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Description automatically generatedUNIVERSITY MUSEUMS IN SCOTLAND (UMIS) CONSTITUTION

1. NAME

The name shall be University Museums in Scotland, also to be known as UMIS.

1. STRATEGIC OBJECTIVES

* To be the collective voice of the university museums in Scotland: advocating with appropriate audiences, bodies, and organisations
* To act in partnership: strengthening links with organisations and other university museum bodies regionally, nationally, and internationally, and sharing knowledge, resources, and expertise within UMIS and with the broader museums sector
* To maximise use of our collections: to provide and promote opportunities for the broader research community to access and use them, provide high quality learning and teaching experiences, and explore new ways to engage academic audiences with collections
* To strive for the highest collection standards: in preservation, care, and interpretation of collections, and maintaining Accreditation standards throughout the UMIS membership and Recognition standards with the Recognised Collections
* To take a coordinated approach to transforming activity and audiences: engaging the full diversity of visitors, schools, and other groups – both directly and through outreach - and forging stronger links with academic colleagues, university departments and students
* To be sustainable, forward-thinking organisations: to explore environmental agendas, ensure adherence to best practice in our operations, exploit digital technology and be inclusive, supportive, representative, and progressive in our operations

1. MEMBERSHIP

The membership of UMIS comprises the following institutions, all of whom are Accredited university museum services holding collections:

* University of Aberdeen Museums & Special Collections
* University of Dundee Museums
* University of Edinburgh Heritage Collections
* The Hunterian, University of Glasgow
* University of St Andrews Collections
* University of Stirling Collections
* The Glasgow School of Art Archives & Collections
* Heriot-Watt University Museum & Archive
* Robert Gordon University Art & Heritage Collections

1. EXECUTIVE COMMITTEE

The Executive Committee shall comprise one individual from each of the institutions represented within the membership. Each institution shall nominate a committee member or alternative to represent it and to vote if required. The committee has the power to co-opt non-voting members.

1. OFFICERS

The Officers of the Executive Committee shall be the Convenor, the Secretary and the Treasurer (or Treasurer/Secretary). The Officers shall be responsible for carrying on the business between meetings, as directed by the Executive Committee. The Officers shall be elected by the Executive Committee from the staff of member institutions, may hold office for three years, and shall be eligible for re-election. A cycle of elections shall be established to ensure that office bearers are elected for overlapping terms. In the absence of the Convenor, the Executive Committee shall elect a chair for that meeting from among those present.

In addition to the elected Officers, the Executive Committee are able to appoint people/persons to perform financial and other functions on behalf of or for UMIS, who shall be renumerated as appropriate.

1. MEETINGS

An Annual General Meeting shall be held, at which Officers are elected, a financial report received and considered, and amendments to this Constitution can be made. If constitutional amendments or election of office bearers are required between Annual General Meetings, an Extraordinary General Meeting (EGM) shall be called by the Executive Committee. Any proposed EGM shall be communicated to the UMIS members at least two weeks’ prior to the date of the meeting, including notice of the matter(s) to be discussed.

Meetings of the Executive Committee and other meetings shall be held as the need or wish arises. Meetings can be called by the Convenor, Secretary or other person specifically appointed by the Executive Committee (the latter through delegated authority), or at the request of at least 40% of members.

At least two weeks’ notice shall be given of meetings, while the quorum at meetings shall be four voting members. UMIS meetings may be held in person, electronically (remotely) or in a hybrid manner. Each member shall have one vote. In the event of a tied vote, the Chair of the meeting shall also have a casting vote.

1. FUNDS

Funds shall be raised by levying a subscription on members or by other means. The Treasurer shall be responsible to the Executive Committee for holding, disbursing, and accounting for the funds. The Executive Committee shall determine the level of membership fees.

Bank mandates (or account signatories) will include the Treasurer and other authorised persons specified and appointed by the Executive Committee.

1. DISSOLUTION

The Executive Committee shall have the power to dissolve UMIS and to dispose of any assets to an organisation or organisations with broadly similar aims.

This business should be conducted through the Annual General Meeting, or an Extraordinary General Meeting if required.