

JIBS User Group

Constitution 2005 as Ratified at the 2005 AGM

1. The name of the Group is the JIBS User Group.

Purpose

2. The Group serves the joint interests of users of internet-based information sources and services in the research councils, higher and further education in the United Kingdom (Great Britain and Northern Ireland). These internet resources include those associated with JISC, CHEST, EduServ, BIDS, Edina and MIMAS and any other information service providers.

3. The Groups activities may include workshops, email discussion lists, dialogue with service providers, and exchange of information and special interest groups.

4. The Group's membership is open to institutions, in further or higher education or the research councils, on payment of the annual subscription.

Members

5. Institutions in membership shall have named representatives, for communication purposes.

6. Individuals who are members of subscribing institutions are entitled to take part in the Group's activities.

7. Individuals who are members of subscribing institutions may seek election, as Officers or as Committee members.

8. Individuals who are members of subscribing institutions are entitled to vote at the Annual General Meeting (AGM).

9. Personal membership is open to people in eligible institutions which do not have institutional membership.

10. Personal members are entitled to be members of the Committee, to hold Office, and to vote at the Annual General Meeting (AGM).

11. Membership fees shall be set annually by the Committee.

Committee

12. The Group shall have an elected Committee to conduct the work of the Group.

13. The Group shall have a Chair, a Treasurer, a Vice Chair, and a Secretary elected, or re-elected, for up to 3 years at the Annual General Meeting (AGM).

14. Other Officers shall be drawn from the Committee membership as required and may include Press/Publicity Officer, Membership Secretary and Website Editor.

15. The Committee shall have up to 15 members, including the 4 Officers, Committee members being elected at the Annual General Meeting (AGM).

16. Officers and Committee members may serve for up to three periods of up to 3 years each consecutively.

17. The Committee may co-opt non-voting Advisors with special expertise.

18. Vacancies on the Committee may be left vacant, or filled by co-option, until the subsequent Annual General Meeting (AGM).

19. The Committee shall meet at least 3 times in twelve months. Committee members should attend at least one meeting in each cycle.

20. The Committee shall arrange the Group's Annual General Meeting (AGM), to be held within 15 months of the previous AGM.

21. The Committee shall establish the procedures for holding elections.

22. The quorum for Committee meetings shall be five.

23. The quorum for the Annual General Meeting (AGM) shall be fifteen.

24. The Committee shall review and amend the Group's Constitution as necessary. Amendments will be presented to the AGM for agreement and ratification.

Finances

25. The Group's funds shall be held in interest-earning UK bank or building society accounts.

26. The Committee shall promptly advise the Group's bankers of any change in the Officers of the Group.

27. Financial commitments in excess of 500 GB pounds shall be approved by the Committee.

28. Payments of 200 GB pounds or less shall be authorised by one of three authorised signatories.

Officers

29. The Secretary shall prepare and circulate agenda, papers and minutes for Committee meetings and for the AGM.

30. The Chair shall conduct the business meetings of the Committee and the AGM.

31. The Chair shall act on behalf of the Group at any time and then report to the Committee.

32. The vice Chair shall act on behalf of the Group in the absence of the Chair and then report to the Committee

33. The Treasurer shall submit quarterly and annual accounts, and arrange for their annual audit.

Constitution

34. The Constitution and amendments must be approved by a majority of members Present at the Annual General Meeting.

35. Amendments to the Constitution may be proposed in writing to the Committee at any time.

Winding Up

36. The Group shall be dissolved if the number of institutions in membership is less than 10 or if three consecutive Committee meetings are inquorate.

37. .In the event of dissolution of the Group, the assets shall be made over to UKeIG (UK eInformation Group), a special interest group of CILIP, a body incorporated by Royal Charter. 18.vii.06