RUGIT Council Constitution

1 - Title

The name of the Society is RUGIT (Russell Group IT Directors).

2 - Address

RUGIT is located in the United Kingdom. The current address for correspondence can be obtained from the Secretary – [Dr Cris Bloomfield – crispin.bloomfield@durham.ac.uk]

3 – Mission

Provide leadership in the effective, efficient and innovative provision of Information Technology and Systems to further the aims of research-led universities.

Facilitate an environment of "one voice", when appropriate, for the enhancement of Information Technologies on behalf of the Russel Group of Universities.

Contribute to the use and advancement of Information Technology across the Higher Education sector, both within the UK and internationally, through active collaboration and sharing.

4 - Funding

RUGIT is empowered to raise funds and to receive contributions by way of subscriptions, donations or otherwise, provided that RUGIT shall not undertake any permanent trading activities in raising funds for its primary objectives – Refer to Appendix 1; Aims and Objectives.

The RUGIT Council may for such time, at such remuneration and upon such conditions as it may think fit, employ staff to assist in the pursuance of its objectives.

5 - Membership

Membership of RUGIT is open to all Russell Group universities. Upon payment of the annual subscription by the due date agreed by the Annual General Meeting, each eligible organisation shall be a full member of RUGIT Council.

Each member institution shall be entitled to send up to two named representatives to Council meetings. Within their institutions, the representatives shall have responsibility for academic computing services, management information services and/or IT and Information Strategies.

6 - Governance

6.1 - Council

RUGIT will hold General Meetings of representatives from eligible member organisations which shall be known as the RUGIT Council.

There shall be an Annual General Meeting of the RUGIT Council. The annual subscription will be set at this meeting.

At least twenty-one days' notice shall be given of the Annual General Meeting.

During any General Meeting no vote may be taken unless representatives of at least 60% of the full institutional membership are present.

Each full member institution shall be entitled to one vote at Annual General Meeting and other Special General Meetings except that the Chair Person shall have both a deliberative vote and a casting vote.

6.2 - Executive Committee

There shall be an Executive Committee consisting of a Chair Person, Vice-Chair Person, Secretary and Treasurer who shall be the officers of RUGIT. In addition, two additional officers may be elected 'without portfolio'.

The officers shall be elected at the Annual General Meeting by and from the representatives of its full Council members. To facilitate effective succession planning and provide continuity, the Chair Person will normally be elected from within the Executive Committee.

The officers shall each serve for a period of two years. No person shall be an officer for more than four consecutive years, following which there will be a gap of at least one year.

If a casual vacancy occurs among any of the officers between Annual General Meetings, such a vacancy shall be filled by the Executive Committee, ad hoc for the remaining period of the vacancy. Such period of office shall not count towards the period of office as set out above.

In determining the membership of the Executive Committee, the need to represent the various types and sizes of institutions and to reflect the range of interests shall be borne in mind.

The Executive Committee shall have the power to co-opt up to two additional members who need not be members of RUGIT Council. Such co-opted members shall serve until the next Annual General Meeting or any agreed date before the AGM.

The Executive Committee shall have the power to invite other persons to attend an Annual General Meeting or any meeting without voting rights. Each member of the Executive Committee shall have a single vote except that the Chair Person shall have both a deliberative vote and a casting vote.

7 - Amendment and Dissolution

This Constitution may be amended by a resolution passed by three-quarters of the institutional members of RUGIT present and voting at a Special General Meeting. At least 21 days' notice shall be given of any Special General Meeting.

If upon the dissolution of RUGIT there remains, after the payment of all debts and liabilities, any property whatsoever, this shall not be distributed among the members but shall be given or transferred to one or more charitable organisations having similar objectives.

8 - Current Officers

The officers and members of the Executive Committee are:

Chair:	Nick Leake,	King's College London
Vice-Chair:	Alan Hill,	University of Exeter
Treasurer:	Dave Golding,	University of Leeds
Secretary:	Cris Bloomfield,	Durham University

Approved by RUGIT Council, 12th November 2020

Appendix 1; Aims & Objectives

Aims – what we set out to do

In pursuit of its mission, RUGIT will:

- Provide a forum for ascertaining and making known the views of its membership on matters affecting IT facilities, information systems and associated services.

- Promote research and development in these areas and publish the results of such work.

- Co-ordinate shared developments and exchange experience.

- Collaborate with relevant bodies where such collaboration supports the other aims. Bodies will include JISC, UCISA the eLeadership Council, central and local government.

- Lobby government and other stakeholders for research-led universities and for the provision of Information Technology and Systems (IT&S) resources to underpin wider Higher Education aims, and to ensure an understanding of the value of computing facilities to the national and international research community.

- Identify and promote academic and process change through the application of large-scale IT&S.

Objectives – the actions we take to deliver the aims

- Share information and data to allow comparisons of strategy, issues, services and resources between member institutions.
  a. Annual strategic issues survey as part of EDUCAUSE/UCISA survey.
  b. Quarterly top three operational issues survey.
  c. Examine possibilities for co-ordinated internal and external benchmarking.
  d. Develop awareness of approaches in other universities, other sectors and other countries.

- Fund specific research, with agreement at a full RUGIT meeting.

- Conduct joint staff development activities.

- Ensure appropriate channels of communication (website, other electronic and otherwise) are in place
  a. for internal purposes, so that all members are informed of RUGIT activities in a timely manner, and are provided with an opportunities to participate.
  b. for external purposes, so that RUGIT's opinions and work are appropriately disseminated.

- Create formal Working Groups, sponsored by the RUGIT Council and with Terms of Reference relating to RUGIT objectives.

Pending approval by RUGIT Council, 23rd October 2020