

**LEICESTER UNIVERSITY STUDENTS' UNION**

# **ARTICLES OF ASSOCIATION**

July 2025

**PART 1**  
**BACKGROUND**

1. The University of Leicester Students' Union (the "Union") is a students' union within the meaning of the Education Act 1994. The Union is devoted to the educational interests and welfare of its Members.
2. The Union will seek at all times to:
  - 2.1 ensure that the diversity of its Membership is recognised and that equal access is available to all Members of whatever origin or orientation;
  - 2.2 pursue its aims and objectives independent of any political party or religious group; and
  - 2.3 pursue equal opportunities by taking positive action within the law to facilitate participation of groups discriminated against by society.
3. These Articles have been structured so as to give the Board of Trustees reasonable authority to manage the affairs of the Union in a professional manner. The Members enjoy the right, which must be exercised in accordance with charity law, to elect a proportion of the Trustees and to dismiss all of the Trustees. The Board of Trustees will give the most careful consideration to the views of Members.
4. Under the Education Act 1994, the University of Leicester has a statutory duty to ensure that the Union operates in a fair and democratic manner and is held to proper account for its finances. The Trustees therefore work alongside the University of Leicester in ensuring that the affairs of the Union are properly conducted and that the educational and welfare needs of the Union's Members are met. At the same time the University of Leicester recognises the importance of the independence of the Union and intends that nothing done by either the Union or the University should create a situation whereby the University has, or is seen to have, a controlling interest in the Union.

## **DEFINITIONS AND INTERPRETATION**

### **5. Defined terms**

5.1 In these Articles, unless the context requires otherwise, the following terms shall have the following meanings:

<b>Term</b>	<b>Meaning</b>
5.1.1 <b>“Academic Year”</b>	the period between 1 <sup>st</sup> August in one year to 31 <sup>st</sup> July in the next year. Each Academic Year is for the time being divided into two semesters;
5.1.2 <b>“Address”</b>	includes a number or address used for the purpose of sending or receiving documents by electronic means;
5.1.3 <b>“Appeals Panel”</b>	<p>The panel established to hear appeals from Removed Trustees or members who have had their membership terminated. The Panel shall be made up of:</p> <ul style="list-style-type: none"><li>• a nominee of the University of Leicester,</li><li>• one independent person who shall be a member who is not a Trustee or a member of the Leicester 100.</li><li>• and a chief executive/general manager of another students' union.</li></ul> <p>The selection of the members of the Appeals Panel and its procedures shall be set out in the By-Laws.</p>
5.1.4 <b>“Articles”</b>	these articles of association of the Union;
5.1.5 <b>“Board of Trustees” or “Board”</b>	the Board of Trustees of the Union;
5.1.6 <b>“By-Laws”</b>	the By-Laws setting out the working practices of the Union made from time to time in accordance with Article 14

5.1.7	<b>“Chair”</b>	the chair of the Board of Trustees, who shall be the appointed External Trustee in accordance with Article 59.1;
5.1.8	<b>“Chair of the Meeting”</b>	in the case of general meetings means the person chairing the meeting in accordance with Article 25 and in the case of Trustees’ meetings means the person chairing the meeting in accordance with Article 59;
5.1.9	<b>“Chief Executive”</b>	the Chief Executive of the Union who is appointed by the Board of Trustees;
5.1.10	<b>“Circulation Date”</b>	in relation to a written resolution, has the meaning given to it in the Companies Acts;
5.1.11	<b>“Clear Days”</b>	in relation to the period of a notice, that period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is to take effect;
5.1.12	<b>“Code of Practice”</b>	the Code of Practice relating to the University of Leicester’s obligations under Section 22 of the Education Act;
5.1.13	<b>“Companies Acts”</b>	means the Companies Acts (as defined in Section 2 of the Companies Act 2006), in so far as they apply to the Union;
5.1.14	<b>“Conflict of Interest”</b>	any direct or indirect interest of a Trustee (whether personal, by virtue of a duty of loyalty to another organisation or otherwise) that conflicts, or might conflict with the interests of the Union;
5.1.15	<b>“Connected Person”</b>	any person falling within one of the following categories and where payment to that person might result in the Trustee obtaining benefit: (a) any spouse, civil partner, parent, child, brother, sister, grandparent or grandchild of a Trustee; or (b) the spouse or civil partner of any person in (a); or (c) any person living with a Trustee or their partner; or (d) any company or LLP or firm of which a Trustee is a paid director, member, partner or

	employee, or shareholder holding more than 1% of the capital;
5.1.16 <b>“Deputy Chair”</b>	the deputy chair of the Board of Trustees, who shall be the Lead Officer Trustee in accordance with Article 59.3;
5.1.17 <b>“Document”</b>	includes, unless otherwise specified, any document sent or supplied in Electronic Form;
5.1.18 <b>“Education Act”</b>	the Education Act 1994;
5.1.19 <b>“Effective Date”</b>	the date on which the undertaking previously carried on by the unincorporated charity known as The University of Leicester Students’ Union is transferred to the Union;
5.1.20 <b>“Electronic Form”</b>	has the meaning given in Section 1168 of the Companies Act 2006;
5.1.21 <b>“Executive Committee”</b>	the meeting of the Officer Trustees established to co-ordinate the representative and campaigning functions of the Union;
5.1.22 <b>“External Trustee”</b>	a Trustee appointed in accordance with Article 39.1 who for the avoidance of doubt shall not be, or deemed to be either a major union office holder or a sabbatical union office holder for the purposes of Section 22 of the Education Act;
5.1.23 <b>“Finance Committee”</b>	the committee of the Board of Trustees formed to monitor progress against budgets; monitor investments and to investigate and monitor any other financial issues as required by the Board of Trustees;
5.1.24 <b>“Financial Expert”</b>	an individual, company or firm who is authorised to give investment advice under the Financial Services and Markets Act 2000;
5.1.25 <b>“Hard Copy” and “Hard Copy Form”</b>	have the meanings respectively given to them in the Companies Act 2006;

5.1.26 <b>"Honorary Officer"</b>	means any person appointed by the Leicester 100 or Trustee Board as an unpaid volunteer to support and assist the Unions work, particularly in its relationships with the local community;
5.1.27 <b>"Hour"</b>	any full period of an hour but not including any part of a day that is a Saturday, Sunday or Bank Holiday in England;
5.1.28 <b>"Lead Officer Trustee"</b>	means the elected officer of the Students' Union deemed to be the lead officer by the Trustees, and who shall be the Deputy Chair of the Board of Trustees.
5.1.29 <b>"Management Board"</b>	the committee set up to co-ordinate the day-to-day operations of the Union under the direction of the Chief Executive;
5.1.30 <b>"Members"</b>	Members of the Union being Students at the University of Leicester as further defined in Article 15.1.1 and the Officer Trustees;
5.1.31 <b>"Nominations Committee"</b>	the committee set up in accordance with the By-Laws that will include one external Trustee (who shall chair the Committee), two Officer Trustees, the Students' Union Chair, one Member of Leicester 100, the Chief Executive and a person nominated by the University of Leicester. Its remit shall include ensuring the correct balance of Trustees bringing the appropriate skills and attributes for the Charity to meet its objectives, particularly the matters set out in article 4;
5.1.32 <b>"Officer Trustee"</b>	a Trustee elected in accordance with Article 37.1;
5.1.33 <b>"Policy"</b>	representative and campaigning policy recommended by Referenda, General Meeting and the Leicester 100;
5.1.34 <b>"RAG"</b>	the raising and giving group which develops students by providing them with an opportunity to raise funds for charitable causes;

5.1.35 <b>“Referendum”</b>	a ballot in which all Members of the Union are entitled to cast a vote, the protocol for which shall be set out in the By-Laws;
5.1.36 <b>“Remuneration and HR Committee”</b>	the Committee set up in accordance with the Unions By-Laws to develop and recommend the Unions staffing policies; to agree the Chief Executives targets and pay; and to receives reports on any staffing matters that require monitoring;
5.1.37 <b>“Secure Petition”</b>	a written request to the Union which shall be fixed in a pre-arranged place or places or held securely on-line;
5.1.38 <b>“Senior Staff”</b>	means those Members of the Unions staff defined as senior by the Chief Executive and the Trustee Board;
5.1.39 <b>“Special Resolution”</b>	any resolution that requires a majority greater than the simple majority required for an ordinary Resolution. Those resolutions that require a greater majority are detailed by the prevailing Companies Act;
5.1.40 <b>“Student”</b>	any individual who is formally registered for an approved programme of study provided by the University of Leicester. For the avoidance of doubt, the University of Leicester shall determine whether or not an individual has student status;
5.1.41 <b>“Leicester 100”</b>	the broadly representative panel of students drawn from the Student Body with the ability to recommend Policy for approval by the Trustee Board. It is run in accordance with the By-Laws of the Union;
5.1.42 <b>“Student Trustee”</b>	a Trustee elected in accordance with Article 38.1 who is a Student and who, for the avoidance of doubt, shall not be a major union office holder for the purposes of Section 22 of the Education Act;
5.1.43 <b>“Subsidiary Company”</b>	any company in which the Union holds more than 50% of the shares, controls more than 50% of the voting rights attached to the shares or has the right to

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|   | appoint a majority of the Board of the company;  |
| 5.1.44 <b>“Trustee” and “Trustees”</b>      | the Officer Trustees, the Student Trustees, and the External Trustees;   |
| 5.1.45 <b>“Union”</b>                       | the University of Leicester Students’ Union;   |
| 5.1.46 <b>“Students’ Union Chair”</b>       | the student recruited to chair the Leicester 100, General Meetings and any committees as required by the Unions By-Laws, and who shall not hold any other position or office within the Union;     |
| 5.1.47 <b>“Writing”</b>                     | the representation or reproduction of words, symbols or other information in a visible form by any method or combination of methods, whether sent or supplied in electronic form or otherwise; and |
| 5.1.48 <b>“The University of Leicester”</b> | the University of Leicester incorporated by Royal Charter in 1958, and, unless context dictates otherwise, its representative will be the University Registrar and Secretary.                      |
- 5.2 Words importing the singular shall include the plural and vice versa and words importing the masculine shall include the feminine and vice versa.
- 5.3 Subject to Article 5.4, any reference in these Articles to an enactment includes a reference to that enactment as re-enacted or amended from time to time and to any subordinate legislation made under it.
- 5.4 Unless the context otherwise requires, other words or expressions contained in these Articles bear the same meaning as in the Companies Act 2006 as in force on the date when these Articles become binding on the Union.



## **PART 2**

### **KEY CONSTITUTIONAL PROVISIONS**

#### **6. Definitions and Interpretation**

The meanings of any defined terms used in these Articles are set out in Part 1. If any dispute arises in relation to the interpretation of these Articles or any of the By-Laws, it shall be resolved by the Board of Trustees.

#### **7. Name**

The name of the company is the University of Leicester Students' Union. In these Articles it is called "the Union".

#### **8. Registered office**

The registered office of the Union is situated in England and Wales.

#### **9. Objects**

The objects of the Union are the advancement of education of Students at the University of Leicester for the public benefit by:

- 9.1 promoting the interests and welfare of Students at the University of Leicester during their course of study and representing, supporting and advising Students;
- 9.2 being the recognised representative channel between Students and the University of Leicester and any other external bodies; and
- 9.3 providing social, cultural, sporting and recreational activities, and forums for discussions and debate for the personal development of its Students.

#### **10. Powers**

To further its objects, but not to further any other purpose, the Union may:

- 10.1 provide services and facilities for Members;
- 10.2 establish, support, promote and operate a network of student activities for Members;
- 10.3 support any RAG or similar fundraising activities carried out by its Members for charitable causes, including the provision of administrative support, banking facilities and acting as a holding trustee of any funds raised;
- 10.4 alone or with other organisations:
  - (a) carry out campaigning activities;
  - (b) seek to influence public opinion; and

- (c) make representations to, and seek to influence, governmental and other bodies and institutions

regarding the reform, development and implementation of appropriate policies, legislation and regulations, provided that all such activities shall be confined to the activities which an English and Welsh charity may properly undertake and provided that the Union complies with the Education Act and any guidance published by the Charity Commission;

- 10.5 write, make, commission, print, publish or distribute materials or information or assist in its activities;
- 10.6 promote, initiate, develop or carry out education and training and arrange, provide or assist with exhibitions, lectures, meetings, seminars, displays or classes;
- 10.7 promote, encourage, carry out or commission research, surveys, studies or other work and, where appropriate, publish results;
- 10.8 provide or procure the provision of advice, counselling, guidance, representation and advocacy;
- 10.9 co-operate with other charities and bodies and exchange information and advice with them;
- 10.10 become a Member, affiliate or associate of other charities and bodies;
- 10.11 support, set up or amalgamate with other charities with objects similar to the Union's objects, and act as or appoint trustees, agents, nominees or delegates to control and manage such charities (including without limitation to act as trustee of any charitable trust of permanent endowment property held for any of the charitable purposes included in the Union's objects);
- 10.12 purchase or acquire all or any of the property, assets, liabilities and engagements of any charity with objects similar to the Union's objects;
- 10.13 pay out of the funds of the Union the costs of forming and registering the Union;
- 10.14 raise funds and invite and receive contributions from any person provided that the Union shall not carry out any taxable trading activities in raising funds;
- 10.15 borrow and raise money on such terms and security as the Union may think suitable including for the purposes of investment or of raising funds (but only in accordance with the restrictions imposed by the various Charities Acts);
- 10.16 purchase, lease, hire or receive property of any kind including land, buildings and equipment and maintain and equip it for use;
- 10.17 sell, manage, lease, mortgage, exchange, dispose of or deal with all or any of its property (but only in accordance with the restrictions imposed by the various Charities Acts);

- 10.18 enter into contracts to provides services to or on behalf of other bodies;
- 10.19 undertake and execute charitable trusts;
- 10.20 accept (or disclaim) gifts of money and any other property;
- 10.21 raise funds by way of subscription, donation or otherwise;
- 10.22 make grants or loans of money and give guarantees;
- 10.23 set aside funds for special purposes or as reserves against future expenditure;
- 10.24 invest and deal with the Union's money not immediately required for its objects in any investments, securities, or property;
- 10.25 delegate the management of investments to an appropriately experienced and qualified Financial Expert provided that:
  - (a) the investment policy is set down in writing for the Financial Expert by the Trustees;
  - (b) every transaction is reported promptly to the Trustees;
  - (c) the performance of the investments is reviewed regularly by the Trustees;
  - (d) the Trustees are entitled to cancel the delegation at any time;
  - (e) the investment policy and the delegation arrangements are reviewed at least once a year;
  - (f) all payments due to the Financial Expert are on a scale or at a level which is agreed in advance and are notified promptly to the Trustees once known; and
  - (g) the Financial Expert may not do anything outside the powers of the Trustees;
- 10.26 arrange for investments or other property of the Union to be held in the name of a nominee (being a company or a limited liability partnership registered or having an established place of business in England and Wales) under the control of the Trustees or a Financial Expert acting under their instructions and to pay any reasonable fee required;
- 10.27 lend money and give credit, take security for such loans or credit and guarantee or give security for the performance of contracts by any person or company;
- 10.28 open and operate banking accounts and other facilities for banking and draw, accept, endorse, negotiate, discount, issue or execute negotiable instruments such as promissory notes or bills of exchange;
- 10.29 trade in the course of carrying out any of its objects and carry on any other trade which is not expected to give rise to taxable profits;

- 10.30 establish or acquire subsidiary companies to carry on any trade;
- 10.31 subject to Article 11 (Limitation on private benefits), employ and pay employees and professionals or other advisers;
- 10.32 grant pensions and retirement benefits to employees of the Union and to their dependants and subscribe to funds or schemes for providing pensions and retirement benefits for employees of the Union and their dependants;
- 10.33 pay out of the funds of the Union the cost of any premium in respect of any indemnity insurance to cover the liability of the Trustees (or any of them) which by virtue of any rule of law would otherwise attach to them in respect of any negligence, default, breach of trust or breach of duty of which they may be guilty in relation to the Union, including without limitation any liability to make a contribution to the Union's assets as specified in section 214 of the Insolvency Act 1986 (wrongful trading), provided that no such insurance shall extend to:
- (a) any claim arising from any liability incurred by the Trustees to pay a fine imposed in criminal proceedings or a sum payable to a regulatory authority by way of a penalty in respect of non-compliance with any requirement of a regulatory nature (however arising);
  - (b) any liability incurred by the Trustees in defending any criminal proceedings in which the Trustees are convicted of an offence arising out of any fraud or dishonesty, or wilful or reckless misconduct;
  - (c) any liability incurred by the Trustees to the Union that arises out of any conduct which the Trustees knew (or must reasonably be assumed to have known) was not in the interests of the Union or in the case of which they did not care whether it was in the best interests of the Union or not; or
  - (d) in relation to any liability to make a contribution to the Union's assets as specified in section 214 of the Insolvency Act 1986; any liability to make such a contribution where the basis of the Trustee's liability is their knowledge prior to the insolvent liquidation of the Union (or reckless failure to acquire that knowledge) that there was no reasonable prospect that the Union would avoid going into insolvent liquidation; and
- 10.34 do all such other lawful things as shall further the Union's objects.

## **11. Limitation on private benefits**

- 11.1 The income and property of the Union shall be applied solely towards the promotion of its objects.
- 11.2 Except as provided below no part of the income and property of the Union may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any Member of the Union. This shall not prevent any payment in good faith by the Union of:

- 11.2.1 any payments made to any Member in their capacity as a beneficiary of the Union;
  - 11.2.2 reasonable and proper remuneration to any Member for any goods or services supplied to the Union provided that if such Member is a Trustee Article 11.3 shall apply;
  - 11.2.3 interest at a reasonable and proper rate on money lent by any Member to the Union; and
  - 11.2.4 any reasonable and proper rent for premises let by any Member to the Union.
- 11.3 Except as provided below no Trustee may sell goods, services or any interest in land to the Union; be employed by, or receive any remuneration from, the Union; or receive any other financial benefit from the Union. This shall not prevent any payment in good faith by the Union of:
- 11.3.1 any payments made to any Trustee or Connected Person in their capacity as a beneficiary of the Union;
  - 11.3.2 reasonable and proper out of pocket expenses of the Trustees;
  - 11.3.3 reasonable and proper remuneration to any Officer Trustee or Connected Person for any goods or services supplied to the Union on the instructions of the Trustees provided that:
    - (a) for the avoidance of doubt, the authorisation under this provision shall extend to the remuneration of Officer Trustees and Connected Persons under contracts of employment with the Union;
    - (b) subject to Article 11.3.3(a), the authorisation under this provision shall not extend to the service of acting as Trustee;
    - (c) if the person being remunerated is a Trustee the procedure described in Article 62 (Conflicts of Interest) must be followed in considering the appointment of the Trustee and in relation to any other decisions regarding the remuneration authorised by this provision;
    - (d) if the person being remunerated is a Connected Person the procedure described in Article 62 (Conflicts of Interest) must be followed by the relevant Trustee in relation to any decisions regarding such Connected Person;
    - (e) subject to Article 6.6, this provision may not apply to more than half of the Trustees in any financial year (and for these purposes such provision shall be treated as applying to a Trustee if it applies to a person who is a Connected Person in relation to that Trustee); and
    - (f) at all times the provisions of the Education Act are complied with;

- 11.3.4 interest at a reasonable and proper rate on money lent by any Trustee or Connected Person to the Union;
  - 11.3.5 any reasonable and proper rent for premises let by any Trustee or Connected Person to the Union;
  - 11.3.6 reasonable and proper premiums in respect of indemnity insurance effected in accordance with Article 10.33;
  - 11.3.7 any payments made to any Trustee or officer under the indemnity provisions set out at Article 75; and
  - 11.3.8 any payments authorised in writing by the Charity Commission.
- 11.4 In Articles 11.2 and 11.3, references to the Union shall be read as references to the Union and/or any Subsidiary Company.
- 11.5 For any transaction authorised by Article 11.3 or Article 11.4, the Trustee's duty (arising under the Companies Act 2006) to avoid a conflict of interest with the Union shall be dis-applied provided the relevant provisions of Article 11.3 or Article 11.4 have been complied with.
- 11.6 Where a vacancy arises on the Board of Trustees with the result that Article 11.3.3 applies to more than half of the Trustees, the Union may continue to pay remuneration to its Officer Trustees and any Connected Persons receiving remuneration in accordance with Article 11.3.3 provided that the Union uses all reasonable endeavours to fill the vacancy as soon as possible.

## **12. Liability of Members**

The liability of each Member is limited to £1, being the amount that each Member undertakes to contribute to the assets of the Union in the event of its being wound up while they are a Member or within one year after they cease to be a Member, for:

- 12.1 payment of the Union's debts and liabilities contracted before they cease to be a Member;
- 12.2 payment of the costs, charges and expenses of winding up; and
- 12.3 adjustment of the rights of the contributories among themselves.

## **13. Dissolution**

If any property remains after the Union has been wound up or dissolved and all debts and liabilities have been satisfied, it shall not be paid to or distributed among the Members of the Union. It shall instead be given or transferred to some other charitable institution or institutions having similar objects to those of the Union and which prohibits the distribution of its or their income and property among its or their members to an extent at least as great as these Articles impose upon the Union. The

institution or institutions which are to benefit shall be chosen by the Trustees of the Union at or before the time of winding up or dissolution.

**14. Reviewing and Amending the Articles**

14.1 The University of Leicester and the Trustee Board shall review the provisions of the Union's Articles of Association at intervals of not more than five years, as required by the 1994 Education Act.

14.2 Where there are proposed amendments to the Union's Articles of Association, there shall be a review group established jointly with the Board and University of Leicester which shall make recommendations for approval by a special motion to a General Meeting, Trustee Board and University Council.

**PART 2  
MEMBERS**

***BECOMING AND CEASING TO BE A MEMBER***

**15. Becoming a Member**

15.1 Until and including the Effective Date, the subscribers to the Memorandum shall be the Members of the Union. Thereafter, the Members of the Union shall be as follows:

15.1.1 each and every Student who has not opted out by notifying the University of Leicester that they wish not to be a Member of the Union other than a Student who has been expelled from membership in accordance with Article 16.4; and

15.1.2 the Officer Trustees of the Union.

15.2 The names of the Members of the Union shall be entered in the register of Members maintained by the Trustees.

15.3 Members of the Union shall be entitled to the benefits set out in the Code of Practice.

**16. Termination of Membership**

Membership shall not be transferable and shall cease on death, also a Member shall cease to be a Member of the Union if:

16.1 they cease to be a registered Student of the University of Leicester;

16.2 they cease to be an Officer Trustee;

16.3 they opt out of membership by giving written notice to the University in accordance with the Unions By-Laws; or

16.4 in the case of Members other than the Officer Trustees, a resolution is passed at a meeting of the Trustees at which at least half of the Trustees are present resolving that the Member be expelled on the ground that their continued membership is not in the best interest of the Union and is harmful to or is likely to become harmful to the interests of the Union. Such a resolution shall not be passed unless the Member has been given at least 14 Clear Days' notice that the resolution is to be proposed, specifying the circumstances alleged to justify expulsion, and has been afforded a reasonable opportunity of being heard by or of making written representations to the Trustees.

16.5 In the event of a Member being expelled from membership there will be an automatic right of appeal to the Appeals Panel.

**17. Associate members**

The Leicester 100 may establish such classes of associate membership with such description and with such rights and obligations as they think fit and may admit and remove such associate Members in accordance with the By-Laws provided that no such associate Members shall be Members of the Union for the purposes of the Articles or the Companies Acts.

***REFERENDA***

**18. Referenda**

18.1 A Referendum may be called on any issue by:

18.1.1 a resolution of the Trustees;

18.2 A Referendum may be recommended to the Policy Sub-Committee by a:

18.2.1 Proposal presented to the Leicester 100 that receives over fifty percent but less than a two thirds positive majority; or

18.2.2 Two thirds majority yes vote of the Leicester 100 stating that they wish to refer a proposal to a referendum

18.2.3 a Secure Petition signed by at least 200 Members.

18.3 Subject to Article 45.3, a resolution may only be passed by Referendum if at least 5% or 1000, whichever is the greater of Members cast a vote in the Referendum and a majority of the votes cast are in favour of the resolution.

18.4 Referenda shall be conducted in accordance with these Articles and the By-Laws.

18.5 Subject to Article 45.3, the Members may set Policy by Referenda. Policy set by Referenda may overturn Policy set by the Leicester 100 but not Policy set by the Members in general meeting.

***ORGANISATION OF GENERAL MEETINGS***



## **19. General meetings**

The Trustees may call a general meeting at any time. The Trustees must call a general meeting if:

- 19.1 requested to do so by the Members provided such request is signed by at least 10% of Members having the right to attend and vote at general meetings;
- 19.2 required to do so by the Members under the Companies Acts; or
- 19.3 requested to do so by the Leicester 100 provided such request has been approved by a two thirds positive majority vote of the Leicester 100.

## **20. Location of meetings**

All general meetings may be carried out at one single venue or simultaneously at a number of separate venues with a video, audio or other real-time link between all of the venues.

## **21. Length of notice**

All general meetings shall be called by either:

- 21.1 at least 14 Clear Days' notice; or
- 21.2 shorter notice if it is so agreed by a majority in number of the Members having a right to attend and vote at that meeting. Any such majority shall together represent at least 95% of the total voting rights at that meeting of all the Members.

## **22. Contents of notice**

- 22.1 Every notice calling a general meeting shall specify the place, date, day and time of the meeting, whether it is a general or an annual general meeting, and the general nature of the business to be transacted. If a special resolution is to be proposed, the notice shall include the proposed resolution and specify that it is proposed as a special resolution. In every notice calling a meeting of the Union there must appear with reasonable prominence a statement informing the Member of their rights to appoint another person as their proxy at a general meeting.

## **23. Service of notice**

- 23.1 Notice of general meetings shall be given to every Member, to the Trustees, to any honorary officer(s) and to the auditors of the Union.
- 23.2 The proceedings at a meeting shall not be invalidated because a person who was entitled to receive notice of the meeting did not receive it because of an accidental omission by the Union.

## **24. Quorum**

- 24.1 No business shall be transacted at any general meeting unless a quorum is present.
- 24.2 150 persons entitled to vote upon the business to be transacted (each being a Member or a proxy for a Member) shall be a quorum.
- 24.3 If a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall stand adjourned to the same day in the next week at the same time and place or to such other day, time and place as the Trustees may determine and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting those present and entitled to vote shall be a quorum.

**25. Chairing general meetings**

The Union Speaker shall preside as chair of the meeting. In their absence the Members present and entitled to vote shall choose one of their number to be chair of the meeting save that a proxy holder who is not a Member entitled to vote shall not be entitled to be appointed chair of the meeting.

**26. Attendance and speaking by Trustees and non-Members**

- 26.1 A Trustee may, even if not a Member, attend and speak at any general meeting.
- 26.2 An honorary officer may, even if not a Member, attend and speak at any general meeting.
- 26.3 The chair of the meeting may permit other persons who are not Members of the Union to attend and speak at any general meeting.
- 26.4 Trustees that are not Members, Honorary Officers who are not Members and any other invited persons who are not Members may not vote at any general meeting.

**27. Adjournment**

- 27.1 The chair of the meeting may adjourn a general meeting at which a quorum is present if:
  - 27.1.1 the meeting consents to an adjournment; or
  - 27.1.2 it appears to the chair of the meeting that an adjournment is necessary to protect the safety of any person attending the meeting or to ensure that the business of the meeting is conducted in an orderly manner.
- 27.2 The chair of the meeting must adjourn a general meeting if directed to do so by the meeting.
- 27.3 When adjourning a general meeting, the chair of the meeting must:

- 27.3.1 either specify the time and place to which it is adjourned or state that it is to continue at a time and place to be fixed by the Trustees; and
  - 27.3.2 have regard to any directions as to the time and place of any adjournment which have been given by the meeting.
- 27.4 If the continuation of an adjourned meeting is to take place more than 14 days after it was adjourned, the Union must give at least seven clear days' notice of it:
  - 27.4.1 to the same persons to whom notice of the Union's general meetings is required to be given; and
  - 27.4.2 containing the same information which such notice is required to contain.
- 27.5 No business may be transacted at an adjourned general meeting which could not properly have been transacted at the meeting if the adjournment had not taken place.

### ***VOTING AT GENERAL MEETINGS***

#### **28. Voting: general**

A resolution put to the vote of a general meeting must be decided on a show of hands unless a poll is duly demanded in accordance with the Articles.

#### **29. Poll**

##### **29.1 A poll on a resolution may be demanded:**

- 29.1.1 in advance of the general meeting where it is to be put to the vote; or
- 29.1.2 at a general meeting, either before a show of hands on that resolution or immediately after the result of a show of hands on that resolution is declared.

##### **29.2 A poll may be demanded by:**

- 29.2.1 the chair of the meeting;
- 29.2.2 the Trustees;
- 29.2.3 two or more persons having the right to vote on the resolution;
- 29.2.4 any person who, by virtue of being appointed proxy for one or more Members having the right to vote at the meeting, holds two or more votes; or
- 29.2.5 a person or persons representing not less than one tenth of the total voting rights of all the Members having the right to vote on the resolution.

##### **29.3 A demand for a poll may be withdrawn if:**

- 29.3.1 the poll has not yet been taken; and

29.3.2 the chair of the meeting consents to the withdrawal.

29.4 Polls must be taken immediately and in such manner as the chair of the meeting directs.

**30. Voting**

30.1 On a show of hands every person present and entitled to vote shall have a maximum of one vote. On a poll every Member present in person or by proxy shall have one vote.

30.2 In the case of an equality of votes, whether on a show of hands or on a poll, the chair of the meeting shall be entitled to a casting vote only.

**31. Errors and disputes**

31.1 No objection may be raised to the qualification of any person voting at a general meeting except at the meeting or adjourned meeting at which the vote objected to is tendered, and every vote not disallowed at the meeting is valid.

31.2 Any such objection must be referred to the chair of the meeting whose decision is final.

**32. Content of proxy notices**

32.1 Proxies may only validly be appointed by a notice in writing (a "proxy notice") which:

32.1.1 states the name and address of the Member appointing the proxy;

32.1.2 identifies the person appointed to be that Member's proxy and the general meeting in relation to which that person is appointed;

32.1.3 is signed by or on behalf of the Member appointing the proxy, or is authenticated in such manner as the Trustees may determine; and

32.1.4 is delivered to the Union in accordance with the Articles and any instructions contained in the notice of the general meeting to which they relate.

32.2 The Union may require proxy notices to be delivered in a particular form, and may specify different forms for different purposes.

32.3 Proxy notices may specify how the proxy appointed under them is to vote (or that the proxy is to abstain from voting) on one or more resolutions.

32.4 Unless a proxy notice indicates otherwise, it must be treated as:

32.4.1 allowing the person appointed under it as a proxy discretion as to how to vote on any ancillary or procedural resolutions put to the meeting; and

32.4.2 appointing that person as a proxy in relation to any adjournment of the general meeting to which it relates as well as the meeting itself.

**33. Amendments to resolutions**

33.1 An ordinary resolution to be proposed at a general meeting may be amended by ordinary resolution if:

33.1.1 notice of the proposed amendment is given to the Union in writing by a person entitled to vote at the general meeting at which it is to be proposed not less than 48 hours before the meeting is to take place (or such later time as the chair of the meeting may determine); and

33.1.2 the proposed amendment does not, in the reasonable opinion of the chair of the meeting, materially alter the scope of the resolution.

33.2 A special resolution to be proposed at a general meeting may be amended by ordinary resolution, if:

33.2.1 the chair of the meeting proposes the amendment at the general meeting at which the resolution is to be proposed; and

33.2.2 the amendment does not go beyond what is necessary to correct a grammatical or other non-substantive error in the resolution.

33.3 If the chair of the meeting, acting in good faith, wrongly decides that an amendment to a resolution is out of order, the chair's error does not invalidate the vote on that resolution.

**WRITTEN RESOLUTIONS**

**34. Written Resolutions**

34.1 Subject to Article 34.5, a written resolution of the Union passed in accordance with this Article 34 shall have effect as if passed by the Union in general meeting.

34.2 A written resolution is passed as an ordinary resolution if it is passed by a simple majority of the total voting rights of eligible Members.

34.3 A written resolution is passed as a special resolution if it is passed by Members representing not less than 75% of the total voting rights of eligible Members. A written resolution is not a special resolution unless it states that it was proposed as special resolution.

34.4 In relation to a resolution proposed as a written resolution of the Union the eligible Members are the Members who would have been entitled to vote on the resolution on the Circulation Date of the resolution.

34.5 A Members' resolution under the Companies Acts removing a Trustee or an auditor before the expiration of their term of office may not be passed as a written resolution.

- 34.6 A copy of the written resolution must be sent to every Member together with a statement informing the Member how to signify their agreement to the resolution and the date by which the resolution must be passed if it is not to lapse. Communications in relation to written resolutions shall be sent to the Union's auditors in accordance with the Companies Acts.
- 34.7 A Member signifies their agreement to a proposed written resolution when the Union receives from them an authenticated document identifying the resolution to which it relates and indicating their agreement to the resolution provided that:
- 34.7.1 if the document is sent to the Union in hard copy form, it is authenticated if it bears the Member's signature; and
- 34.7.2 if the document is sent to the Union by electronic means, it is authenticated if the identity of the Member is confirmed in a manner specified by the Trustees.
- 34.8 A written resolution is passed when the required majority of eligible Members have signified their agreement to it.
- 34.9 A proposed written resolution lapses if it is not passed within 48 days beginning with the Circulation Date.

### **PART 3**

#### **TRUSTEES**

##### ***APPOINTMENT AND RETIREMENT OF TRUSTEES***

#### **35. Composition of the Board of Trustees**

All vacancies of any category of Trustee shall be filled in accordance with these Articles and any related By-Laws and regulations and shall be filled at the earliest reasonable opportunity.

#### **36. Appointment of Trustees**

Those persons notified to the Registrar of Companies as the first directors of the Union shall be the first Trustees until and including the Effective Date. Thereafter, the Trustees shall be made up of the following persons:

- 36.1 not more than four Officer Trustees, elected in accordance with Article 37;
- 36.2 not more than three Student Trustee, appointed in accordance with Article 38;
- 36.3 not more than five External Trustees, appointed in accordance with Article 39.

#### **37. Officer Trustees**

- 37.1 Up to four Officer Trustees shall be elected by secret ballot by the Members of the Union at an election to be held in accordance with the By-Laws. The Officer Trustees

shall be elected to posts, one of whom shall be designated the Lead Officer Trustee, as set out in the By-Laws.

- 37.2 The Officer Trustees shall remain in office for a term of one year commencing in accordance with the By-Laws. The term of office may be shorter or longer on a transitional basis to coincide with an alteration of the academic year. Subject to a transitional change in the year of office, an Officer Trustee may be re-elected for a maximum further term of one year by the Members of the Union at an election to be held in accordance with the By-Laws. For the avoidance of doubt, an Officer Trustee's terms of office may be either consecutive or non-consecutive.
- 37.3 Every potential Officer Trustee must have been either an Officer Trustee or a registered student for a reasonable period, as set out in the relevant Election Regulations that have been agreed upon by the Policy Sub-Committee. An Officer Trustee shall become a Member of the Union on commencement of their appointment or re-appointment as an Officer Trustee. Such membership shall cease when the Officer Trustee ceases to be an Officer Trustee.
- 37.4 The Officer Trustees shall be deemed to be "major union office holders" for the purposes of Section 22 of the Education Act.
- 37.5 At the same time as commencing the term of office as a Trustee, an Officer Trustee will enter into a contract of employment with the Union for a term to be determined by the By-Laws. The duties and method of remuneration of each Officer Trustee shall be as set out in the By-Laws.

#### **38. Student Trustees**

- 38.1 Up to three Student Trustee shall be appointed by a simple majority vote of the Nominations Committee.
- 38.2 A Student Trustee must be a student at the time of their recruitment and shall continue to be a student for the duration of their term as a Student Trustee. They will not be remunerated for their role of Trustee and may not hold any other offices or positions of responsibility within the Union.
- 38.3 A Student Trustee shall remain in office for a term of one year commencing in accordance with the By-Laws. The term of office may be shorter or longer on a transitional basis to coincide with the alteration of the academic year.
- 38.4 A Student Trustee may serve a maximum of five terms that may either be consecutive or non-consecutive.

#### **39. External Trustees**

- 39.1 Up to five External Trustees shall be appointed by a simple majority vote of the Nominations Committee.

39.2 Unless their appointment is terminated in accordance with Articles 40 to 43, External Trustees shall remain in office for a term of up to four years commencing in accordance with the By-Laws.

39.3 External Trustees may serve for a maximum of two terms that may either be consecutive or non-consecutive.

#### **40. Disqualification, Resignation and Removal of Trustees**

The office of a Trustee shall be vacated if:

40.1 that person ceases to be a Trustee by virtue of any provision of the Companies Act 2006 or is prohibited from being a company director by law;

40.2 they become prohibited by law from being a charity trustee;

40.3 in the case of an Officer Trustee, they cease to be an employee of the Union;

40.4 in the case of a Student Trustee, they cease to be a Student;

40.5 they resign by notice to the Union (but only if at least five Trustees will remain in office when the notice of resignation is to take effect), and that resignation has been accepted by the remaining Trustees;

40.6 the Trustees reasonably believe that they are suffering from mental or physical disorder and is incapable of acting as a Trustee and they resolve that they be removed from office;

40.7 they fail to attend three consecutive meetings of the Trustees and in the opinion of the Trustees there are no mitigating circumstances for that failure and the Trustees therefore resolve that they be removed for this reason;

40.8 they are removed from office under Article 41 or 42; or

40.9 they are removed as a Member under Article 16.4.

#### **41. Removal of Trustees by the Leicester 100**

41.1 The office of Trustee shall be vacated if a motion of no confidence in the Trustee is passed by a two-thirds majority in a vote of the Leicester 100.

#### **42. Suspension of Trustees by the Board**

42.1 The office of Trustee shall be suspended if a majority resolution of no confidence is passed by the Trustees. For the avoidance of doubt, the Trustee concerned and any Trustee who has a Conflict of Interest in relation to the matter shall not vote on this resolution and the quorum shall be adjusted accordingly in accordance with Article 58. The Trustees must, at all times, ensure such action is taken for reasonable causes.



- 42.2 The resolution of no confidence shall then be presented to the Leicester 100 to consider a motion of no confidence, which, if passed, would cause the Trustee to be removed from office.
- 42.3 If the Leicester 100 does not pass the vote of no confidence the Trustee will continue their role as a Trustee.
43. **Rights of Removed Trustee**
- 43.1 A resolution to remove a Trustee in accordance with Article 41 shall not be passed unless the Trustee concerned has been given at least 14 Clear Days' notice in writing that the resolution is to be proposed, specifying the circumstances alleged to justify removal from office, and has been afforded a reasonable opportunity of being heard by or, at the option of the Trustee concerned, of making written representations to the Trustees.
- 43.2 A Trustee removed from office in accordance with Article 41 shall be entitled to appeal the decision to remove them to the Appeals Panel within 14 days of the resolution.
44. **Replacement of Trustees**
- 44.1 If an Officer Trustee resigns, is disqualified, their employment ceases, or are removed from office at any time, the vacancy that results on the Board of Trustees shall be filled in accordance with the By-Laws.
- 44.2 If a Student Trustee resigns, is disqualified or is removed from office, a Student may be recruited to the vacancy in accordance with Article 38.
- 44.3 If an External Trustee resigns, is disqualified or is removed from office, an External Trustee shall be appointed to the vacancy in accordance with Article 39.1.

### ***TRUSTEES' POWERS AND RESPONSIBILITIES***

45. **Trustees' general authority**
- 45.1 The Board of Trustees shall be ultimately responsible for the management and administration of the Union and (subject to the Education Act, these Articles and the By-Laws) may exercise all the powers of the Union.
- 45.2 The Board's powers under Article 45.1 shall include but not be limited to responsibility for:
- 45.2.1 the governance of the Union;
- 45.2.2 the budget of the Union; and
- 45.2.3 the strategy of the Union and its associated statements of operational policy.

45.3 The Board of Trustees may override any decision or Policy made by the Members by ordinary resolution in general meeting or by Referendum or by the Leicester 100 which the Trustees consider (in their absolute discretion):

45.3.1 has or may have any potentially adverse financial implications for the Union;

45.3.2 is or may be in breach of, contrary to or otherwise inconsistent with charity or education law or any other legal requirements (including ultra vires);

45.3.3 is not or may not be in the best interests of the Union or all or any of its charitable objects; or

45.3.4 will or may otherwise affect the discharge of any or all of the responsibilities referred to in Article 45.2.

45.4 No alteration of these Articles or the By-Laws shall invalidate any prior act of the Trustees which would have been valid if that alteration had not been made.

45.5 All acts done by a meeting of Trustees, or of a committee of the Trustees, shall be valid, even if it is later discovered that any Trustee who participated in the vote:

45.5.1 was not properly appointed;

45.5.2 was disqualified from holding office;

45.5.3 had vacated office; or

45.5.4 was not entitled to vote.

46. **Trustees may delegate**

46.1 Subject to the Articles, the Trustees may delegate any of their powers or the implementation of any of their resolutions to such person or committee; by such means (including by power of attorney); to such an extent;

46.1.1 in relation to such matters or territories; and

46.1.2 on such terms and conditions as they think fit

46.2 all delegations shall be revocable at any time.

46.3 If the Trustees so specify, any such delegation may authorise further delegation of the Trustees' powers by any person to whom they are delegated.

47. **Powers reserved to the Board**

47.1 The following matters are reserved by the Board of Trustees and cannot be delegated:

47.1.1 Approval of the appointment or removal of the Chief Executive

47.1.2 Approval of the annual accounts

47.1.3 Approval of accounting policies

47.1.4 Approval of the strategic plan and annual plans

47.1.5 All authority to delegate the powers or responsibilities of the Board.

**48. Committees**

48.1 In the case of delegation to committees:

48.1.1 the resolution making the delegation shall specify those who shall serve or be asked to serve on such committee (although the resolution may allow the committee to make co-options up to a specified number);

48.1.2 subject to Article 48.3, the composition of any such committee shall be entirely in the discretion of the Trustees and may comprise such of their number (if any) as the resolution may specify;

48.1.3 the deliberations of any such committee shall be reported regularly to the Trustees and any resolution passed or decision taken by any such committee shall be reported promptly to the Trustees and for that purpose every committee shall appoint a secretary;

48.1.4 no committee shall knowingly incur expenditure or liability on behalf of the Union except where authorised by the Trustees or in accordance with a budget which has been approved by the Trustees.

48.2 The Trustees shall establish the following committees (which is a non-exhaustive list) in accordance with their powers under Articles 46 and 48.1:

48.2.1 Management Board (as further described in Article 50);

48.2.2 Nominations Committee;

48.2.3 Finance Committee; and

48.2.4 Remuneration and HR Committee.

48.2.5 Policy Sub-Committee

48.3 For the avoidance of doubt, the Trustees may (in accordance with Articles 46 and 48.1) delegate all financial matters to any committee provided that such committee shall include at least one Trustee. The Trustees may empower such committee to resolve upon the operation of any bank account according to such mandate as it shall think fit provided that the signature of at least one Trustee shall be required for cheques above a certain amount as set out in the By-Laws and provided always that no committee shall incur expenditure on behalf of the Union except in accordance with a budget which has been approved by the Trustees.

- 48.4 The meetings and proceedings of any committee shall be governed by the Articles regulating the meetings and proceedings of the Trustees so far as applicable and not superseded by any By-Laws.

**49. Delegation of day-to-day management powers to the Chief Executive**

In the case of delegation of the day-to-day management of the Union to the Chief Executive:

- 49.1 the delegated power shall be to manage the Union by implementing the policy and strategy adopted by and within a budget approved by the Trustees and if applicable to advise the Trustees in relation to such policy, strategy and budget;
- 49.2 the Trustees shall provide the Chief Executive with a description of their role and the extent of the authority;
- 49.3 the Chief Executive shall report regularly to the Trustees on the activities undertaken in managing the Union and provide them regularly with management accounts sufficient to explain the financial position of the Union; and
- 49.4 the Trustees shall provide the Chief Executive with a performance management structure to aid their work plan and development.

**50. Management Board**

- 50.1 Unless the Trustees determine otherwise, the Management Board shall include as full voting Members:

50.1.1 the Officer Trustees;

50.1.2 the Senior Staff Members of the Union (as agreed by the Trustees); and

50.1.3 other co-opted Members as agreed by the Board of Trustees.

- 50.2 The Management Board's responsibility shall not include the duties of the Trustees as set out in Articles 45 and 47 but shall be responsible for the co-ordination of the Union's activity on a day-to-day basis and to assist the Chief Executive in the operational management of the Union.

- 50.3 The Management Board shall meet in accordance with the By-Laws.

***DECISION-MAKING BY TRUSTEES***

**51. Trustees to take decisions collectively**

Any decision of the Trustees must be either a majority decision at a meeting or a decision taken in accordance with Article 61.

**52. Meetings of the Trustees**

- 52.1 The Trustees shall hold a minimum of four meetings in any Academic Year.
- 52.2 Guests or observers can attend meetings of the Trustees at the discretion the meeting.

**53. Calling a Trustees' meeting**

At the request of two Trustees the Chief Executive shall call a Trustees' meeting.

**54. Length of Notice**

A Trustees' meeting shall be called by at least seven Clear Days' notice unless either:

- 54.1 all the Trustees agree; or
- 54.2 urgent circumstances require shorter notice.

**55. Contents of Notice**

Every notice calling a Trustees' meeting shall specify:

- 55.1 the place, date, day and time of the meeting;
- 55.2 the general particulars of all business to be considered at such meeting; and
- 55.3 if it is anticipated that Trustees participating in the meeting will not be in the same place, how it is proposed that they should communicate with each other during the meeting.

**56. Service of Notice**

Notice of Trustees' meetings shall be given to each Trustee, but need not be in writing. Notice of Trustees' meetings may be sent by electronic means to an address provided by the Trustee for the purpose.

**57. Participation in Trustees' meetings**

- 57.1 Subject to the Articles, Trustees participate in a Trustees' meeting, or part of a Trustees' meeting, when:
  - (a) the meeting has been called and takes place in accordance with the Articles; and
  - (b) they can each communicate to the others any information or opinions they have on any particular item of the business of the meeting.
- 57.2 In determining whether Trustees are participating in a Trustees' meeting, it is irrelevant where any Trustee is or how they communicate with each other.
- 57.3 If all the Trustees participating in a meeting are not in the same place, they may decide that the meeting is to be treated as taking place wherever any of them are.

**58. Quorum for Trustees' meetings**

- 58.1 At a Trustees' meeting, unless a quorum is participating, no proposal is to be voted on, except a proposal to call another meeting.
- 58.2 The quorum for Trustees' meetings until and including the Effective Date shall be three. Thereafter, the quorum for Trustees' meetings may be fixed from time to time by a decision of the Trustees, but it must never be less than five. Unless otherwise fixed, the quorum shall be five and such quorum must include at least one Officer Trustee, one Student Trustee and one External Trustees (where two or more are appointed). Where the resolution or issue under discussion concerns a matter in respect of which some or all of the Trustees have a Conflict of Interest, the quorum shall be four.
- 58.3 If the total number of Trustees for the time being is less than the quorum required, the Trustees must not take any decision other than a decision to increase the number of Trustees including by calling for an election so as to enable the Policy Sub Committee (as the case may be) to elect further Trustees, or for the Nominations Committee to vote on an appointment for ratification by the Leicester 100.

**59. Chair and Deputy Chair**

- 59.1 The Trustees shall appoint an External Trustee to be Chair of the Trustees and may be removed from Office in accordance with Articles 40 to 42.
- 59.2 The Chair shall serve for a maximum of two terms, with the length of the term decided by the Trustee Board, for the avoidance of doubt the term of the Chair cannot extend beyond the normal maximum term of an External Trustee as per Article 39.2 and 39.3
- 59.3 The Lead Officer Trustee shall be the Deputy Chair of the Trustees. The role of the Deputy Chair will be to support, guide and assist the Chair.
- 59.4 In the absence of the Chair and the Deputy Chair, another Trustee appointed by the Trustees present shall preside as chair of the meeting.

**60. Casting vote**

Questions arising at a Trustees' meeting shall be decided by consensus or a majority of votes. In the case of an equality of votes, the chair of the meeting shall be entitled to a casting vote in addition to any other vote they may have.

**61. Decisions without a meeting**

- 61.1 The Trustees may take a unanimous decision without a Trustees' meeting by indicating to each other by any means, including without limitation by electronic means, that they share a common view on a matter. Such a decision may, but need not, take the form of a resolution in writing, copies of which have been signed by each Trustee or to which each Trustee has otherwise indicated agreement in writing.

61.2 A decision which is made in accordance with Article 61.1 shall be as valid and effectual as if it had been passed at a meeting duly convened and held, provided the following conditions are complied with:

61.2.1 approval from each Trustee must be received by one person being either such person as all the Trustees have nominated in advance for that purpose or such other person as volunteers if necessary ("the Recipient"), which person may, for the avoidance of doubt, be one of the Trustees;

61.2.2 following receipt of responses from all of the Trustees, the Recipient shall communicate to all of the Trustees by any means whether the resolution has been formally approved by the Trustees in accordance with this Article;

61.2.3 the date of the decision shall be the date of the communication from the Recipient confirming formal approval; and

61.2.4 the Recipient must prepare a minute of the decision in accordance with Article 70.

**62. Conflicts of interest**

62.1 Whenever a Trustee finds themselves in a situation that is reasonably likely to give rise to a Conflict of Interest, they must declare their interest to the Trustees unless, or except to the extent that, the other Trustees are or ought reasonably to be aware of it already.

62.2 Whenever a matter is to be discussed at a meeting or decided in accordance with Article 61 and a Trustee has a Conflict of Interest in respect of that matter then, subject to Article 63, they must:

62.2.1 remain only for such part of the meeting as in the view of the other Trustees is necessary to inform the debate;

62.2.2 not be counted in the quorum for that part of the meeting ; and

62.2.3 withdraw during the vote and have no vote on the matter.

62.3 If any question arises as to whether a Trustee has a Conflict of Interest, the question shall be decided by a majority decision of the other Trustees.

62.4 When a Trustee has a Conflict of Interest which they have declared to the Trustees, they shall not be in breach of their duties to the Union by withholding confidential information from the Union if to disclose it would result in a breach of any other duty or obligation of confidence owed by them.

**63. Trustees' power to authorise a conflict of interest**

63.1 The Trustees may (subject to such terms as they may impose from time to time, and subject always to their right to vary or terminate such authorisation) authorise, to the fullest extent permitted by law:

63.1.1 any matter which would otherwise result in a Trustee infringing on their duty to avoid a situation in which they have a Conflict of Interest; and

63.1.2 the manner in which a Conflict of Interest arising out of any Trustee's office, employment or position may be dealt with and, for the avoidance of doubt, they can decide that the Trustee with a Conflict of Interest can participate in a vote on the matter and can be counted in the quorum

provided that when deciding to give such authorisation the provisions of Article 63 shall be complied with and provided that nothing in this Article shall have the effect of allowing the Trustees to authorise a benefit that is not permitted in accordance with the Articles.

63.2 If a matter, or office, employment or position, has been authorised by the Trustees in accordance with this Article then, even if they have been authorised to remain at the meeting by the other Trustees, the Trustee may absent themselves from meetings of the Trustees at which anything relating to that matter, or that office, employment or position, will or may be discussed.

63.3 A Trustee shall not be accountable to the Union for any benefit which they derive from any matter, or from any office, employment or position, which has been authorised by the Trustees in accordance with this Article (subject to any limits or conditions to which such approval was subject).

#### **64. Register of Trustees' interests**

The Trustees shall cause a public register of Trustees' interests to be kept. A Trustee must declare the nature and extent of any interest, direct or indirect, which they have in a proposed transaction or arrangement with the Union or in any transaction or arrangement entered into by the Union which has not previously been declared.

### **PART 4**

#### **65 Leicester 100**

65.1 The Leicester 100 shall have the authority to:

65.1.1 represent the interests and opinions of the students at the University of Leicester both within the University and to the wider community;

65.1.2 subject to Article 45.3, set the Policy of the Union and recommend Policy to Referenda of the Members (in accordance with the By-Laws);

65.1.3 establish and delegate functions to such other committees and working groups as may be required and to establish suitable by-laws for the management and terms of reference of such committees and working groups



- 65.1.4 make, repeal and amend the By-Laws jointly with the Trustees in accordance with Article 14
- 65.1.5 appoint associate members in accordance with Article 17 and the By-Laws.
- 65.2 The composition and proceedings of the Leicester 100 shall be set out in the By-Laws.
- 65.3 The Students' Union Chair shall chair Leicester 100 Meeting.
- 65.4 Trustees of the Union may attend Leicester 100 Meetings but may not be voting members of it.

**66. Executive Committee**

- 66.1 The Officer Trustees of the Union shall meet in accordance with the By-Laws of the Union as the Executive Committee.
- 66.2 The responsibility of the Executive Committee shall include:
  - 66.2.1 Promoting the rights of the membership both with the University and in the wider community;
  - 66.2.2 Campaigning on those issues that are relevant and important to the membership;
  - 66.2.3 Co-ordinating the representational functions for the Union and ensuring the views of the membership are heard and understood.
  - 66.2.4 Assuming the powers and duties of the Leicester 100 its other committees during the University vacations.

**PART 5**

**ADMINISTRATIVE ARRANGEMENTS AND MISCELLANEOUS PROVISIONS**

**67. By-Laws**

- 67.1 The Trustees and the Leicester 100 shall have the power from time to time to jointly make, repeal or amend By-Laws as to the management of the Union and its working practices provided that such By-Laws shall not be inconsistent with these Articles.
- 67.2 These By-Laws will include:
  - 67.2.1 The arrangements for the admission and classification of Members of the Union, and the rights and privileges of such Members.
  - 67.2.2 The conduct of Members of the Union in relation to one another, and to the Union's officers, servants and agents.

67.2.3 The procedure at General Meetings and meetings of the Trustees, management committees in so far as such procedure is not regulated by these Articles.

67.2.4 The conduct of elections in so far as such procedure is not regulated by these Articles.

67.2.5 And, generally, all such matters that are commonly the subject matter of Charity and Union rules.

67.3 The Leicester 100 shall present any changes to By-Laws to the Board of Trustees who may refer the changes back to the Leicester 100 for reconsideration. In the event of a dispute regarding the By-Laws the opinion of the Board of Trustees will prevail.

67.4 Those By-Laws that relate to elections and financial procedures will also require the approval of the University in order for it to fulfil its regulatory obligations under the 1994 Education Act.

67.5 The Unions By-Laws and constitution shall be subject to review by the Trustees on a continuing basis, and University at least once in every five years.

67.6 All changes to the By-Laws, once approved, shall have immediate effect.

#### **68. Communications by and to the Union**

68.1 Subject to the provisions of the Companies Acts and these Articles a document or information (including any notice) to be given, sent or supplied to any person may be given, sent or supplied in hard copy form, in Electronic Form or (in the case of communications by the Union) by making it available on a website, provided that:

68.1.1 a document or information (including any notice) may only be given, sent or supplied in Electronic Form where the recipient has agreed (generally or specifically) that the document or information may be sent in that form and has not revoked that agreement; and

68.1.2 a document or information (including any notice) may only be given, sent or supplied by being made available on a website if:

(a) the recipient has agreed (generally or specifically) that the document or information may be sent or supplied in that manner; or

(b) the recipient is deemed to have so agreed in accordance with the Companies Acts.

68.2 Any document or information (including any notice) sent to a Member under the Articles may be sent to the Member's postal address as shown in the Union's register of Members or (in the case of documents or information sent by electronic means) to an address specified for the purpose by the Member, provided that:

- 68.2.1 a Member whose registered address is not within the United Kingdom and who gives to the Union an address within the United Kingdom at which notices may be given to them, or an address to which notices may be sent by electronic means, shall be entitled to have notices given to them at that address, but otherwise no such Member shall be entitled to receive any notice from the Union; and
- 68.2.2 the Union is not required to send notice of a general meeting or a copy of its annual report and accounts to a Member for whom it no longer has a valid address.
- 68.3 Any document to be served on the Union by a Member under the Articles may be served:
- 68.3.1 in the case of documents in hard copy form, by sending or delivering them to the Union's registered office or delivering them personally to an officer or Trustee of the Union; or
- 68.3.2 in the case of documents in Electronic Form, by sending them by electronic means to an address notified to the Members for that purpose provided that the Trustees are satisfied as to the identity of the Member (and the Trustees have discretion to specify how such identity should be confirmed).
- 68.4 A Member present in person or by proxy at any meeting of the Union shall be deemed to have received notice of the meeting and, where requisite, of the purpose for which it was called.
- 68.5 Where any document or information is sent or supplied:
- 68.5.1 by post, service or delivery shall be deemed to be effected at the expiration of 72 hours after the envelope containing it was posted. In proving such service or delivery it shall be sufficient to prove that such envelope was properly addressed and posted;
- 68.5.2 by electronic means to an address specified for the purpose by the intended recipient, service or delivery shall be deemed to be effected on the same day on which it is sent or supplied. In proving such service it shall be sufficient to prove that it was properly addressed; and
- 68.5.3 by means of a website, service or delivery shall be deemed to be effected when:
- (a) the material is first made available on the website; or
  - (b) (if later) when the recipient received or is deemed to have received notification of the fact that the material was available on the website.
- 68.6 Where any document or information has been sent or supplied by the Union by electronic means and the Union receives notice that the message is undeliverable:

68.6.1 if the document or information has been sent to a Member and is notice of a general meeting of the Union or a copy of the annual report and accounts of the Union, the Union is under no obligation to send a hard copy of the document or information to the Member's postal address as shown in the Union's register of Members, but may in its discretion choose to do so; and

68.6.2 in all other cases, the Union will send a hard copy of the document or information to the Member's postal address as shown in the Union's register of Members, or in the case of a recipient who is not a Member, to the last known postal address for that person.

68.6.3 the date of service or delivery of the documents or information shall be the date on which the original electronic communication was sent, notwithstanding the subsequent sending of hard copies.

## **69. Secretary/Chief Executive**

69.1 A Secretary may be appointed by the Trustees for such term at such remuneration and upon such conditions as they may think fit, and may be removed by them. Normally the role of Secretary will be assumed by the Chief Executive. If there is no Secretary/Chief Executive:

69.1.1 anything authorised or required to be given or sent to, or served on, the Union by being sent to its Secretary may be given or sent to, or served on, the Union itself, and if addressed to the Secretary shall be treated as addressed to the Union; and

69.1.2 anything else required or authorised to be done by or to the Secretary of the Union may be done by or to a Trustee, or a person authorised generally or specifically in that behalf by the Trustees.

69.2 The Secretary/Chief Executive shall report to the Lead Officer Trustee.

## **70. Minutes**

70.1 The Trustees shall cause minutes to be made in books kept for the purpose:

70.1.1 of all appointments of officers made by the Trustees;

70.1.2 of all resolutions of the Union and of the Trustees; and

70.1.3 of all proceedings at meetings of the Union and of the Trustees, and of committees of Trustees, including the names of the Trustees present at each such meeting

and any such minute, if purported to be signed (or in the case of minutes of Trustees' meetings signed or authenticated) by the chair of the meeting at which the proceedings were had, or by the chair of the next succeeding meeting, shall, as against any Member or Trustee of the Union, be sufficient evidence of the proceedings.

70.2 The minutes referred to in Article 70.1 above must be kept for at least ten years from the date of the meeting, resolution or decision.

70.3 The minutes of the meetings referred to in Article 70.1 above shall normally be considered open and shall be available to the Members on the Union's website, except where those minutes relate to any reserved or confidential matters, including without limitation staff-related or disciplinary matters. Copies of the minutes shall also be kept in the Union's offices.

## **71. Records and accounts**

71.1 The Trustees shall comply with the requirements of the Companies Acts and of the Charities Act 1993 as to maintaining a Members' register, keeping financial records, the audit or examination of accounts and the preparation and transmission to the Registrar of Companies and the Charity Commission of:

71.1.1 annual reports;

71.1.2 annual returns; and

71.1.3 annual statements of account.

71.2 The Members of the Union have the right to ask the Trustees questions in writing about the content of any documents referred to in Article 71.1.

## **72. Irregularities**

The proceedings at any meeting or on the taking of any poll or the passing of a written resolution or the making of any decision shall not be invalidated by reason of any accidental informality or irregularity (including any accidental omission to give or any non-receipt of notice) or any want of qualification in any of the persons present or voting or by reason of any business being considered which is not specified in the notice unless a provision of the Companies Acts specifies that such informality, irregularity or want of qualification shall invalidate it.

## **73. Honorary Officers**

The Trustees may appoint and remove any individual(s) as Honorary Officer(s) of the Union and on such terms as they shall think fit. An honorary officer shall have the right to be given notice of, to attend and speak (but not vote) at any general meeting of the Union as if a Member and shall also have the right to receive accounts of the Union when available to Members.

## **74. Exclusion of model articles**

The relevant model articles for a company limited by guarantee are hereby expressly excluded.

## ***TRUSTEES' INDEMNITY***

75. **Indemnity**

Without prejudice to any indemnity to which a Trustee may otherwise be entitled, every Trustee shall and every other officer or auditor of the Union may be indemnified out of the assets of the Union against any liability incurred by them in defending any proceedings, whether civil or criminal, in which judgment is given in their favour or in which they are acquitted or in connection with any application in which relief is granted to them by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the Union, and against all costs, charges, losses, expenses or liabilities incurred by them in the execution and discharge of their duties or in relation thereto.

## II MEMORANDUM OF ASSOCIATION OF THE UNIVERSITY OF LEICESTER STUDENTS' UNION

The Companies Act 2006

### **Company Limited by Guarantee and not having a Share Capital**

#### **Memorandum of Association of the University of Leicester Students' Union**

Each subscriber to this Memorandum of Association wishes to form a company under the Companies Act 2006 and agrees to become a Member of the company.

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*Name of each subscriber*

*Authentication by each subscriber*

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***Insert names of subscribers***

**Signature:**

WITNESS to above signature:

Signature:

Name:

Address:

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Dated: