

**JIBS User Group Constitution**  
**As agreed at 2012 AGM**  
**For ratification at 2013 AGM**

1. The name of the Group is the JIBS User Group. The website address is [www.jibs.ac.uk](http://www.jibs.ac.uk)

**Purpose**

2. The Group serves the interests of e-resource users in the research councils, and higher and further education institutions in the United Kingdom (Great Britain and Northern Ireland). The e-resources are negotiated nationally (e.g. by JISC Collections, Eduserv CHEST, and various other providers such as Ebsco, Edina, Mimas and Ovid) and include bibliographic databases, e-books, data sources and any other similar resources.

3. The Groups activities may include workshops, email discussion lists, dialogue with service providers, exchange of information and special interest groups. JIBS is concerned with content, access and enhancement of the user experience, rather than pricing.

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

5. Committee papers will be retained for 5 years. Other materials of historic interest to the life of the JIBS User Group will be archived.

**Members**

6. Institutions in membership shall have named representatives for communication purposes.

7. Individuals who are members of subscribing institutions are entitled to take part in the Group's activities. One person per subscribing institution may attend any one workshop as part of the annual membership fee.

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

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

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

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

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

## **Committee**

13. The Group shall have an elected Committee to conduct the work of the Group.
14. The Group shall have a Chair, a Treasurer, a Vice Chair, and a Secretary elected, or re-elected, for up to 4 years at the Annual General Meeting (AGM).
15. Other Officers shall be drawn from the Committee membership as required and may include a marketing officer, membership secretary, website editor and webmaster.
16. The Committee shall have up to 15 members, including the 4 Officers, Committee members being elected at the Annual General Meeting (AGM).
17. Officers and Committee members may serve for up to three periods of up to four years each consecutively. Committee members may become Advisors to JIBS if they wish, and may seek re election to the main committee after one year.
18. JIBs Advisors are experts whom the committee may draw upon for advice or support on particular issues. They must take an active part in contributing to discussion via the LIS-JIBS-ADVISORS and LIS-JIBS-USERS e mail lists. There is no limit to the number of advisors.
19. The Committee may co-opt non-voting Advisors with special expertise. This would be to cover an area of expertise, for example accessibility advice.
20. Vacancies on the Committee may be left vacant, or filled by co-option, until the subsequent Annual General Meeting (AGM). If a person wishes to continue beyond the set term, the committee must agree by majority vote to the continuance. A balance of experienced personnel should be maintained within the committee membership.
21. The Committee shall meet at least 3 times in a twelve month period. Committee members should attend at least one meeting in each cycle.
- 22 The Committee shall arrange the Group's Annual General Meeting (AGM), to be held within 15 months of the previous AGM.
23. The Committee has a procedure for holding elections, calling upon the institutional membership to apply in writing to the JIBS Chair for any vacancy that arises.
24. The quorum for Committee meetings shall be five.
25. The quorum for the Annual General Meeting (AGM) shall be 25% of the membership body.
26. The Committee shall review and amend the Group's Constitution as necessary, and the constitution should be re ratified every 5 years. Amendments will be presented to the AGM for agreement and ratification.

## **Finances**

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

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

29. Financial commitments in excess of 1000 GB pounds shall be approved by the Committee.

30. Payments of 500 GB pounds or less shall be authorised by one of three authorised signatories. Payments in excess of 500 GBP shall be authorised by two of the signatories.

## **Officers**

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

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

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

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

35. The Treasurer shall provide regular account updates to the committee at ordinary meetings. They will also submit annual accounts, and arrange for their annual audit.

36. Job descriptions of all the committee roles are maintained and posted on the JIBS User Group web site. Documentation of all administrative procedures are maintained and hosted in the login area of the JIBS User Group website. Documentation may be made publicly available upon request to the Chair.

## **Constitution**

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

38. Amendments to the Constitution may be proposed in writing to the Committee at any time, and ratified at the following AGM.

## **Winding Up**

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

40. 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.