

**In exercise of the powers conferred upon it by Section 125 of the Education Reform Act 1988, the Royal Northern College of Music, being a higher education corporation, makes the following Articles of Government, in accordance with which the Royal Northern College of Music shall be conducted:**

**1. INTERPRETATION**

**1.1 In these Articles words and expressions shall have the meanings ascribed to them in paragraph 1 of the Instrument of Government made by the Privy Council on 21st May 1993, and**

**"the holders of senior posts" means the Principal, the Clerk and the holders of such other senior posts as the Board of Governors may determine and "holder of a senior post" shall be construed accordingly;**

**"the staff" includes both teaching and other staff of the College;**

**"staff governor" means a member of the Board of Governors appointed on the nomination of the Academic Board, or as a co-opted staff nominee;**

**"student governor" means a member of the Board of Governors appointed as a student nominee or a co-opted student nominee; and**

**"the Students' Union" means an association of the generality of students formed to further the educational purposes of the College and the interests of students as students and recognised as such by the Board of Governors.**

**2. CONDUCT OF THE COLLEGE**

**2.1 The College shall be conducted in accordance with the provisions of the Education Acts 1944 to 1993, any subsequent Education Acts, any relevant regulations, orders or directions made by the Secretary of State, or by the Privy Council, and subject thereto, in accordance with the provisions of the Instrument, these Articles and any rules or bye-laws made under these Articles.**

**3. RESPONSIBILITIES OF THE BOARD OF GOVERNORS, PRINCIPAL AND ACADEMIC BOARD**

**3.1 The Board of Governors shall be responsible for:**

- (a) the determination of the educational character and mission of the College and for oversight of its activities;**
- (b) the effective and efficient use of resources, the solvency of the College and the Corporation and for safeguarding their assets;**
- (c) approving annual estimates of income and expenditure;**
- (d) the assignment and appraisal of the Principal;**
- (e) the appointment, grading, suspension, dismissal and determination of the pay and conditions of service of the holders of senior posts;**

- (f) **setting a framework for the pay and conditions of service of all other staff; and**
- (g) **for the appointment of an Acting Principal as may be required from time to time during the incapacity or prolonged absence of the Principal to carry out such of the responsibilities of the Principal as the Board of Governors may assign to him.**

### **The Principal**

**3.2.1 Subject to the responsibilities of the Board of Governors, the Principal shall be the chief executive of the College, and shall be responsible for:**

- (a) **making proposals to the Board of Governors about the educational character and mission of the College, and for implementing the decisions of the Board of Governors;**
- (b) **the organisation, direction and management of the College and leadership of the staff;**
- (c) **advising the Board of Governors on the duties appropriate to other holders of senior posts and for the appraisal of such other holders of senior posts;**
- (d) **the appointment, assignment, grading and promotion, appraisal, suspension, dismissal and determination - within the framework set by the Board of Governors - of the pay and conditions of service of staff other than the holders of senior posts;**
- (e) **the determination, after consultation with the Academic Board, of the College's academic activities, and for the determination of its other activities;**
- (f) **preparing annual estimates of income and expenditure, for consideration by the Board of Governors, and for the management of budget and resources, within the estimates approved by the Board of Governors; and**
- (g) **the maintenance of student discipline and, within the rules and procedures provided for within these Articles, for the suspension or expulsion of students on disciplinary grounds and for implementing decisions to expel students for academic reasons.**

**3.2.2 The Principal may delegate the exercise of his powers and responsibilities to other members of staff as he considers appropriate but, notwithstanding any such delegation, the Principal shall be accountable to the Board of Governors for the exercise of such powers and responsibilities.**

### **The Academic Board**

**3.3 Subject to the provisions of these Articles, to the overall responsibility of the Board of Governors, to the responsibilities of the Principal and, where appropriate, to the requirements of validating and accrediting bodies, the Academic Board shall be responsible for:**

- (a) **establishing policy in relation to: research, scholarship, teaching and courses at the College, including academic criteria for the admission of students, academic standards and the validation and review of courses;**
- (b) **approving the contents of the curriculum;**
- (c) **approving (i) policies and procedures for assessment and examination of the academic performance of students; and (ii) procedures for appointing and removing internal and external examiners, for the award of qualifications and honorary academic titles, and for the expulsion of students for academic reasons;**
- (d) **considering proposals for the development of the academic activities of the College and the resources needed to support them, and for advising the Principal and the Board of Governors thereon; and**
- (e) **advising on such matters as the Board of Governors or the Principal may refer to the Academic Board.**

**3.4 The Academic Board may establish such committees as it considers necessary for purposes of enabling it to carry out its responsibilities provided that each establishment is approved by the Principal and Board of Governors. The number of members of any such committee and the terms on which they are to hold and vacate office shall be determined by the Academic Board.**

#### **4. ACADEMIC BOARD**

**4.1 There shall be an Academic Board of no more than 30 members, comprising the Principal (who shall be Chairman) and such other numbers of staff and students as may from time to time be approved by the Board of Governors. The Principal may nominate a Deputy Chairman from among the members of the Academic Board to take the chair in his place. The period of appointment of members and the selection or election arrangements shall be subject to the approval of the Board of Governors.**

**4.2 In addition to the Principal, at least half of the members of the Academic Board shall comprise persons occupying posts at Head of Department level or above.**

**4.3 Other members shall include one teacher from each of the Schools of Study elected by the teaching staff of that School, and two students nominated by the Students' Union, of which one will normally be the President of the Students' Union.**

**4.4 The Academic Board shall have power to co-opt up to two further members, who are neither employees nor students of the College, neither of whom shall have voting rights.**

#### **5. DELEGATION OF FUNCTIONS AND COMMITTEES**

**5.1 Subject to the following provisions of this Article, the Board of Governors may establish committees for any purpose or function, other than those**

assigned elsewhere in these Articles to the Principal or to the Academic Board, and may delegate powers to such committees or to the Chairman of the Board of Governors or to the Principal.

- 5.2 The Board of Governors shall establish a committee or committees to determine or advise on such matters (including but not limited to employment policy and finance) as the Board of Governors may remit to them. The members of the committee or committees shall be drawn from the Board of Governors other than staff or student governors.
- 5.3 The Board of Governors shall not, however, delegate the following:
- the determination of the educational character and mission of the College;
  - the approval of the annual estimates of income and expenditure;
  - ensuring the solvency of the College and the corporation and the safeguarding of their assets;
  - the appointment or dismissal of the Principal; or
  - the varying or revoking of these Articles of Government.

## 6. APPOINTMENT OF CLERK TO THE BOARD OF GOVERNORS

- 6.1 The Board of Governors shall appoint a Clerk to act as Secretary to the Board of Governors.

## 7. PROCEDURES FOR MEETINGS OF THE BOARD OF GOVERNORS

- 7.1 There shall be an annual meeting convened by the Clerk on a date determined by the Board of Governors. The annual meeting shall normally be held in the Autumn Term and in any event not later than 15 months following the preceding annual meeting.
- 7.2 At each annual meeting a Chairman and Deputy Chairman shall (unless continuing in office by virtue of a previous election) be appointed by election to hold office until the succeeding annual meeting or until such subsequent annual meeting (not exceeding the third annual meeting following appointment) as the Board of Governors may determine. A retiring Chairman or Deputy Chairman shall be eligible for re-appointment. Should the Chairman cease for any reason to be Chairman of the Board before the next annual meeting his place as Chairman shall be taken by the Deputy Chairman until the next annual meeting and a new Deputy Chairman may be appointed by the Board of Governors to hold office until the next annual meeting.
- 7.3 The following additional business shall inter alia be taken at each annual meeting: (a) an annual report by the Principal to the Board of Governors on the progress of the College; (b) subject to any requirements of the appropriate Higher Education Funding Council, the consideration and adoption of the annual report and accounts for the previous financial year; and (c) the appointment and remuneration of auditors.

- 7.4** Additional meetings shall be convened by the Clerk to the Board of Governors (a) on a resolution of the Board of Governors or (b) on receipt of an instruction from the Chairman or Deputy Chairman (which the Clerk to the Board may request to be in writing) or (c) on receipt of a notice signed by a minimum of eight members of the Board of Governors of whom at least four shall be independent members. The Clerk shall convene such additional meetings by giving 14 days notice, or such lesser period as shall be agreed by a majority of members. In the case of meetings convened on receipt of an instruction or notice, such meetings shall be held within 21 days or such longer period as may be agreed by a majority of members. In the event that the Chairman or Deputy Chairman has instructed that a meeting be convened and has certified that an emergency exists, notice in writing shall be sufficient if it is delivered or posted by first class mail 48 hours before such a meeting and in such a case any subsequent question whether an emergency had existed shall not affect the validity of the proceedings of the meeting.
- 7.5** Accidental omission to give due notice to any member or the non-receipt of notice by any member entitled to attend a meeting shall not invalidate the proceedings of that meeting.
- 7.6** The agenda for a meeting, the draft minutes of the previous meeting and so far as practicable the other papers to be considered shall be sent to members normally at least 5 days before the date set for the meeting, unless it has been certified by the Chairman or Deputy Chairman that an emergency exists or a majority of the members has otherwise agreed that the normal provisions for notice and receipt of Board papers should be waived.
- 7.7** A quorum for a meeting shall be eight members of whom a minimum of five shall be independent members. If a meeting is quorate, but less than half the members present are independent members, a majority of the independent members present shall be able to require that a decision be deferred to the next meeting. No decision shall be deferred more than once under this provision.
- 7.8** Members of the Board of Governors shall not be bound in their speaking and voting by mandates given to them by other bodies or persons except where acting as a proxy for another member.
- 7.9** Should the Chairman of the Board of Governors have notified the Clerk of his inability to attend a meeting, or should he fail to attend within 10 minutes of the time appointed, the Deputy Chairman shall preside during the continuing absence of the Chairman and in the event of an equality of votes on any matter put to the vote shall be entitled to a second or casting vote. Should both the Chairman and Deputy Chairman fail to attend within 10 minutes of the time appointed then, before any business is transacted, the members present shall appoint one of their number as Chairman of the meeting. Should the members fail to appoint a Chairman, the meeting shall stand adjourned to a date to be determined by the Chairman or Deputy Chairman of the Board.
- 7.10** Should a quorum not be present within 30 minutes from the time appointed for a meeting convened on a notice by members, the meeting shall be dissolved. In other cases it shall stand adjourned to a date to be determined by the Chairman of the meeting following such consultation with other Board members as he or she

considers appropriate which date shall, if practicable, be within 14 days. If at the resumption of an adjourned meeting a quorum is not present within 10 minutes from the appointed time the members present shall form a quorum.

- 7.11 A meeting may be adjourned on a resolution to this effect approved by a majority of members present, but no business may be transacted at any resumption of the adjourned meeting other than business on the original agenda for the meeting.
- 7.12 At any meeting of the Board a resolution put to the vote of the meeting shall be decided on a show of hands unless a poll is (before or on the declaration of the result of the show of hands) demanded either by the Chairman of the meeting or by at least three members present. Unless a poll is demanded a declaration by the Chairman of the meeting that a resolution has on a show of hands been carried, or carried unanimously or by a particular majority, or lost, and an entry to that effect in the minutes of the meeting shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against such resolution. The demand for a poll may be withdrawn. In the case of an equality of votes whether on a show of hands or on a poll the Chairman (or Deputy Chairman, if in the chair) of the Board shall be entitled to a second or casting vote. A poll demanded on the election of a Chairman, or on a question of adjournment, shall be taken immediately. A poll demanded on any other question may, on the direction of the Chairman of the meeting, be taken immediately, or may be deferred for a poll of all the Board members, in which event the Chairman of the meeting shall determine the time and place of the poll. The result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.
- 7.13 On all matters requiring a vote an absolute majority of the votes of those members present or represented by proxy at the meeting shall be required except that the appointment of a Board member where the Corporation is the appointing authority shall require an absolute majority of all those members of the Board entitled to vote on the appointment.
- 7.14 Where under the terms of the Instrument the Board of Governors are the appointing authority in respect of new Board members the quorum and other procedures for meetings at which appointments are to be made shall subject to Article 7.13 be the same as for other functions of the Board of Governors.
- 7.15 Any member who has a pecuniary, family or other personal interest in any matter under consideration shall declare promptly and fully such interest and take no part in consideration of the matter or vote upon it, and shall at the request of the Chairman withdraw while it is being considered and voted upon by the Board. Provided that nothing in this paragraph shall in any way preclude or hinder the Board of Governors and each of its members from considering and voting upon proposals for the Corporation to insure the members of the Corporation against liabilities incurred by them arising out of their office or the Corporation from obtaining such insurance and paying premiums in respect thereof.
- 7.16 At the request of the Chairman of the meeting any staff or student governor present and any officer in attendance shall withdraw from a meeting for any item under which a named member of the staff or student at the College (or a former or prospective named member of the staff or student at the College) is to be considered and shall not (if a Board member) vote on the item. The Principal shall at the

request of the Chairman withdraw for any item under which a matter personal to the Principal is to be considered and shall not vote on the item.

7.17 With the exception of material relating to named members of staff or students at the College (or to former or prospective named members of the staff or students at the College) or to other matters which the Board or any Committee of the Board is satisfied should be dealt with on a confidential basis, the following papers relating to meetings of the Board shall be available for inspection by members of staff and students at the College:-

- the agenda
- the draft minutes if they have been approved by the Chairman of the meeting
- the signed minutes
- reports or papers considered at the meeting.

7.18 Each member may vote personally or through one proxy who shall be another member of the Board. An instrument appointing a proxy shall be in writing, signed by the appointor, and shall be in the following form (or a form as near thereto as circumstances allow):

I ..... being a member of the Higher Education Corporation called the Royal Northern College of Music hereby appoint ..... or failing him ..... as my proxy to vote in my name and on my behalf at the meeting of the Board of Governors to be held on ..... 19 .. and at any adjournment thereof.

I further instruct that my proxy shall vote as follows:  
[to be completed only if specific instructions are to be given in relation to clearly identified matters on the agenda]

Signed .....  
Date .....

The form of proxy may give instructions on how the proxy shall vote on any particular matter but unless so instructed a proxy may vote as he thinks fit or abstain from voting. The instrument appointing a proxy must be lodged with the Clerk to the Board not less than 48 hours before the time of the meeting or adjourned meeting at which the person named in the instrument might vote.

8. **PROCEDURES FOR MEETINGS OF COMMITTEES OF THE BOARD OF GOVERNORS**

8.1 When, under the terms of the Instrument, an independent member of the Corporation is to be appointed by the current independent members of the Board of Governors, all those members shall form for this purpose a Committee for which four shall be a quorum. The Committee shall before any business is transacted appoint a Chairman of the meeting. The Clerk to the Board shall act as Secretary to the Committee and shall send notice of a meeting to each independent member of the Corporation at least 14 days before the meeting. Each independent member shall be entitled to vote personally or by proxy in like matter to a meeting of the Board of Governors.

**8.2** Procedures for other Committees of the Board shall be governed by rules made by the Board which shall inter alia determine the size and composition of each Committee, the appointment of a Chairman, the quorum and the notice for meetings, and by the provisions of these Articles for regulating meetings of the Board so far as applicable and not superseded by and inconsistent with such rules. No member of a Committee of the Board other than one established under Article 8.1 shall be entitled to vote by proxy.

**8.3** All decisions, actions and recommendations taken or made by Committees shall be reported fully and promptly to the Board of Governors.

## **9. PROCEDURES FOR MEETINGS OF THE ACADEMIC BOARD**

**9.1** The Academic Board shall make such rules for the conduct of its business and the business of committees of the Academic Board as it may determine. Such rules shall be made in conformity with the following Articles and shall apply subject to any amendments or additions required by the Board of Governors.

**9.2** The Academic Board shall hold at least one meeting in each term. A meeting shall be convened (a) on a resolution of the Academic Board, (b) on the direction of the Chairman or (c) on receipt by the Secretary of the Academic Board of a notice signed by at least 8 members. Notice for each meeting, which may take the form of a notice posted prominently in the College, shall be at least seven days unless the Chairman certifies that there is an emergency, in which event 24 hours notice shall suffice.

**9.3** Accidental omission to give due notice of a meeting to any member of the Academic Board or the non-receipt of notice by any such member shall not invalidate the proceedings of that meeting.

**9.4** The quorum for a meeting of the Academic Board shall be seven members.

**9.5** Each member of the Academic Board shall have one vote but shall not be entitled to vote by proxy.

**9.6** Members of the Academic Board shall not be bound in their speaking or voting by mandates given to them by other bodies or persons.

**9.7** A member of the Academic Board who has a pecuniary family or other personal interest in any matter under consideration shall declare such interest and take no part in consideration of the matter or vote upon it and shall at the request of the Chairman of the Meeting withdraw while it is being considered and voted upon by the Academic Board.

**9.8** At the request of the Chairman any student representatives present shall withdraw from a meeting of the Academic Board for any item under which a named student at the College (or former or prospective named student at the College), is to be considered and shall not vote on such item.

**9.9** With the exception of material relating to named students at the College (or former or prospective named students at the College) and other matters which the



Academic Board or any Committee of the Academic Board is satisfied should be dealt with on a confidential basis the following Academic Board papers shall be available for inspection by members of staff and students at the College:

- the agenda
- the draft minutes if they have been approved by the Chairman of the meeting
- the signed minutes
- reports or papers considered at the meeting.

## **10. APPOINTMENT AND PROMOTION OF STAFF**

**10.1** Each member of staff shall serve under a contract of employment with the Corporation.

**10.2** Upon the occurrence of a vacancy or expected vacancy for the post of Principal, the post shall be advertised nationally and the vacancy shall be filled by the Board of Governors in accordance with procedures it shall determine.

**10.3** Upon the occurrence of a vacancy or expected vacancy for any other senior post determined by the Board, it shall be advertised nationally and the vacancy filled in accordance with procedures determined by the Board, which procedures may include delegation of the appointment to a committee of the Board.

**10.4** Upon the occurrence of a vacancy or expected vacancy for any other post, the vacancy shall be filled by the Principal following procedures for making appointments approved by the Board.

## **11. CONDUCT OF STAFF**

**11.1** After consultation with the staff, the Board of Governors shall make rules relating to the conduct of staff.

**11.2** In making rules under Article 11.1, the Board of Governors shall have regard to the need to ensure that academic staff have freedom within the law to question and test received opinion, and to put forward new ideas and controversial or unpopular opinions without placing themselves in jeopardy or losing their jobs or any privileges they may have at the College.

## **12. SUSPENSION AND DISMISSAL OF STAFF**

### **Suspension**

**12.1** The Chairman of the Board of Governors or in the absence of the Chairman, the Deputy Chairman, may suspend from duty, with pay, the holder of a senior post for misconduct or other good and urgent cause. The Chairman or Deputy Chairman shall report such suspension in writing to the Board of Governors within two working days or as soon thereafter as practicable.

**12.2** The Principal may suspend from duty, with pay, any member of the staff other than the holder of a senior post for misconduct or other good and urgent cause.

- 12.3** Anyone who is suspended under Articles 12.1 or 12.2 shall be entitled to receive from the Principal, or in the case of the holders of senior posts, from the Chairman or Deputy Chairman of the Board of Governors, written notification of the suspension within 5 working days where practicable, setting out the ground on which the decision to suspend has been taken.
- 12.4** Procedures for the suspension of staff under Article 12.1 or 12.2 shall be specified in rules made by the Board of Governors after consultation with the staff. The rules shall include provision that:
- (a) any person who has been under suspension for three weeks or more may appeal in writing to the Board of Governors against the suspension, save that no such right of appeal shall lie if the person is the subject of a reference to a Special Committee under Article 12.5 or of a notification from the Principal under article 12.12;
  - (b) any appeal made under 12.4 (a) shall be considered as soon as practicable; and
  - (c) a suspension against which an appeal is made shall continue to operate pending the determination of the appeal.

**Dismissal**

(i) **Holders of senior posts including the Principal and the Clerk**

- 12.5** If the Chairman of the Board of Governors, or in his absence the Deputy Chairman, or a majority of the members of the Board of Governors, consider that it may be appropriate for the Board of Governors to dismiss the holder of a senior post, the Chairman, Deputy Chairman, or the Board of Governors as appropriate shall refer the matter to a Special Committee of the Board of Governors, which shall be convened as soon as possible to examine the facts, otherwise investigate the ground for dismissal and to make a report to the Board of Governors.
- 12.6** The person whose dismissal is to be considered by the Special Committee shall have the right to make representations to the Committee, including oral representations, for which purpose he may be accompanied and represented by a friend.
- 12.7** The Special Committee shall prepare a written report for consideration by the Board of Governors, a copy of which shall be sent to the person to whom it relates. The report shall set out the facts relating to the case and any considerations which the Committee considers should be taken into account in the Board of Governors' consideration of the matter. The report should not contain recommendations as to the decisions to be taken by the Board of Governors.
- 12.8** The Board of Governors shall consider the report of the Special Committee and take such action as it considers appropriate, which may include the dismissal of the person concerned. The person concerned shall have the right to make representations to the Board of Governors, including oral representations for which purpose he may be accompanied and represented by a friend.

- 12.9** The Special Committee shall consist of five members of the Board of Governors. The Chairman of the Board of Governors, the Deputy Chairman and the Principal shall not be eligible for membership of the Special Committee.
- 12.10** The Board of Governors shall make rules specifying procedures for the conduct of the Special Committee and other aspects of the procedure set out in Articles 12.5 to 12.9.
- (ii) Other Members of Staff**
- 12.11** The Principal may dismiss any member of the staff other than the holder of a senior post and if the circumstances are such that he is entitled to do so by virtue of the conduct of that member of staff, that dismissal may take immediate effect without any need for prior notice.
- 12.12** Where the Principal proposes to dismiss such a member of staff and the circumstances described in Article 12.11 do not prevail he shall notify the member of staff concerned of that proposal. That staff member shall be given an opportunity to make representations to the Principal (including oral representations, for which purpose the staff member may be accompanied and represented by a friend) before any decision to dismiss by the Principal is taken.
- 12.13** Where a staff member has been dismissed pursuant to Article 12.11 or a decision to dismiss has been taken pursuant to Article 12.12 that staff member may appeal against the dismissal or decision, as the case may be, to the Board of Governors. In the case of an appeal against a decision to dismiss, the dismissal shall not take effect until the appeal has been determined.
- 12.14** Procedures for the dismissal of staff by the Principal and for the consideration of appeals against dismissals shall be specified in rules made by the Board of Governors after consultation with the staff. The rules should include rights of representation.
- 13** **GRIEVANCE PROCEDURES**
- 13.1** After consultation with the staff the Board of Governors shall make rules specifying procedures according to which staff may seek redress of any grievances relating to their employment.
- 14.** **STUDENTS**
- 14.1** The Students' Union shall conduct and manage its own affairs in accordance with a constitution approved by the Board of Governors and the Board of Governors shall review such constitution at intervals of not more than five years. No amendment to or rescission of that constitution, in part or in whole, shall be valid unless and until approved by the Board of Governors.
- 14.2** The Board of Governors shall take such steps as are reasonably practicable to secure that the financial affairs of the Students' Union are properly conducted and

that appropriate arrangements exist for the approval of the Students' Union's budget and the monitoring of its expenditure by the Board of Governors.

14.3 The Students' Union shall present the following information annually to the Board of Governors and shall also make such information available to all students:

- a. Audited accounts of the Students' Union, and
- b. A report listing the external organisations to which the Students' Union has made donations in the year to which the report relates and details of those donations.

14.4 The Board of Governors shall take such steps as are reasonably practicable to satisfy itself that elections to the major offices of the Students' Union are fairly and properly conducted.

14.5 The Board of Governors, after consultation with the Academic Board and representatives of the students, shall make rules with respect to the conduct of students, including procedures for suspension and expulsion.

14.6 The Board of Governors, after consultation with the Academic Board and representatives of the students, shall determine procedures whereby students are given appropriate opportunities to raise matters of proper concern to them with the staff, the Vice-Principal, the Principal and the Board of Governors.

14.7 In exercise of their responsibilities under Article 3.3 (c), the Academic Board, after consultation with the Board of Governors and representatives of the students, shall determine procedures for the expulsion of a student for an unsatisfactory standard of work or other academic reasons.

14.8 At such intervals as may from time to time be determined by Board of Governors, a requisition may be made by 5% of the members of the Students' Union (or such lesser percentage as the Board of Governors may from time to time determine) that the question of continued affiliation by the Students' Union (or any society group or clause of the Students' Union) to any particular organisation be decided upon by a secret ballot in which all members of the Students' Union are entitled to vote.

## 15. HONORARY APPOINTMENTS

15.1 The Board of Governors shall be entitled to make such honorary appointments as it may from time to time determine and to invite the holders of such honorary appointments to carry out such duties (including ceremonial duties) appropriate to the appointment as the Board of Governors may determine.

## 16. FINANCIAL MATTERS

### Fees

16.1 The Board of Governors shall determine the tuition and other fees payable to the Corporation (subject to any terms and conditions attached to grants, loans or other payments paid or made by the appropriate Higher Education Funding Council).

## Accounts Estimates and Audit

**16.2** The Board of Governors shall keep accounts and records, and appoint auditors in accordance with the provisions of the Act.

**16.3** Annual estimates of income and expenditure shall be prepared by the Principal for consideration and approval of the Board of Governors.

## **17. RULES AND BYE-LAWS**

**17.1** The Board of Governors shall have power to make rules and bye-laws concerning such matters with regard to the government and conduct of the College as it shall think fit. Such rules and bye-laws shall be subject to the provisions of these Articles.

## **18. COPIES OF ARTICLES, RULES AND BYE-LAWS**

**18.1** A copy of these Articles, and any rules and bye-laws, shall be given to every governor and shall be available for inspection upon request to every member of staff and every student.

## **19. AMENDMENT OF ARTICLES**

**19.1** These Articles may be amended or replaced by a resolution of the Corporation either with the approval of the Privy Council or as required by the Privy Council, after consultation with the Corporation, in accordance with Section 125 of the Act.

## **20. DATE OF ARTICLES**

**20.1** These Articles shall come into operation on 1 February 1995 (Minute 95/07 of Board meeting held on 1 February 1995).

*Article 3 approved by the Board of Governors on 12 May 2004, Article 4 amended and approved by Board of Governors on 24 November 2004 and all approved by the Privy Council on 26 April 2005.*