

Byelaws of UKSG

The drafting of these byelaws follow the adoption of UKSG's revised Articles of Association which were amended by special resolution at the Extraordinary General Meeting held 26th November 2024. The byelaws complement the Articles of Association, and provide guidance and information in relation to the procedures and processes of UKSG. They are written to support the trustees in ensuring the smooth running of UKSG. The byelaws can be reviewed and updated by the Trustees without the formal steps required to change the Articles of Association.

These byelaws are reviewed on an annual basis, usually at the September meeting of the Board of Trustees.

UKSG Election of Trustees

Elections

- The number of trustees in total shall never exceed nine members; including a Chair, a Vice Chair, and seven ordinary trustees.
- Elections for the board of trustees take place annually during a period in advance of the Annual General Meeting.
- Only Authorised Representatives of member organisations and Individual Members are eligible to vote in the election of the Vice Chair or ordinary trustees.
- Results of elections of trustees will be announced at the Annual General Meeting.
- Following the election, the Board of Trustees has the power to appoint (and remove) any ordinary trustee to act as Treasurer to UKSG and to appoint (and remove) any trustee to act as Chair of the Conference Planning Sub-Committee.

Vice Chair

- In line with the Articles of Association of UKSG, the Vice Chair of UKSG is elected on a biennial basis by the members of UKSG for a period of two years.
- Upon expiry of that term (or on the office of Chair becoming vacant) the Vice Chair shall become the Chair for a term of two years.
- If the office of Chair should become vacant before the expiry of term, the Vice Chair shall immediately become Chair for a period of two years plus any additional time until the following AGM.
- If the office of Vice Chair should become vacant before the expiry of term, the Board of Trustees may select a trustee to fill this role until the next AGM, when an election for Vice Chair will take place.

Ordinary Trustees

- The term of office for elected trustees is a period of three years.
- Ordinarily, three people will be elected each year subject to Article 17 of the Articles of Association.
- The decision on the number of trustees to be elected each year will be taken by the Board of Trustees in advance of the election being announced.

- Prior to the Election process each year, the Trustees will determine which, if any, designated categories need to be filled to ensure balance on the Board. Where a designated category is not represented on the Board, a place will be reserved for that category within the Election process. Designated categories on the Board could include but are not limited to: Library, Publisher, Intermediary, Early Career, or International.
- Following the election, the Board of Trustees may co-opt one person each year who is willing to act as a trustee, as long as the total number of trustees does not exceed nine. The term of office for a co-opted trustee shall ordinarily be one year and will not exceed three years in accordance with Article 20.2.
- At the Annual General Meeting, those elected trustees who have been in office for a period of three years since their last election shall retire from office.
- Retired members may stand for re-election, subject to the restrictions regarding continuous periods of office as outlined in article 17.6

Trustee Membership

- A key role of the trustees is to ensure there is equal representation in the make-up of the Board of Trustees. This means striving for an equal balance of trustees from both the library and publisher/vendor sector, as well as a commitment to working to ensure a diversity of trustees which represents all parts of our community and meets our needs for a balance of technical skills.

Trustee Meetings

- The Board of Trustees meets six times a year.
- At least four of those meetings are held digitally, with the potential that all may be held digitally.
- Where sub-committee chairs attend, the trustees will receive a report from the sub-committees for action as required and are to review the relevancy and plans of the sub-committees for that year.

Subcommittee Chairs

UKSG has four subcommittees which are overseen by the Board of Trustees:

- Conference Planning Subcommittee
- Education and Events Subcommittee
- Insights Editorial Board
- Outreach & Engagement Subcommittee

Each subcommittee has its own Terms of Reference, drafted by the Chair and approved by the Board of Trustees.

Excepting the chair of the Conference Planning Subcommittee, there is no requirement for a chair of a subcommittee to be a trustee. For avoidance of doubt, the chair of the Conference Planning Subcommittee must be a trustee of UKSG, either elected, or co-opted.

The Board of Trustees meets six times a year, subcommittee chairs are invited to attend two meetings a year, either for part, or for all of the meeting, as considered appropriate by the trustees.



Appointment of Chairs

Conference Planning Subcommittee

The Trustees have the power in the administration of the Board of Trustees to appoint (and remove) any Trustee to act as Chair of the Conference Planning Subcommittee. The initial term of office for the Conference Planning Subcommittee chair is three years.

Remaining subcommittees

The chair of the remaining subcommittees is chosen from within the relevant subcommittee, with the outgoing chair making a recommendation to the Board of Trustees for approval. The Chair of the Board of Trustees has the right to approve an incoming chair through chair's action, if an outgoing chair resigns midway through their term of office. The initial term of office of a Chair of a sub-committee is three years.

A Chair usually begins their term following the Annual General Meeting. At the end of their initial term, subcommittee chairs may be reappointed for additional terms of up to three years each, subject to Board approval.

As of June 2025 these byelaws apply to the following sub-committees:

- Education and Events Subcommittee
- Insights Editorial Board
- Outreach & Engagement Subcommittee
- Conference Subcommittee

Agreed by UKSG Trustees – June 2025