

# ZiUG Constitution

## 1. Name

The name of the group shall be the Zellis Independent User Group; (hereafter referred to as "the ZiUG").

## 2. Purpose

The purpose of the ZiUG is to provide a user group community platform for organisations using the Zellis product suite to have an opportunity to network, share knowledge, participate and contribute to organised events.

- Promote awareness and increase use of the Zellis product suite.
- Enable collaboration and shared learning from user engagement.
- Amplify the collective voice of the customers and work closely in partnership with Zellis.

## 3. Membership

- Membership is free and open to any organisation using the Zellis product suite who registers at <https://www.ziug.co.uk/> and agrees to abide by this constitution.
- Membership is issued at organisation level to enable flexibility of individual attendance at the various user group events.

## 4. Management Structure

The Group shall be managed by a Committee consisting of at least the following officers:

- **Chairperson:** Oversees meetings and represents the Group.
- **Secretary:** Keeps minutes of meetings and manages correspondence.
- **Committee members:** Supports with customer engagement and acts as an active ambassador.

The ZiUG will consist of 3-7 member organisations within its committee covering the different business sectors, additional roles may be created as required by the ZiUG.

## 5. Meetings

- The ZiUG shall hold at least one AGM each year to review activities and discuss membership matters.
- Additional meetings and events may be organised throughout the year as decided by the Committee.
- Members shall be notified at least 4 weeks in advance of any general meeting.

## 6. Events

- Events may include talks, workshops, customer showcases, and any other activities relevant to the ZiUG purpose.
- The Committee is responsible for the planning, organisation, and smooth running of all events with support from Zellis.
- Events will be delivered in person (limited to two delegates per organisation), virtual meetings (unlimited) consolidated with hybrid model where facilities exist.

## 7. Amendments

No addition, alteration or deletion shall be made to this constitution document except at a committee meeting. The Group shall have the sole power to determine any question that may arise concerning the interpretation of the constitution, this will be decided at the committee meeting.

## 8. Dissolution

The Group may be wound up at any time providing a proposal to dissolve the Zellis Independent User Group be given in writing to all active member organisations with 4 week's notice.

This constitution was adopted on [2 March 2026] and remains in effect until amended or replaced at a general meeting.