all contributions to Hypha. Contributors are responsible for upholding the [Hypha Code of Conduct](#).

Standard Operating Procedures

The following Standard Operating Procedures (SOPs) guide all decision-making, development, and operations regarding Hypha. The goal of these SOPs is to ensure consistent, efficient, transparent, and collaborative decision-making to support and benefit the entire Hypha community.

Initial Review

We welcome all contributions to Hypha. All contributions are reviewed by the Hypha Lead Developer and and are divided into the following categories: maintenance, minor, and major. The decision-making, implementation, and notification process for each category is outlined below.

Maintenance Updates

A Maintenance Request is defined as issue management, refactoring code, etc.

The Lead Developer can unilaterally make decisions about and implement all maintenance requests. They will document all Maintenance Requests in the Hypha Release Notes.

Minor Changes

Minor Changes are defined as changes or modifications that do not have a significant impact on the functionality, maintainability, security, or cross-project implications that impact different adopter implementations. These include but are not limited to security improvements and bug fixes.

All Minor Changes are reviewed by the Hypha Lead Developer and, who must agree on how to proceed. If the Hypha Lead Developer and are not able to reach an agreement, the decision is referred to the Maintainers Group.

Once a decision regarding a Minor Change has been made, the relevant Implementers execute the change.

The Hypha Lead Developer documents all Minor Changes in the Hypha Release Notes. In addition, the Hypha Lead Developer reviews the Release Notes with the Maintainers on a regular basis.

Major Changes

Major changes are defined as changes or modifications that have a significant impact on the functionality, maintainability, security, or cross-project implications These include but are not limited to feature development.

All Major Changes are reviewed by the Maintainers, who must agree - either through consensus or through a vote - on how to proceed. The Maintainers should consult with Implementers as necessary and appropriate on all Major Changes; however, Implementers do not vote on Major Changes. If the Maintainers are not able to reach an agreement, the decision is referred to the Owner for final decision.

In order to facilitate the development and adoption of major changes, we recommend that all major changes go through a two step review process. The first step in this process - Scoping Review - is highly recommended and the second step - Pull Request Review - is required.

Scoping Review (Highly Recommended)

In order to increase transparency, enable feedback, and facilitate the ultimate adoption of proposed major changes, we recommend that the general scope of all major changes are reviewed by the Maintainers prior to development.

All Contributors who would like to implement a Major Change can receive feedback on their recommendation from the Maintainers by submitting a [Scoping Review Form](#). This form requests information about the overall goal, basic scope, and features of the proposed change. The Maintainers, in consultation with Implementers as necessary, review and provide feedback on all submissions to facilitate the ultimate adoption of the change and ensure the proposed change will benefit the Hypha community.

This review process is highly recommended in order to facilitate the adoption of proposed changes, but is not required. Further, this process is not a substitute for a full technical and design review. All Major Changes must go through a thorough Pull Request review prior to being adopted into Hypha.

Pull Request Review (Required)

In order to ensure the security, integrity, and functionality of Hypha, all Pull Requests must be reviewed and approved by the Maintainers prior to adoption into Hypha. In order to inform the Maintainers decision, the Lead Developer/Implementers will conduct a thorough technical and design review of all Pull Requests and provide feedback and their recommendations to the Maintainers regarding the Pull Request. If the Maintainers are not able to reach an agreement, the decision is referred to the Owner for final decision.

All technical Pull Requests should be submitted through Github. In addition, Contributors submitting a Pull Request should also submit the following Pull Request Form, which requests information about the overall goal and features of the proposed change, as well as confirmation of the different types of tests that have been performed.

The Lead Developer, with support from Owner, documents all changes in the Hypha Release Notes, including a short summary with screenshots and relevant links for further details.

Annual Security Audits

The security of Hypha is one of our highest priorities. In order to ensure the highest degree of security possible, Hypha undergoes an annual security audit by an expert third-party auditor. The Owner is responsible for organizing and paying for the annual audit of Hypha. The Owner is also responsible for overseeing and paying for the remediation and implementation of all audit findings, as well as publishing the audit once all findings have been addressed. The Owner will provide the audit report and provide a briefing on all remediation efforts to the Adopters *prior* to releasing the audit publicly.

Code of Conduct

The Hypha [Code of Conduct](#) is publicly available and guides all engagements regarding Hypha and the Hypha community. The Maintainers are responsible for regularly reviewing and updating the Code of Conduct, notifying Adopters of any changes to the Code of Conduct, and implementing the Code of Conduct. If the Maintainers are not able to reach a decision regarding a Code of Conduct issue, the issue is referred to the Owner for final decision.

Meetings

Maintainers and Adopters will meet regularly. Unless specifically required, Maintainer and Adopter meeting notes will be made public. We will do our best to anonymize personal/private/sensitive information that should not be posted to the public internet.

Annual Summit

The Owner will host an Annual Hypha Summit for all Adopters and Implementers. The Summit will include an annual onboarding process for new Adopters, an overview of our strategic vision, and a roadmap for Hypha development for the year. The Summit will also be an opportunity for Adopters and Implementers to discuss and prioritize improvements to Hypha. The Owner will pay for the Annual Summit and seek contributions from other Adopters to support the Summit.

Communication

In order to increase transparency and better support the Hypha community, we support developer and user documentation for all Hypha users, including:

- Project website: hypha.app
- Project repository: github.com/HyphaApp/hypha/issues
- Project documentation: docs.hypha.app
- Forum of record: we.hypha.app
- Ephemeral chat: chat.hypha.app

Sustainability

The Owner is responsible for the long-term sustainability of Hypha; however, in order to support the security, maintenance, and expansion of Hypha, we encourage all Adopters to contribute financially to support Hypha.