

UCISA Constitution

(as amended by SGM on 4 March 2010)

1. The name of the Society is UCISA.

Address

2. The address of UCISA is in the United Kingdom.

Object

3. The object for which UCISA is established is to promote high standards of education particularly in the provision and development of computing and information systems in the United Kingdom universities.

In furtherance of the above object but not otherwise, UCISA shall have the following powers:

(a) to provide a forum for ascertaining and making known the views of its membership on matters affecting computing and information systems in universities;

(b) to organise conferences and seminars on subjects relating to its object;

(c) to sponsor and arrange publications on subjects relating to its object;

(d) to promote developments and research and to arrange for the publication of the results of such activities on subjects conducive to the attainment of its object;

(e) to collaborate with charitable bodies having similar objects in the United Kingdom or elsewhere;

(f) to raise funds and invite and receive contributions from any person or persons whatsoever by way of subscription donation or otherwise provided that UCISA shall not undertake any permanent trading activities in raising funds for its primary charitable objects.

Membership

4. Full membership is open to Universities, Colleges, other educational establishments and such other categories of organisation as determined by the Annual General Meeting.

Upon payment of the annual subscription by the due date agreed by the Annual General Meeting, each eligible member shall be a full member of UCISA.

5. The institution is entitled to up to five representatives, one of whom should have responsibility for the institutional computing service and up to four others with senior management responsibility within the IT or Information Services department.

6. There are two categories of non-voting membership of UCISA, Affiliate and Corporate.

Affiliate membership is available to educational not-for-profit organisations and overseas universities and educational bodies. In exceptional circumstances small UK institutions will be allowed to join as Affiliate members, at the discretion of the Executive Committee.

General Meetings

7. There shall be an Annual General Meeting of UCISA. The annual subscription will be set at this meeting.

8. Any twelve full members of UCISA may requisition a Special General Meeting of UCISA by giving notice in writing to the Secretary, who shall convene a meeting within thirty five days of receiving such notice.

9. At least twenty one days notice shall be given of the Annual General Meeting and any Special General Meeting. During any General Meeting no vote may be taken unless representatives of at least twenty full member institutions are present.

10. The Executive Committee of UCISA shall have the power to invite other persons to attend an Annual General Meeting or a Special General Meeting without voting rights.

11. Each full member institution will be entitled to two votes at all General Meetings. Affiliate and Corporate members may attend and speak at General Meetings but shall not have the right to vote.

Officers

12. UCISA shall have a Chair, a Vice Chair, a Secretary and a Treasurer, who shall be elected at the Annual General Meeting by and from the representatives of its full member institutions. The Chair, Vice Chair and Secretary shall each serve for a period of one year. The Treasurer shall serve for a period of two years from the 1 January immediately following the Annual General Meeting at which she or he was elected.

13. No person shall hold the office of Chair for more than two consecutive years, and the same shall apply to the offices of the Vice Chair and Secretary. No person shall be an officer for more than six consecutive years.

14. If a casual vacancy occurs among any of the officers between Annual General Meetings, such a vacancy shall be filled by the Executive Committee, appointing one of its own number to the office. Such period of office shall not count towards the period of office as set out in Clause 13.

15. UCISA may for such time, at such remuneration and upon such conditions as it may think fit, appoint executive and administrative officers to assist in the pursuance of its object.

Executive Committee

16. There shall be an Executive Committee consisting of the Chair, Vice Chair, Secretary and Treasurer of UCISA, together with the Chairs of Groups, three elected members and up to two co-opted members.

17. The Group Chairs shall be elected at the Annual General Meeting, by and from the representatives of the full member institutions of UCISA, to serve for a period of three years.

18. The elected members shall be elected at the Annual General Meeting, by and from the representatives of the full member institutions of UCISA, to serve for a period of two years.

19. If the Chair of a Group falls vacant between Annual General Meetings, such a vacancy shall be filled with the appointment by the Executive Committee of an Acting Chair, following consultation with the Group in question. An election for the Group Chair will then take place at the next Annual General Meeting. The period of Acting Chair shall not count towards the period of office set out in 17.

20. In determining the membership of the Executive Committee, the need to represent the various types and sizes of institutions and balance of interest shall be borne in mind. Members of the Executive Committee shall be deemed to serve in their personal capacities and not as representatives of their particular institutions.

21. The Executive Committee shall have the power to co-opt up to two additional members who need not be representatives of members of UCISA. Such co-opted members shall serve until the next Annual General Meeting.

22. The Executive Committee shall have the power to invite other persons to attend its meetings; such persons shall not have voting rights.

23. Each member of the Executive Committee shall have a single vote except that the Chairman shall have both a deliberate vote and a casting vote at all Meetings of UCISA and of its Executive Committee.

Amendment and Dissolution

24. This Constitution other than Clause 3, Clause 25 and this Clause may be amended by a resolution passed by three-fourths majority of the member institutions of UCISA present and voting at a General Meeting called for that purpose; provided that no amendment shall be made, the effect of which would cause UCISA to cease to be a Charity in law.

25. If upon the dissolution of UCISA there remains, after the satisfaction of all debts and liabilities any property whatsoever, this shall not be distributed among the members but shall be given or transferred to some other charitable organisation or charitable organisations having similar objects.