NUS MODEL CONSTITUTION FOR UNINCORPORATED STUDENTS’ UNIONS

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Version 2

Constitution

of

Lancaster University Students’ Union

(An Unincorporated Association)
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Constitution of Lancaster University Students’ Union

BACKGROUND

A. Lancaster University 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.

B. The Union will seek at all times to:

- ensure that the diversity of its membership is recognised and that equal access is available to all Members of whatever origin or orientation;
- pursue its aims and objectives independent of any political party or religious group; and
- pursue equal opportunities by taking positive action within the law to facilitate participation of groups discriminated against by society.

C. This Constitution has been structured 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 utmost consideration to the views of Members.

D. Under the Education Act 1994, University of Lancaster 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 University of Lancaster 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.

Definitions and Interpretation

1. The meanings of any defined terms used in this Constitution are set out in Clause [119]. If any dispute arises in relation to the interpretation of this Constitution or any of the Bye-Laws, it shall be resolved by the Board of Trustees.

Name

2. There shall be a students’ union in the name of Lancaster University Students’ Union (and in this Constitution it is called “the Union”).
Objects

3. The Union’s objects are the advancement of education of Students at the University of Lancaster for the public benefit by:

3.1. promoting the interests and welfare of Students at University of Lancaster during their course of study and representing, supporting and advising Students;

3.2. being the recognised representative channel between Students and University of Lancaster and any other external bodies; and

3.3. providing social, cultural, sporting and recreational activities and forums for discussions and debate for the personal development of its Students.

Powers

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

4.1. provide services and facilities for Members;

4.2. establish, support, promote and operate a network of student activities for Members;

4.3. 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;

4.4. alone or with other organisations:

4.4.1. carry out campaigning activities;

4.4.2. seek to influence public opinion; and

4.4.3. 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;

4.5. write, make, commission, print, publish or distribute materials or information or assist in these activities;

4.6. promote, initiate, develop or carry out education and training and arrange, provide or assist with exhibitions, lectures, meetings, seminars, displays or classes;

4.7. promote, encourage, carry out or commission research, surveys, studies or other work and publish the useful results;

4.8. provide or appoint others to provide advice, guidance, representation and advocacy;

4.9. co-operate with other charities and bodies and exchange information and advice with them;

4.10. become a member, affiliate or associate of other charities and bodies;
4.11. 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;

4.12. purchase or acquire all or any of the property, assets, liabilities and engagements of any charity with objects similar to the Union’s objects;

4.13. incorporate and transfer all its assets to a charitable limited liability legal entity, and dissolve at any time following such incorporation and transfer if the Trustees consider it appropriate to do so;

4.14. 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;

4.15. borrow and raise money on such terms and security as the Union may think suitable (but only in accordance with the restrictions imposed by the Charities Act 1993);

4.16. purchase, lease, hire or receive property of any kind including land, buildings and equipment and maintain and equip it for use;

4.17. 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 Charities Act 1993);

4.18. make grants or loans of money and give guarantees;

4.19. set aside funds for special purposes or as reserves against future expenditure;

4.20. invest and deal with the Union’s money not immediately required for its objects in or upon any investments, securities, or property;

4.21. delegate the management of investments to an appropriately experienced and qualified financial expert provided that:

4.21.1. the investment policy is set down in writing for the financial expert by the Trustees;

4.21.2. every transaction is reported promptly to the Trustees;

4.21.3. the performance of the investment is reviewed regularly by the Trustees;

4.21.4. the Trustees are entitled to cancel the delegation at any time;

4.21.5. the investment policy and the delegation arrangements are reviewed at least once a year;

4.21.6. 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

4.21.7. the financial expert may not do anything outside the powers of the Trustees;

4.22. 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;
4.23. 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;

4.24. 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;

4.25. trade in the course of carrying out any of its objects;

4.26. establish or acquire subsidiary companies to carry on any taxable trade;

4.27. subject to Clause [5] (Limitation on private benefits), employ and pay employees and professionals or other advisors;

4.28. 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;

4.29. 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 University of Lancaster may be guilty in relation to the Union provided that no such insurance shall extend to:

4.29.1. 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);

4.29.2. 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; or

4.29.3. 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 University of Lancaster did not care whether it was in the best interests of the Union or not; and

4.30. do all such other lawful things as shall further the Union’s objects.

5. Limitation on private benefits

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

5.2. 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:

5.2.1. any payments made to any Member in their capacity as a beneficiary of the Union;
5.2.2. reasonable and proper remuneration to any Member for any goods or services supplied to the Union provided that if such Member is a Trustee Clause [5.3] shall apply;

5.2.3. interest on money lent by any Member to the Union at a reasonable and proper rate; and

5.2.4. any reasonable and proper rent for premises let by any Member to the Union.

5.3. 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:

5.3.1. any payments made to any Trustee or Connected Person in their capacity as a beneficiary of the Union;

5.3.2. reasonable and proper out of pocket expenses of the Trustees;

5.3.3. reasonable and proper remuneration to any Full Time 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 Full Time Officer Trustees and Connected Persons under contracts of employment with the Union;

(b) subject to Clause [5.3.3(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 Clause [94] (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 Clause [94] (Conflicts of Interest) must be followed by the relevant Trustee in relation to any decisions regarding such Connected Person;

(e) subject to Clause [5.5], 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;

5.3.4. interest on money lent by any Trustee or Connected Person to the Union at a reasonable and proper rate;

5.3.5. any reasonable and proper rent for premises let by any Trustee or Connected Person to the Union;

5.3.6. reasonable and proper premiums in respect of indemnity insurance effected in accordance with Clause [4.29];
5.3.7. any payments made to any Trustee or officer under the indemnity provisions set out at Clause [117117]; and

5.3.8. any payments authorised in writing by the Charity Commission.

5.4. In Clauses [5.2] and [5.3], references to the Union shall be read as references to the Union and/or any Subsidiary Company.

5.5. Where a vacancy arises on the Board of Trustees with the result that Clause [5.3.3] applies to more than half of the Trustees, the Union may continue to pay remuneration to its Full Time Officer Trustees and any Connected Persons receiving remuneration in accordance with Clause [5.3.3] provided that the Union uses all reasonable endeavours to fill the vacancy as soon as possible.

Incorporation

6. The Members at a general meeting or by Referendum may authorise the Trustees to transfer the assets and liabilities of the Union to a limited liability entity established for exclusively charitable purposes with the same or similar objects, and to dissolve the Union at any time following the transfer if it is considered appropriate to do so.

Dissolution

7. No distribution of or out of the Union’s gains, other than on dissolution, shall be made. 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 this Constitution imposes 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.

Amendments to the Constitution

8. The Trustees and University of Lancaster shall review this Constitution every five years, with effect from the date that this Constitution comes into effect.

9. No amendment of this Constitution shall be made which would have the effect of the Union ceasing to be a charity.

10. Clause [3] (Objects) and Clause [5] (Limitation on private benefits) may not be amended without the prior written consent of the Charity Commission.

11. Save where the amendment to the Constitution is a consequential amendment due to a change in the Bye-Laws (for example, the number or heading names of Clauses), the Constitution may be amended by:

11.1. a resolution of the Members passed at a general meeting by at least two thirds of those present and voting, as defined in Clause [34]; or

11.2. a resolution passed by a two thirds majority of the Members voting in a Referendum provided that at least 10% of Members cast a vote in the Referendum provided that the University of Lancaster approves the amendments (as required for the purposes of compliance with Section 22 of the Education Act).
Membership

Members

12. The Members of the Union shall be as follows:

12.1. each and every Student studying on degree programmes primarily via the University of Lancaster’s site at Lancaster, UK who has not opted out by notifying the University of Lancaster or the Union of their wish not to be a Member of the Union;

12.2. the Full Time Officers of the Union; and

12.3. Lancaster University students primarily based at Lancaster’s site at Lancaster, UK but on work or study placements that form part of their scheme of study.

13. The Trustees will extend Member status of the Union to other persons studying on non-degree programmes primarily via the University of Lancaster’s site at Lancaster, UK, if the University of Lancaster confers student status onto such groups, and the Trustees and University agree the provisions of the Education Act 1994 should apply to them.

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

14.1. they cease to be a Student. For the avoidance of doubt, this will include the situation where a Member’s Student status with University of Lancaster is revoked by University of Lancaster;

14.2. they cease to be a Full Time Officer;

14.3. they opt out of membership by giving written notice to the Union in accordance with the Bye-Laws; or

14.4. a decision is made to remove their membership of the Union in accordance with the Union’s code of conduct and the provisions of the Union’s disciplinary procedures.

15. Members’ details shall be entered in a register of Members.

16. Members of the Union shall be entitled to the benefits set out in the Membership Bye-Law.

Associate Members

17. The Trustees may elect to and remove from associate membership of the Union such persons as they consider to be fit. The Trustees shall determine the form of application for associate membership, and associate membership shall be subject to such rights and obligations as the Trustees consider appropriate.

18. Associate members shall not be Members for the purposes of this Constitution and shall not be entitled to vote on any matter.

Code of Conduct

19. The Trustee Board will establish and monitor a “code of conduct” that all Members shall be required to adhere to, including when Members are involved in activities or at events that are administered or organised by the Union.
19.1. The code of conduct may include a range of sanctions for breach of the code of conduct by a Member, including the suspension or removal of any or all of the rights and privileges of membership, including the holding of office.

Referenda and Preferenda

20. A Referendum may be called on any issue by:

20.1. a resolution of the Trustees;

20.2. a two thirds majority vote of the Executive Committee; or

20.3. a Secure Petition signed by at least 2% of Members including a motion of no confidence in an Elected Officer in accordance with Clause [58.2].

21. Subject to Clauses [11.2], [56.1] and [58.2], a resolution may only be passed by Referendum if at least 10% of Members cast a vote in the Referendum and a simple majority of the votes cast are in favour of the resolution.

22. Subject to Clause [66], the Members may set Policy by Referenda and Preferenda. Policy set by either Referenda or Preferenda may overturn Policy set either by the Members in general meeting or by the Executive Committee.

23. A Preferendum may be called on any issue by:

23.1. a Student Jury in accordance with Clause [97];

23.2. a resolution of the Trustees;

24. A resolution may only be passed by Preferendum if at least 10% of Members cast a vote in the Preferendum and the preferred policy option as calculated by a Single Transferable Vote system will pass. For the avoidance of doubt, Preferenda preferences must not be solely yes and no.

25. Referenda and Preferenda shall be conducted in accordance with this Constitution and the Bye-Laws.

26. As full cross campus ballots of the Members Referenda and Preferenda shall carry equal weight. Neither shall supersede the other.

27. Referenda and Preferenda cannot be called on policy issues substantially the same as those put to the Members within the previous 12 months, unless allowed by the Trustee Board.

General Meetings

Annual General Meeting

28. The Union shall hold an annual general meeting once in each calendar year. Not more than 18 months shall pass between the date of one annual general meeting and the next. The annual general meeting shall be held at such time and place as the Trustees shall think suitable to allow the maximum number of Members to attend.
Other General Meetings

29. The Trustees may call a general meeting at any time. The Trustees shall call a general meeting on receiving a secure petition, signed by at least 2% of Members having the right to attend and vote at general meetings.

29.1. Emergency general meetings may be called but may only pass policy.

Location of Meetings

30. Annual and general meetings may be carried out at one single venue or simultaneously at a maximum of three separate venues with a video, audio or other real-time link between all of the venues. At the start of such meetings, each venue must indicate by majority vote that they are satisfied with the meeting set-up and technology.

Length of Notice

31. An ordinary general meeting shall be called by at least 14 clear days’ written notice. Emergency general meetings shall be called by at least 3 clear days written notice.

Contents of Notice

32. Every notice calling a general meeting shall specify the place, day and time of the meeting and the general nature of the business to be transacted. If the meeting is an annual general meeting, the notice must say so and the business to be transacted shall include:

32.1. ratification of minutes of previous AGM;
32.2. receiving the report of the Trustees on the Union’s activities since the previous AGM;
32.3. receiving the accounts of the Union for the previous financial year;
32.4. approving the list of affiliations of the Union; and
32.5. open questions to the Trustees by the Members;
32.6. receiving reports from all the Elected Officers of the Union (excluding Junior Common Room Executives)
32.7. open questions to the Elected Officers (excluding Junior Common Room Executives) by the Members

Service of Notice

33. Notice of general meetings shall be given to every Member and to the Trustees and any patron of the Union.

Quorum

34. No business shall be transacted at any general meeting unless a quorum is present. Quorum shall include Members present by proxy and such quorum shall have a minimum of 150 members required in the designated meeting place(s). Quorum shall vary according to business to be transacted:

34.1. Policy decisions require a quorum of 2% of persons entitled to vote each being a Member (but excluding external Trustees)
34.2. Votes of no confidence in Elected Officers require a quorum of 3% of persons entitled to vote each being a Member (but excluding external Trustees).

34.3. Amendments to the Constitution require a quorum of 3% of persons entitled to vote each being a Member (but excluding external Trustees).

35. If such 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 the Members present shall be a quorum.

Chair

36. The Deputy Chair of the Executive Committee shall preside as chair of the meeting. In the absence of the Deputy Chair of the Executive Committee, the Members present and entitled to vote shall choose one of their number to be chair.

Attendance

37. A Trustee may, even if not a Member, attend and speak at any general meeting.

Adjournment

38. The chair may, with the consent of a meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than business which might properly have been transacted at the meeting had the adjournment not taken place. When a meeting is adjourned for fourteen days or more, at least seven clear days’ notice shall be given specifying the time and place of the adjourned meeting and the general nature of the business to be transacted. Otherwise it shall not be necessary to give any such notice.

Votes of Members at General Meetings

39. Every Member has the right to attend general meetings and the right to vote. A resolution put to the vote of a general meeting shall be decided on by a show of hands and the votes cast by proxy, and every Member shall have one vote.

40. Subject to Clauses [11.1] and [58.2] every resolution put to the vote of a general meeting shall be decided by a simple majority of the votes cast.

Trustees

Appointment of Trustees

41. The Trustees shall be made up of the following persons:

   41.1. not more than six Full Time Officer Trustees, elected in accordance with Clauses [42] and [43];

   41.2. not more than three Student Trustees, elected in accordance with Clause [48];

   41.3. not more than five External Trustees, appointed in accordance with Clause [52].

Full Time Officer Trustees
42. The Full Time Officers shall be elected by secret ballot by the Members of the Union at an election to be held in accordance with the Bye-Laws.

43. Up to six Full Time Officers shall be elected in accordance with Clause [42] to posts specified in the Bye-Laws and each of these Full Time Officers shall also hold office as a Full Time Officer Trustee until they cease to be a Full Time Officer in accordance with Clause [58] or ceases to be a Full Time Officer Trustee in accordance with Clauses [55] or [56]. Except where otherwise indicated, references in this Constitution to “Full Time Officer Trustees” are to individuals acting solely in their capacity as Full Time Officer Trustees. Other Full Time Officers may be elected in accordance with Clause [42] to such other posts as may be specified in the Bye-Laws from time to time but such Full Time Officers will not also hold office as Full Time Officer Trustees.

44. The Full Time 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 Full Time Officer 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 Bye-Laws. For the avoidance of doubt, a Full Time Officer’s terms of office may be either consecutive or non-consecutive.

45. Each Full Time Officer must be a Student or a Full Time Officer at the time of their election, subject to provisions for intercalating students as stipulated in the bye-laws. In accordance with Clause [12], each Full Time Officer shall become a Member of the Union on commencement of their appointment or re-appointment as a Full Time Officer. Such membership shall cease when the Full Time Officer ceases to be a Full Time Officer.

46. The Full Time Officers shall be deemed to be “major union office holders” for the purposes of Section 22 of the Education Act.

47. At the same time as commencing the term of office as a Full Time Officer, the Full Time Officer will enter into a contract of employment with the Union for a term to be determined by this Constitution. The duties and method of remuneration of each Full Time Officer Trustee shall be as set out in the contract of employment.

Student Trustees

48. Subject to Clause [49] below, up to three Student Trustees shall be elected by the Executive Committee [from such persons as have been nominated by the Appointments Committee] provided that the election of each Student Trustee is ratified by a two thirds majority vote of the Executive Committee. For the avoidance of doubt, such election shall not take effect until it has been ratified by the Executive Committee. [There should be at least one undergraduate and one postgraduate student].

49. Each Student Trustee must be a Student at the time of their election (and shall continue to be a Student for the duration of their term as a Student Trustee).

49.1. Students confirmed as transitioning between Lancaster programmes of study and whose student status temporarily lapses between undergraduate and postgraduate registrations, will be regarded as maintaining Member status.

50. Student Trustees shall remain in office for a term of either one or two years as recommended by the Appointments Committee and commencing in accordance with the Bye-Laws. The term of office may be shorter or longer on a transitional basis to coincide with the alteration of the year start or end.
51. A Student Trustee may serve a maximum of two terms, which may be either consecutive or non-consecutive.

External Trustees

52. Up to five External Trustees shall be appointed by a simple majority vote of the Appointments Committee [provided that the appointment of each External Trustee is ratified by a two thirds majority vote of the Executive Committee. For the avoidance of doubt, such appointment shall not take effect until it has been ratified by the Executive Committee].

53. Unless their appointment is terminated in accordance with Clauses [55], [56] or [57] External Trustees shall remain in office for a term of up to four years commencing in accordance with the Bye-Laws.

54. External Trustees may serve a maximum of two terms, which may either be consecutive or non-consecutive.

Disqualification, Resignation and Removal of Trustees

55. The office of a Trustee shall be vacated if:

55.1. they become prohibited by law from being a charity trustee;

55.2. in the case of a Full Time Trustee, they cease to be a Full Time Officer or resigns an employee of the Union;

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

55.4. in the case of a Full Time Officer Trustee or a Student Trustee, they are removed from membership of the Union in accordance with the Union’s code of conduct;

55.5. they resign by notice to the Union (but only if at least four Trustees will remain in office when the notice of resignation is to take effect);

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

55.7. 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; or

55.8. they fail to complete the mandatory induction and training for Trustees within a two month period of their appointment and in the opinion of the Trustees there are no mitigating circumstances.

55.9. they are removed from office under Clauses [56] or [57].

Removal of Trustees by the Members or the Executive Committee

56. The office of a Trustee shall be vacated if:

56.1. a motion of no confidence in the Trustee is passed by a two thirds majority of the Members voting in a Referendum, provided that at least 10% of 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 2% of Members; or
56.2. a motion of no confidence in the Trustee is passed by a two thirds majority in a vote of the Executive Committee. Such a motion shall only be triggered by a Secure Petition of no confidence signed by at least 10% Members.

**Removal of Trustees by the Board**

57. The office of External Trustee shall be vacated 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 Clause [87].

**Removal of Elected Officers**

58. An Elected Officer shall be removed from office if they:

58.1. resign or die;

58.2. are removed from office as a Full Time or Part Time Elected Officer by:

58.2.1. a motion of no confidence in the Elected Officer passed by a two thirds majority of the Members voting in a Referendum, provided that at least 10% of 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 2% of Members; or

58.2.2. a motion of no confidence in the Elected Officer is passed by a two thirds majority in a vote of a General Meeting. Such a motion shall only be triggered by a Secure Petition of no confidence signed by at least 2% of the Members;

provided that, in the case of a Full Time Officer, such removal shall be subject to the Union having first carried out any steps it is required to take under the Full Time Officer’s contract of employment and/or the applicable disciplinary procedure and otherwise in accordance with good employment practice.

**Replacement of Trustees**

59. If a Full Time Officer Trustee resigns, is disqualified or removed from office at any time prior to the commencement of the Academic Year, the vacancy that results on the board of Trustees shall be filled in accordance with the Bye-Laws.

60. If a Full Time Officer Trustee resigns, is disqualified or removed from office after the commencement of the Academic Year the vacancy shall be filled in accordance with the Bye-Laws. Any person elected under this Clause may be required to assume the responsibilities of the Full Time Trustee.

61. If a Student Trustee resigns, is disqualified or removed from office, a Student Trustee may be elected to the vacancy in accordance with Clause [48].

62. If an External Trustee resigns, is disqualified or removed from office, an External Trustee (as appropriate) shall be appointed to the vacancy in accordance with Clause [52].

**Powers of the Trustees**
63. The Board of Trustees shall be responsible for the management and administration of the Union and (subject to the Education Act, this Constitution and the Bye-Laws) may exercise all the powers of the Union. A meeting of the Trustees at which a quorum is present may exercise all powers exercisable by the Trustees.

64. No alteration of this Constitution or the Bye-Laws shall invalidate any prior act of the Trustees which would have been valid if that alteration had not been made.

65. The Board’s powers under Clause [63] shall include but not be limited to ultimate responsibility for:

65.1. the governance of the Union;

65.2. the budget of the Union; and

65.3. the strategy of the Union.

66. The Board of Trustees may override any decision or Policy made by the Members in general meeting, Referendum, Preferendum or by the Executive Committee which the Trustees consider (in their absolute discretion):

66.1. has or may have financial implications for the Union;

66.2. 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);

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

66.4. will or may otherwise affect the discharge of any or all of the responsibilities referred to in Clause [65].

67. The continuing Trustees or a sole continuing Trustee may act notwithstanding any vacancies in their number. However, if and so long as the number of Trustees is less than the number fixed as the quorum in Clause [87], the Trustees may only act to increase the number of Trustees (including by arranging an election) so that there is a quorum.

68. 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:

68.1. was not properly appointed;

68.2. was disqualified from holding office;

68.3. had vacated office; or

68.4. was not entitled to vote.

Delegation of Trustees’ powers

69. The Trustees may, by power of attorney or otherwise, appoint any person to be the agent of the Union for such purposes and on such conditions as University of Lancaster determine.

70. The Trustees may delegate any of their powers or functions to any committee or the implementation of any of their resolutions and day-to-day management of the affairs of the Union to any person or committee in accordance with the conditions set out in this Constitution.
Delegation to committees

71. In the case of delegation to committees:

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

71.2. subject to Clause [74], 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;

71.3. 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 forthwith to the Trustees and for that purpose every committee shall appoint a secretary;

71.4. all delegations under this Clause shall be revocable at any time; and

71.5. the Trustees may make such regulations and impose such terms and conditions and give such mandates to any such committee or committees as University of Lancaster may from time to time think fit.

72. The Trustees shall establish the following committees (which is a non-exhaustive list) in accordance with their powers under Clauses [70] and [71]:

72.1. Executive Committee (as further described in Clause [76]);

72.2. Appointments Committee;

72.3. Finance and Risk Committee;

72.4. Governance Committee; and

72.5. Remuneration Committee.

Delegation of day-to-day management powers to Chief Executive

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

73.1. 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 in consultation with elected officers where appropriate;

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

73.3. 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

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

Bank Account
74. For the avoidance of doubt, the Trustees may (in accordance with Clauses [70] and [71]) 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 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.

Proceedings of Committees

75. The meetings and proceedings of any committee shall be governed by the provisions of this Constitution regulating the meetings and proceedings of the Trustees so far as the same are applicable and are not superseded by any Bye-Laws made by the Trustees and the Executive Committee.

The Executive Committee

76. Unless the Trustees determine otherwise, the Executive Committee shall include up to 16 Officers and student representatives:

76.1. Full Time Officers shall be ex officio members; and

76.2. All other categories of membership shall be defined in the Executive Committee Bye-Law.

77. The Executive Committee shall meet in accordance with the Bye-Laws. The Executive Committee’s responsibility shall not include the duties of the Trustees as set out in Clause [63] but shall include:

77.1. representation and campaigning work;

77.2. to keep under review the union’s objectives and to coordinate plans between elected officers for their achievement, with the Chief Executive;

77.3. to discuss all matters which in the opinion of the Chair of Executive Committee or the President, involve questions of policy or which require coordination between elected officers;

77.4. being a consultation body regarding union activity and events or, establishing appropriate working groups for the purpose;

77.5. approving in the first instance changes to the Bye-Laws of the Union once they have been scrutinised and approved by the relevant democratic process (with the exception of the Bye Law and clauses pertaining to the powers of the Trustee Board);

77.6. the implementation of Policy save in so far as these responsibilities have not been delegated to another group. This includes holding each other to account for effective progress and making this information available to the Members;

77.7. reviewing student policy ideas and either acting upon them, or referring them to other decision-making mechanisms based upon the following principles;

77.7.1. Executive Committee has the power to pass a policy idea only where it is reasonable to be deemed as not contentious by the wider Membership;
77.7.2. Executive Committee must refer any policy idea, which it would be reasonable to deem as contentious by the wider membership to either a Student Jury or a referenda.

77.7.3. When referring to a Student Jury, the Executive will also have the responsibility of identifying key evidence and information, which should be collected to support a Jury decision as well as an equality impact assessment.

78. The Chief Executive and the Union’s senior management team may attend meetings of the Executive Committee at the request of the Executive Committee.

Bye-Laws

79. The Trustees and the Executive Committee have the power from time to time to jointly 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 this Constitution.

Proceedings of Trustees

80. Subject to the provisions of this Constitution and the Bye-Laws, the Trustees may regulate their proceedings as they think fit.

Trustees’ meetings

81. The Trustees shall hold a minimum of four meetings in any Academic Year.

82. Three Trustees may, and the Chief Executive at the request of three Trustees shall, call a meeting of the Trustees.

83. Guests or observers can attend meetings of the Trustees at the discretion of the Chair.

Length of notice

84. A Trustees’ meeting shall be called by at least seven clear days’ notice unless either:

84.1. all the Trustees agree to shorter notice; or

84.2. urgent circumstances require shorter notice.

Contents of notice

85. Every notice calling a Trustees’ meeting shall specify the place, day and time of the meeting and the general particulars of all business to be considered at such meeting.

Service of notice

86. Notice of Trustees’ meetings shall be sent to each Trustee by post or by electronic communication.

Quorum

87. The quorum for Trustees’ meetings shall be seven and such quorum must include at least three Full Time Officer Trustees. 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.
Chair and Vice Chair

88. The President shall be the Chair of the Trustees.

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

90. In the absence of the Chair and the Vice Chair, another Trustee appointed by the Trustees present shall preside as chair of the meeting.

Decision making by Trustees at meetings

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

Virtual meetings

92. A Trustees’ meeting may be held by telephone or by televisual or other electronic or virtual means agreed by resolution of the Trustees in which all participants may communicate simultaneously with all other participants.

Majority decisions without Trustees’ meeting

93. The Trustees may, in the circumstances outlined in this Clause, make a two thirds majority decision without holding a Trustees’ meeting.

93.1. If:

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

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

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

93.1.4. a two thirds majority of the Trustees vote in favour of a particular decision on that matter

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

93.2. Trustees participating in the taking of a majority decision otherwise than at a Trustees’ meeting in accordance with this Clause:

93.2.1. may be in different places, and may participate at different times; and

93.2.2. may communicate with each other by any means.

93.3. No decision shall be taken by the Trustees in accordance with this Clause unless a quorum participates in the decision-making process. The quorum for Trustees’ decision-making in accordance with this Clause shall be the same as the quorum for Trustees’ meetings as set out in Clause [87].
93.4. The Chair or such other Trustee as shall be appointed by the Trustees shall be the chair of the process of decision-making in accordance with this Clause. The process shall include:

93.4.1. 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;

93.4.2. the nomination of a person to whom all Trustees’ votes must be communicated;

93.4.3. if a majority of the Trustees votes in favour of the decision, the nominated person shall communicate the decision to all the Trustees and the date of the decision shall be [the date of the communication from the nominated person confirming formal approval] OR [the date on which the vote is cast to bring the number of Trustees voting in favour into the required majority]; and

93.4.4. the nominated person must prepare a minute of the decision in accordance with Article [109].

93.5. In the case of an equality of votes in any decision-making process in accordance with this Clause, the chair shall be entitled to a casting vote in addition to any other vote they 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, voting or agreement purposes.

Conflicts of Interest

94. Whenever a matter is to be discussed at a meeting or decided in accordance with Clause [93] (Majority decisions without Trustees’ meeting) and a Trustee has a Personal Interest in respect of that matter then they must:

94.1. declare their interest to the Trustees;

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

94.3. not be counted in the quorum for that part of the meeting [or decision-making process]; and

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

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

96. In particular, Clause [94] shall apply to any matter that may directly or indirectly relate to the position of a Full Time Officer Trustee who is or is to be remunerated as an employee by the Union.

Student Juries and Scrutiny Panels

97. There shall be Student Juries and Scrutiny Panels as described in the Bye Laws.

97.1. The Student Juries shall have the authority to:

97.1.1. represent the voice of the Students on policy matters. Subject to Clause [66], set the Policy of the Union or, refer Policy to preferendum of the Members (in accordance with the Bye-Laws);
97.2. Juries shall comprise of no more than 18 randomly selected Members: composition and proceedings of the Student Juries shall be set out in the Bye-Laws.

97.3. The Student Scrutiny Panels shall have the authority to:

97.3.1. receive and scrutinise reports from the Executive Committee on policy implementation;

97.3.2. receive and scrutinise reports from the Full Time Officers’ progress against any mandates and manifesto pledges.

Student Groups

98. Students Groups are the recognised student groups and activity associated with the Union as laid out in the Bye-Laws. These groups have rights and responsibilities both towards the Union and their own members and shall include, but not be limited to:

98.1. Liberation groups

98.2. Education Representatives

98.3. Activity Groups including affiliated groups

99. Student Groups must manage their affairs in a fair and transparent way to maintain cooperative relationship with the Students’ Union.

100. Student Groups must adhere to:

100.1. the Constitution and relevant Bye-laws, in particular electoral procedures;

100.2. the Union’s Financial Regulations and allocated budget;

100.3. the Union’s Health and Safety Framework;

100.4. the Union’s complaints and discipline protocols; and

100.5. any other procedure, policy or direction from the Trustee Board which the Trustees deem necessary to ensure the effective management and administration of the Union providing the student group has been able to make its own views known.

100.6. Outside affiliations or financial support/sponsorship must be agreed via the Executive Committee

101. Any student group who fails to operate their affairs in line with clauses [99-100] maybe subject to disciplinary proceedings.

Junior Common Rooms (Undergraduate and Postgraduate Colleges)

102. The Junior Common Rooms and their elected Executives are permanent, integral parts of the Union.

103. The purpose of the Junior Common Rooms Executives are to foster inclusive student communities within the College, through acting in the wider interests of their Members. This is by:
103.1. representation of the views of their College community; members’ welfare and social experiences to the Principal and SCR;

103.2. representing these views to the Union’s Full Time Officers where appropriate;

103.3. providing social, cultural, sporting and recreational activities and forums for discussion and debate for the personal development of their Members;

104. Members of each Junior Common Room have the delegated authority to decide, subject to the provisions in Clauses [105-107]:

104.1. the nature and scope of their activities;

104.2. the make-up of their Executive Committee and the revision of their own governing documents, subject to the agreement of the Executive Committee;

104.3. Policy relating to their own College matters.

105. Junior Common Room Executives must manage their affairs in a fair and transparent way to maintain cooperative relationship with the Senior College.

106. Junior Common Room Executives must adhere to:

106.1. the Constitution and relevant Bye-laws, in particular electoral procedures;

106.2. the Union’s Financial Regulations and allocated budget;

106.3. the Union’s Health and Safety Framework;

106.4. the Union’s complaints and discipline protocols; and

106.5. any other procedure, policy or direction from the Trustee Board which the Trustees deem necessary to ensure the effective management and administration of the Union providing the JCR has been able to make its own views known.

106.6 Outside affiliations or financial support/sponsorship must be agreed via the Executive Committee.

107. Any Junior Common Room Executive who fails to operate their affairs in line with clauses [105 -106] maybe subject to disciplinary proceedings.

General

Irregularities

108. The proceedings at any meeting 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 by reason of any business being considered which is not specified in the notice.

Minutes

109. The Trustees shall keep minutes of:
109.1. all proceedings at general meetings of the Union and of meetings of the Trustees, and of committees of Trustees, including the names of the Trustees present at each such meeting; and

109.2. all resolutions of the Members and of the Trustees

109.2.1. and any such minute, if purported to be signed 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 or the resolution.

110. The minutes of the meetings referred to in Clause [109] 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.

**Accounts and Reports**

111. The Trustees shall comply with the requirements of the Education Act and the Charities Act 1993 as to keeping financial records, the audit or examinations of accounts.

112. The Members of the Union have the right to ask the Trustees questions in writing about the content of any documents referred to in Clause [111].

**Notices**

113. Subject to Clause [114], any notice to be given to or by any person pursuant to this Constitution shall be in writing except that a notice calling a meeting of the Trustees need not be in writing.

114. The Union may give any notice to a Member either:

114.1. personally;

114.2. by sending it by post in a prepaid envelope addressed to the Member at their address;

114.3. by leaving it at the address of the Member;

114.4. by electronic communication to the Member’s address; or

114.5. by posting it on the Union’s website.

115. A Member present 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.

116. Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given. A notice shall be deemed to be given at the expiration of 48 hours after the envelope containing it was posted or, in the case of a notice contained in an electronic communication, at the expiration of 48 hours after the time it was sent or in the case of a notice posted on the Union’s website at the expiration of 48 hours after it was posted.

**Indemnity**

117. 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 him or her in defending any proceedings, whether civil
or criminal, in which judgment is given in their favour or in which they is acquitted or in connection with any application in which relief is granted to him or her 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 him or her in the execution and discharge of their duties or in relation thereto.

**Trustees’ Indemnity Insurance**

118. The Trustees shall have power to resolve pursuant to Clause [4.29] to effect trustees’ indemnity insurance, despite their interest in such policy.

**Definitions and Interpretations**

119. In this Constitution, the following terms shall have the following meanings:

<table>
<thead>
<tr>
<th>Term</th>
<th>Meaning</th>
</tr>
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<tbody>
<tr>
<td>“Academic Year”</td>
<td>the period between October 1\textsuperscript{st} in one Year to September 30\textsuperscript{th} in the next Year determined by the Union as the period during which Students are required to be registered with University of Lancaster. Each Academic Year is for the time being divided into 3 terms;</td>
</tr>
<tr>
<td>“Appointments Committee”</td>
<td>the committee set up in accordance with the Terms of Reference set by the Trustee Board;</td>
</tr>
<tr>
<td>“Board of Trustees”</td>
<td>the Board of Trustees of the Union;</td>
</tr>
<tr>
<td>“Bye-Laws”</td>
<td>the bye-laws setting out the working practices of the Union made from time to time in accordance with Clause [79]. For the avoidance of doubt Union working practices may also be laid out in other documents outside of the Bye-Laws;</td>
</tr>
<tr>
<td>“Chair”</td>
<td>the chair of the Board of Trustees, who shall be [the President of the Union] in accordance with Clause [88];</td>
</tr>
<tr>
<td>“Chief Executive”</td>
<td>the chief executive of the union who is appointed by the Board of Trustees;</td>
</tr>
<tr>
<td>“clear days”</td>
<td>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;</td>
</tr>
<tr>
<td>“Code of Practice”</td>
<td>the Code of Practice relating to University of Lancaster’s obligations under Section 22 of the Education Act;</td>
</tr>
<tr>
<td>“Connected Person”</td>
<td>any person falling within one of the following categories and where payment to that person</td>
</tr>
</tbody>
</table>
might result in the relevant 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 other person in a relationship with a Trustee which may reasonably be regarded as equivalent to such a relationship; 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;

“Constitution”  this constitution of the Union;

“Contentious Policy”  this is an idea which it is reasonably foreseeable would be likely to cause argument or controversy amongst the membership

“Education Act”  the Education Act 1994;

“Elected Officers”  the Full Time Officers (major Union office holders under the Education Act 1994), the Part-Time Officers and Junior Common Room Executive Officers.

“the Executive Committee”  means the 16 Full Time Officers, elected officers and student representatives selected in accordance with this constitution and the Bye-Laws.

“External Trustee”  a Trustee appointed in accordance with Clause [52] who for the avoidance of doubt shall not be deemed to be either a major union office holder or a Full Time union office holder for the purposes of section 22 of the Education Act:]

Junior Common Rooms  The junior members of each of the University of Lancaster’s Colleges. For the avoidance of doubt this constitutes both postgraduate and undergraduate members;

Junior Common Room Executives  The student officers elected from College constituencies to represent the junior members of each of the University of Lancaster’s Colleges. For the avoidance of doubt this constitutes both postgraduate and undergraduate Executives.

“in writing”  means written, printed or transmitted writing including by electronic communication;

“Members”  members of the Union being Students at University of Lancaster as further defined in Clause [12] and the Full Time Officers;
“NUS” National Union of Students;

“Office” the head office of the Union;

“Part-Time Officers” the Members elected to be officers of the Union while continuing their studies at University of Lancaster;

“Personal Interest” a financial interest or an interest that does not arise in the ordinary course of being a Member or a Trustee (for example, being a member of a club or society);

“Policy” representative and campaigning policy set by Referenda, Student Juries, General Meetings, Preferenda or the Executive Committee in accordance with Clauses [20] to [40] and Clauses [76] and [97] respectively or by the Members in general meeting. For the avoidance of doubt, policy will be ordinarily binding for 3yrs at which point it shall be reviewed and either revoked or reapproved;

“Preferenda” A ballot in which all Members of the Union are entitled to cast a vote (with a most preferred to least preferred option response), the protocol for which is set out in the Bye-Laws;

“President” the president of the Union, as elected by the Members in accordance with the Bye-Laws;

“RAG” the raising and giving societies known as LUSU Gives which develops Students by providing them with an opportunity to raise funds for charitable causes;

“Referendum” a ballot in which all Members of the Union are entitled to cast a vote (with a yes, no or abstention response), the protocol for which is set out in the Bye-Laws;

“Full Time Officers” the individuals elected in accordance with Clause [42] (each of whom is a “major union office holder” for the purposes of section 22 of the Education Act);

“Full Time Officer Trustee” a Trustee elected in accordance with Clauses [42] and [43];

“Secure Petition” a written request to the Union which shall be fixed in a pre-arranged place or places or held securely on-line;

“Student” any individual who is formally registered for an approved programme of study provided by
University of Lancaster. For the avoidance of doubt, University of Lancaster shall determine whether or not an individual has student status;

“Student Jury” the Student panels randomly selected from the Members to decide policy matters in accordance with this Constitution and the Bye-Laws of the Union;

“Student Trustee” a Trustee elected in accordance with Clause [48] who is a Student and for the avoidance of doubt shall not, for the purposes of Section 22 of the Education Act, be a major union office holder;

“Subsidiary Company” 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;

“Trustee” and “Trustees” the Full Time Officer Trustees, the Student Trustees, and the External Trustees;

“Union” Lancaster University Students’ Union; and

“University of Lancaster” University of Lancaster, incorporated by Royal Charter in 1964.

“Vice Chair” the vice chair of the Board of Trustees, who shall be appointed in accordance with Clause [89];

120. Words importing the singular shall include the plural and vice versa and words importing the masculine shall include the feminine and vice versa.

121. Any reference to a statute, statutory provision or subordinate legislation (“legislation”) shall (except where the context otherwise requires) be construed as referring to such legislation as amended and in force from time to time and to any legislation which (either with or without modification) re-enacts, consolidates or enacts in rewritten form any such legislation.