

CONSTITUTION OF THE BRITISH UNIVERSITIES TRANSNATIONAL EXCHANGE ASSOCIATION

1. Name

The name of the organisation shall be BRITISH UNIVERSITIES TRANSNATIONAL EXCHANGE ASSOCIATION (BUTEX).

2. Aim

The aim of the organisation shall be to foster cultural and educational understanding between institutions of higher education in the UK and from across the Global HE Market and facilitate high quality mobility experiences for students as part of their university education.

3. Objectives

The objectives of the organisation shall be:

- a) to provide for the collection and exchange of information between member institutions in the UK in relation to exchange and study/work abroad programmes in order to facilitate high quality and meaningful experiences for university students and staff to support members in diversifying mobility cohorts, including under-represented groups
- b) to facilitate contacts between the education system in the United Kingdom and the systems used by global HE institutions by promoting such activities as: reciprocal student exchanges; teaching and administrative staff exchanges; professional study visits; student visits; promotion of opportunities, institutional links; workshops and seminars on international education topics; contacts with government agencies, professional associations and analogous organisations.
- c) to raise the profile of UK higher education in the Global Market
- d) to assist in the provision of services incidental to the foregoing objectives.

4. Membership

- a) Full membership of BUTEX shall be open to any university, college or institution situated within the UK and accredited as providing recognised UK degree course. The organisation shall comprise Ordinary members, representing member institutions who will elect an Executive Committee.

The Executive Committee shall be:

- The Chair
 - The Vice-Chair
 - The Marketing and Communications Officer
 - The Treasurer
 - The Events Officer
 - The Representative of Associate Members
 - The Conference Liaison Officer
 - The Symposium Liaison Officer
- b) Subject to clause 7, Executive Committee positions may be shared by two people nominated and elected on a joint ticket.
- c) The Executive Committee may co-opt up to 10 additional members for a period of one year, with the possibility of further co-option. These additional members should be currently or formally associated with BUTEX or a member institution. These additional members will help to facilitate UK events on an ad-hoc basis throughout the year at the discretion of the Executive. One Co-opted Executive Committee member will represent the interests of member institutions relating to inbound study abroad marketing, recruitment and programme management.
- d) Each member institution shall pay a subscription, to be determined each year at the Annual General Meeting (AGM), and will be entitled on payment to send one voting representative to the AGM and to other general meetings.
- e) The Officers and Executive Committee shall be empowered to recommend that associate membership be granted to organisations and individuals whose interests are deemed to be suitably related to those of BUTEX, but who are not otherwise eligible for ordinary membership. Associate membership fees, determined each year at the AGM, shall be set at a level to cover administrative costs, meeting fees etc. Such membership shall be honorary and shall not confer any voting rights.
- f) Each member institution including affiliated member institutions shall notify the secretary of the name of a designated individual with whom all business shall be transacted.
- g) The Officers and Executive shall be empowered to recommend to an AGM that Honorary membership be conferred on individuals whose contribution to the aim and objectives of the organisation has been deemed worthy of such recognition. Honorary membership shall be free of charge and shall not confer any voting rights.
- h) The Annual General Meeting shall have the power to expel a member

institution in accordance with the BUTEX statement of ethics.

- i) Amendments to the Constitution may only be agreed at an Annual General Meeting (AGM) or an Extraordinary General Meeting (EGM), by a two-thirds majority of those present and eligible to vote. Notice of proposed changes to the constitution must be given to members at least one week before the AGM or EGM at which they are to be considered. An AGM or EGM may be held in person or virtually, in either a synchronous or asynchronous format.

5. Application of income and property

- a) The income of the organisation shall be applied solely towards the promotion of the objects.
 - (i) A committee member is entitled to be reimbursed from the property of the organisation or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the organisation.
 - (ii) A committee member may benefit from trustee indemnity insurance cover purchased at the organisation's expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.
- b) None of the income or property of the organisation may be paid or transferred directly or indirectly by way of dividend bonus or otherwise by way of profit to any member of the organisation. This does not prevent a member who is not also a trustee from receiving:
 - (i) a benefit from the organisation in the capacity of a beneficiary of the organisation;
 - (ii) reasonable and proper remuneration for any goods or services supplied to the organisation.

6. Meetings

- a) There shall normally be one Ordinary General Meetings (OGM) each year and one Annual General Meeting (AGM) each year.
- b) An Extraordinary General Meeting (EGM) may be called at the discretion of the Executive Committee or at the request of one fifth of the full member institutions.
- c) An AGM, EGM or OGM shall have a quorum if at least one third of the full member institutions are represented.

- d) The Chair of any meeting of BUTEX shall have a deliberative vote, and, in the event of a tie, a casting vote.

7. Elections

- a) Elections shall be held for the following offices:
- The Chair
 - The Vice Chair
 - The Marketing and Communications Officer
 - The Treasurer
 - The Events Officer
 - The Representative of Associate Members
- b) The nominations for the offices indicated in 7 a) shall be proposed and seconded. Institutional representatives of full members designated under 4 f), officers and members of the Executive Committee shall be entitled to be nominated for office, except as indicated in 7 g), and to nominate or second nominations for office.
- c) The nominations for the offices indicated in 7 a) shall be made on a form supplied by the Secretariat, which shall be accompanied by emails of support for the nomination by the proposer and seconder. The submission of the form by the nominee will indicate willingness to serve for the office indicated. The form will be accompanied by a curriculum vitae of the nominee with the format and length to be determined by the Executive Committee.
- d) The elections for the offices indicated in 7 a) shall be by ballot of institutional representatives of full members designated under 4 f). The ballot shall be completed by a date in October determined by the Executive Committee of the appropriate year. The Secretariat shall invite nominations from those indicated in 7 b) at least four weeks before the completion of the election.
- e) If a single nomination is received for any office indicated in 7 a), the nominee for that office shall be declared elected.
- f) If no valid nomination is received for any office indicated in 7 a), the Annual General Meeting is empowered to nominate and elect for that office from amongst those indicated in 7 b), subject to 7 g).
- g) The Chair shall be elected to serve for a period of two years with the possibility of re-election for one further period of two years.
- h) The Vice-Chair, the Marketing and Communications Officer, the Events Officer and the Treasurer shall be elected for a period of two years with the possibility of re-election.

- i) The Representative of Associate Members shall be an associate member and be elected for a period of one year with the possibility of re-election.
- j) Officers indicated in 7 a) shall take office or assume Committee membership immediately after the Annual General Meeting following their election.
- k) Casual vacancies arising amongst the offices indicated in 7 a) shall be filled by procedures agreed by the Executive Committee.
- l) The Conference Liaison Officer shall be nominated by the representative of the institution which has been nominated as the venue for the next Conference before the meeting following that at which the venue for the Conference has been announced.
- m) The Symposium Liaison Officer shall be nominated by the representative of the institution which has been nominated as the venue for the next Conference before the meeting following that at which the venue for the Conference has been announced.

8. Secretariat

- a) The Executive Committee will appoint a paid Manager to support the Executive Committee to undertake their roles.
- b) The Manager's appointment will be based on a competitive selection process, with conditions and payment agreed by the Executive Committee. The Manager's payment will be notified to members as part of the Annual General Meeting.

9. Conduct of Business

- a) The Secretariat shall give at least four weeks' notice of the Annual General Meeting.
- b) Any proposal to amend the Constitution must be received by the BUTEX Secretariat in writing to info@butex.ac.uk at least two weeks in advance of the AGM. All such proposed amendments shall be circulated with the AGM agenda.
- c) All meetings of the organisation will address the business printed on the published agenda which must be circulated to those concerned at least one week in advance of the date of the meeting.
- d) Except where indicated in 4(i) above, decisions at meetings will be reached by a simple majority vote on resolutions duly proposed and seconded.
- e) Interpretation of the Constitution and decisions on matters of ambiguity shall rest with the Chair.

10. Dissolution

- a) If the members resolve to dissolve the organisation the committee will remain in office as committee members and be responsible for winding up the affairs of the organisation in accordance with this clause.
- b) The committee must collect in all the assets of the organisation and must pay or make provision for all the liabilities of the organisation.
- c) The trustees must apply any remaining assets:
 - (i) directly for the objects
 - (ii) by transfer to any organisation or charity/charities for purposes the same as or similar to BUTEX
 - (iii) distributing the remaining property or money equally between the current full members
- d) The members may pass a resolution before or at the same time as the resolution to dissolve the organisation specifying the manner in which the trustees are to apply the remaining property or assets of the organisation and the committee must comply with the resolution if it is consistent with paragraphs (i) - (iii) inclusive in sub-clause (c) above.

Originally approved

7 December 1992

Amendments approved

4 November 2011

Amendments approved

7 December 2018

Amendments approved

7 July 2021

Amendments approved

30 October 2022