

The Companies Act 2006

Company Limited by Guarantee and not Having a Share Capital

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**Memorandum  
and  
Articles of Association  
of  
York St John Students' Union Limited**

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*as amended by special resolution on 27 March 2015 and further amended by special resolution  
on 30 September 2020*

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## **The Companies Act 2006**

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

### **Articles of Association of York St John Students' Union Limited**

#### **BACKGROUND**

- A. York St John 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 Student Members.
- B. The Union will seek at all times to:
- (i) ensure that the diversity of its Student Membership is recognised and that equal access is available to all Student Members of whatever origin or orientation;
  - (ii) pursue its aims and objectives independent of any political party or religious group; and
  - (iii) pursue equal opportunities by taking positive action within the law to facilitate participation of groups discriminated against by society.
- C. These Articles have been structured to give the Board of Trustees reasonable authority to manage the affairs of the Union in a professional manner. The Student 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 utmost consideration to the views of Members.
- D. Under the Education Act 1994, York St John University 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 Union therefore works alongside York St John University 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.

#### **PART 1**

#### **KEY CONSTITUTIONAL PROVISIONS**

##### **1. Definitions and Interpretation**

The meanings of any defined terms used in these Articles are set out in Article 57. If any dispute arises in relation to the interpretation of these Articles or any of the Bye-Laws, it shall be resolved by the Board of Trustees.

##### **2. Name**

The name of the company is York St John Students' Union Limited. In these Articles it is called "the Union".

3. **Registered office**

The registered office of the Union is situated in England.

4. **Objects**

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

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

5. **Powers**

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

- 5.1 provide services and facilities for Students;
- 5.2 establish, support, promote and operate a network of student activities for Students;
- 5.3 support any Raising and Giving (RAG) or similar fundraising activities carried out by its Students for charitable causes, including the provision of administrative support, banking facilities and acting as a holding trustee of any funds raised;
- 5.4 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;

- 5.5 write, make, commission, print, publish or distribute materials or information in any medium or assist in these activities;
- 5.6 promote, initiate, develop or carry out education and training and arrange, provide or assist with exhibitions, lectures, meetings, seminars, displays or classes;
- 5.7 promote, encourage, carry out or commission research, surveys, studies or other work, making the useful results available;

- 5.8 provide or appoint others to provide advice, guidance, counselling, representation and advocacy;
- 5.9 enter into contracts to provide services to or on behalf of other bodies;
- 5.10 co-operate with other charities and bodies and exchange information and advice with them;
- 5.11 establish and support or aid in the establishment and support of any other organisations and subscribe, lend or guarantee money or property for charitable purposes;
- 5.12 become a member, affiliate or associate of other charities and bodies;
- 5.13 support, set up or amalgamate with other charities with objects identical or 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);
- 5.14 undertake and execute charitable trusts;
- 5.15 amalgamate or merge with, purchase or acquire all or any of the property, assets, liabilities and engagements of any charity with objects similar to the Union's objects;
- 5.16 pay out of the funds of the Union the costs of forming and registering the Union;
- 5.17 accept (or disclaim) gifts of money and any other property;
- 5.18 raise funds by way of subscription, donation or otherwise and invite and receive contributions from any person provided that the Union shall not carry out any taxable trading activities in raising funds;
- 5.19 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 Charities Act 2011);
- 5.20 acquire, purchase, lease, hire or receive property of any kind including land, buildings and equipment and maintain and equip it for use;
- 5.21 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 Charities Act 2011);
- 5.22 make grants or loans of money and give guarantees;
- 5.23 set aside funds for special purposes or as reserves against future expenditure;
- 5.24 invest and deal with the Union's money not immediately required for its objects in or upon any investments, securities, or property;
- 5.25 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 regularly;
  - (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 on receipt; and
  - (g) the financial expert may not do anything outside the powers of the Trustees;
- 5.26 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) or nominees under the control of the Trustees or a financial expert acting under their instructions and to pay any reasonable fee required;
- 5.27 lend money and give credit to, take security for such loans or credit and guarantee or give security for the performance of contracts by any person or company;
- 5.28 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;
- 5.29 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;
- 5.30 establish or acquire subsidiary companies to carry on any trade;
- 5.31 subject to Article 6 (Limitation on private benefits), employ and pay employees and professionals or other advisors;
- 5.32 make reasonable provision for the payment of pensions and other retirement benefits to or on behalf of employees and former employees of the Union and to their spouses and dependents;
- 5.33 insure the property of the Union against any foreseeable risk and take out other insurance policies as are considered necessary by the Trustees to protect the Union;
- 5.34 pay out of the funds of the Union the cost of any premium in respect of any indemnity insurance for the Trustees (or any of them) or any other officer of the Union in accordance with, and subject to the conditions in, Section 189 of the Charities Act 2011 (provided that in the case of an officer who is not a Trustee, the second and third references to “charity trustees” in the said Section 189 shall be treated as references to officers of the Charity); and

5.35 do all such other lawful things as may further the Union's objects.

**6. Limitation on private benefits**

6.1 The income and property of the Union shall be applied solely towards the promotion of its objects.

*Permitted benefits to Company Law Members, Trustees and Connected Persons*

6.2 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 Company Law Member of the Union unless the payment is permitted by Articles 6.3, 6.4 and 6.5..

6.3 No Trustee may:

6.3.1 sell goods, services, or any interest in land to the Union;

6.3.2 be employed by, or receive any remuneration from, the Union; or

6.3.3 receive any other financial benefit from the Union;

unless the payment is permitted by Articles 6.4 or 6.5 or authorised by the court or the Charity Commission.

6.4 A Trustee may receive the following benefits from the Union:

6.4.1 a Trustee or a person who is Connected with a Trustee may receive a benefit from the Union in their capacity as a beneficiary of the Union;

6.4.2 a Trustee or a person who is Connected with a Trustee may be reimbursed by the Union for, or may pay out of the Union's property, reasonable expenses properly incurred by them when acting on behalf of the Union;

6.4.3 a Sabbatical Trustee or a person who is Connected with a Trustee may be paid reasonable and proper remuneration 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 Sabbatical Trustees and persons Connected with a Trustee under contracts of employment with the Union;

(b) the amount or maximum amount of the remuneration is set out in an agreement in writing between the Union and the Sabbatical Trustee or person Connected with a Trustee providing the goods or services (which for the avoidance of doubt may be a contract of employment);

(c) before entering into the agreement described at Article 6.4.3(b) the Trustees must be satisfied that it would be in the best interests of the Union for the goods or services to be provided by the Sabbatical Trustee or the person Connected with a Trustee for the amount or maximum amount set out in that agreement;

- (d) subject to Article 6.4.3(a), the authorisation under this provision shall not extend to the service of acting as a Trustee;
- (e) if the person being remunerated is a Trustee the procedure described in Article 46 (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;
- (f) if the person being remunerated is a person Connected with a Trustee the procedure described in Article 46 (Conflicts of interest) must be followed by the relevant Trustee and in relation to any other decisions regarding the remuneration authorised by this provision;
- (g) subject to Article 6.6, this provision and Article 6.5.3 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 Connected with that Trustee); and
- (h) at all times the provisions of the Education Act are complied with;
- 6.4.4 a Trustee or a person who is Connected with a Trustee may receive interest at a reasonable and proper rate on money lent to the Union;
- 6.4.5 a Trustee or a person who is Connected with a Trustee may receive reasonable and proper rent for premises let to the Union;
- 6.4.6 the Union may pay reasonable and proper premiums in respect of indemnity insurance effected in accordance with Article 5.34; and
- 6.4.7 a Trustee or other officer of the Union may receive payment under an indemnity from the Union in accordance with the indemnity provisions set out at Article 56;

provided that where benefits are conferred under Article 6.4, Article 46 (Conflicts of interest) must be complied with by the relevant Trustee in relation to any decision regarding the benefit.

### ***Subsidiary Companies***

- 6.5 A Trustee may receive the following benefits from any Subsidiary Company:
  - 6.5.1 a Trustee or a person who is Connected with a Trustee may receive a benefit from any Subsidiary Company in their capacity as a beneficiary of the Union or of any Subsidiary Company;
  - 6.5.2 a Trustee or a person who is Connected with a Trustee may be reimbursed by any Subsidiary Company for, or may pay out of any Subsidiary Company's property, reasonable expenses properly incurred by them when acting on behalf of any Subsidiary Company;
  - 6.5.3 a Trustee or a person who is Connected with a Trustee may be paid reasonable and proper remuneration by any Subsidiary Company for any goods or services

supplied to any Subsidiary Company, with the prior approval of the Trustees, (including services performed under a contract of employment with any Subsidiary Company or otherwise) provided that, subject to Article 6.6, this provision and Article 6.4.3 may not apply to more than half of the Trustees in any financial year (and for these purposes this provision shall be treated as applying to a Trustee if it applies to a person who is Connected with that Trustee);

6.5.4 a Trustee or a person who is Connected with a Trustee may, with the prior approval of the Trustees, receive interest at a reasonable and proper rate on money lent to any Subsidiary Company;

6.5.5 a Trustee or a person who is Connected with a Trustee may, with the prior approval of the Trustees, receive reasonable and proper rent for premises let to any Subsidiary Company;

6.5.6 any Subsidiary Company may pay reasonable and proper premiums in respect of indemnity insurance for its directors and officers; and

6.5.7 a Trustee or a person who is Connected with a Trustee may receive payment under an indemnity from any Subsidiary Company in accordance with the constitution of the relevant Subsidiary Company;

provided that the affected Trustee may not take part in any decision of the Trustees to approve a benefit under Articles 6.5.3, 6.5.4 or 6.5.5.

6.6 Where a vacancy arises on the Board of Trustees with the result that Article 6.4.3 and Article 6.5.3 apply to more than half of the Trustees, the Union may continue to pay remuneration to its Sabbatical Trustees and any person who is Connected with a Trustee who is receiving remuneration in accordance with Article 6.4.3 or Article 6.5.3 provided that the Union uses all reasonable endeavours to fill the vacancy as soon as possible.

## **7. Liability of Company Law Members**

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

7.1 payment of the Union's debts and liabilities contracted before they cease to be a Company Law Member;

7.2 payment of the costs, charges and expenses of winding up; and

7.3 adjustment of the rights of the contributories among themselves.

## **8. 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 Company Law or Student 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.

**9. Reviewing and Amending the Articles**

9.1 The York St John University shall be required to review the provisions of the Union's Articles of Association at intervals of not more than five years.

9.2 The Union shall consult the Student Members on any amendments to be made to the Union's Articles of Association in accordance with the Bye-Laws.

9.3 The approval of the York St John University shall be required for any amendments to the Union's Articles of Association.

**PART 2**

***MEMBERS***

**10. Members of the Union**

10.1 The Members of the Union shall be as follows:

10.1.1 the Student Members; and

10.1.2 the Company Law Members.

10.2 The Union may also have Associate Members and Honorary Life Members in accordance with Article 15.

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

**11. Student Members**

11.1 The Student Members shall be as follows:

11.1.1 each and every Student who has not opted out by notifying York St John University of their wish not to be a Student Member be deemed to be a Student Member in accordance with section 22 of the Education Act 1944; and

11.1.2 the Sabbatical Officers of the Union from time to time.

11.2 Student Members of the Union from time to time shall be entitled to the benefits set out in the Code of Practice.

**12. Termination of Student Membership**

12.1 Student Membership shall not be transferable and shall cease on death. A Student Member shall cease to be a Student Member of the Union if:

- 12.2 they cease to be a Student. For the avoidance of doubt, this will include the situation where a Student Member's Student status with York St John University is revoked by York St John University;
- 12.3 they cease to be a Sabbatical Officer;
- 12.4 they opt out of Student Membership by giving written notice to the University in accordance with the Bye-Laws (and such Membership shall terminate on the date specified in the notice or the date of the notice, whichever is later);
- 12.5 in the case of Student Members other than the Sabbatical Officers, a resolution is passed by a majority vote of the Student Council resolving that the Student Member be expelled on the ground that their continued membership is harmful to or is likely to become harmful to the interests of the Union. Such a resolution shall not be passed unless the Student 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 Student Council; or
- 12.6 a decision is made to remove them from Student Membership of the Union in accordance with the Union's code of conduct or disciplinary procedure for Student Members (in the case of a Sabbatical Officer or Part-Time Officer, such removal shall automatically mean the termination of that Sabbatical Officer or Part-Time Officer's term of office, provided that in the case of a Sabbatical Officer the Union must first have carried out any steps it is required to take under the Sabbatical Officer's contract of employment and/or the applicable disciplinary procedure and otherwise in accordance with good employment practice).

### ***BECOMING AND CEASING TO BE A COMPANY LAW MEMBER***

#### **13. Trustees as Company Law Members**

- 13.1 The Trustees from time to time shall be the only Company Law Members.
- 13.2 A Trustee shall become a Company Law Member on becoming a Trustee, and in agreeing to become a Trustee each new Trustee is agreeing to become a Company Law Member.
- 13.3 The names of the Company Law Members must be entered into the register of Company Law Members.

#### **14. Termination of Company Law Membership**

- 14.1 A Company Law Member shall cease to be a Company Law Member automatically when they cease to be a Trustee.
- 14.2 Company Law Membership is not transferable and shall cease on death.

#### **15. Associate Members and Honorary Life Members**

The Board of Trustees may establish such classes of associate membership and honorary life membership with such description and with such rights and obligations as

they think fit and may admit and remove such associate members or honorary life members in accordance with the Bye-Laws provided that no such associate members or honorary life members shall be Company Law Members of the Union for the purposes of the Articles or the Companies Acts.

**16. Code of Conduct**

16.1 The Board of Trustees will establish and monitor a “code of conduct” and “disciplinary procedure” that all Student Members shall be required to adhere to, including when Student Members are involved in activities or at events that are administered or organised by the Union.

16.2 The code of conduct and/or disciplinary procedure may include a range of sanctions for breach of the code of conduct by a Student Member, including the suspension or removal of any or all of the rights and privileges of Student Membership, including the holding of office.

***REFERENDA***

**17. Referenda**

17.1 A Referendum may be called on any issue by:

17.1.1 a resolution of the Trustees;

17.1.2 a majority vote of the Student Council; or

17.1.3 subject to Article 26.1 and Article 29.1.4 a Secure Petition signed by at least 150 Members.

17.2 Subject to Article 26.1 and Article 29.1.4, a resolution may only be passed by Referendum if at least 1250 Student Members cast a vote in the Referendum and a simple majority of the votes cast are in favour of the resolution.

17.3 Referenda shall be conducted in accordance with these Articles and the Bye-Laws.

17.4 Subject to Article 31.3, the Student Members may set Policy by Referenda. Policy set by Referenda may overturn Policy set by the Student Council but not Policy set by the Student Members in a Student Members’ Meeting.

***STUDENT MEMBERS’ MEETINGS***

**18. Student Members’ Meetings**

18.1 The Union must hold an annual Student Members’ Meeting at least once a year in accordance with the Bye-Laws, which shall be held at such time and place as the Trustees shall think suitable to allow the maximum number of Student Members to attend.

18.2 The notice of the annual Student Members’ Meeting must state the business to be transacted which shall include:

- 18.2.1 ratification of minutes of the previous annual Student Members' Meeting and any additional Student Members' Meetings which have been held since the previous annual Student Members' Meeting;
  - 18.2.2 receiving a report of the Trustees on the Union's activities since the previous annual Student Members' Meeting;
  - 18.2.3 formally presenting the accounts of the Union to the Student Members;
  - 18.2.4 approving the list of affiliations of the Union; and
  - 18.2.5 open questions to the Trustees by the Student Members.
- 18.3 The Union may hold other Student Members' Meetings in addition to the annual Student Members' Meeting in accordance with the Bye-Laws.
  - 18.4 For the avoidance of doubt, any Student Members' Meeting held under this Article 18 shall not be a Company Law Meeting of the Union for the purposes of the Companies Acts.

### ***COMPANY LAW MEETINGS***

#### **19. Company Law Meetings**

- 19.1 The Trustees may call a Company Law Meeting at any time.
- 19.2 Such Meetings shall be held in accordance with the provisions regarding such Meetings in the Companies Acts.
- 19.3 A Company Law Meeting is likely to only be required when the Union wishes to pass a company law resolution (other than by way of a written resolution) in accordance with the Articles/and or the Companies Acts, for example a resolution to amend the Union's Articles of Association.

### ***WRITTEN RESOLUTIONS***

#### **20. Written Resolutions**

- 20.1 Subject to this Article 20, a written resolution agreed by:
  - 20.1.1 Company Law Members representing a simple majority of the eligible Company Law Members; or
  - 20.1.2 (in the case of a special resolution) Company Law Members representing not less than 75% of the eligible Company Law Members,
 shall be effective.
- 20.2 On a written resolution, each Company Law Member shall have one vote.
- 20.3 A written resolution is not a special resolution unless it states that it is proposed as a special resolution.

- 20.4 A copy of the proposed written resolution must be sent to every eligible Company Law Member together with a statement informing such Company Law Members how to signify their agreement and the date by which the resolution must be passed if it is not to lapse.
- 20.5 In relation to a resolution proposed as a written resolution of the Union the eligible Company Law Members are the Company Law Members who would have been entitled to vote on the resolution on the Circulation Date of the resolution.
- 20.6 The required majority of Company Law Members must signify their agreement to the written resolution within a period of 28 days beginning on and including the Circulation Date. A written resolution is passed when the required majority of eligible Company Law Members have signified their agreement to it.
- 20.7 Communications in relation to written resolutions must be sent to the Union's auditors in accordance with the Companies Acts.
- 20.8 A Company Law Member signifies their agreement to a proposed written resolution when the Union receives from them (or from a person properly authorised to act on their behalf) an authenticated document:
- 20.8.1 identifying the resolution to which it relates; and
- 20.8.2 indicating the Company Law Member's agreement to the resolution.
- 20.9 For the purposes of Article 20.8:
- 20.9.1 a document sent or supplied in Hard Copy Form is sufficiently authenticated if it is signed by the Company Law Member or a person properly authorised to act on their behalf; and
- 20.9.2 a document sent or supplied in Electronic Form is sufficiently authenticated if:
- (a) the identity of the sender is confirmed in a manner specified by the Union; or
- (b) where no such manner has been specified by the Union, if the communication contains or is accompanied by a statement of the identity of the sender and the Union has no reason to doubt the truth of that statement.
- 20.10 If the Union gives an electronic address in any document containing or accompanying a written resolution, it will be deemed to have agreed that any document or information relating to that resolution may be sent by Electronic Means to that address (subject to any conditions or limitations specified in the document).

### **PART 3**

#### **TRUSTEES**

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

## 21. **Appointment of Trustees**

The Trustees shall be made up of the following persons:

- 21.1 not more than 3 Sabbatical Trustees, elected in accordance with Article 22;
- 21.2 not more than 2 Student Trustees, appointed in accordance with Article 23; and
- 21.3 not more than 5 External Trustees, appointed in accordance with Article 24.

## 22. **Sabbatical Trustees and Officers**

- 22.1 The Sabbatical Officers shall be elected by secret ballot by the Student Members of the Union at an election to be held in accordance with the Bye-Laws.
- 22.2 Up to 3 Sabbatical Officers shall be elected in accordance with Article 22.1 to posts specified in the Bye-Laws and each of these Sabbatical Officers shall also hold office as a Sabbatical Trustee until they cease to be a Sabbatical Officer for any reason. Except where otherwise indicated, references in these Articles to “Sabbatical Trustees” are to individuals acting solely in their capacity as Sabbatical Trustees.
- 22.3 The Sabbatical Officers shall remain in office for a term of one year commencing in accordance with the Bye-Laws. The term of office may be shorter or longer on a transitional basis to coincide with an alteration of the year start or end. Subject to a transitional change in the year of office, a Sabbatical Officer may be re-elected for a maximum further term of one year by the Student Members of the Union at an election to be held in accordance with the Bye-Laws. For the avoidance of doubt, a Sabbatical Officer’s terms of office may be either consecutive or non-consecutive.
- 22.4 Each Sabbatical Officer must be a Student or a Sabbatical Officer at the time of their election. In accordance with Article 11, each Sabbatical Officer shall become a Student Member of the Union on commencement of their appointment or re-appointment as a Sabbatical Officer. Such Student Membership shall cease when the Sabbatical Officer ceases to be a Sabbatical Officer.
- 22.5 The Sabbatical Officers shall be deemed to be “major union office holders” for the purposes of Section 22 of the Education Act.
- 22.6 At the same time as commencing the term of office as a Sabbatical Officer, the Sabbatical Officer will enter into a contract of employment with the Union for a term to be determined by the Bye-Laws. The duties and method of remuneration of each Sabbatical Officer shall be as set out in the Bye-Laws.

## 23. **Student Trustees**

- 23.1 Subject to Article 23.2 below, up to 2 Student Trustees shall be appointed by a simple majority vote of the Trustee Board giving regard to the advice of the Nominations Committee in accordance with the Bye-Laws.
- 23.2 Each Student Trustee must be a Student at the time of their appointment (and must continue to be a Student for the duration of their term as a Student Trustee).

23.3 Student Trustees shall remain in office for a term of one year commencing on a date determined by the Trustee Board, and the term of office may be extended by one year with the agreement of a simple majority vote of the Trustee Board.

23.4 A Student Trustee may serve a maximum of two consecutive one-year terms, provided that they remain a Student for the duration of this time. For the avoidance of doubt, time served as a Sabbatical Trustee or an External Trustee shall not count when calculating the maximum term of office of a Student Trustee.

#### 24. **External Trustees**

24.1 Up to 5 External Trustees shall be appointed by a simple majority vote of the Trustee Board giving regard to the advice of the Nominations Committee in accordance with the Bye-Laws.

24.2 Unless their appointment is terminated in accordance with Articles 25, 26, 27 or 29, External Trustees shall remain in office for a term of up to three years commencing on a date determined by the Trustee Board.

24.3 External Trustees may serve for a maximum of two terms which may either be consecutive or non-consecutive. For the avoidance of doubt, time served as a Sabbatical Trustee or a Student Trustee shall not count when calculating the maximum term of office of an External Trustee.

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

The office of a Trustee shall be immediately vacated if:

25.1 that person ceases to be a director by virtue of any provision of the Companies Act 2006 or is prohibited from being a company director or a charity trustee by law (where this Article applies to a Sabbatical Trustee, they shall be deemed to have resigned as a Sabbatical Officer at the same time);

25.2 in the case of a Sabbatical Trustee, they cease to be a Sabbatical Officer or cease for any reason to be an employee of the Union (in which case they shall also cease to be a Sabbatical Officer with immediate effect);

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

25.4 in the case of a Sabbatical Trustee or a Student Trustee, they cease to be a Student Member for any reason (including without limitation where they are removed from membership of the Union in accordance with the Union's code of conduct or disciplinary procedure for Student Members);

25.5 they resign by notice to the Union (but only if at least three Trustees will remain in office when the notice of resignation is to take effect and in the case of a Sabbatical Trustee, such notice shall only be effective if that person also resigns as a Sabbatical Officer);

25.6 the Trustees reasonably believe they have become mentally or physically incapable of managing their own affairs and the Trustees resolve that they be removed from office

(where this Article 25.6 applies to a Sabbatical Trustee, they shall be deemed to have resigned as a Sabbatical Officer at the same time);

25.7 they fail to attend two 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 (where this Article 25.7 applies to a Sabbatical Trustee, they shall be deemed to have resigned as a Sabbatical Officer at the same time);

25.8 In the case of an External Trustee, they become a Student;

25.9 in the case of an External Trustee or a Student Trustee, they become an employee of the Union; or

25.10 they are removed from office under Articles 26, 27 or 29.

## **26. Removal of Student Trustees or External Trustees by the Student Members**

The office of a Student Trustee or External Trustee shall be vacated if:

26.1 a motion of no confidence in the Student Trustee or External Trustee is passed by a simple majority of the Student Members voting in a Referendum, provided that at least 1250 Student Members cast a vote in the Referendum. Such a motion shall only be triggered by a Secure Petition of no confidence signed by at least 500 Student Members; or

## **27. Removal of External Trustees by the Board**

The office of External Trustee shall be vacated if a resolution of no confidence is passed by a majority of the other Trustees. For the avoidance of doubt, the External 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 42.

## **28. Rights of Removed Trustee**

28.1 A resolution to remove a Trustee in accordance with Article 27 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 being removed, of making written representations to the Trustees.

28.2 A Trustee removed from office in accordance with Article 27 shall be entitled to appeal the decision to remove them to an Appeals Panel within 14 days of the resolution. The selection of the members of the Appeals Panel and its procedures shall be set out in the Bye-Laws. The Union may consult with NUS in relation to the appeals process and in particular the appointment of independent persons to the Appeals Panel.

## **29. Removal of Elected Officers**

- 29.1 An Elected Officer shall be removed from office if :
- 29.1.1 they resign or die;
  - 29.1.2 their contract of employment (referred to at Article 22.6) terminates for any reason;
  - 29.1.3 they cease to be a Student Member for any reason (including without limitation where they are removed from Student Membership of the Union in accordance with the Union's code of conduct or disciplinary procedure for Student Members); or
  - 29.1.4 they are removed from office as an Elected Officer by a motion of no confidence in the Elected Officer passed by a simple majority of the Student Members voting in a Referendum, provided that at least 1250 Student Members cast a vote in the Referendum. Such a motion shall only be triggered by a Secure Petition of no confidence signed by at least 500 Student Members.
- 29.2 In the case of a Sabbatical Officer removed under Article 29.1.3 or Article 29.1.4 such removal shall be subject to the Union having first carried out any steps it is required to take under the Sabbatical Officer's contract of employment and/or the applicable disciplinary procedure and otherwise in accordance with good employment practice.
- 29.3 A Sabbatical Officer removed from office under this Article 29 shall immediately cease to be a Sabbatical Trustee and a Member.

### 30. **Replacement of Trustees**

- 30.1 If a Sabbatical Trustee resigns, is disqualified or is removed from office, the vacancy shall be filled in accordance with the Bye-Laws. Any person elected under this Article 30 may be required to assume the responsibilities of the Sabbatical Trustee (including for the avoidance of doubt their responsibilities as a Sabbatical Officer).
- 30.2 If a Student Trustee resigns, is disqualified or is removed from office, a Student Trustee may be appointed to the vacancy in accordance with Article 23.1.
- 30.3 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 24.1.

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

### 31. **Trustees' general authority**

- 31.1 The Board of Trustees is responsible for the management and administration of the Union and (subject to the Education Act, these Articles and the Bye-Laws) may exercise all the powers of the Union.
- 31.2 The Board's powers under Article 31.1 shall include but not be limited to responsibility for:
- 31.2.1 the governance of the Union;

- 31.2.2 the budget of the Union;
  - 31.2.3 the strategy of the Union;
  - 31.2.4 maintaining and protecting the reputation of the Union;
  - 31.2.5 ensuring the Union's legal compliance; and
  - 31.2.6 appointing and dismissing the Chief Executive Officer.
- 31.3 The Board of Trustees may override any decision or Policy made by the Student Members at a Student Members' Meeting or by Referendum or by the Student Council which the Trustees consider (in their absolute discretion):
- 31.3.1 has or may have any financial implications for the Union;
  - 31.3.2 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);
  - 31.3.3 is not or may not be in the best interests of the Union or all or any of its charitable objects; or
  - 31.3.4 will or may otherwise affect the discharge of any or all of the responsibilities referred to in Article 31.2.
- 31.4 No alteration of these Articles or the Bye-Laws shall invalidate any prior act of the Trustees which would have been valid if that alteration had not been made.
- 31.5 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:
- 31.5.1 was not properly appointed;
  - 31.5.2 was disqualified from holding office;
  - 31.5.3 had vacated office; or
  - 31.5.4 was not entitled to vote.
32. **Trustees may delegate**
- 32.1 Subject to the Articles, the Trustees may delegate any of their powers or functions:
- 32.1.1 to such person or committee;
  - 32.1.2 by such means (including by power of attorney);
  - 32.1.3 to such an extent;
  - 32.1.4 in relation to such matters or territories; and
  - 32.1.5 on such terms and conditions

as they think fit.

32.2 If the Trustees so specify, any such delegation may authorise further delegation of the Trustees' powers, functions, implementation of decisions or day to day management by any person or committee to whom they are delegated.

32.3 The Trustees may revoke any delegation in whole or part, or alter its terms and conditions.

### 33. **Committees**

33.1 In the case of delegation to committees:

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

33.1.2 subject to Article 33.3, the composition of any committee shall be entirely in the discretion of the Trustees and may include such of their number (if any) as the resolution or Bye-Law may specify;

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

33.1.4 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.

33.2 The Trustees may establish the following committees (which is a non-exhaustive list) in accordance with their powers under Articles 32 and 33.1:

33.2.1 Elections Committee;

33.2.2 Finance, Audit & Risk Committee;

33.2.3 Nominations Committee;

33.2.4 People & Culture Committee; and

33.2.5 Service Development Committee

33.3 For the avoidance of doubt, the Trustees may (in accordance with Articles 32 and 33.1) 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 or agreement of at least one Trustee shall be required for payments above a certain amount where set out in the Bye-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.

33.4 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 Bye-Laws.

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

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

34.2 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;

34.3 the Trustees shall provide the Chief Executive with a description of their role and the extent of their authority;

34.4 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

34.5 the Trustees shall provide the Chief Executive with a performance management structure to aid their work plan and development.

***DECISION-MAKING BY TRUSTEES***

**35. Directors 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 45.

**36. Trustees' meetings**

36.1 The Trustees shall hold a minimum of three meetings in any Academic Year.

36.2 Guests or observers can attend meetings of the Trustees at the discretion of the chair of the meeting.

**37. Calling a Trustees' meeting**

Two Trustees may, and the Chief Executive at the request of two Trustees must, call a Trustees' meeting.

**38. Length of Notice**

A Trustees' meeting must be called by at least fourteen clear days' notice unless either:

38.1 all the Trustees agree; or

38.2 urgent circumstances require shorter notice.

**39. Contents of Notice**

Every notice calling a Trustees' meeting must specify:

- 39.1 the place, day and time of the meeting;
- 39.2 the general particulars of all business to be considered at such meeting; and
- 39.3 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.

40. **Service of Notice**

Notice of Trustees' meetings must be given to each Trustee, but need not be in writing. Notice of Trustees' meeting may be sent by Electronic Means to an address provided by the Trustee for the purpose.

41. **Participation in Trustees' meetings**

- 41.1 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 (for example via telephone or video conferencing).
- 41.2 In determining whether Trustees are participating in a Trustees' meeting, it is irrelevant where any Trustee is or how they communicate with each other.
- 41.3 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 is.

42. **Quorum for Trustees' meetings**

- 42.1 At a Trustees' meeting, unless a quorum is participating, no proposal is to be voted on, except a proposal to call another meeting.
- 42.2 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 half plus one of the total number of Trustees from time to time. Unless otherwise fixed, the quorum shall be half plus one of the total number of Trustees from time to time. 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 three.
- 42.3 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 an election so as to enable the Student Members to elect further Trustees or directing the Nominations Committee to meet in accordance with the Bye-Laws.

43. **Chair and Deputy Chair**

- 43.1 The President of the Students' Union shall be the Chair of the Trustees.

43.2 The Trustees must appoint an External Trustee to be Deputy Chair of the Trustees and may at any time remove them from office. The role of the Deputy Chair will be to support the Chair.

43.3 In the absence of the Chair and the Deputy Chair, another Trustee appointed by the Trustees present shall preside as chair of Trustee meetings.

43.4 The roles and responsibilities of the Chair and Deputy Chair may be set out in the Bye-Laws.

44. **Casting vote**

Questions arising at a Trustees' meeting shall be decided by 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, unless in accordance with these Articles, the chair of the meeting is not to be counted as participating in the decision-making process for quorum or voting purposes.

45. **Decisions without a meeting**

45.1 The Trustees may, in the circumstances outlined in this Article 45, make a simple majority decision without holding a Trustees' meeting.

45.2 If:

45.2.1 a Trustee has become aware of a matter on which the Trustees need to take a decision;

45.2.2 that Trustee has taken all reasonable steps to make all other Trustees aware of the matter and the decision;

45.2.3 the Trustees have had a reasonable opportunity to communicate their views on the matter and the decision to each other; and

45.2.4 a simple majority of the Trustees vote in favour of a particular decision on that matter

a decision of the Trustees make be taken by a majority and shall be as valid and effectual as if it had been taken at a Trustees' meeting duly convened and held.

45.3 Trustees participating in the taking of a majority decision otherwise than at a Trustees' meeting in accordance with this Article 45:

45.3.1 May be in different places, and may participate at different times; and

45.3.2 May communicate with each other by any means.

45.4 No decision shall be taken by the Trustees in accordance with this Article 45 unless a quorum participates in the decision-making process. The quorum for Trustees' decision-making in accordance with this Article 45 shall be the same as the quorum for Trustees' meetings as set out in Article 42.

- 45.5 The Chair or such other Trustee as shall be appointed by the Trustees shall be the chair of the process of the decision-making in accordance with this Article 45. The process shall include:
- 45.5.1 circulation of the proposed decision with an indication of the time period for discussion and the date by which Trustees are asked to cast their votes;
  - 45.5.2 the nomination of a person to whom all Trustees' votes must be communicated;
  - 45.5.3 if a majority of the Trustees vote in favour of the decision, the nominated person must communicate the decision to all the Trustees and the date of the decision shall be the date on which the vote is cast to bring the number of Trustees voting in favour into the required majority; and
  - 45.5.4 the nominated person must prepare a minute of the decision in accordance with Article 52.
- 45.6 In the case of an equality of votes in any decision-making process in accordance with this Article 45, the chair shall be entitled to a casting vote in addition to any other vote the chair may have but this does not apply if, in accordance with the Articles, the chair or specified Trustee is not to be counted as participating in the decision-making process for quorum or voting purposes.

**46. Trustee interests and management of conflicts of interest**

*Declaration of interests*

- 46.1 Unless Article 46.2 applies, a Trustee must declare the nature and extent of:
- 46.1.1 any direct or indirect interest which they have in a proposed transaction or arrangement with the Union; and
  - 46.1.2 any duty or any direct or indirect interest which they have which conflicts or may conflict with the interests of the Union or their duties to the Union.
- 46.2 There is no need to declare any interest or duty of which the other Trustees are, or ought reasonably to be, already aware.

*Participation in decision-making*

- 46.3 If a Trustee's interest or duty cannot reasonably be regarded as likely to give rise to a conflict of interest or a conflict of duties with or in respect of the Union, they are entitled to participate in the decision-making process, to be counted in the quorum and to vote in relation to the matter. Any uncertainty about whether a Trustee's interest or duty is likely to give rise to a conflict shall be determined by a majority decision of the other Trustees taking part in the decision-making process.
- 46.4 If a Trustee's interest or duty gives rise (or could reasonably be regarded as likely to give rise) to a conflict of interest or a conflict of duties with or in respect of the Union, they may participate in the decision-making process and may be counted in the quorum and vote unless:

46.4.1 the decision could result in the Trustee or any person who is Connected with that Trustee receiving a benefit other than:

- (a) any benefit received in their capacity as a beneficiary of the Union (as permitted under Article 6.4.1) and which is available generally to the beneficiaries of the Union;
- (b) the payment of premiums in respect of indemnity insurance effected in accordance with Article 5.34;
- (c) payment under the indemnity set out at Article 56; and
- (d) reimbursement of expenses in accordance with Article 6.4.2; or

46.4.2 a majority of the other Trustees participating in the decision-making process decide to the contrary,

in which case the Trustee must comply with Article 46.5.

46.5 If a Trustee with a conflict of interest or conflict of duties is required to comply with this Article 46.5, they must:

46.5.1 take part in the decision-making process only to such extent as in the view of the other Trustees is necessary to inform the debate;

46.5.2 not be counted in the quorum for that part of the process; and

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

***Continuing duties to the Union***

46.6 Where a Trustee or a person who is Connected with that Trustee has a conflict of interest or conflict of duties and the Trustee has complied with their obligations under these Articles in respect of that conflict:

46.6.1 the Trustee 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; and

46.6.2 the Trustee shall not be accountable to the Union for any benefit expressly permitted under these Articles which they or any person who is Connected with that Trustee derives from any matter or from any office, employment or position.

47. **Register of Trustees' interests**

The Trustees must cause a register of Trustees' interests to be kept.

**PART 4**

**STUDENT COUNCIL**

48. **Student Council**

48.1 The Student Council shall have the authority to:

48.1.1 represent the voice of the Students;

48.1.2 subject to Article 31.3, set the Policy of the Union and refer Policy to Referenda of the Student Members or to the Student Members at a annual Student Members' Meeting (in accordance with the Bye-Laws); any policy set will lapse after two years; and

48.1.3 require the Trustees to provide a quarterly report.

48.2 The composition and proceedings of the Student Council shall be set out in the Bye-Laws. No Member may hold more than one seat on the Student Council at any one time.

**PART 5**

**ADMINISTRATIVE ARRANGEMENTS AND MISCELLANEOUS PROVISIONS**

49. **Bye-Laws**

The Trustee Board shall have the power from time to time to make, repeal or amend Bye-Laws as to the management of the Union and its working practices provided that such Bye-Laws shall not be inconsistent with these Articles. In the event of any inconsistency between the Bye-Laws and these Articles, the provisions of these Articles shall prevail.

50. **Communications by and to the Union**

*Methods of communication*

50.1 Subject to the Articles and the Companies Acts, any document or information (including any notice, report or accounts) sent or supplied by the Union under the Articles or the Companies Acts may be sent or supplied in any way in which the Companies Act 2006 provides for documents or information which are authorised or required by any provision of that Act to be sent or supplied by the Union, including without limitation:

50.1.1 in Hard Copy Form;

50.1.2 in Electronic Form; or

50.1.3 by making it available on a website.

50.2 Where a document or information which is required or authorised to be sent or supplied by the Union under the Companies Acts is sent or supplied in Electronic Form or by making it available on a website, the recipient must have agreed (generally or specifically) that it may be sent or supplied in that form or manner or be deemed to have so agreed under the Companies Acts (and not revoked that agreement). Where any other document or information is sent or supplied in Electronic Form or made available

on a website the Trustees may decide what agreement (if any) is required from the recipient.

- 50.3 Where a document or information which is required or authorised to be sent or supplied by the Union under the Companies Acts is sent or supplied by making it available on a website, the Union must notify the recipient that the document or information is available on the website in accordance with the Companies Acts.
- 50.4 Subject to the Articles, any notice or document to be sent or supplied to a Trustee in connection with the taking of decisions by Trustees may also be sent or supplied by the means which that Trustee has asked to be sent or supplied with such notices or documents for the time being.

***Deemed delivery***

- 50.5 A Company Law Member present in person at a meeting of the Union shall be deemed to have received notice of the meeting and the purposes for which it was called.
- 50.6 Where any document or information is sent or supplied by the Union to the Company Law Members:
- 50.6.1 where it is sent by post it is deemed to have been received 48 hours (including Saturdays, Sundays, and Public Holidays) after it was posted;
- 50.6.2 where it is sent or supplied by Electronic Means, it is deemed to have been received on the same day that it was sent;
- 50.6.3 where it is sent or supplied by means of a website, it is deemed to have been received:
- (a) when the material was first made available on the website; or
- (b) if later, when the recipient received (or is deemed to have received) notice of the fact that the material was available on the website.
- 50.7 Subject to the Companies Acts, a Trustee or any other person (other than in their capacity as a Company Law Member) may agree with the Union that notices or documents sent to that person in a particular way are deemed to have been received within a specified time, and for the specified time to be less than 48 hours.

***Failed delivery***

- 50.8 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:
- 50.8.1 if the document or information has been sent to a Company Law Member or Trustee and is notice of a Company Law Meeting of the Union, the Union is under no obligation to send a Hard Copy of the document or information to the Company Law Member's or Trustee's postal address as shown in the Union's register of Company Law Members or Trustees, but may in its discretion choose to do so;

50.8.2 in all other cases, the Union shall send a Hard Copy of the document or information to the Company Law Member's postal address as shown in the Union's register of Company Law Members (if any), or in the case of a recipient who is not a Company Law Member, to the last known postal address for that person (if any); and

50.8.3 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.

### ***Exceptions***

50.9 Copies of the Union's annual accounts and reports need not be sent to a person for whom the Union does not have a current address.

50.10 Notices of Company Law Meetings need not be sent to a Company Law Member who does not register an address with the Union, or who registers only a postal address outside the United Kingdom, or to a Company Law Member for whom the Union does not have a current address.

### ***Communications to the Union***

50.11 The provisions of the Companies Acts shall apply to communications to the Union.

### ***Communications with Student Members***

50.12 Notwithstanding anything in this Article 50, the Union may send or supply any document or information to Student Members (whether under the Articles or otherwise) in such a manner as the Union thinks fit. In particular (but without limitation) if the Union is aware of a Student Member's email address, the Union may communicate with the Student Member using that address, and the Union may communicate with Student Members via website.

50.13 Further provisions governing the Union's communications with its Student Members may be set out in the Bye-Laws.

50.14 For the avoidance of doubt, the requirements set out in Article 50.3 shall not apply when documents or information are being sent out or supplied to Student Members.

## **51. Secretary**

51.1 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. If there is no Secretary:

51.1.1 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

51.1.2 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.

## **52. Minutes**

52.1 The Trustees shall cause minutes to be made:

52.1.1 of all appointments of officers made by the Trustees;

52.1.2 of all resolutions of the Union and of the Trustees (including, without limitation, decisions of the Trustees made without a meeting); and

52.1.3 of all proceedings at meetings of the Union and of the Trustees, and of committees of Trustees, including the names of the Trustees participating in 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.

52.2 The minutes referred to in Article 52.1 above must be kept for at least ten years from the date of the meeting, resolution or decision.

52.3 The minutes of the meetings referred to in Article 52.1 above shall normally be considered open and shall be available to the Student 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 (such copies may be in Electronic Form).

## **53. Records and accounts**

53.1 The Trustees shall comply with the requirements of the Companies Acts and of the Charities Act 2011 as to maintaining company registers, keeping financial records, the audit or examination of accounts and the preparation and transmission to the Registrar of Companies and the Charity Commission of:

53.1.1 annual reports;

53.1.2 annual returns/confirmation statements; and

53.1.3 annual statements of account.

53.2 The Student Members of the Union have the right to ask the Trustees questions in writing about the content of any documents referred to in Article 53.1.

## **54. 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.

**55. Exclusion of model articles**

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

***TRUSTEES' INDEMNITY***

**56. Indemnity**

Without prejudice to any indemnity to which a Trustee may otherwise be entitled, every Trustee of the Union 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.

## ***DEFINITIONS AND INTERPRETATION***

### **57. Defined terms**

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

<b>Term</b>	<b>Meaning</b>
57.1.1 “ <b>Academic Year</b> ”	the period between September in one year to June in the next year determined by York St John University as the period during which Students are required to be registered with York St John University. Each Academic Year is for the time being divided into two semesters;
57.1.2 “ <b>address</b> ”	includes a postal or physical address and a number or address used for the purpose of sending or receiving documents by Electronic Means;
57.1.3	
57.1.4 “ <b>Articles</b> ”	these articles of association of the Union;
57.1.5 “ <b>Board of Trustees</b> ” or “ <b>Board</b> ”	the board of Trustees of the Union;
57.1.6 “ <b>Bye-Laws</b> ”	the bye-laws setting out the working practices of the Union made from time to time in accordance with Article 49;
57.1.7 “ <b>Chair</b> ”	the chair of the Board of Trustees, who shall be the President of the Union in accordance with Article 43.1;
57.1.8 “ <b>chair of the meeting</b> ”	and in the case of Trustees’ meetings means the person chairing the meeting in accordance with Article 43;
57.1.9 “ <b>Chief Executive Officer</b> ”	the chief executive of the Union who is appointed by the Board of Trustees (by whatever name that person is known);
57.1.10 “ <b>circulation date</b> ”	in relation to a written resolution, has the meaning given to it in the Companies Acts;
57.1.11 “ <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;

57.1.12	<b>“Code of Practice”</b>		the code of practice relating to York St John University’s obligations under Section 22 of the Education Act;
57.1.13	<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;
57.1.14	<b>“Company Meeting”</b>	<b>Law</b>	a general meeting of the Company Law Members for the purposes of the Companies Acts;
57.1.15	<b>“Company Members”</b>	<b>Law</b>	members of the Union for the purposes of the Companies Acts, as defined in Article 13;
57.1.16	<b>“Connected”</b>		in relation to a Trustee means any person falling within any of the following categories: (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 other person in a relationship with the Trustee which may reasonably be regarded as equivalent to such a relationship as set out in (a) or (b); or (d) any company, partnership or firm of which a Trustee is a paid director, member, partner or employee, or shareholder holding more than 1% of the capital;
57.1.17	<b>“Deputy Chair”</b>		the deputy chair of the Board of Trustees, who shall be appointed in accordance with Article 43.2;
57.1.18	<b>“document”</b>		includes, unless otherwise specified, any document sent or supplied in Electronic Form;
57.1.19	<b>“Education Act”</b>		the Education Act 1994;
57.1.20	<b>“Elected Officers”</b>		the Sabbatical Officers;
57.1.21	<b>“Electronic Form” and Electronic Means</b>		have the meanings respectively given to them in Section 1168 of the Companies Act 2006;
57.1.22	<b>“”</b>		; the body elected by and from Students constituted in accordance with these Articles and the Bye-Laws of the Union;
57.1.23	<b>“External Trustee”</b>		a Trustee appointed in accordance with Article 24.1 or Article 30.3 who for the avoidance of doubt shall not be 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;
57.1.24“ <b>financial expert</b> ”	an individual, company or firm who is authorised to give investment advice under the Financial Services and Markets Act 2000;
57.1.25“ <b>Hard Copy</b> ” and “ <b>Hard Copy Form</b> ”	have the meanings respectively given to them in the Companies Act 2006;
57.1.26“ <b>Members</b> ”	members of the Union as further defined in Article 10.1;
57.1.27”	
57.1.28 “ <b>Nominations Committee</b> ”	the committee set up in accordance with the Bye-Laws to consider the appointment of Trustees;
57.1.29“ <b>NUS</b> ”	National Union of Students;
57.1.30“ <b>Part-Time Officers</b> ”	the Members elected in accordance with the Bye-Laws to be officers of the Union while continuing their studies at York St John University;
57.1.31“ <b>Policy</b> ”	representative and campaigning policy set by Referenda, the Student Council or a Student Members’ meeting;
57.1.32“ <b>President of the Students’ Union</b> ”	the president of the Union, as elected by the Student Members in accordance with the Bye-Laws;
57.1.33 “ <b>Public Holiday</b> ”	Christmas Day, Good Friday and any day that is a bank holiday under the Banking and Financial Dealings Act 1971 in the part of the United Kingdom where the Union is registered;
57.1.34“ <b>RAG</b> ”	the Union’s Raising and Giving scheme which develops students by providing them with an opportunity to raise funds for charitable causes;
57.1.35“ <b>Referendum</b> ”	a ballot in which all Student Members of the Union are entitled to cast a vote, the protocol for which shall be set out in the Bye-Laws;
57.1.36 “ <b>Sabbatical Officers</b> ”	the individuals elected in accordance with Article 22 (each of whom is a “major union office holder” for the purposes of section 22 of the Education Act);
57.1.37 “ <b>Sabbatical Trustee</b> ”	a Trustee elected in accordance with Article 22;

57.1.38“ <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;
57.1.39“ <b>Student</b> ”	any individual who is formally registered for an approved programme of study provided by York St John University. For the avoidance of doubt, York St John University shall determine whether or not an individual has student status;
57.1.40“ <b>Student Council</b> ”	the Student body elected by and from Students constituted in accordance with these Articles and the Bye-Laws of the Union;
57.1.41 “ <b>Student Members</b> ”	means student members of the Union as further defined at Article 11 who for the avoidance of doubt shall not be classed as Company Law Members;
57.1.42“ <b>Student Trustee</b> ”	a Trustee appointed in accordance with Article 23.1 or Article 30.2 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;
57.1.43“ <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 appoint a majority of the board of the company;
57.1.44“ <b>Trustee</b> ” and “ <b>Trustees</b> ”	the directors of the Union who shall be classed as the Sabbatical Trustees, the Student Trustees and the External Trustees;
57.1.45“ <b>Union</b> ”	York St John Students’ Union;
57.1.46“ <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
57.1.47 <b>York St John University</b>	York St John University, incorporated by approval from the Privy Council of the United Kingdom on 1 October 2006.

57.2 Words importing the singular shall include the plural and vice versa.

57.3 Subject to Article 57.4, 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.

57.4 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.