

HENLEY MANAGEMENT COLLEGE

COLLEGE REGULATIONS

REGULATION N° AR12

THE ACADEMIC ADVISORY BOARD

18 June 1997

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(Regulation made pursuant to Statutes 10(1)(A) and 10(1)(B))

AR12.1 Terms of Reference

The role of the Academic Advisory Board shall be to provide independent external advice on academic matters to the Academic Board and to the Court of Governors, in particular in relation to:

- (a) the overall academic orientation of the College's programmes of study and research;
- (b) the provision of specific, independent comment and/or advice on academic quality management, information gathering and academic standards; and
- (c) the provision of independent comment and/or advice to the Academic Board and to the Court on such other academic matters as the Academic Advisory Board may deem appropriate.

AR12.2 Constitution

AR12.2.1 Membership

(a) Appointed Members

There shall be such number of appointed members as the Academic Board shall determine subject to there being a minimum of three such members. Such appointees shall be persons of established academic and/or business reputation and standing not being members of the Academic Board or, except as provided in Regulation 2.3(d) below, of the Court of Governors or members either of the staff or of the Associates of the College. The appointments shall be for such term of office as the Academic Board shall determine subject to a maximum of three years. Upon expiry of the term of office, a retiring member shall be eligible for reappointment subject to a maximum of six years in office, including the initial period of office.

(b) Co-options

The Board shall have no power to co-opt additional members.

(c) Attendees

The Board shall be empowered to invite such other persons, having relevant experience and/or qualification as it may deem appropriate, to attend individual Board meetings. Such attendees shall have no vote.

AR12.2.2 *Quorum*

- (a) A Quorum shall be formed by such number as represents one half plus one of the members eligible to attend and vote at meetings of the Board.
- (b) Any meeting which is or becomes inquorate may transact, or continue to transact, the published business for the meeting, provided that its decisions shall be subject to confirmation of the next quorate meeting of the Board.

AR12.2.3 *Chair*

- (a) The Board shall be empowered to appoint its own Chairperson from among its members. The appointment shall be for such term of office as the Board may determine subject to a maximum of three years. A retiring Chairperson shall be eligible for reappointment.
- (b) Meetings of the Board shall be chaired by the Chairperson. In the absence of the Chairperson, the chair shall be taken by the member of the Board designated by the Chairperson for the purpose and if there shall be no such member then by such one of the members present as those members may appoint.
- (c) The Chairperson of the Board shall have a right to attend and to speak at meetings of the Academic Board but shall not vote thereat.
- (d) The Chairperson of the Board shall be a member of the Court of Governors by virtue of co-option under Statute 3(1)(D).

AR12.2.4 *Decisions*

- (a) Normally the Board shall seek to determine matters by consensus. Where exceptionally the Board so determines, a matter may be determined by a majority of the Board members present and voting. In the case of an equality of votes, the person presiding shall not have a casting vote.
- (b) The Chairperson may take action on behalf of the Board in respect of any urgent matters which are neither contentious nor of sufficient importance to justify the holding of a special meeting, providing that any such action shall be reported to the next meeting of the Board.
- (c) A resolution in writing signed by a majority of the members of the Board for the time being entitled to attend and vote at a meeting of the Board shall be as valid and effectual as if it had been passed at a meeting of the Board duly convened and held.

AR12.2.5 *Frequency of Meetings*

The Board shall determine the frequency of its meetings providing that it shall meet at least once in each calendar year. The Chairperson shall be empowered, as he or

she shall deem appropriate, to convene special meetings additional to those determined by the Board.

AR12.2.6 *Secretary to the Board*

The College Secretary, or a person appointed by the College Secretary, shall act as Secretary to the Board.

AR12.2.7 *Minutes*

The College Secretary shall cause Minutes to be kept of all proceedings of the Board and a Minute thereof signed by the Chairperson of the meeting or by the person presiding at the next or any subsequent meeting shall be prima facie evidence of the matters recorded therein. The Minutes of each meeting shall be submitted to the next ordinary meetings of the Academic Board and of the Court of Governors.

Note: Meetings of the Court of Governors and of the Academic Board shall be reported to the Academic Advisory Board. Where appropriate such reports may be made by the submission of the relevant minutes (abridged as may be necessary).