



# SCURL Constitution

2007.

Updated September 2015

## **Scottish Confederation of University and Research Libraries (SCURL)**

### **Constitution**

#### **1. Name.**

The Scottish Confederation of University and Research Libraries, normally abbreviated to SCURL.

#### **2. Objectives.**

SCURL exists to promote excellence in university and research library services, to improve services for users and maximise resource through collaborative action: to provide a forum to assist strategic planning and management in the libraries of its members; to work with other organisations, including those in the Scottish Higher Education sector, and other domains towards the creation of a co-operative higher education library infrastructure in Scotland; to work closely with the National Library of Scotland and the Scottish Library and Information Council; to consult with, and advise other appropriate related organisations on library matters; to establish, maintain, and promote projects which further the aims of the organisation; to lobby funding and planning bodies on matters of shared interest, to provide mutual support for members; and to do all such other lawful things as are necessary for the achievement of the objectives of SCURL.

#### **3. Membership.**

Institutions eligible for membership will:

- i. Either be a Higher Education Institution funded by the Scottish Funding Council, or be based in Scotland and hold collections of research significance, provided those collections are available to researchers from other institutions.
- ii. Provide access to services in support of researchers.
- iii. Agree to participate in collaborative activities.
- iv. Notwithstanding these criteria, admission to membership is at the discretion of the existing SCURL members.
- v. SCURL may invite members of relevant Library and HE related Library organisations to become ex officio members.
- vi. Membership of SCURL is by institution. Each institution may nominate one representative (usually its Chief Librarian or equivalent) as its member at plenary meetings. A substitute representative may be nominated to attend and vote if the named member is unable to attend a meeting.
- vii. Membership is conditional upon payment of an annual subscription.
- viii. SCURL may also award the category of Partner status to institutions and organisations that the SCURL Business Committee and SCURL Plenary approve to participate in SHEDL and/or SCOPNet procurement only. However if a potential partner is able to access SHEDL and SCOPNet procurements through APUC, then it is suggested they do not need to join as a Partner (for example, Scottish Further Education Colleges). Institutions would be eligible for consideration as Partners subject to the following:
  1. Commitment to a multi-year partnership in line with the requirements of SHEDL or SCOPNet contracts
  2. Payment of a partnership fee to become a SHEDL Partner
  3. Payment of a partnership fee to become a SCOPNet Partner
  4. Be approved for membership by SCURL Business Committee and Plenary and the relevant negotiating agent and/or publishers.

#### **4. Officers.**

- i. The Chair, Vice Chair, Secretary and Treasurer will be nominated and elected from the SCURL members.

- ii. At the end of the Chair's Term of Office the Vice Chair will normally take the Chair of SCURL.
- iii. The term of office for the Chair and Vice Chair posts will normally be two years, commencing at one Annual Meeting and continuing until the next but one Annual Meeting.
- iv. In the event of the Vice Chair choosing not to take the Chair, this will trigger nomination and election for both posts from the SCURL members. Ex officio members are not eligible for nomination or election.
- v. Past Chairs will not be eligible for re-election to the post of Vice Chair for two years following the end of their period of office.
- vi. A Minute Secretary will be appointed by the National Library of Scotland.
- vii. Minutes of the SCURL plenary meetings and the Business Committee meetings (See Section 6) will normally be taken by the Minute Secretary.

#### **5. Plenary Meetings.**

- i. Plenary meetings of SCURL members will be held at least three times per year at dates and venues agreed by members.
- ii. Plenary meetings will normally be chaired by the Chair, or the Vice Chair if the Chair is not available.
- iii. One meeting will be designated as the Annual Meeting at which officers and the Business Committee (see Section 6) will be elected and at which financial and business planning for the following year will be considered. At least twenty-one days' notice must be given of the business to be transacted at this meeting.
- iv. Decisions relating to SCURL policy and business will only be valid when formally agreed, or confirmed, at a SCURL plenary meeting, except where specific issues are remitted to the Business Committee (see Section 6) or to the Chair for executive action.
- v. Minutes of all SCURL plenary meetings will be available on the SCURL website (<http://scurl.ac.uk>)
- vi. Minutes of plenary meetings may be shared with other similar bodies in the United Kingdom or abroad.
- vii. Each member of a SCURL institution will have one vote at a meeting which may be cast by the SCURL member or representative (including the Chair and Vice Chair.)
- viii. That vote may be cast either by the SCURL member or their nominee at a particular meeting.
- ix. Decisions will be made on a simple majority of votes of those members present at a meeting.
- x. In the event of a tie in voting at either a SCURL plenary or Business Committee meeting, the Chair of the meeting will have a casting vote.
- xi. Ex officio members are not eligible to vote.

#### **6. Business Committee.**

- i. The Business Committee will meet between SCURL plenary meetings to conduct SCURL business and identify or prepare issues for discussion at SCURL plenary meetings.
- ii. Minutes of the Business Committee meetings will normally be taken by the Minute Secretary.

Membership and Officers of the Business Committee will be drawn from the constituencies of the SCURL members. The Groups represented on the Business Committee will comprise the following (as detailed by the SCURL banded subscription rate):

- **Group One** The Scottish Library and Information Council (One Ex Officio Place)
- **Group Two:** The National Library of Scotland (One Ex Officio place)
- **Group Three:** The University of Edinburgh (1 elected place),
- **Group Four** The University of Glasgow (1 elected place.).

- **Group Five:** Edinburgh City Libraries, Glasgow Life, Glasgow School of Art, Royal Botanic Garden Edinburgh, Royal Conservatoire of Scotland, Scottish, Scotland's Rural University College, and National Museums Scotland. (1 elected place)
- **Group Six:** The University of Aberdeen, University of Dundee, University of St Andrews, and the University of Strathclyde (1 elected place)
- **Group Seven** Edinburgh Napier University, Glasgow Caledonian University, Heriot-Watt University, Robert Gordon University, and the University of the West of Scotland. (1 elected place.)
- **Group Eight:** Abertay University, the Open University, Queen Margaret University, University of the Highlands and Islands, and the University of Stirling (1 elected place.)

Constituency		Number of Representatives
Scottish Library and Information Council	The major funding partner to SCURL so a sole constituency	1 (Ex Officio)
National Library of Scotland	One of the three main funding institutions to SCURL so a sole constituency	1 (Ex Officio)
University of Edinburgh	One of the three main funding institution to SCURL so a sole constituency	1
University of Glasgow	One of the three main funding institutions to SCURL so a sole constituency	1
Edinburgh City Libraries Glasgow Life Glasgow School of Art National Museums Scotland RBGE RCS Scotland's Rural University College	Grouping of small, specialist institutions and the public libraries of Edinburgh and Glasgow	1
University of Aberdeen University of Dundee University of St Andrews University of Strathclyde	A grouping of four ancient and/or large research intensive institutions	1
Edinburgh Napier University Glasgow Caledonian University Heriot-Watt University Robert Gordon University University of the West of Scotland	A grouping of the five mid-range institutions (in terms of size and JISC banding)	1
Abertay University Open University Queen Margaret University UHI University of Stirling	The smaller, lower-JISC banded institutions	1
Chair of SCURL		1
Vice Chair of SCURL		1
Secretary of SCURL		1
Treasurer of SCURL		1
Chair of SCOPNet in attendance		1 (Ex Officio)
<b>Total</b>		<b>10 elected representatives and 3 attending</b>

- The Chair of SCOPNet will be a member of the Business Committee
- The SCURL Chair, Vice Chair: the SCURL Secretary; and the SCURL Treasurer will be drawn from the membership. The SCURL Service Development Manager (See Section 9, iv) will also attend the Committee.
- iii. Two constituency representatives will retire each year and two new constituency representatives will be elected. It is recommended in year 2011-2012 two constituencies within groups 5,6,7, and 8 serve three years and then revert to two years term in 2014-2015 to ensure continuity to the Business Committee.
- iv. Retiring elected members will be eligible for re-election without limit.
- v. The nominated constituency representatives of the Business Committee will be appointed by "their" constituency at the Annual Meeting.
- vi. The Business Committee may invite others to attend in pursuit of specific SCURL aims and objectives. Such invitations will be time limited and subject to review on an annual basis. Persons attending in this capacity will have no voting rights
- vii. The right of substitution should be extended, in exceptional circumstances, to a named Deputy Director in groups 1,2,3 and 4 for SLIC, the NLS, and the Universities of Edinburgh and Glasgow as the major funding bodies to SCURL
- viii. The right of substitution should be extended, in exceptional circumstances, to each of the four constituency representatives, of groups 5,6, 7 and 8, to a nominated substitute from the other institutions in the constituency to represent the constituency.
- ix. The Business Committee may take urgent action where members of the Business Committee deem it necessary, subject to all the action and decisions being referred to the next SCURL meeting for confirmation by SCURL members.
- x. Members of the Business Committee will have one single, non-transferable vote at Business Committee meetings.
- xi. In the event of a tie in voting at a Business Committee meeting, the Chair of the meeting will have a casting vote.
- xii. The minutes of the Business Committee will be made available to the membership and on the SCURL website (<http://scurl.ac.uk>)

#### **7. Sub-Committees.**

- i. A SCURL meeting or a Business Committee meeting may establish sub-committees to address specific issues.
- ii. Membership of sub-committees is not restricted to SCURL members.

#### **8. Financial Regulations.**

##### **(A). General.**

- i. SCURL is a non-profit making organisation and any funds generated shall be used to fulfil the objectives of SCURL.
- ii. The Treasurer shall be responsible for ensuring that all members of the Business Committee are familiar with the terms of the Financial Regulations of the National Library of Scotland.
- iii. Any proposed alteration of the Financial Regulations shall be discussed by the Business Committee and approved at the Annual Meeting.

##### **(B). Subscription.**

- i. Annual membership subscriptions for the forthcoming year shall be recommended by the Business Committee for approval at the Annual Meeting.
- ii. The Treasurer shall ensure that all subscriptions are collected promptly from members, by issuing a formal invoice to each member for payment.
- iii. The annual subscription shall take the form of a charge to be agreed at the Annual Meeting to take effect from 1<sup>st</sup> August of the same year. Failure by an institution to pay any subscriptions levied by a date specified on the invoice will result in the suspension of that institution's membership until such time as all accounts have been settled. Late payment may be subject to a penalty payment which shall be determined from time to time by the Business Committee and indication on the invoice.

**(C). Bank Accounts and Authorisation of Expenditure.**

- i. The National Library of Scotland will provide day-to-day financial management for SCURL, including arrangement of banking facilities.
- ii. Signatories of any SCURL bank account shall be any of the following:  
Chair of SCURL  
Vice Chair of SCURL  
Secretary of SCURL  
Treasurer of SCURL  
SCURL Service Development Manager
- iii. The Secretary or the Service Development Manager may authorise up to £200 of a delegated approval limit without recourse to approval from the Chair, Vice Chair or Treasurer for authorisation.
- iv. Any expenditure on behalf of SCURL will be authorised by either the Chair, Vice Chair, or Treasurer and which gives authority to the SCURL Secretary and the SCURL Service Development Manager to spend monies on behalf of SCURL from the account held by the National Library of Scotland.

**(D). Accounts and Auditing.**

- i. The National Library of Scotland will provide accounts to SCURL for SCURL to audit.
- ii. The National Library of Scotland will provide accounts to SCURL on a monthly basis and an audit annually.
- iii. The Treasurer shall be responsible for keeping appropriate accounting records of all financial transactions and reporting to the Business Committee at each meeting and such other times as may be appropriate.
- iv. The Treasurer shall present an annual budget to be approved at the Annual Meeting.
- v. The Treasurer shall ensure that all appropriate arrangements are in place for the prompt collection and banking of all income as well as making approved payments.

**(E). Income.**

- i. The financial year shall run from 1<sup>st</sup> August to 31<sup>st</sup> July.
- ii. Details of any income due to SCURL shall be notified to the Treasurer who will ensure that an invoice is raised.
- iii. The NLS will issue invoices on behalf of SCURL at the request of one of the authorising officers: the Chair, the Vice Chair and the Treasurer.
- iv. The Treasurer will ensure that bank accounts are reconciled at least twice each year and that the financial position is reported to the Business Committee at each meeting.

**(F). Expenditure.**

- i. Member institutions will be expected to absorb some overheads such as hospitality, travel, postage etc within reason but it is recognised that the burden of expenditure may not fall evenly amongst members and that there may be significant expenditure that cannot reasonably be met by the member institution.
- ii. The Business Committee shall have the power to reimburse excessive expenditure and it shall, from time to time, determine levels of reimbursement in respect of expenditure incurred by members of the Business Committee or members of working groups, sub-groups, steering groups etc.
- iii. The Business Committee shall have the power to reimburse member institutions such costs as may be agreed pursuant to clause 8F(ii) in relation to the secondment of the staff and to pay any applicable VAT on such costs.
- iv. The income of SCURL shall be applied only in the furtherance of the objectives of SCURL.

**9. Posts and Projects. Service Development Manager Post.**

- i. Any post created to support SCURL activities or projects will be appointed by a sub-committee of SCURL members.
- ii. Such posts may be either paid or offered on secondment and will exist either for specified periods of time or for as long as funds are available to sustain them.
- iii. Such posts will be based in a member institution, and subject to the terms and conditions of that institution.
- iv. Service Development Manager. A Service Development Manager will be appointed by a sub-committee of SCURL representatives, as a paid official, for as long as funds are available to sustain the post.
- v. SHEDL Digital Library Administrator . This post will be appointed on a part-time, two year contract as a secondment from a SCURL institution. (October 2015-September 2017.)

**10. Amendments to the Constitution.**

- i. Amendments to the Constitution will only be made at the Annual Meeting or at a plenary meeting. Approval of proposed amendments will require the support of at least two thirds of those present and entitled to vote.
- ii. Any proposed amendments must be submitted in writing to the SCURL Secretary not less than twenty-one days before the Annual Meeting or plenary meeting.

**11. Dissolution of SCURL.**

- i. SCURL shall be dissolved if a resolution is carried by a majority of two thirds of those present and entitled to vote at a plenary meeting.
- ii. Dissolution shall take effect from the date of the resolution and the Business Committee shall be responsible for winding up of the assets and liabilities of the association.
- iii. Any assets remaining after the discharge of the debts and liabilities of SCURL shall be distributed amongst members in proportion to the amount each member has paid in subscription fees in the previous year.

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