



Standing Orders

Standing Orders

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Introduction and General Duties – Standing Order

1. Any organisation will benefit from rules that determine how meetings are conducted. Such rules, normally referred to as standing orders, should be drawn up and agreed by the Board of the Corporation, be given to each Member on appointment, and should be the basis on which the Chair of the Corporation and each of its Committees conducts meetings.
2. The legitimacy of the Corporation's actions depends upon compliance with powers and procedures that are established in the Instrument and Articles of Government and in the Corporation's own standing orders.
3. Some procedural rules are effectively laid down by the Instrument of Government and any local practice must not conflict with these rules.
4. The Corporation Standing Orders include both statutory rules and procedures laid down in the Instrument of Government and those agreed by the Board Members since incorporation.
5. These standing orders ("Orders") supplement the provisions of the Further and Higher Education Act 1992 ("Act") and the instrument and articles of government of the College ("the Instrument and Articles"). In the event of any conflict between these Orders and either or both of the Act and the Instrument and Articles, the Act and the Instrument and Articles shall prevail.
6. Every Member of the Corporation and of its Committees shall be bound by these Orders and shall be expected to adhere to the seven principles of public life, as recommended by the Nolan Committee's reports "Standards in Public Life". In summary, these are:
 - a) selflessness;
 - b) integrity;
 - c) objectivity;
 - d) accountability;
 - e) openness;
 - f) honesty; and
 - g) leadership.
7. In order to assist in carrying out their responsibilities in an effective manner, Members of the Corporation are recommended to familiarise themselves with the following which, if they were not supplied to them on appointment, will be available on request from the Clerk to the Corporation:
 - a) The College's Instrument of Government.
 - b) The College's Articles of Government.
 - c) The College's Strategic Plan.
 - d) The Financial Memorandum entered into by the College with the Further Education Funding Council (FEFC).
 - e) 'Governor Training Materials' issued by the LSC.
 - f) Code of Conduct for Corporation Members.
 - g) The College's Disciplinary and Grievance Procedure;
 - h) The College's Equal Opportunities Policy.
 - i) The College's Health & Safety Policy;
 - j) The College's Disability Statement.
8. These standing orders will be reviewed by the Corporation at least annually.

References

Instrument of Government (IOG)

As set out in the Further Education Corporations (Former Further Education Colleges) (Replacement of Instrument and Articles of Government) Order 2001 Schedule 1.

Articles of Government (AOG)

As set out in the Further Education Corporations (Former Further Education Colleges) (Replacement of Instrument and Articles of Government) Order 2001 Schedule 2.

2. Corporation Responsibilities - Standing Order	Authority ¹										
<p>1. The Corporation shall be responsible for:</p> <ol style="list-style-type: none"> a) the determination of the educational character and the mission of the institution and for oversight of its activities; b) approving the quality strategy of the institution c) the effective and efficient use of resources, the solvency of the institution and the Corporation and for safeguarding their assets; d) approving annual estimates of income and expenditure; e) the appointment, grading, supervision, dismissal and determination of the pay and conditions of service of the holders of senior posts and the Clerk; and f) setting a framework for the pay and conditions of service of all other Staff. <p>2. Responsibilities which must not be delegated.</p> <p>The Articles of Government prohibit the Corporation from delegating the following:</p> <ol style="list-style-type: none"> a) the determination of the educational character and mission of the institution; b) the approval of the annual estimates of income and expenditure; c) ensuring the solvency of the institution and the Corporation and the safeguarding of their assets; d) the appointment or (subject to Article 12(9) the dismissal of the Principal or holder of a senior post; e) the appointment or dismissal of the Clerk (including, where the Clerk is, or is to be, appointed as a Member of Staff, his appointment, or subject to Article 12(9), dismissal in his capacity as a Member of Staff); and f) the modifying or revoking of the Articles of Government. <p>The Corporation may, from time to time, resolve to add other functions which must not be delegated to this list of 'reserved' responsibilities.</p>	<p>AOG Article 3(1)(a)(b)(c)(d)&(e)</p> <p>AOG Article 5(7)</p>										
3. Corporation Membership – Standing Order											
<p>The Corporation determined to have the following Membership:</p> <table border="0"> <tbody> <tr> <td>▪ Independent Members</td> <td>13</td> </tr> <tr> <td>▪ Staff Members</td> <td>2</td> </tr> <tr> <td>▪ Student Members</td> <td>2</td> </tr> <tr> <td>▪ The Principal</td> <td>1</td> </tr> <tr> <td>▪ Total</td> <td>18</td> </tr> </tbody> </table>	▪ Independent Members	13	▪ Staff Members	2	▪ Student Members	2	▪ The Principal	1	▪ Total	18	<p>I OG Clauses 2, 3 and 4 LSO(Board Minute 7.1 24/05/04)</p>
▪ Independent Members	13										
▪ Staff Members	2										
▪ Student Members	2										
▪ The Principal	1										
▪ Total	18										

¹ Abbreviations: IOG – Instrument of Government, AOG – Articles of Government, LSO – Local Standing Order, FEFC – Further Education Funding Council, LSC-Learning & Skills Council, AoC – Association of Colleges

4. Corporation Appointments – Standing Order	Authority
<ol style="list-style-type: none"> 1. There will be two Staff Corporation Members elected by the College Staff and appointed for a period of four years. One Staff Member will be a Member of the Academic Staff elected and nominated only by the Academic Staff. The other Staff Member will be elected and nominated only by the Staff other than the Academic Staff. 2. The procedure for selection of Independent Members shall be through recommendation of the Search Committee. 3. Independent Members will serve for a term of office of four years. 4. Members (other than Student Members) retiring at the end of their term of office shall be eligible for a further term of office. 5. Two Student Members will be elected by the Students Representative Body and serve for the Academic Year of their election. They are eligible for re-election for a further Academic Year when their term of office expires. 6. A Member may at any time resign his office by notice in writing to the Clerk to the Corporation. 7. Any Staff or Student Member, and the Principal, shall cease to be a Corporation Member if they cease to be a Member of Staff or a Student of the College and the office shall become vacant. 	<p>LSO (Board Minute) IOG (Clauses 2 and 9)</p> <p>AOG 5(3) LSO (Board Minute) IOG (Clause 9) IOG (Clause 9)</p> <p>LSO Board Minute 7.1 (24/05/05)</p> <p>IOG Clause 10(1)</p> <p>IOG Clause 10(3) and (4)</p>
5. Election of Chair and Vice Chair of Corporation – Standing Order	
<ol style="list-style-type: none"> 1. The appointment of Chair and Vice Chair shall be for a one year period of office and will run for the Academic Year. 2. At the expiry of their term of office the Chair or Vice Chair shall be eligible for reappointment. 3. The Clerk to the Corporation will chair the appointment section of the Corporation meeting and invite nominations. 4. Nominations must be seconded and the nominee must agree to the nomination. 5. In the event of more than one nomination a vote will take place. 6. The Principal, Staff Members and Student Members are not eligible to be Chair or Vice Chair, although they may participate in the process of appointment. 7. At the last meeting before the expiry of the term of office of the Chair or Vice Chair, or following the resignation or removal from office of the Chair or Vice Chair, the Members shall appoint a new Chair or Vice Chair. 	<p>IOG Clause 6(2)</p> <p>IOG Clause 6(8)</p>
6. Corporation Meetings – Standing Order	
<ol style="list-style-type: none"> 1. The Corporation shall meet at least once a term with other meetings as necessary. 2. Meetings of the Full Corporation will normally be held in the evening commencing at 6:00pm. 3. Meetings of the Full Corporation will terminate automatically at 10:00pm. 4. No resolution may be rescinded or varied unless its reconsideration appears as a separate item on the agenda of a subsequent meeting, ie it cannot be changed under Matters Arising. 	<p>IOG Clause 12(1)</p> <p>LSO</p> <p>Board Minute 6.2(10/07/00)</p> <p>IOG Clause 14(3)</p>

6. Corporation Meetings – Standing Order	Authority
5. Any individual Member may request through the Clerk or Chair that an item is included on the agenda. Such items are to be brought to the notice of the Chair and Principal prior to finalisation of the agenda.	LSO
6. All Corporation meetings will be summoned by the Clerk to the Corporation who shall send to the Members written notice of the meeting and a copy of the proposed agenda and all available papers at least seven calendar days ahead of the meeting. Such notice shall also state the time, date and place of the proposed meeting.	IOG Clause 12(2)
7. A special meeting of the Corporation may be called at any time by the Chair or at the request in writing of any five Members. This meeting may be called with less than seven days notice if the Chair (or in his absence, the Vice Chair) so directs, on the grounds that there are matters demanding urgent consideration.	IOG Clause 12(4)
8. Members of the College Management Team will be invited to attend Corporation meetings as and when it is considered helpful and appropriate.	IOG Clause 16
7. Declaration of Public Interest at Corporation and Committee Meetings – Standing Order	
1. Where a Corporation Member has a financial or other interest in the supply of work or goods to, or for the purposes of, the College; any contract or proposed contract concerning the College; or any other matter relating to the College, it is the responsibility of that Member to declare their interest. They should then not take part in any discussion, not form part of the quorum and not vote on the relevant matter.	IOG Clause 11(2)
2. A Register of Members' Interests is held by the Clerk to the Corporation, and is open to public inspection. A copy is also available in the College Library and on the intranet.	IOG Clause 11(3)
3. It must always be recorded in the minutes when a Corporation Member makes a declaration of interest.	IOG Clause 11(2)(b)
4. The Clerk to the Corporation should advise the Chair before a meeting and draw the matter to the attention of the Member if, based on a declaration in the Register, there is a matter of a Member's personal or financial interest arising on an agenda.	
5. Members of the Corporation shall not allow any conflict of interest to arise which might interfere, or be perceived to interfere, with the exercise of their independent judgement.	AoC
6. It is the responsibility of individual members to inform the Clerk during the year should there be changes to their registered declaration.	
7. Members of the Corporation should not accept gifts, hospitality or benefits of any kind from a third part which might be seen as compromising their personal judgement, objectivity or integrity.	AoC Fin Regulations
8. Withdrawal from Corporation Meetings	
1. Staff Corporation Members and, where applicable, the Principal and the Clerk to the Corporation are obliged to withdraw from any part of a meeting which is discussing: <ul style="list-style-type: none"> ▪ Their own remuneration, conditions of service, promotion, conduct, suspension, dismissal or retirement. ▪ The appointment of their successor. 	
2. Staff Members shall be required to withdraw, if required to do so by resolution of the other Members present, from a meeting of the Corporation at which the appointment, remuneration, conditions of service, promotion, conduct, suspension, dismissal or retirement of any Member of Staff holding a post senior to themselves is being considered.	IOG Clause 14 (4)(c)

10. Corporation Motions – Standing Order	Authority
<p>5. An amendment must be directly relevant to the original motion and must not be frivolous or seeking deliberately to mutilate a motion. The Chair will have the final decision on this.</p> <p>6. Several amendments may be removed to the same original motion. Usually those amendments dealing with the first part of the motion will be put first. One amendment must be taken at a time.</p> <p>7. After the amendment has been proposed and seconded and discussion has taken place, the proposer of the original motion has the opportunity to reply. The amendment will then be put to the vote.</p> <p>8. If the majority vote is against the amendment, it is declared lost and, if necessary, a further amendment may be proposed. If the majority support the amendment, it is declared carried and displaces the original motion. No vote will, therefore, be taken on the original motion.</p> <p>9. When an amendment has been carried, it is referred to as the ‘amended motion’. This amended motion can in its turn be amended.</p> <p>10. After all the amendments have been taken, the final amended motion is put to the vote as the main questions and, if carried, becomes a resolution.</p> <p>11. Usually a debate over a motion is finished by the Chair. However, there are three other main ways of closing a debate:</p> <p>1) <u>Motion for an Immediate Decision (a ‘Closure’ Motion)</u> Anyone who has not already spoken may propose ‘that the question be now put’, or ‘I move the vote’. The ‘closure’ is not an amendment but a distinct motion that takes precedence over all other business. It must be seconded and put to the meeting immediately. No discussion may be allowed. If the closure is carried, the vote on the original motion must be put, the proposer being given the opportunity to reply to the discussion. When an amendment is before the meeting and the closure is moved, it applies to that amendment only and not to the original motion.</p> <p>2) <u>Motion Shelving the Subject Indefinitely</u> This motion dismisses the subject under discussion without a vote being taken on the main question. The usual way of dealing with this is to propose that the meeting proceeds to the next business. Unlike a closure motion, it raises a new issue and there may be a discussion on it. Speeches must be directed to the need for proceeding to the next business. If next business is carried, no vote is taken on the main question and the meeting proceeds to the next item on the agenda.</p> <p>3) <u>Motion Postponing a Decision</u> A motion may be proposed for adjourning the debate on a particular item or adjourning the meeting as a whole. Either of these motions may be moved at any time even though an amendment is before the meeting To propose the adjournment of debate a Member will say ‘I move that the debate on this subject be now adjourned’. If the adjournment is carried after a short discussion, the meeting proceeds to the next business. A motion for the adjournment of the meeting is usually proposed in the form ‘that the meeting be now adjourned’.</p>	
11. Corporation Voting – Standing Order	
<p>Every question to be decided at a meeting of the Corporation shall be determined by a majority of the votes of the Members present and voting on the question. Where there is an equal division of votes, the Chair of the meeting shall have a second or casting vote.</p>	IOG Clause 14(1)

11. Corporation Voting – Standing Order	Authority
<p>2. Proxy or postal votes on behalf of absent Governors are not permitted.</p> <p>3. The Members themselves decide whether a secret ballot should be held or whether names of those voting for and against should be taken.</p> <p>4. Dissenting Members have the right to have their disagreement recorded in the minutes.</p> <p>5. Members shall not be bound in their speaking and voting by mandates given to them by other bodies or persons.</p> <p>6. All Members of the Corporation will comply with the doctrine of collective responsibility and stand by a decision even if it was not taken unanimously.</p>	<p>IOG Clause 14(2)</p> <p>IOG Clause 12(5)</p>
12. Corporation Publication of Agendas and Minutes (Including Confidentiality) – Standing Order	
<p>1. Subject to paragraph 2, each Committee shall ensure that a copy of:</p> <ul style="list-style-type: none"> a) the agenda for every meeting of the Committee; b) the unconfirmed minutes of every such meeting, if they have been approved by the Chair of the Committee; c) the signed minutes of every such meeting; and d) any report, document or other paper considered at any such meeting <p>shall in each case as soon as reasonably practicable be made available at the College Library for inspection by the public. In addition, an electronic file of the unconfirmed minutes, once they have been approved by the Chair, is to be loaded onto the College website.</p> <p>2. There may be excluded from any item required to be made available pursuant to paragraph 1, any material relating to:</p> <ul style="list-style-type: none"> a) a named person employed at or proposed to be employed at the College; b) a named Student at, or candidate for admission to, the College; c) the Clerk to the Corporation; or <p>any matter which, by reason of its nature, the Committee is satisfied should be dealt with on a confidential basis.</p> <p>3. The originator of an agenda paper must clearly designate a paper if it is to be regarded as confidential and therefore not to be made available to staff, staff governors, students and public, and the paper should state the reason(s) for this designation.</p> <p>4. At every one of its meetings where an agenda item is marked confidential, a Committee shall consider whether such an item should remain confidential and not be made available or should be subject to a more restricted circulation.</p> <p>5. At every Committee meeting the minutes of the last meeting shall be taken as an agenda item and, if agreed to be accurate, shall be signed by the Chair of the Committee (or, in his or her absence, the Acting Chair) as a true record.</p> <p>6. Separate minutes shall be taken of those parts of a meeting which the Clerk to the Corporation or Staff or Student Members have withdrawn. The Clerk to the Corporation, Staff or Student Member who has withdrawn from the meeting shall not be entitled to see the minutes of that part of the meeting.</p>	<p>AOG clause 5(9)(b)</p>

13. Non Attendance of Members at Corporation Meetings and Lapsing of Membership – Standing Order	Authority
Members who are absent from two consecutive Corporation meetings without a reasonable cause, will have their Membership reviewed by the Search Committee, which may make a recommendation to the Corporation.	LSO 21 July 03
14. Election of Chair and Vice Chair of a Committee	
<ol style="list-style-type: none"> 1. The Chair of a Committee shall be appointed (and may also be removed) by the Corporation and shall hold office for such period as the Corporation may determine. On the expiration of the term of office of such Chair they shall be eligible for re-appointment on the recommendation of the Search Committee. 2. If the Chair of a Committee is absent from a meeting of that Committee, the Members of the Committee who are present shall choose one of their number to act as Chair for that meeting. 3. The Chair of a Committee may resign his position at any time by giving notice to the Clerk of the Corporation. 	AoC Model Comm SO Oct 02
15. Convening Meetings of a Committee – Standing Order	
<ol style="list-style-type: none"> 1. Committees shall comply with any stipulated minimum number of meetings as set out in their terms of reference. 2. All Committee meetings shall be summoned by the Clerk to the Corporation by at least seven calendar days notice sent to every Member of the Committee together with a copy of the proposed agenda. Such notice shall also state the time, date and place of the proposed meeting. 3. It shall be permissible for the Chair of a Committee to convene an emergency meeting of that Committee by giving less than seven business days' prior notice if in the reasonable opinion of the Chair there are matters which demand urgent consideration. 4. Corporation Members may attend meetings of the Standing Committees in accordance with the procedures of those Committees. 5. Corporation Members may attend and participate in a meeting of any Standing Committee of which they are not a Member on the invitation of the Chair of that Committee. 	AoC Model Comm SO Oct 02
16. Committee Terms of Reference – Standing Order	
All Committees and their Members shall comply in all respects with and observe their terms of reference. If a Committee is doubtful over the precise scope of its authority or its remit it should raise the issue with the Chair of the Corporation in the first instance.	AoC Model Comm SO Oct 02
17. Committee Decisions, Voting and Quoracy – Standing Order	
<ol style="list-style-type: none"> 1. Resolutions at meetings of a Committee shall be passed on the basis of a majority decision taken by those who attend and vote at a quorate meeting. 2. All Members of a Committee will comply with the doctrine of collective responsibility and stand by a decision even if it was not taken unanimously. 3. In the case of an equality of votes, the Chair of the meeting shall have a second or casting vote. 4. Members of a Committee may not vote by proxy or by post. 5. The quorum requirements for a Committee shall be set out in its terms of reference. A meeting must be quorate throughout. 	

18. Committee Publication of Agendas and Minutes (Including Confidentiality) – Standing Order	Authority
<p>1. Subject to paragraph 2, each Committee shall ensure that a copy of:</p> <ul style="list-style-type: none"> a) the agenda for every meeting of the Committee; b) the unconfirmed minutes of every such meeting, if they have been approved by the Chair of the Committee; c) the signed minutes of every such meeting; and d) any report, document or other paper considered at any such meeting <p>shall in each case as soon as reasonably practicable be made available at the College Library for inspection by the public.</p> <p>2. There may be excluded from any item required to be made available pursuant to paragraph 1, any material relating to:</p> <ul style="list-style-type: none"> d) a named person employed at or proposed to be employed at the College; e) a named Student at, or candidate for admission to, the College; f) the Clerk to the Corporation; or <p>any matter which, by reason of its nature, the Committee is satisfied should be dealt with on a confidential basis.</p> <p>3. The originator of an agenda paper must clearly designate a paper if it is to be regarded as confidential and therefore not to be made available to staff, staff governors, students and public, and the paper should state the reason(s) for this designation.</p> <p>4. At every one of its meetings where an agenda item is marked confidential, a Committee shall consider whether such an item should remain confidential and not be made available or should be subject to a more restricted circulation.</p> <p>5. At every Committee meeting the minutes of the last meeting shall be taken as an agenda item and, if agreed to be accurate, shall be signed by the Chair of the Committee (or, in his or her absence, the Acting Chair) as a true record.</p> <p>6. Separate minutes shall be taken of those parts of a meeting which the Clerk to the Corporation or Staff or Student Members have withdrawn. The Clerk to the Corporation, Staff or Student Member who has withdrawn from the meeting shall not be entitled to see the minutes of that part of the meeting.</p>	<p>AoC Model Comm SO Oct 02 AOG 5(9)(b)</p> <p>IOG Clause 15(4)</p>
19. Non Attendance of Members at Committee Meetings and Lapsing of Membership – Standing Order	
<p>Corporation Members who are absent from two consecutive Committee meetings without a reasonable cause, will have their membership of that Committee reviewed by the Search Committee.</p>	<p>LSO 21 July 03</p>
20. Public Attendance at Corporation Meetings – Standing Order	
<p>1. Any non-member of the Corporation should formally apply to the Clerk, one week in advance, if they wish to attend a Corporation meeting. This request will be considered and determined by the Members eligible to attend the meeting.</p> <p>2. The exception to standing order 20.1 will be non Governor Members of Committees who will be invited to attend Corporation meetings and take part in discussions, but not to vote.</p>	<p>IOG Clause 16</p> <p>LSO 27 March 2006</p>

21. Delegation of Authority to act on behalf of the Corporation in cases of Urgency	Authority
<p>1. Meetings are the sole means by which the Corporation can take decisions except for those that have been delegated by the Corporation to its Committees, the Chair or the Vice Chair (in the absence of the Chair) and the Principal in accordance with the Instrument and Articles.</p> <p>2. However it may in limited circumstances be necessary for the Chair or the Vice Chair (in the absence of the Chair) to act on behalf of the Corporation between meetings. These circumstances will include routine action which does not merit an agenda item or discussion at a Corporation meeting, for example, sealing routine documents, and approaches by external organisations.</p> <p>3. The Corporation may at a meeting delegate the authority for a decision to the Chair or the Vice Chair (in the absence of the Chair) and/or specified Committee Chair(s) and/or Member(s) in circumstances where it is known that a decision may be required between scheduled Corporation meetings. The Corporation shall specify the parameters of the delegated authority and record this authority in writing. Where any action is taken under such delegated authority the Clerk to the Corporation shall be notified and make a full record of such action or decision and report this to the next meeting of the Corporation.</p> <p>4. The Chair or the Vice Chair (in the absence of the Chair) may in exceptional circumstances take action on matters judged too urgent to await the next meeting of the Corporation. If such urgent matters arise, the Chair does have the option to call a special meeting of the Corporation, if necessary with less than the normal period of notice. However the Corporation would look to the Chair for action if delaying a decision would likely be detrimental to the interests of either the College, any student at the College or any person employed by the College. Chair's action may not be taken in respect of those responsibilities of the Corporation that must not be delegated under the Instrument and Articles.</p> <p>5. Before discharging any function of the Corporation that is within the scope of a particular Committee of the Corporation, the Chair of the Corporation will endeavour to contact and discuss the matter with the Committee Chair.</p> <p>6. Before discharging any function of the Corporation that is not within the scope of a particular Committee of the Corporation, the Chair of the Corporation will endeavour to contact as many Committee Chairs and other Members as possible in the time available, normally by e-mail.</p> <p>7. Where the Chair or Vice Chair of the Corporation has exercised any function of the Corporation, the Clerk to the Corporation shall be notified and make a full record of such action or decision and report this to the next meeting of the Corporation for ratification. Where the Chair has acted under the authority of this standing order ratification of the action or decision will not be unreasonably withheld by the Corporation.</p> <p>8. Where it has been necessary to invoke this Standing Order for urgent action, the Corporation and Senior Executive team will review the circumstances involved at the time of ratification. The aim of such review being to limit situations where the powers under standing order 21.4 need to be invoked.</p>	<p>AOG (5)(1)</p> <p>LSO 30 Jan 06</p> <p>AOG (3) (1) AOG 17</p>
<p>22. Payment of Members' Expenses</p> <p>The reimbursement of travelling / subsistence shall be available to members for attendance at governor meetings, development programmes, and for meetings where members are representing the Corporation. (See Financial Regulations).</p>	
<p>23. Code of Conduct</p> <p>Corporation members shall abide by the provisions of the members' Code of Conduct as approved by the Corporation.</p>	<p>GTM mod 1.5 Nolan 33 CTM mod 2.2</p>

