**COMPANY NUMBER:** 09349804

**CHARITY NUMBER:** 1161218

**UNIVERSITIES AND COLLEGES INFORMATION SYSTEMS ASSOCIATION LIMITED**

**(**the “**Company”)**

**FORM OF PROXY**

for Annual General Meeting to be held on Thursday 19 March 2020

in the Charter Suite, Manchester Central, Windmill Street, Manchester, M2 3GX.

**BEFORE COMPLETING THIS FORM PLEASE READ THE EXPLANATORY NOTES**I/We,

|  |  |
| --- | --- |
| **Name of MEMBER** | ............................................................................................................................................ |

being a member of the Company, appoint

|  |  |
| --- | --- |
| Name of proxy | ............................................................................................................................................ (complete in block capitals) |

or, if no-one is named as proxy in the box above, the chair of the meeting, as y/our proxy to exercise all or any of my/our rights to attend and speak for me/us and on my/our behalf at the annual general meeting of the Company (the “AGM”) to be held at 12.00 noon on Thursday 19 March 2020 in the Charter Suite at Manchester Central, Windmill Street, Manchester, M2 3GX. (and at any adjournment thereof).

I/We have indicated with an ‘X’ how I/we wish my/our votes to be cast on the Resolutions as set out below. In the absence of clear instruction below I/we direct that my/our proxy will vote (or abstain from voting) as he/she thinks fit for me/us and on my/our behalf, and on any other Resolution which may properly be dealt with at the AGM (or any adjournment there)

**SUMMARY OF RESOLUTIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please mark ‘X’ to indicate how you wish to vote** | **FOR** | **AGAINST** | **WITHHELD** | **DISCRETIONARY** |
| **Ordinary Resolutions** |   |   |   |   |
| 1. The approval of minutes of 2019 Annual General Meeting. |  |  |  |  |
| 2. The adoption of the annual report and accounts of the Trustees for finical year ended 31 December 2019. |  |  |  |  |
| 3. The re-appointment of Wenn Townsend as Auditors of the Company and authorise the directors to fix their remuneration. |   |   |   |   |
| 4.To note the resignations of Mr. Mike Cope and Mrs. Elizabeth Bailey as Trustees and Directors of the Company, both having ceased employment with member institutions. |  |
| 5. The appointment of Dean Phillips as Honorary Treasurer of the Company. |   |   |   |   |
| 5. The appointment of Paul Butler as Honorary Secretary of the Company. |   |   |   |   |
| 6. The appointment of any two Elected Members to serve in place of Mr. Mike Cope and Mrs. Elizabeth Bailey: |   |   |   |   |
| Garod Barker, Richmond upon Thames College |   |   |   |   |
| Sarah Cockrill, Coventry University |  |  |  |  |
| Arthur Clune, University of York |   |   |   |   |
| Paul Harness, Lancaster University |   |   |   |   |
| Darren Tysoe, Regent’s University |   |   |   |   |
| *Please note that if you instruct your proxy to vote “for” more than two of the above, your proxy will have discretion to choose any two of the candidates for whom you have indicated your intention to vote “for”.* |
| 7. The appointment of the Chairs of the Special Interest Groups of the Charity |  |  |  |  |
| Corporate Information Systems Group (CISG)Gareth McAleese, Ulster University |  |  |  |  |
| Digital Capabilities Group (DCG)Kerry Pinny, University of Warwick |  |  |  |  |
| Digital Education Group (DEG) Richard Goodman, Loughborough University |  |  |  |  |
| Enterprise Architecture (EA) – Community of Practice Lex Wilkinson, Sheffield Hallam University |  |  |  |  |
| HEIDS Brian Henderson, University of Aberdeen |  |  |  |  |
| Infrastructure Group (IG) Mathew Flower, University of Wolverhampton |  |  |  |  |
| Leadership Conference Committee (LCC) Sally Bogg, Leeds Beckett University |  |  |  |  |
| ucisa London Group Trevor Baxter, King’s College London |  |  |  |  |
| Project and Change Management Group (PCMG) Sally Jorjani, Edinburgh Napier University |  |  |  |  |
| Software and Software Procurement Group (SSPG) Tina Pask, University of London |  |  |  |  |
| Support Services Group (SSG) Joint chair - Lisa McDonald, University of Edinburgh |  |  |  |  |
| Support Services Group (SSG) Joint Chair - Alistair Reid-Pearson, University of Huddersfield |  |  |  |  |
| Women in Tech (WiT) Lynne Newbitt, Loughborough University |  |  |  |  |
| Networking Group\* David Hayling, University of Kent*\* members are asked to note the Networking Group are working with the Infrastructure Group to merge the two groups. David Hayling will remain chair of the Networking Group to completion of the merger.* |  |  |  |  |
| 8. To receive the Treasurer’s Report for the financial year 2019 and summary Budget for the 2020. |  |  |  |  |
| 9. The approval of the subscription fees as stated in the Notice of Meeting and Agenda. |   |   |   |   |
| 10. **Any other resolutions which may be put to the meeting** |  |  |  |  |

Please indicate with an ‘X’ in the appropriate box opposite each resolution how you wish your vote to be cast. **If you do not select any of the options for a resolution, your proxy will vote (or abstain) as he or she thinks fit** on the above resolutions and on any other resolution on which a vote is put to the meeting or to any adjournment thereof.

|  |  |
| --- | --- |
| signature: | ............................................................................................................................................. |
| date: | ............................................................................................................................................. |

**NOTES TO PROXY FORM**

*Form of proxy*

1. As a member of the Company you are entitled to appoint a proxy to exercise all or any of your rights to attend, speak and vote at a general meeting of the Company. You can only appoint a proxy using the procedures set out in these notes and the notes to the notice calling the general meeting.
2. Appointment of a proxy does not preclude you from attending the meeting and voting in person. If you have appointed a proxy and attend the meeting in person and vote, your proxy appointment will automatically be terminated.

*Appointment*

1. A proxy does not need to be a member of the Company but must attend the meeting to represent you. If you wish to appoint a proxy other than the chair of the meeting, insert their full name where indicated. If you leave this space blank, the chair of the meeting will be appointed your proxy. Where you appoint as your proxy someone other than the chair, you are responsible for ensuring that they attend the meeting and are aware of your voting intentions. If you wish your proxy to make any comments on your behalf, you will need to appoint someone other than the chair and give them the relevant instructions directly.

*Voting directions*

1. To direct your proxy how to vote on the resolutions mark the appropriate box with an “X”. If no voting indication is given, your proxy will vote or abstain from voting at his or her discretion. Your proxy will vote (or abstain from voting) as he/she thinks fit in relation to any other matter which is put before the meeting, including a motion to adjourn.

*Returning your form of proxy*

1. To appoint a proxy using this form, the form must be:
	* 1. Completed and signed; and
		2. Scanned in and returned to **admin@ucisa.ac.uk**; in a format where the document is legible and the signature is clearly visible or
		3. Sent or delivered to the Company **at FAO Nicola Cutler, ucisa, Lumen House, Library Avenue, Harwell Oxford, Didcot, OX11 0SG**; and
		4. Whether sent electronically, posted or delivered to the Company, to be valid your proxy from **must be** received by the Company **no later than noon on Wednesday 18 March 2020**.
2. If you submit more than one valid proxy appointment, the appointment received last before the latest time for the receipt of proxies will take precedence. For details of how to change your proxy instructions or revoke your proxy appointment see the notes to the notice of meeting. Please note that proof of posting or sending prior to the deadline is not proof of receipt by the Company.