CONSTITUTION OF BUTEX BRITISH STUDENT MOBILITY

1. Name

The official name of the organisation is ‘British Universities Transatlantic Association’. The trading name of the organisation shall be ’Butex British Student Mobility’ and the short trading name shall be ‘Butex’, which supersede the organisation’s former trading names of ‘British Universities Transnational Exchange Association’ and ‘British Universities Transatlantic Exchange Association’

2. Aim

The aim of the organisation shall be to foster cultural and educational understanding between institutions of higher education in the United Kingdom and from across the global higher education 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 United Kingdom 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 higher education 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 United Kingdom higher education in the global market

d) to assist in the provision of services incidental to the foregoing objectives

4. <u>Membership</u>

a) Full membership of Butex shall be open to any university, college or institution situated within the United Kingdom and accredited as providing recognised United Kingdom degree courses. 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

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 additional members for a period of one year, with the possibility of further co-option. These additional members should be currently or formerly associated with Butex or a member institution. These additional members will help to facilitate United Kingdom events on an ad-hoc basis throughout the year at the discretion of the Executive Committee. Co-opted Executive Committee members may be appointed to represent the interests of member institutions relating to select thematic areas

d) Each member institution shall pay an annual subscription, to be determined by the Executive Committee, 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 shall pay a subscription according to the terms of clause 4 d). Such membership shall not confer any voting rights, with the exception of voting for the Representative of Associate

Members indicated in 4 a), 7 a) and 7 i)

f) A vote of membership at the Annual General Meeting shall have the power to remove an associate member from the organisation

g) 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

h) 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

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. <u>Application of income and property</u>

a) The income of the organisation shall be applied solely towards the promotion of the objects

(i) An Executive 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) An Executive 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 g), 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 g). 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 further periods of two years, with eligibility for further periods additionally subject to the prior endorsement of two thirds of the Executive Committee

h) The Vice-Chair, the Marketing and Communications Officer, the Events Officer, 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 two years with the possibility of re-election

j) Officers indicted in 7 a) shall take office or assume Executive Committee membership immediately within one month of the 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

8. <u>Secretariat</u>

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. Status

a) Subject to ongoing eligibility, Butex will register as a charity with the Charity Commission for England and Wales and, if and when necessary, with the Scottish Charity Regulator (OSCR) and the Charity Commission for Northern Ireland

b) The type of charity status for which registration is sought will be determined by the Executive Committee

10. 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 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

11. Dissolution

a) If the members resolve to dissolve the organisation the Executive 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 Executive 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 Executive Committee must comply with the resolution if it is consistent with paragraphs (i) - (iii) inclusive in sub-clause (c) above

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