

# STATUTES 1998

## CHAPTER I

### *The Constitution of the College*

1. The foundation of the College of the Lady Frances Sidney Sussex shall consist of a Master, at least twenty-five Fellows (exclusive of Honorary Fellows) and Scholars.
2. The College is a place of education, religion, learning and research, and it aims to promote academic excellence and freedom of thought and belief.
3. Subject to the provisions of these Statutes and the Statutes of the University (which in these Statutes means the University of Cambridge), the Governing Body hereinafter mentioned may make regulations under which persons may be admitted and may remain members of the College.

## CHAPTER II

### *The Government of the College*

1. The government of the College shall be carried out in accordance with these Statutes by
  - (a) The Visitor;
  - (b) The Master and Fellows;
  - (c) The Governing Body;
  - (d) The Council, if established.

### *The Visitor*

2. The Visitor of the College shall be the Viscount De L'Isle of Penshurst in the County of Kent, being the representative of the Sidney Family;

provided always that

- (a) if and whenever the Viscount De L'Isle shall be under the age of twenty-one years or in the opinion of at least two-thirds of all the Senior Members of the Governing Body for any reason incapable of acting, the Chancellor of the University or his or her Deputy shall exercise the powers and perform the duties and functions of the Visitor under these Statutes until the Viscount shall attain the age of twenty-one years or in the opinion of the aforesaid majority of the Governing Body be capable of acting, as the case may be;
- (b) if the succession to the Viscounty shall fail, the Chancellor of the University or his or her Deputy shall exercise the powers and perform the duties and functions of the Visitor under these Statutes until other provision shall be made by amendment of this Statute.

The Visitor shall have only those powers, duties and functions which are expressly conferred on him by these Statutes.

### *The Master and Fellows*

3. In these Statutes 'the Master and Fellows' shall mean the Master and all actual Fellows (but not Honorary) being graduates, as provided in Section 2 of the Schedule to the Universities of Oxford and Cambridge Act 1923. The Master and Fellows shall have the following powers, which shall not be delegable:

- (a) to make, amend or repeal Statutes of the College;
- (b) to give final authorisation to substantial alterations, reconstructions and additions affecting the College buildings or grounds, provided always that such authorisation shall be given only with the concurrence of at least two-thirds of the Master and Fellows present and voting at a College Meeting summoned for that purpose;
- (c) to hold the annual Audit Meeting, in accordance with the provisions of Chapter XXIV of these Statutes;
- (d) to decide any question which may arise as to the interpretation or operation of these Statutes, in accordance with the provisions of Chapter XL of these Statutes.

### *The Governing Body*

4. The Governing Body of the College shall consist of Senior Members and four Junior Members. The Senior Members of the Governing Body shall be the Master and all Fellows in Classes A, B, C, D, E and H. The Junior Members of the Governing Body shall be resident members of the College *in statu pupillari* elected by the resident members of the College *in statu pupillari* in such manner and for such periods as shall be specified by Ordinance.

The Governing Body shall control the administration of all College business save in so far as such control is

- (a) expressly assigned by Section 3 of this Chapter to the Master and Fellows, or
- (b) delegated by the Governing Body to an elected Council in accordance with Section 5 of this Chapter;

provided always that the following powers are hereby reserved to the Governing Body and may not be so delegated:

- (i) to elect a Master as provided in Chapter IV of these statutes;
- (ii) to create additional Qualifying College Offices as provided in Section 2 of Chapter V and Section 1 of Chapter XIX of these Statutes;
- (iii) to elect and to terminate the tenure of Honorary Fellows as provided in Chapter VII of these Statutes;
- (iv) to suspend or deprive Fellows as provided in Chapter VIII of these Statutes;
- (v) to remove temporarily or finally from the College members of the College *in statu pupillari* as provided in Sections 5 and 6 of Chapter X of these Statutes;
- (vi) to suspend or remove College Officers from their offices as provided in Chapter XXII of these Statutes;
- (vii) to determine the stipends, emoluments and allowances of the Master and of certain Fellows and College Officers as provided in Sections 1 and 2 of Chapter XXVI of these Statutes;
- (viii) to decide any question which may arise as to the interpretation or operation of any Ordinance as provided in Section 3 of Chapter XL of these Statutes;
- (ix) at a College Meeting summoned for the purpose and by the votes of not less than two-thirds of those present and voting, to make Ordinances, and to amend and repeal the same. Ordinances shall be read with, and shall have the same force as, these Statutes, provided always that they are in no respect inconsistent with the Statutes for the time being of the College or of the University or with Acts of Parliament;
- (x) to establish and abolish an elected Council, and to vary its composition or the powers delegated to it, as provided in Section 5 of this Chapter.
- (xi) to determine the principles upon which persons are admitted or may remain members of the College;

provided also that each and every power and function of the Governing Body conferred by Chapter XXI of these Statutes is hereby reserved to the Governing Body and may not be so delegated.

If and for so long as any power has been delegated by the Governing Body to an elected Council in accordance with the provisions of Section 5 of this Chapter, any reference in these Statutes to the Governing Body or to the Annual Meeting shall, in relation to such power, be construed as a reference to the Council or to the Annual Council Meeting unless the context otherwise requires.

A Junior Member of the Governing Body shall cease to be a member of that body as soon as he or she ceases to be a resident member of the College *in statu pupillari*.

### *The Council*

5. If the Senior Members of the Governing Body number more than twenty, the Governing Body may, at a College Meeting summoned for the purpose and by a majority of not less than two-thirds of those present and voting, establish a Council and delegate to such Council the control and management of all such College business as may be prescribed by Ordinance;

provided always that the control and management of any business in this Chapter expressly assigned to the Master and Fellows or reserved to the Governing Body shall not be so delegated.

The Council, if established, shall consist of the Master, not less than twelve nor more than fifteen Fellows in Classes A, B, C, D, E and H, to be elected by the Senior Members of the Governing Body, and the four Junior Members of the Governing Body elected by the resident members of the College *in statu pupillari*;

provided always that

- (a) the Council shall include the Vice-Master, a Tutor, a Bursar and a Steward, and
- (b) any member of the Council who ceases at any time to be a member of the Governing Body shall thereupon cease to be a member of the Council.

The Governing Body shall have power from time to time, at a College Meeting summoned for the purpose and by a majority of not less than two-thirds of those present and voting, to abolish the Council, or to vary its composition or the powers delegated to it consistently with the provisions of these Statutes.

The number of members of the Council to be elected, within the limits aforesaid, the manner of their election, the periods for which they shall serve and the manner of filling vacancies occurring shall be prescribed by Ordinance.

## CHAPTER III

### *College Meetings*

1. Meetings of the Master and Fellows, of the Governing Body and of the Council (all herein called College Meetings) shall be summoned by the Master by sending written or printed notices specifying the day, hour and place of such meetings to all members of the bodies concerned at least six days before the dates of such meetings, except as hereinafter otherwise provided, but in circumstances which appear to the Master urgent he or she shall not be required to give more than one day's notice.
2. Whenever requested in writing by seven or more members of the Master and Fellows, the Governing Body or the Council, as the case may be, the Master shall summon a College Meeting of the body concerned to be held within ten days of such request.
3. The Master and Fellows shall be summoned to hold the Audit Meeting in accordance with the provisions of Chapter XXIV of these Statutes.
4. A meeting of the Governing Body shall be held at least once during or within one month after the end of each Term.
5. During or within two weeks after the end of the Easter Term in each year there shall be held meetings of the Governing Body and, if a Council has been established, of the Council to be called, respectively, the Annual Meeting and the Annual Council Meeting. The day and hour of each of these meetings shall be fixed at a College Meeting. At least twelve days' notice of the Annual Meeting and of the Annual Council Meeting shall be sent by the Master to all the members of the Governing Body and of the Council respectively.
6. There shall be reserved areas of business of the Governing Body and of the Council. Junior Members of the Governing Body and of the Council shall not receive papers in connection with, or be present during the discussion of, or record any vote or be counted in the reckoning of any required majority in relation to, any such business. Reserved areas of business shall include: the election, re-election, appointment, promotion, removal, or any matters affecting the remuneration, pensions, conditions of service or the personal position of the Master, or of any Fellow (including any Honorary Fellow), or of any College Officer or member of the teaching staff of the College, or of any person employed by the College; the admission of individual persons to membership of the College, disciplinary proceedings in respect of individual persons (subject to their right to be heard in their own defence as provided in Section 6 of Chapter X of these Statutes), their academic assessment or their financial assistance; the award of studentships, scholarships, exhibitions, prizes and emoluments; the making, amendment, repeal, interpretation and operation of Ordinances relating to reserved areas of business; and such further business as the person presiding at any College Meeting shall in his or her discretion declare to be reserved, such declaration to be final for the purposes of that meeting. The provisions of this Section shall apply *mutatis mutandis* to any Committee, whether appointed by the Governing Body or by the Council, having persons *in statu pupillari* amongst its members.

7. Subject to Section 6 of this Chapter:
- (a) Minutes shall be kept of all College Meetings and copies of such Minutes shall be sent to all members of the bodies concerned;
  - (b) copies of the Agenda for and the Minutes of Meetings of the Governing Body and the Council shall also be sent to all members of the Governing Body and to any other Fellow who so requests.

8. The Master, or in his or her absence the Vice-Master, shall preside at all College Meetings, or, if neither of them is present, the meeting shall elect a Chairman from amongst the Fellows present.

9. The quorum at any College Meeting shall be as follows:

- (a) for the Master and Fellows, twenty;
- (b) for the Governing Body, fourteen;
- (c) for the Council, seven;

provided always that the Junior Members shall not be counted in the reckoning of any quorum.

10. Nothing in these Statutes shall be construed as precluding the Governing Body or the Council from transacting business in the absence of any or all of the Junior Members through failure of election or from any other cause.

11. Any College Meeting may be adjourned from time to time.

12. Except as otherwise provided in these Statutes or by Ordinance, all decisions at a College Meeting shall be determined in accordance with the votes of a majority of those present and voting, but in case of an equality of votes the person presiding shall have a second or casting vote.

13. In any vote on his or her election or re-election to any Fellowship or to any office or position normally carrying an emolument, or on his or her suspension or removal from or deprivation of any Fellowship, office or position whatsoever, a member of the Governing Body or of the Council, as the case may be, shall not be present or vote and shall not be counted in the reckoning of any quorum or necessary majority.

14. A Fellow in Class A, B, C, D, E or H shall not be present or vote or be counted in the reckoning of any quorum or required majority at any College Meeting held at any time when he or she is not in residence within the meaning of Section 13 of Chapter VI of these Statutes or during any period for which he or she is given leave of absence;

provided always that such a Fellow other than a Fellow in Class G may nevertheless attend and vote at any meeting held to elect a Master and, if he or she so attends, he or she shall be counted in the reckoning of any quorum or required majority at that meeting.

## CHAPTER IV

### *The Master*

1. The Master shall be a Master of Arts or of some equal or superior degree in the University of Cambridge or in any other University.
2. The Master shall reside in College during two-thirds of each Term and altogether during two hundred and ten days in each year, unless prevented by illness or for some other cause to be approved by the Governing Body.

Notwithstanding this requirement as to residence, the Master shall be entitled, with the consent of the Governing Body, which consent shall not be unreasonably withheld, to leave of absence during one Term for every six terms of service as Master other than

- (a) any Term of service done by him or her more than six years previously, or
- (b) any Term during which he or she was granted leave of absence on account of illness or other special cause approved by the Governing Body unless the Governing Body allows that term to be reckoned as a term of service, or
- (c) any Term during which he or she was granted leave of absence under this paragraph.

Whilst on leave of absence granted under either of the two preceding paragraphs of this Section, the Master shall be entitled to so much, if any, of the stipend and allowances of the Mastership and of his or her other stipends and emoluments as the Governing Body may determine.

3. The Master shall ensure that the Statutes and Ordinances of the College and the decisions of the Master and Fellows, the Governing Body and the Council are duly carried out; and he or she shall have power in all cases not provided for by these Statutes or by Ordinances or by College Order to make such provision for the good government of the College as he or she shall think fit.
4. No person may be elected Master who at the date of his or her election has attained the age of sixty-eight years and no person may serve more than one period of tenure as Master.

The Master shall be elected for a period commencing on the date of his or her election or the date when his or her predecessor ceases to be Master, whichever is the later, and terminating at the end of the Annual Meeting of the Governing Body next after expiry of the number of years hereinafter specified in relation to his or her age at the date of his or her election:

- (i) ten years if he or she was then aged sixty years or less;
- (ii) nine years if he or she was then aged sixty-one years;
- (iii) eight years if he or she was then aged sixty-two years;
- (iv) seven years if he or she was then aged sixty-three or more years.

5. If the expiry of the tenure of the Master under the provisions of Section 4 of this Chapter is impending, or if the Master gives to the Governing Body not less than six months' notice of his or her intention to resign the Mastership, a meeting of the Fellows who are members of the Governing Body shall be held not more than nine months nor less than two months before such expiry of tenure or resignation is to take effect for the purpose of electing a new Master;

provided always that, in any case where the Master gives notice of his or her intention to resign and the preceding provisions of this Section would otherwise require the meeting for the election of a new Master to be held during the period between the end of the Easter Term and the beginning of the ensuing Michaelmas Term, the meeting shall be deferred until a day in the said Michaelmas Term not later than the last day thereof.

The Vice-Master, or failing him or her the senior Fellow in residence who is a member of the Governing Body, shall send written notices specifying the day, hour, place and purpose of such meeting to all the Fellows who are members of the Governing Body at least two months before the date thereof.

6. If the Master gives the Governing Body less than six months' notice of his or her intention to resign the Mastership or if for any reason a person elected to the Mastership under the provisions of this Chapter becomes unable or unwilling to take office on the Mastership becoming vacant, or if the Mastership becomes vacant otherwise than as provided in Section 4 of this Chapter, the Vice-Master, or failing him or her the senior Fellow in residence who is a member of the Governing Body, shall, within seven days of such impending resignation or of such inability or unwillingness to take office, or of such vacancy having become known to him or her, place or cause to be placed in the Combination Room of the College a notice fixing a day, hour and place for a meeting to elect a new Master. He or she shall at the same time send similar notices to all the Fellows who are members of the Governing Body. The day so fixed for the meeting shall be not earlier than two months nor later than three months after the date of such notice;

provided always that, if the Master gives notice of his or her intended resignation, or if such a vacancy occurs, less than ten weeks before the end of the Easter Term or during the summer vacation, the meeting to elect a new Master shall be deferred until a day in the ensuing Michaelmas Term not later than the last day thereof, of which day notice shall be given as above prescribed.

7. Any meeting to elect a Master shall be held within the precincts of the College and may at the discretion of the meeting be adjourned from time to time, provided always that any meeting so adjourned shall be concluded within six days of its commencement. The Vice-Master shall preside at any such meeting, but if he or she is absent or is or becomes a candidate for the Mastership, the meeting shall elect a Chairman who is not himself or herself a candidate for the Mastership. The Master shall not be present at any meeting to elect a new Master. No such meeting shall proceed to the election of a Master unless there is present a majority of the Fellows who are members of the Governing Body.

8. If such a majority is present, the Fellows in order of seniority shall make the following declaration:

‘I, *A. B.*, do solemnly declare that in the vote or votes I am about to give I will have regard only to the welfare of the College.’

After this declaration has been made by all the Fellows present, each of them shall give his or her vote in writing in the following form:

‘I, *A. B.*, choose *C. D.* to be Master in this College.’

The Fellow presiding shall then read out the votes, and if it is found that the votes of a majority of those present are in favour of any one duly qualified person the Fellow presiding shall declare that person to be duly elected Master. But if no duly qualified person receives the votes of a majority of those present the process of voting shall be repeated in like manner until either a duly qualified person receives the votes of a majority of those present or it becomes evident that no such majority can be obtained at that meeting.

9. If a Master is not elected at the meeting aforesaid (including any adjournment thereof), a day, hour and place shall then and there be fixed for another meeting to be held within two months, excluding from the computation thereof the period between the end of the Easter Term and the beginning of the ensuing Michaelmas Term. At least six days' notice of this second meeting shall be sent to the Fellows who are members of the Governing Body. The proceedings at the second meeting shall be conducted in the manner above prescribed for the former meeting.

10. If no duly qualified person is elected at the second meeting the power to elect a Master for that vacancy shall devolve upon the Visitor.

11. At a meeting, six days' notice of which shall be sent to all the Fellows (including Honorary Fellows and Fellows in Classes F and G) and to the Junior Members of the Governing Body, the Master-elect shall make the following declaration:

‘I, *A. B.*, elected Master of the College of the Lady Frances Sidney Sussex, do solemnly declare that I will observe and cause to be observed the Statutes, Ordinances and Orders of the College, and will to the utmost of my power promote its aims, interests and welfare.’

After this declaration he or she shall be admitted by the Vice-Master, or if the Vice-Master is unable to perform this duty, by the senior Fellow present (not an Honorary Fellow) in the following form:

‘I, *C. D.*, Vice-Master (or Fellow) of the College of the Lady Frances Sidney Sussex, admit you, *A. B.*, to be Master in this College.’

12. If the Master-elect is not admitted within six months after his or her election or of his or her predecessor ceasing to be Master, whichever is the later, his or her election shall be void,

and the Fellows who are members of the Governing Body shall forthwith proceed to a fresh election in the manner aforesaid.

13. The Master-elect shall enter on the duties, rights, privileges and emoluments of his or her office from the day of his or her admission and, if a Fellow of the College, shall thereupon vacate his or her Fellowship.

14. If the person elected Master holds at the time one of the other College Offices, such office shall become vacant at the end of the next Annual Meeting or, if a Council has been established, of the next Annual Council Meeting, if he or she has not previously resigned it, but he or she may be re-elected subject to the provisions of these Statutes relating to the office concerned.

15. The Master may be elected to any College Office in accordance with the provisions of these Statutes relating to the office concerned. During his or her tenure of any such office he or she shall receive such stipend as the Governing Body may determine, being not less than half the stipend ordinarily allotted to that office as prescribed by Ordinance or otherwise.

16. The office of Master shall be one of the Pensionable Offices and if, on his or her expiry of tenure or on his or her resignation of the Mastership after having attained the age of sixty years, the provisions made for his or her pension under the Superannuation scheme are not in the opinion of the Governing Body adequate for his or her needs, he or she may be granted a pension from the Corporate Fund of the College.

17. On vacating the Mastership under the provisions of Section 4 of this Chapter or on resigning the Mastership after having attained the age of sixty years, the Master shall become or may be elected as an Emeritus Fellow in Class F in accordance with the provisions of Section 8 of Chapter VI of these Statutes, unless he or she becomes an Official Fellow in Class A or a Professorial Fellow in Class D in accordance with the provisions of Section 3 or Section 6 of Chapter VI of these Statutes.

## CHAPTER V

### *Fellowships*

1. There shall be eight Classes of Fellowships other than Honorary Fellowships, namely:

Class A. Fellowships, hereinafter called Official Fellowships, tenure of which is associated with tenure of Qualifying College Offices.

Class B. Fellowships, hereinafter called Research Fellowships, to which persons may be elected to engage in research.

Class C. Fellowships, hereinafter called Senior Research Fellowships, to which persons may be elected to engage in advanced research.

Class D. Fellowships, hereinafter called Professorial Fellowships, tenure of which is associated with tenure of Qualifying University Offices.

Class E. Fellowships, hereinafter called Supernumerary Fellowships, to which persons may be elected on the ground that their close connection with the College would be for its benefit.

Class F. Fellowships, hereinafter called Emeritus Fellowships, held by reason of previous long tenure of the Mastership or of Fellowships of certain other Classes.

Class G. Fellowships, hereinafter called Visiting Fellowships, to which persons may be elected on the ground that their temporary association with the College would be for its benefit.

Class H. Fellowships, hereinafter called Endowed Fellowships, for which the funds are provided from persons or bodies outside the College, and to which persons may be elected for various purposes both beneficial to the College and approved by the persons or bodies temporarily or permanently providing the funds.

2. The aforesaid Qualifying College Offices shall be the offices of College Lecturer, Tutor, Bursar, Steward and such other College Offices having an initial tenure of not less than three years as the Governing Body may from time to time by Ordinance prescribe.
3. The aforesaid Qualifying University Offices shall be the Professorships, Readerships and other University Offices tenure of which renders the holders, by reason of a Statute or Ordinance of the University, ineligible for Fellowships in Class A or Fellowships with dividend.
4. No Fellow in any of the Classes aforesaid shall be entitled to any dividend in right of his or her Fellowship.

## CHAPTER VI

### *Election to, and Tenure and Vacation of Fellowships*

1. The Governing Body may elect or re-elect to be a Fellow any person whom it shall consider to be well qualified to promote the aims, interests and welfare of the College.
2. The election or re-election of a person to a Fellowship shall be made at a College Meeting of which due notice, including an indication that such an election or re-election may be proposed at the meeting, shall be sent to all the Senior Members of the Governing Body. In electing or re-electing to a Fellowship any person nominated, the Senior Members of the Governing Body shall declare their votes beginning with the junior Fellow and proceeding in order to the senior, and the Master shall declare his or her own vote last. If the votes of a majority of the whole number of the Senior Members of the Governing Body are recorded in favour of any person nominated, the Master shall declare that person to be duly elected or re-elected with effect from such date as the Governing Body may determine.

### 3. *Official Fellowships*

Election or re-election to an Official Fellowship in Class A shall be made simultaneously with election or re-election to a Qualifying College Office, save that if the Master, on resigning the Mastership or on expiry of his or her tenure, then holds a Qualifying College Office he or she shall thereupon become an Official Fellow in Class A; and any person so elected or re-elected or becoming a Fellow in Class A shall thereafter hold a Fellowship in Class A so long as he or she continues to hold a Qualifying College Office.

If a Fellow in Class A is elected to a Qualifying University Office, he or she shall vacate his or her Fellowship in Class A and become a Fellow in Class D from the date of commencement of his or her tenure of such office.

### 4. *Research Fellowships*

The Governing Body may elect any person of marked ability in arts or science to a Research Fellowship in Class B for a period not exceeding three years. He or she may be re-elected under such conditions as the Governing Body may impose for a further period or periods, but shall not be re-elected for any period after the expiry of his or her sixth year as a Research Fellow except by the votes of at least two-thirds of the whole number of members of the Governing Body.

A Research Fellow in Class B shall hold his or her Fellowship and be entitled to such emoluments as the Governing Body may from time to time by Ordinance determine on condition that he or she resides in the University as required by Section 13 of this Chapter, and devotes himself or herself to the satisfaction of the Governing Body to research or to a course of study approved by the Governing Body as a preparation for research, and undertakes no other work without the Governing Body's permission;

provided always that for any cause approved by the Governing Body he or she may hold his or her Fellowship and be entitled to so much of his or her emoluments free of the aforementioned conditions and for such period or periods as the Governing Body may determine.

A Taylor Research Fellow, all or part of whose emoluments are payable out of the Taylor Scholarship Estate in accordance with the provisions of Chapter XXXIII of these Statutes, shall be a Research Fellow in Class B for all the purposes of these Statutes.

A Stanley Elmore Research Fellow shall be a Fellow in Class B for all the purposes of these Statutes except as otherwise provided in regard to the emoluments and the period and conditions of tenure of his or her Fellowship in Chapter XXXIV of these Statutes.

A Research Fellowship in Class B of which the costs and emoluments are provided, whether wholly or in such part as the Governing Body may think sufficient and whether by periodic payments or otherwise, from sources external to the College may be named in accordance with the wishes of the relevant benefactor.

A Research Fellow in Class B may hold a Fellowship, Studentship or Scholarship of which the emoluments are payable out of a particular trust fund provided always that

- (a) the tenure of such Fellowship, Studentship or Scholarship is not in the opinion of the Governing Body incompatible with the tenure of a Research Fellowship under these Statutes, and
- (b) the emoluments of such Fellowship, Studentship or Scholarship are taken into account by the Governing Body in determining the emoluments of such Research Fellowship.

If a Fellow in Class B is elected to a Qualifying College Office he or she shall become a Fellow in Class A from the date of commencement of his or her tenure of such office.

#### 5. *Senior Research Fellowships*

The Governing Body may elect any person of marked ability in arts or science to a Senior Research Fellowship in Class C for a period not exceeding three years in the first instance. Such a Fellow may be re-elected under such conditions as the Governing Body may impose for a further period or periods, but shall not be re-elected for any period after the expiry of his or her sixth year as a Senior Research Fellow except by the votes of at least two-thirds of the whole number of members of the Governing Body.

A Senior Research Fellow in Class C shall hold his or her Fellowship and be entitled to such emoluments as the Governing Body may from time to time by Ordinance determine on condition that he or she devotes himself or herself to the satisfaction of the Governing Body to advanced research or to a course of study approved by the Governing Body as a preparation for advanced research and undertakes no other work without the Governing Body's permission;

provided always that for any cause approved by the Governing Body he or she may hold his or her Fellowship and be entitled to so much of his or her emoluments free of the aforementioned conditions and for such period or periods as the Governing Body may determine.

A David Thomson Senior Research Fellow shall be a Fellow in Class C for all the purposes of these Statutes except as otherwise provided in regard to the emoluments of his or her Fellowship in Statutes XXVI and XXXV of these Statutes.

A Stanley Elmore Senior Research Fellow shall be a Fellow in Class C for all the purposes of these Statutes except as otherwise provided in regard to the emoluments and the period and conditions of tenure of his or her Fellowship in Chapter XXXIV of these Statutes.

A Senior Research Fellowship in Class C of which the costs and emoluments are provided, whether wholly or in such part as the Governing Body may think sufficient and whether by periodic payments or otherwise, from sources external to the College may be named in accordance with the wishes of the relevant benefactor.

A Senior Research Fellow in Class C may hold a Fellowship, Studentship or Scholarship of which the emoluments are payable out of a particular trust fund provided always that

- (a) the tenure of such Fellowship, Studentship or Scholarship is not in the opinion of the Governing Body incompatible with the tenure of a Senior Research Fellowship under these Statutes, and
- (b) the emoluments of such Fellowship, Studentship or Scholarship are taken into account by the Governing Body in determining the emoluments of such Senior Research Fellowship.

Notwithstanding the foregoing provisions of this Section, every Fellow in Class C shall vacate his or her Senior Research Fellowship at the end of the Annual Meeting next after he or she attains the age of sixty-seven years.

If a Fellow in Class C is elected to a Qualifying College or University Office he or she shall become a Fellow in Class A or Class D, as the case may be, from the date of commencement of his or her tenure of such office.

#### 6. *Professorial Fellowships*

In regard to the election of Professorial Fellows in Class D the Governing Body shall comply with the Statutes and Ordinances of the University.

If the Master, on resigning the Mastership or on expiry of his or her tenure, then holds a Qualifying University Office he or she shall thereupon become a Professorial Fellow in Class D.

A Fellow in Class D shall hold his or her Professorial Fellowship so long as he or she continues to hold a Qualifying University Office and does not become the Head or a Fellow of any other College in the University.

#### 7. *Supernumerary Fellowships*

The Governing Body may elect to a Supernumerary Fellowship in Class E any person whose close association with the College would be for the benefit of the College. Such a Fellow shall be elected for a period not exceeding five years in the first instance and may be re-elected for successive periods not exceeding five years at any one time;

provided always that if at the date of any re-election he or she holds a University Office or Post (other than a Qualifying University Office) he or she may be re-elected to hold his or her Fellowship in Class E for so long as he or she continues to hold that same University Office or Post.

If a Fellow in Class E is elected to a Qualifying College Office he or she shall become a Fellow in Class A from the date of commencement of his or her tenure of such office;

provided always that, if he or she ceases to hold a Qualifying College Office before the expiry of the period for which he or she was elected or re-elected to his or her former Fellowship in Class E, he or she may resume that former Fellowship and shall forthwith become a Fellow in Class E for the residue of that period.

Notwithstanding the foregoing provisions of this Section, a Fellow in Class E who does not hold a University Office or Post shall vacate his or her Supernumerary Fellowship at the end of the Annual Meeting next after he or she attains the age of sixty-seven years.

If a Fellow in Class E is elected to a Qualifying University Office, he or she shall become a Fellow in Class D from the date of commencement of his or her tenure of such office.

8. *Emeritus Fellowships*

- (a) If, in the circumstances specified in relation to him or her in paragraph (b) of this Section, the Master or any Fellow in Class A, C, D, E or H has held the Mastership and/or a Fellowship in one or more of Classes A, B, C, D, E and H
  - (i) for twenty years or more, whether continuously or discontinuously, he or she shall thereupon become an Emeritus Fellow in Class F with tenure for life;
  - (ii) for less than twenty years, whether continuously or discontinuously, he or she may for special reasons be elected to an Emeritus Fellowship in Class F for a period of five years and may be re-elected for successive periods not exceeding five years at any one time.
- (b) The circumstances referred to in paragraph (a) of this Section are, in relation to
  - (i) the Master, the expiry of his or her tenure thereof or his or her resignation therefrom, after attaining the age of sixty years unless he or she then holds a Qualifying College or University Office or is then elected to a Fellowship in any other class;
  - (ii) an Official Fellow in Class A, either his or her attaining the age of compulsory retirement from the only or last Qualifying College Office by virtue of which he or she holds such a Fellowship, or his or her resignation therefrom or the expiry of his or her tenure thereof after he or she attains the age of sixty years unless he or she is then elected to a Fellowship in any other Class;
  - (iii) a Senior Research Fellow in Class C, either his or her attaining the age of compulsory retirement from such a Fellowship, or his or her resignation therefrom or the expiry of his or her tenure thereof after he or she attains the age of sixty years unless he or she is then elected to a Fellowship in any other Class;
  - (iv) a Professorial Fellow in Class D, either his or her attaining the age of compulsory retirement from the Qualifying University Office by virtue of which he or she last holds such a Fellowship, or his or her resignation therefrom or the expiry of his or her tenure thereof after he or she attains the age of sixty years unless he or she is then elected to a Fellowship in any other Class;

- (v) a Supernumerary Fellow in Class E, either his or her attaining the age of compulsory retirement from such a Fellowship or from the University Office or Post by virtue of which he or she last holds such a Fellowship, as the case may be, or his or her resignation from or the expiry of his or her tenure of such Fellowship or such University Office or Post, as the case may be, after he or she attains the age of sixty years unless he or she is then elected to a Fellowship in any other Class;
  - (vi) an Endowed Fellow in Class H, either his or her attaining the age of compulsory retirement from such a Fellowship, or his or her resignation therefrom or the expiry of his or her tenure after he or she attains the age of sixty years unless he or she is then elected to a Fellowship in any other Class.
- (c) Notwithstanding the foregoing provisions of this Section, a person who has ceased to be the Master or a Fellow in any of the above Classes by reason of his or her removal from office in accordance with the provisions of these Statutes on the grounds of physical or mental incapacity may, if the Governing Body thinks fit, be regarded for the purposes of this Section as a person who has resigned such an office.

#### 9. *Visiting Fellowships*

The Governing Body may elect to a Visiting Fellowship in Class G any person whose temporary association with the College would be for the benefit of the College. Such a Fellow shall be elected for a period of at least one Term and not exceeding one year in the first instance and may be re-elected for a further period or periods not exceeding one year in all.

A Fellow in Class G shall be entitled to such emoluments and allowances as the Governing Body may from time to time by Ordinance or otherwise determine. No such emoluments shall be pensionable.

If a Fellow in Class G is elected to a Qualifying College Office he or she shall become a Fellow in Class A from the date of commencement of his or her tenure of such office.

If a Fellow in Class G is elected to a Qualifying University Office he or she shall become a Fellow in Class D from the date of commencement of his or her tenure of such office.

#### 10. *Endowed Fellowships*

In accordance with Section 1 of Chapter XXXVII of these Statutes the Governing Body may from time to time by Ordinance or otherwise make regulations establishing various Fellowships of which the costs and emoluments shall be payable from funds temporarily or permanently provided for such purposes by persons or bodies other than the College.

Such Fellowships shall collectively be called Endowed Fellowships but may be individually named in agreement with the wishes of the donors of the relevant funds from which their costs and emoluments are payable.

The eligibility of persons for election and re-election to, and the tenure, duties, rights, emoluments and any other incidents of, the various Endowed Fellowships may differ and, except in so far as they are prescribed by these Statutes, shall be as prescribed by the regulations establishing each such Fellowship.

The Governing Body may elect or re-elect to a particular Endowed Fellowship any person eligible under the regulations establishing that Fellowship for such period or periods and on such terms and conditions as the Governing Body may determine consistently with such regulations.

Notwithstanding the foregoing provisions of this Section:

- (a) no person shall be elected to an Endowed Fellowship in Class H for a period exceeding three years in the first instance, or be re-elected for any period exceeding three years at any one time;
- (b) if a Fellow in Class H is elected to a Qualifying College or University Office he or she shall become a Fellow in Class A or Class D, as the case may be, from the date of commencement of his or her tenure of such office;
- (c) a Fellow in Class H shall vacate his or her Endowed Fellowship at the end of the Annual Meeting next after he or she attains the age of sixty-seven years;
- (d) if, at any time when sufficient moneys are not available in the fund from which the costs and emoluments of a particular Endowed Fellowship are payable, the Governing Body shall pay all or part of the said costs and emoluments from the General Fund of the College, the amount of any such payments may be recouped to the General Fund of the College from any moneys subsequently becoming available in the relevant fund.

11. After the election of a Fellow who, at the time of his or her election, is not a Fellow in the same or any other Class, he or she shall be summoned before a meeting of the Governing Body and shall make the following declaration:

‘I, *A. B.*, declare that I will observe the Statutes and Ordinances of the College of the Lady Frances Sidney Sussex, and will endeavour to the utmost of my power to promote its aims, interests and welfare.’

After this declaration he or she shall be admitted by the Master in the following form:

‘I, *C. D.*, Master of the College of the Lady Frances Sidney Sussex, admit you, *A. B.*, to be a Fellow in this College.’

If such a Fellow-elect shall not have presented himself or herself for admission within a period of six months after the date fixed for the commencement of his or her Fellowship, the Governing Body shall have power to annul his or her election.

A Fellow-elect shall enter on the duties, privileges and emoluments of his or her Fellowship from the day of his or her admission unless the Governing Body otherwise determines.

12. Every Fellow, other than a Fellow in Class G, shall as soon as may be proceed to such degree or obtain such status as will qualify him or her for membership of the Senate of the University. Any Fellow not proceeding to such degree or obtaining such status after becoming qualified to do so shall, unless prevented by illness or other cause approved by the Governing Body, forfeit all the privileges and emoluments of his or her Fellowship until he or she has proceeded to such degree or obtained such status.

13. Except as otherwise provided in Section 4, or in any regulations made in accordance with Section 10, of this Chapter, every Fellow in Classes A, B, D, E and H shall comply with such regulations as to residence and accessibility to students as the Governing Body may by Ordinance prescribe.

14. Notwithstanding the provisions of the immediately preceding Section, the Governing Body may grant to any Fellow in Class A, D, E or H on account of sickness or other sufficient cause leave of absence for such period not exceeding one year as it may determine and may extend such leave for a further period or periods but so as not to exceed six successive Terms in all.

15. A Fellow in Class A, E or, subject to any regulations made in accordance with Section 10 of this Chapter, H whose duties for either the College or the University include academic teaching or research, and a Fellow in Class D shall be entitled, with the consent of the Governing Body, which consent shall not be unreasonably withheld, to leave of absence during one Term for every six Terms of service as a Fellow in any one or more of Classes A, D, E and H other than

- (a) any Term of service done by him or her more than six years previously, or
- (b) any Term during which he or she was granted leave of absence under the immediately preceding Section unless the Governing Body allows that Term to be reckoned as a Term of service, or
- (c) any Term during which he or she was granted leave of absence under this Section.

16. Whilst on leave of absence granted under either of the two immediately preceding Sections, a Fellow in Class A shall be entitled to so much, if any, of the stipend of his or her Qualifying College Office and of his or her other emoluments as the Governing Body may determine and a Fellow in Class H shall be entitled to so much, if any, of his or her stipend and of his or her other emoluments as the Governing Body may determine.

17. On the election to a Fellowship in any Class of a person who formerly was, but who later ceased to be, a Fellow of the College, the Governing Body may allow that person the same number of years' seniority among the Fellows as he or she had when he or she last ceased to be a Fellow.

18. Every Fellow shall leave from time to time with such person as the Governing Body shall appoint a statement of the address to which notices for him or her may be sent, and wherever in these Statutes it is required that a notice shall be sent to a Fellow, it shall be sufficient if such notice is sent to him or her by post or otherwise at the address last so stated.

19. Except as otherwise provided in these Statutes, the seniority of a Fellow for the purposes of these Statutes shall be determined by reference to the date of his or her commencement as a Fellow in any one of the Classes A, B, C, D, E and H or as Master, followed by continuous service in any one or more of Classes A, B, C, D, E, F and H and including any period in which he or she has held the Mastership.

For the purposes of this Section, the date of commencement of a Fellowship or the Mastership shall be the date specified by the electing body for its commencement, or if no such date is specified the date of election.

## CHAPTER VII

### *Honorary Fellowships*

1. The Governing Body may by a vote, in which not less than two-thirds of those present concur, elect any former Fellow of the College, or any other person, distinguished in art, literature, philosophy or science, or in public service, to an Honorary Fellowship tenable for life. They may by a like vote terminate the tenure of an Honorary Fellowship.
2. An Honorary Fellow shall not be a member of the Governing Body or of the Council and shall not be entitled to any dividend or stipend, but he or she may be allowed such privileges with respect to commons, the occupation of rooms, or other advantages, as the Governing Body may from time to time determine.
3. The provisions of Chapters VI and VIII of these Statutes shall not apply to Honorary Fellows and in these Statutes the expressions 'Master and Fellows', 'Fellow' and 'Fellowship' shall not include Honorary Fellows and Honorary Fellowships unless the context otherwise requires.

## CHAPTER VIII

### *Suspension and Deprivation of Fellows*

1. If any Fellow is charged by the Master or by any two of the Fellows with grave misconduct or neglect of duty or serious violation of the Statutes or Ordinances of the College, the matter shall be referred to a meeting of the Governing Body, notice of the charge having been given to each member thereof and to the Fellow charged at least six days previously. If after giving the Fellow charged the opportunity of being heard in his or her own defence at a College Meeting, the Governing Body, by a vote in which at least two-thirds of the whole number of its members entitled to be present and to vote on that question (exclusive of any member charged under this Section) concur, deems the charge proved, it may suspend the Fellow concerned from the performance of any of the duties and from the exercise of any of the rights and privileges and from the receipt of all or any of the emoluments of his or her Fellowship and of any office he or she may hold in the College for such period as it may determine, or deprive him or her of his or her Fellowship altogether, from such date as it may determine;

provided always that if it appears to the Master (whether on receipt of a complaint or otherwise) that there are grounds for believing that the conduct or performance of a Fellow could constitute good cause for deprivation of his or her Fellowship and that the College might

otherwise suffer significant harm, the Master may, at this stage or at any stage prior to the conclusion of any hearing by the Governing Body under this Section, suspend the Fellow concerned from the performance of any of the duties and from the exercise of any of the rights and privileges of his or her Fellowship until such conclusion, but without loss of stipend.

2. Any Fellow so suspended or deprived by the Governing Body may within two months of the decision of the Governing Body appeal to the Visitor. The Visitor or a Deputy appointed by him shall after careful inquiry and without unnecessary delay confirm, reverse or modify the decision of the Governing Body.

3. While his or her appeal is pending, a Fellow so suspended or deprived by the Governing Body shall not attend any College Meeting or be counted in the reckoning of any quorum or necessary majority at such a meeting or perform any duties relating to the business of the College unless the Governing Body otherwise determines.

4. Subject to the provisions of Section 6(1) of Chapter XXI, nothing in this Chapter shall apply to a Fellow who is a member of the academic staff for the purposes of Chapter XXI.

## CHAPTER IX

### *Studentships, Scholarships, Exhibitions and Other Emoluments*

1. The Governing Body may award Studentships, Scholarships, Exhibitions, the Title of Scholar or Exhibitioner, Prizes and such other awards or grants as it may from time to time determine to persons who are or who are about to become members of the College.

2. The Governing Body may award Entrance Scholarships and Entrance Exhibitions to candidates for admission to the College in accordance with the results of open examination conducted by the College acting either singly or as a member of a group of Colleges.

3. Subject to the provisions of these Statutes, the periods and conditions of tenure and the emoluments of Studentships, Scholarships, Exhibitions and other awards or grants shall be such as the Governing Body may from time to time determine or by Ordinance prescribe, having regard to any principles laid down in pursuance of University Statutes and to any directions or regulations governing the awards concerned which are legally binding on the College.

4. The emoluments of Students, Scholars and Exhibitioners shall, unless payable out of particular trust funds, be paid out of the Scholarship Fund or from the proceeds of the Taylor Scholarship Estate or, in the case of Students, out of the General Fund of the College, provided always that so far as is possible at least twelve Scholars shall receive their emoluments from the proceeds of the Taylor Scholarship Estate and shall be called Taylor Scholars. Taylor Scholars shall, as heretofore, be elected for proficiency in mathematical or scientific subjects.

5. As soon as is convenient after his or her election a Scholar shall, in the presence of the Master, make the following declaration:

‘I, *A. B.*, elected a Scholar of the College of the Lady Frances Sidney Sussex, declare that I will endeavour to promote its aims, interests and welfare.’

After this declaration he or she shall be admitted by the Master in the following form:

‘I, *C. D.*, Master of the College of the Lady Frances Sidney Sussex, admit you, *A. B.*, to be a Scholar in this College.’

6. The Governing Body may deprive a Student of his or her Studentship or a Scholar of his or her Scholarship or an Exhibitioner of his or her Exhibition, or suspend him or her for such period as it may determine from the status, privileges and emoluments thereof, for lack of progress or diligence in study or for any grave misconduct.

## CHAPTER X

### *Members of the College in statu pupillari*

1. Any person desirous of becoming a member of the College shall furnish satisfactory evidence of his or her fitness for admission. No person shall be admitted as a member of the College *in statu pupillari* who is not qualified to be matriculated.

2. Members of the College *in statu pupillari* shall pay such fees as the Governing Body may from time to time determine.

3. It shall be the duty of all members of the College *in statu pupillari* to show due respect and obedience to the Master, the Fellows and the College Officers, to conduct themselves in a quiet and orderly manner, and to conform to all such orders and regulations as may from time to time be made by the Governing Body.

If any such person (not being a Fellow of the College) shall not observe the orders and regulations above referred to, or shall be guilty of any offence contrary to discipline and good order or tending to bring the College into disrepute, he or she shall be punished in such manner as the offence may appear to deserve by such College Officers or bodies in accordance with such disciplinary procedures as the Governing Body may from time to time prescribe;

provided always that the penalty of temporary or final removal from the College shall be inflicted only as hereinafter provided.

4. The Master and Tutors in consultation shall have power to refuse permission to continue in residence or to return into residence to a member of the College *in statu pupillari* who

- (a) in their opinion has proved by failure in an examination to be an unsatisfactory student, unless he or she is a Scholar or Exhibitioner who has not been deprived of his or her Scholarship or Exhibition despite such failure, or
  - (b) is not of standing to proceed in his or her course of studies and, in their opinion, there is no appropriate course in which he or she can proceed to an Honours degree, unless he or she is a Scholar or Exhibitioner who has not been deprived of his or her Scholarship or Exhibition, or
  - (c) fails to pay his or her College bills by the dates fixed by the Master and Tutors.
5. The Governing Body shall have power to remove temporarily or finally from the College any member of the College *in statu pupillari* whom they deem to be guilty of grave misconduct or to have proved himself or herself to be an unsatisfactory student.
6. Except as provided in Section 4 of this Chapter, no member of the College *in statu pupillari* shall be temporarily or finally removed from the College without being given the opportunity of being heard in his or her own defence at a College meeting.
7. The Master and Tutors in consultation shall have power to refuse to present for any degree, diploma or certificate awarded by the University any member of the College who has failed to pay his or her College bills by the dates fixed by the Master and Tutors.
8. Undergraduate members of the College shall reside in the University during such portion of each Term as the Tutors shall appoint, provided always that such portion is not less than is required by the regulations of the University for keeping the Term.

## CHAPTER XI

### *The College Lecturers*

1. There shall be such number of College Lecturers as the Governing Body may from time to time determine.

2. The election or re-election of a person to a College Lectureship shall be made by the Governing Body at a College Meeting of which due notice shall be sent to all the Senior Members of the Governing Body. The method of procedure at such an election or re-election shall be similar to that prescribed for the election or re-election of a Fellow in Chapter VI of these Statutes and the election or re-election shall take effect from such date as the Governing Body may determine.

3. A College Lecturer shall be elected for a period not less than three years nor more than five years in the first instance and may be re-elected for successive periods not exceeding five years at any one time;

provided always that the Master may, by the votes of a majority of all the members of the Governing Body other than the Master, be elected a College Lecturer for a period not exceeding five years in the first instance and may by the votes of a similar majority be re-elected for one further period not exceeding five years;

provided also that if at the date of any re-election a College Lecturer other than the Master holds a University Office the duties of which include academic teaching or research, he or she may be re-elected to hold his or her College Lectureship until his or her compulsory retirement under the provisions of this Chapter or until the Annual Meeting next but one after the date on which he or she ceases to hold such a University Office, whichever be the earlier, but if that Annual Meeting be held less than two years after the date of his or her re-election, then until two years from the date of his or her re-election.

4. Anyone other than the Master who, on his or her election or re-election to a College Lectureship, is not already a Fellow in Class A shall simultaneously be elected or re-elected to be a Fellow in Class A.

5. Notwithstanding the foregoing provisions of this Chapter, a College Lecturer shall vacate his or her College Lectureship at the end of the Annual Meeting next after he or she attains the age of sixty-seven years;

provided always that a College Lecturer other than the Master who holds a University Office the duties of which include academic teaching or research shall vacate his or her College Lectureship on attaining the age of retirement from his or her University Office.

6. A College Lecturer shall undertake such reasonable amount of teaching and such direction of studies as the Governing Body may from time to time require of him or her and shall pursue the learning and study necessary to the proper performance of those duties.

7. The Office of College Lecturer shall be a Pensionable Office.

## CHAPTER XII

### *The Tutors*

1. There shall be such number of Tutors as the Governing Body may from time to time determine. One Tutor shall be designated Senior Tutor.
2. The election or re-election of a person to a Tutorship shall be made by the Governing Body at a College Meeting of which due notice shall be sent to all the Senior Members of the Governing Body. The method of procedure at such an election or re-election shall be similar to that prescribed for the election or re-election of a Fellow in Chapter VI of these Statutes and the election or re-election shall take effect from such date as the Governing Body may determine.
3. A Tutor shall be elected for a period of three years in the first instance and may be re-elected for successive periods not exceeding five years at any one time;

provided always that the Master may, by the votes of a majority of all the members of the Governing Body other than the Master, be elected a Tutor for a period not exceeding five years in the first instance and may by votes of a similar majority be re-elected for one further period not exceeding five years;

provided also that neither the Master nor any Fellow may become or remain a Tutor after the end of the Annual Meeting next after he or she attains the age of sixty-seven years.

4. Anyone other than the Master who, when elected or re-elected to a Tutorship, is not already a Fellow in Class A shall simultaneously be elected or re-elected to a Fellowship in Class A.
5. It shall be the duty of the Tutors to promote the studies and watch over the welfare and conduct of their pupils, and to manage and keep the accounts of the Tuition Fund in accordance with Chapters XIII and XXIV of these Statutes.
6. The Office of Tutor shall be a Pensionable Office.

## CHAPTER XIII

### *The Tuition Fund*

The Tuition Fund shall consist of the payments for tuition made by members of the College and shall be managed by the Tutors. Tutors, College Lecturers, Directors of Studies and other teaching staff shall receive such payments out of the Tuition Fund as the Governing Body may from time to time by Ordinance or otherwise determine. No contribution shall ordinarily be made to the fund from the general revenue of the College, but if in any year the income of the fund together with any income unapplied in previous years (whether invested or not) is not sufficient to meet the charges on the fund, the whole or any part of the deficiency may be discharged out of the general revenues of the College.

## CHAPTER XIV

### *The Dean*

1. The Governing Body shall have power at a College Meeting to elect a Dean from among the Fellows. The Dean shall be elected for a period not exceeding three years in the first instance and may be re-elected for successive periods not exceeding five years at any one time. Any such election or re-election shall take effect from such date as the Governing Body may determine. Notwithstanding the foregoing provisions of this Section the Dean shall vacate his or her office if he or she ceases to be a Fellow.
2. The Dean shall maintain discipline and good order among members of the College *in statu pupillari*.

## CHAPTER XV

### *The Chaplain*

1. The Chaplain shall be elected or re-elected by the Governing Body at a College Meeting, and shall be in Priest's Orders.

2. The Chaplain shall be elected for a period of two years in the first instance, under such conditions as the Governing Body may impose, and may be re-elected for not more than two successive periods of three years each.

He or she shall obtain permission from the Governing Body before undertaking any duties other than those of his or her office.

3. Anyone other than the Master who, when elected or re-elected Chaplain, is not a Fellow in any Class shall simultaneously be elected or re-elected to be a Fellow in Class E for a period co-terminous with his or her tenure of the Chaplaincy. Any one who, when elected or re-elected Chaplain, holds, but subsequently while still Chaplain ceases to hold, a Fellowship in any other Class shall thereupon become a Fellow in Class E for the residue of his or her tenure of the Chaplaincy.

4. The Chaplain shall have charge of the College Chapel and shall be responsible for the due performance, in accordance with the provision of Section 6 of the Universities Tests Act 1871<sup>1</sup>, of Morning and Evening Service therein daily during Full Term, and for the celebration of the Holy Communion at least once a Term.

He or she shall also provide for the preaching of a sermon on at least two Sundays in every Term.

He or she shall take such part in carrying out the provisions of Section 5 of the Universities Tests Act 1871 (*loc. cit.*), as the Governing Body may from time to time determine.

5. The Chaplain shall reside in College during such portion of each Term as the Governing Body may require.

## CHAPTER XVI

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<sup>1</sup> See Appendix I

### *The Bursars*

1. There shall be such number of Bursars as the Governing Body may from time to time determine. If there be more than one Bursar, one shall be designated Senior Bursar.
2. The election or re-election of a person to a Bursarship shall be made by the Governing Body at a College Meeting of which due notice shall be sent to all the Senior Members of the Governing Body. The method of procedure at such an election or re-election shall be similar to that prescribed for the election or re-election of a Fellow in Chapter VI of these Statutes and the election or re-election shall take effect from such date as the Governing Body may determine.
3. A Bursar shall be elected for a period of three years in the first instance and may be re-elected for successive periods not exceeding five years at any one time;

provided always that the Master may, by the votes of a majority of all the members of the Governing Body other than the Master, be elected a Bursar for a period not exceeding five years in the first instance and may by the votes of a similar majority be re-elected for one further period not exceeding five years;

provided also that a Bursar, whether or not he or she is also the Master, shall vacate his or her Bursarship at the end of the Annual Meeting of the Governing Body or of the Council, whichever ends later, next after he or she attains the age of sixty-seven years and may not thereafter be re-elected.

4. Anyone other than the Master who, when elected or re-elected to a Bursarship, is not already a Fellow in Class A shall simultaneously be elected or re-elected to a Fellowship in Class A.
5. Except as otherwise provided in these Statutes, the Bursars shall, subject to the orders of the Governing Body, receive all rents and moneys due to the College, make such payments as may be due from the College, and keep accounts in accordance with the provisions of Chapter XXIV of these Statutes. They shall also have the care of the property of the College, superintend its buildings, courts and gardens and provide for their necessary repair. The allocation of duties among the Bursars shall from time to time be determined by the Governing Body.
6. The Office of Bursar shall be a Pensionable Office.

## CHAPTER XVII

### *The Stewards*

1. There shall be such number of Stewards as the Governing Body may from time to time determine.

2. The election or re-election of a person to a Stewardship shall be made by the Governing Body at a College Meeting of which due notice shall be sent to all the Senior Members of the Governing Body. The method of procedure at such an election or re-election shall be similar to that prescribed for the election or re-election of a Fellow in Chapter VI of these Statutes and the election or re-election shall take effect from such date as the Governing Body may determine.

3. A Steward shall be elected for a period of three years in the first instance and may be re-elected for successive periods not exceeding five years at any one time;

provided always that the Master may, by the votes of a majority of all the members of the Governing Body other than the Master, be elected a Steward for a period not exceeding five years in the first instance and may by the votes of a similar majority be re-elected for one further period not exceeding five years;

provided also that a Steward, whether or not he or she is also the Master, shall vacate his or her Stewardship at the end of the Annual Meeting of the Governing Body or of the Council, whichever ends later, next after he or she attains the age of sixty-seven years and may not thereafter be re-elected.

4. Anyone other than the Master who, when elected or re-elected to a Stewardship, is not already a Fellow in Class A shall simultaneously be elected or re-elected to a Fellowship in Class A.

5. The Stewards shall superintend the victualling department of the College, subject to the orders of the Governing Body, and shall discharge such other duties as may from time to time be assigned to them by the Governing Body. They shall also keep accounts and statistics in accordance with the provisions of Chapter XXIV of these Statutes.

6. The Office of Steward shall be a Pensionable Office.

## CHAPTER XVIII

### *The Annual College Officers*

1. At the Annual Meeting in each year the Governing Body shall elect certain Annual College Officers and may elect certain other Annual College Officers, as hereinafter mentioned, to hold office from the end of that Annual Meeting until the end of the Annual Meeting next following.

The following Annual College Officers shall be elected in each year, namely: a Vice-Master, a Praelector, a College Librarian, sufficient Directors of Studies, two Keepers of the Keys of the College Seal, and one or more Auditors of whom at least one shall be a professional auditor or accountant or a firm of professional auditors or accountants and shall not be a member of the Governing Body.

The following Annual College Officers may be elected in each year, namely: a Taylor Librarian, Assistant Librarians and such other officers as the Governing Body may determine.

2. The Vice-Master shall be elected from among the Fellows who are members of the Governing Body and no person may be elected as Vice-Master who has already attained the age of sixty-seven years. During a vacancy in the Mastership, the Vice-Master shall discharge the duties of the Master. In accordance with the provisions of Chapter IV of these Statutes, the Vice-Master shall be responsible for the conduct of elections to the Mastership.

If the Master is unable through illness or absence to discharge his or her duties, the Vice-Master shall act as his or her deputy. Except as otherwise provided in these Statutes, if the Vice-Master is unable through illness or absence to discharge his or her duties, the senior Fellow in residence who is a member of the Governing Body and not similarly disabled shall act as his or her deputy.

For any period during which the Vice-Master discharges the duties of the Master or acts as his or her deputy, he or she may receive such stipend as the Governing Body may determine.

The Vice-Master shall not normally during Full Term be absent from Cambridge for more than seven consecutive days at the same time as the Master.

3. The Praelector shall present for degrees in the Senate House such supplicants as are approved by the College. He or she shall keep a record of all persons admitted to the College and of the degrees to which they proceed. He or she shall also discharge such other duties as the Governing Body may from time to time assign to him or her.

4. The College Librarian and, if appointed, the Taylor Librarian, shall, subject to the orders of the Governing Body, have charge of the Libraries.

5. The Keepers of the Keys shall be elected from among the Fellows who are members of the Governing Body.

## CHAPTER XIX

*The Creation of College Offices, the Appointment of Deputies,  
and the Filling of Interim Vacancies in Office*

1. The Governing Body shall have power to create such new Qualifying College Offices or other College Offices, whether pensionable or not, as it may deem expedient for the better management of the affairs and properties of the College and for the instruction, welfare and discipline of its members and may determine the method of appointment thereto and the powers, duties and, subject to Section 2 of Chapter V of these Statutes, the tenure thereof;

provided always that, in accordance with the provisions of Section 4 of Chapter II of these Statutes, the Governing Body may not delegate its power to create additional Qualifying College Offices.

2. If any College Officer shall be unable, due to leave of absence, illness or other sufficient cause, to discharge the duties of his or her office, the Governing Body may if it thinks fit appoint a deputy for any period not exceeding one year, and such appointment may be renewed if necessary but shall not in any event exceed a period of two years in all. Such a deputy shall receive such remuneration as the Governing Body may determine in accordance with Section 2 of Chapter XXVI of these Statutes.

3. The Governing Body shall have power at any time to fill any vacancy occurring during the course of a year in the office of Chaplain or any Annual College Office or any other office to which election must be made at the Annual Meeting by electing some duly qualified person to fill such office until the end of the Annual Meeting next following.

## CHAPTER XX

### *Residence in College*

1. Any College Officer who is a Fellow may be required by the Governing Body by Ordinance or otherwise to reside in College during the whole or such parts of each Full Term and during such part of the Long Vacation as the Governing Body may think necessary for the welfare of members of the College and for the due maintenance of discipline.
2. Without prejudice to the foregoing provision of this Chapter, the Governing Body shall ensure that at least one Tutor or the Dean or another Fellow shall sleep in College each night during such portion of each Term as is appointed for the residence of undergraduate members of the College, provided always that in an emergency the Master may appoint a deputy who is not a Fellow.

## CHAPTER XXI

### *Academic Staff*

#### *Part I Construction, Application and Interpretation*

1. This Chapter and any Ordinance made under this Chapter shall be construed in every case to give effect to the following guiding principles, that is to say:
  - (a) to ensure that members of the academic staff of the College have freedom within the law to question and test received wisdom, and to put forward new ideas and controversial or unpopular opinions, without placing themselves in jeopardy of losing their jobs or privileges;
  - (b) to enable the College to provide education, to promote learning, and to engage in research efficiently and economically; and
  - (c) to apply the principles of justice and fairness.
2. No provision in Part II, Part III, Part IV or Part VII of this Chapter shall enable any member of the academic staff to be dismissed unless the reason for the dismissal may in the circumstances (including the size and administrative resources of the College) reasonably be treated as a sufficient reason for dismissal.

3. - (1) This Chapter shall apply:

- (a) to any person holding a College Office designated by the Governing Body as one to which this Chapter applies;
- (b) to any person employed by the College to carry out teaching or research save for those holding appointments which have been excluded by the Governing Body from the scope of this Chapter on the ground that his or her duties in that regard are only of a limited nature; and
- (c) to the Master, to the extent and in the manner set out in Part VII of this Chapter.

(2) In this Chapter any reference to a 'member of the academic staff' is a reference to persons to whom this Chapter applies.

4. - (1) For the purposes of this Chapter the following terms have the meanings specified:

'dismiss' and 'dismissal' refer to the dismissal of a member of the academic staff and

- (a) include remove or, as the case may be, removal from office; and
- (b) in relation to employment under a contract, shall be construed in accordance with Section 55 of the Employment Protection (Consolidation) Act 1978.

(2) 'good cause' in relation to the dismissal or removal from office of a member of the academic staff of the College, means a reason which is related to conduct or capability or qualifications for performing work of the kind which the member was appointed or employed to do, and, without prejudice to the generality of the following, may include:

- (a) conviction for an offence which may be deemed by a Disciplinary Committee appointed under Part III of this Chapter to be such as to render the person convicted unfit for the execution of the duties of his or her office or for employment as a member of the academic staff of the College; or
- (b) conduct of an immoral, scandalous, or disgraceful nature incompatible with the duties of the office or employment; or
- (c) conduct constituting failure or persistent refusal or neglect or inability to perform the duties or comply with the conditions of the office or employment; or
- (d) physical or mental incapacity established under Part IV; or
- (e) wilful disruption of the activities of the College; or
- (f) wilful disobedience of any of the Statutes or Ordinances of the College in force for the time being.

(3) In this Section

- (a) 'capability', in relation to such a member, means capability assessed by reference to skill, aptitude, health, or any other physical or mental quality; and
- (b) 'qualifications', in relation to such a member, means any degree, diploma, or other academic, technical, or professional qualification relevant to an office or position held by that member.

5. For the purposes of this Chapter dismissal shall be taken to be a dismissal by reason of redundancy if it is attributable wholly or mainly to:

- (a) the fact that the College has ceased, or intends to cease, to carry on the activity for the purposes of which the person concerned was appointed or employed or has ceased, or intends to cease, to carry on that activity in the place in which the member concerned worked; or
- (b) the fact that the requirements of that activity for members of the academic staff of the College to carry out work of a particular kind in that place have ceased or diminished or are expected to cease or diminish.

6. - (1) In any case of conflict, the provisions of this Chapter shall prevail over those of any other Chapter of the Statutes of the College in force on the date on which the instrument making these modifications was approved under subsection (9) of Section 204 of the Education Reform Act 1988, and over those of any Ordinance, and the provisions of any Ordinance made under this Chapter shall prevail over those of any Ordinance made under such other Chapters;

provided always that Part III, Part IV, Part VI and Part VII of this Chapter shall not apply in relation to anything done or omitted to be done before the date on which the instrument making these modifications was approved under subsection (9) of Section 204 of the Education Reform Act 1988;

provided also that disciplinary proceedings in relation to anything done or omitted to be done before that date may continue or be instituted after that date under the relevant College Statutes in force before that date.

(2) Nothing in any appointment made, or contract entered into, shall be construed as overriding or excluding any provision made by this Chapter concerning the dismissal of a member of the academic staff of the College by reason of redundancy or for good cause;

provided always that this shall not invalidate any waiver made under Section 142 of the Employment Protection (Consolidation) Act 1978.

(3) Nothing in any other Chapter shall enable the Governing Body to delegate its power to reach a decision under Section 10(2) of this Chapter.

(4) For the avoidance of doubt it is hereby declared that nothing in Part III of this Chapter shall be construed as affecting the Statutes and Ordinances of the College concerning re-election on the expiry of a fixed term of a Fellowship.

(5) In this Chapter references to numbered Parts, Sections and sub-sections are references to Parts, Sections and sub-sections so numbered in this Chapter.

7. - (1) No one shall sit as a member of any of the bodies established under this Chapter, and no one shall be present at a meeting of such a body when the body is considering its decision or discussing a point of procedure, except as provided by this Chapter or by any Ordinance made under this Chapter.

(2) In any case where an officer of the College or any person is designated to perform any duties or exercise any powers under this Chapter, and that officer or person is himself or herself involved in the matter in question, the Governing Body may appoint an alternate to act in his or her place under procedures prescribed by an Ordinance made under this Chapter.

## *Part II Redundancy*

8. This Part enables the Governing Body, as the appropriate body for the purposes of Section 203(1)(a) of the Education Reform Act 1988, to dismiss any member of the academic staff by reason of redundancy.

9. - (1) Nothing in this Part shall prejudice, alter or affect any rights, powers or duties of the College or apply in relation to a person unless

- (a) his or her appointment is made, or his or her contract of employment is entered into, on or after 20th November 1987; or
- (b) he or she is promoted on or after that date.

(2) For the purposes of this Section in relation to a person, a reference to an appointment made or a contract entered into on or after 20th November 1987 or to promotion on or after that date shall be construed in accordance with subsections (3) to (6) of Section 204 of the Education Reform Act 1988.

10. - (1) The appropriate body for the purposes of this Part shall be the Governing Body.

(2) This Part applies where the Governing Body has decided that there should be a reduction in the academic staff

- (a) of the College as a whole; or
- (b) of any area of academic work within the College

by way of redundancy.

11. - (1) Where the Governing Body has reached a decision under Section 10(2) of this Chapter it shall either itself select the requisite members of the academic staff for dismissal by reason of

redundancy, if such a course satisfies the guiding principles set out in Section 1 of this Chapter, or it shall appoint a Redundancy Committee to be constituted in accordance with sub-section (3) of this Section to give effect to its decision by such date as it may specify and for that purpose

- (a) to select and recommend the requisite members of the academic staff for dismissal by reason of redundancy; and
- (b) to report their recommendations to the Governing Body.

(2) The Governing Body shall either approve any selection recommended by a Redundancy Committee, or shall remit it to the Redundancy Committee for further consideration in accordance with such further directions as the Governing Body may give.

(3) A Redundancy Committee appointed by the Governing Body shall comprise

- (a) a Chairman; and
- (b) two Fellows not being members of the academic staff to whom this Chapter applies; and
- (c) two members of the academic staff.

(4) A member of the academic staff shall not be selected for dismissal under this Section unless he or she has been afforded a reasonable opportunity to make representations to the Governing Body.

12. - (1) If the Governing Body has selected a member or members of the academic staff for dismissal by reason of redundancy, or has approved a selection recommended by a Redundancy Committee, it may authorise an officer of the College as its delegate to dismiss any member of the academic staff so selected.

(2) Each member of the academic staff selected for dismissal shall be given separate notice of the selection approved by the Governing Body.

(3) Each separate notice shall sufficiently identify the circumstances which have satisfied the Governing Body that the intended dismissal is reasonable and in particular shall include:

- (a) a summary of the action taken by the Governing Body and any Redundancy Committee under this Part;
- (b) an account of the selection processes used;
- (c) a reference to the rights of the person notified to appeal against the notice and to the time within which any such appeal is to be lodged under Part V of this Chapter; and

- (d) a statement as to when the intended dismissal is to take effect.

*Part III Discipline, Dismissal and Removal from Office*

13. - (1) If it appears to the Master that there are grounds for believing that the conduct or performance of a member of the academic staff is or has been unsatisfactory, he or she shall inquire into the matter. If the Master concludes after investigation that the member is or has been at fault, he or she may issue an oral warning to the member. The Master shall specify the reason for the warning, shall indicate that it constitutes the first stage of the College's disciplinary procedure, and shall advise the member that he or she may appeal against the warning under sub-section (4) of this Section.

(2) If the Master concludes after investigation that the fault is sufficiently serious to justify it, or if a further offence occurs, he or she may issue a written warning to the member. Such a warning shall specify the complaint made against the member, the improvements required in the member's conduct or performance, and the period of time within which such improvements are to be made. The Master shall advise the member that he or she may appeal against the warning under sub-section (4) of this Section, and shall indicate that, if no satisfactory improvement takes place within the stated time, a complaint may be made seeking the institution of charges to be heard by a Disciplinary Committee.

(3) The Master shall keep a written record of any warning issued under sub-section (1) or sub-section (2) of this Section. No further account shall be taken of an oral warning when one year has elapsed after the date of issue, and no further account shall be taken of a written warning when two years have elapsed after the date of issue.

(4) A member of the academic staff who wishes to appeal against a disciplinary warning shall inform the Master within two weeks. An Appeals Committee comprising three Fellows of the College appointed by the Governing Body shall hear the appeal and the Committee's decision as to whether the warning was justified shall be final. If the appeal is allowed, the warning shall be disregarded for the purposes of Section 14 of this Chapter.

14. - (1) If there has been no satisfactory improvement following a written warning given under Section 13 of this Chapter, or in any case where it is alleged that a member's conduct or performance may constitute good cause for dismissal or removal from office, a complaint seeking the institution of charges to be heard by a Disciplinary Committee appointed under Section 15 of this Chapter may be made to the Master.

(2) To enable the Master to deal fairly with any complaint brought to his or her attention under sub-section (1) of this Section he or she shall institute such enquiries (if any) as appear to him or her to be necessary.

(3) If it appears to the Master (whether on receipt of a complaint or otherwise) that there are grounds for believing that the conduct or performance of a member of the academic staff of the College could constitute good cause for dismissal, he or she shall write to the person concerned inviting comment in writing and, if he or she considers that the College might otherwise suffer significant harm may, at this stage or at any stage prior to the conclusion of

any hearing by a Disciplinary Committee appointed under Section 15 of this Chapter, suspend the person concerned from the performance of his or her duties without loss of stipend until such conclusion.

(4) As soon as may be following receipt of the comments (if any) or in any event not later than twenty-eight days after they were invited, the Master shall consider the matter in the light of all the available material and may dismiss the matter summarily, or issue a formal warning to the member concerned, or determine that the matter be considered by a Disciplinary Committee appointed under Section 15 of this Chapter.

15. If the Master has determined that the matter should be considered by a Disciplinary Committee, the Governing Body shall at his or her request appoint such a committee to hear the charge or charges, to determine whether the conduct or performance of the person concerned constitutes good cause for dismissal or otherwise constitutes serious misconduct relating to his or her appointment or employment, and to make recommendations concerning the action (if any) to be taken as a result of the Committee's findings. Pending the consideration of such recommendations, the Master, after consulting the Governing Body, may suspend the person charged from the performance of his or her duties without loss of stipend until the conclusion of such consideration.

16. A Disciplinary Committee shall consist of three persons selected by the Governing Body from a panel of ten persons appointed annually by the Governing Body. The members of the panel shall be Fellows of the College or other persons, being members of the Regent House of the University. In selecting members of the panel for appointment as members of a Disciplinary Committee, the Governing Body shall exclude the member charged and any person who has been involved in or associated with the making of the complaint or any part of it, or who has been involved in any preliminary hearing or investigation.

17. - (1) When a Disciplinary Committee has been appointed, the Governing Body shall instruct a suitable person to formulate the charge or charges and to present, or arrange for the presentation of, the charges before the Disciplinary Committee.

(2) It shall be the duty of the person formulating the charge or charges

(a) to forward the charge or charges to the Committee and to the member of academic staff concerned, together with the other documents therein specified and a list of all witnesses the College proposes to call, with statements containing the evidence they are expected to give; and

(b) to make any necessary administrative arrangements for the summoning of witnesses, the production of documents and generally for the proper presentation of the case before the Committee.

18. The procedure to be followed in respect of the preparation, hearing and determination of any charge by a Disciplinary Committee shall be prescribed by Ordinances made under this Chapter. Such Ordinances shall ensure:

- (a) that the member charged is entitled to be represented by another person, whether such person is legally qualified or not, in connection with and at any hearing of charges by a Disciplinary Committee;
- (b) that a charge shall not be determined without an oral hearing at which the member charged and any person representing him or her are entitled to be present;
- (c) that witnesses may be called, both on behalf of the member charged and by the person presenting the charge, and may be questioned concerning any relevant evidence;
- (d) that no new witness or documentary evidence may be introduced by the person presenting the charge without the Committee's consent, which shall not be given save for good reason, and that if late introduction is allowed, the member of the academic staff shall be allowed an adjournment sufficient to allow him or her to consider and respond to the new evidence; and
- (e) that any charge is heard and determined as expeditiously as is reasonably possible.

19. - (1) The Disciplinary Committee shall send its decision on any charge referred to it (together with its findings of fact and the reasons for its decision regarding that charge and its recommendations, if any, as to the appropriate penalty) to the Master, the member charged, the person presenting the charge and any person who shall have been added as a party by the Disciplinary Committee.

(2) The Disciplinary Committee shall draw attention to the period of time within which any appeal should be made by ensuring that a copy of Part V of this Chapter accompanies each copy of its decision sent to a party to the proceedings under this Section.

20. - (1) If any charge is upheld and the Disciplinary Committee finds that the conduct of the member charged constitutes good cause for dismissal and recommends that the member charged be dismissed, but in no other case, the Master shall consult the Governing Body and may dismiss the member.

(2) In any case where the charge or charges are upheld, other than where the Master has decided under sub-section (1) of this Section to dismiss the member of the academic staff concerned, the action available to the Master, after consulting the Governing Body, (not comprising a greater penalty than that recommended by the Disciplinary Committee) may be:

- (a) to discuss the issues raised with the member concerned; or
- (b) to advise the member concerned about his or her future conduct; or
- (c) to warn the member concerned; or
- (d) to suspend the member concerned for such period as the Master shall think fair and reasonable, provided always that the suspension shall not extend beyond three months after the date on which the Governing Body shall have considered the Disciplinary Committee's decision; provided also that no suspension without pay

may be ordered unless the terms of the contract of employment of the member concerned contain provisions expressly entitling the Master to impose such a penalty; or

- (e) to take such further or other action under the member's contract of employment or terms of appointment as appears fair and reasonable in all the circumstances of the case; or
- (f) to combine any of the courses of action specified above.

21.- (1) Any reference in Section 20 to the Master shall include a reference to an officer appointed by him or her to act as his or her delegate.

(2) Any action taken by the Master or his or her delegate shall be confirmed in writing to both the member concerned and the Governing Body.

#### *Part IV Removal for Incapacity on Medical Grounds*

22. - (1) This Part makes separate provision for the assessment of incapacity on medical grounds as a good cause for dismissal or removal from office.

(2) In this Part references to medical grounds are references to capability assessed by reference to health or any other physical or mental quality.

(3) In this Part references to the appropriate officer are references to the Master or an officer appointed by him or her to act as his or her delegate to perform the relevant act.

(4) In this Part references to the member of the academic staff include, in cases where the nature of the alleged disability so requires, a responsible relative or friend or other person with authority to act on behalf of that member in addition to (or instead of) that member.

23. - (1) Where it appears to the Master that the removal of a member of the academic staff on medical grounds should be considered, the Master

- (a) shall inform the member accordingly; and
- (b) shall notify the member in writing that it is proposed to make an application to the member's medical practitioner for a medical report and shall seek the member's consent in writing to such application in accordance with the requirements of the Access to Medical Reports Act 1988; and
- (c) may suspend the member from the performance of his or her duties without loss of emolument.

(2) If the member agrees that his or her removal on those grounds should be considered the College shall meet the reasonable costs of any medical opinion required.

(3) If the member does not agree the Master shall refer the case in confidence, with any supporting medical and other evidence (including any such evidence submitted by the member), to a Board comprising one person nominated by the Governing Body; one person nominated by the member concerned or, in default of the latter nomination, by the Master; and a medically qualified chairman jointly agreed by the Governing Body and the member or, in default of agreement, to be nominated by the President of the Royal College of Physicians.

(4) The procedure to be followed in respect of the preparation, hearing, and determination of a case by a Board shall be prescribed by Ordinances made under this Section. Such Ordinances shall ensure:

- (a) that the member concerned is entitled to be represented by another person, whether such person is legally qualified or not, in connection with and at any hearing by the Board;
- (b) that a case shall not be determined without an oral hearing at which the member and his or her representative are entitled to be present;
- (c) that witnesses may be called and questioned concerning any relevant evidence; and
- (d) that the case is heard and determined as expeditiously as is reasonably practicable.

(5) The Board may require the member concerned to undergo medical examination at the College's expense.

24. - (1) If the Board determines that the member should be required to retire on medical grounds, the Master, after consulting the Governing Body, may terminate the employment of the member concerned on those medical grounds.

(2) Any action taken by the Master under the above sub-section shall be confirmed in writing to the member concerned and to any person representing him or her and shall be notified to the Governing Body.

*Part V Appeals*

25. This Part establishes procedures for hearing and determining appeals by members of the academic staff who are dismissed or under notice of dismissal or who are otherwise disciplined.

26. - (1) This Part applies to appeals against or arising from:

- (a) decisions of the Governing Body as the appropriate body or of an authorised delegate of that body to dismiss in the exercise of its powers under Part II of this Chapter;
- (b) any proceedings, or out of any decision reached, under Part III of this Chapter other than appeals against disciplinary warnings under Section 13;
- (c) dismissal otherwise than in pursuance of Part II, Part III, Part IV or Part VII of this Chapter;
- (d) disciplinary decisions otherwise than in pursuance of Part III of this Chapter;
- (e) decisions reached under Part IV of this Chapter; and
- (f) any proceedings, or out of any decision reached, under Part VII of this Chapter, including appeals against decisions reached in pursuance of Section 47;

and 'appeal' and 'appellant' shall be construed accordingly.

(2) No appeal shall however lie against

- (a) a decision of the Governing Body under Section 10(2) of this Chapter;
- (b) the findings of fact of a Disciplinary Committee under Part III, or of a Tribunal under Part VII of this Chapter save where, with the consent of the person or persons hearing the appeal, fresh evidence is called on behalf of the appellant at that hearing;
- (c) any medical finding by a Board set up under Section 23(3) of this Chapter save where, with the consent of the person or persons appointed, fresh evidence is called on behalf of the appellant at that hearing.

(3) In this Part references to 'the person appointed' are references to the person appointed by the Governing Body under Section 29 of this Chapter to hear and determine the relevant appeal and in any case where the Vice-Master is an appellant references to 'the Vice-Master' are references to the senior member of the Governing Body then in residence and willing to act.

(4) The parties to an appeal shall be the appellant and the Master and any other person added as a party at the direction of the person appointed.

27. A member of the academic staff may institute an appeal by serving on the Master, within the time allowed under Section 28 of this Chapter, notice in writing setting out the grounds of the appeal.

28. - (1) A notice of appeal shall be served within twenty-eight days of the date on which the document recording the decision appealed from was sent to the appellant or such longer period, if any, as the person appointed may determine under sub-section (3) of this Section.

(2) The Master shall bring any notice of appeal received (and the date when it was served) to the attention of the Governing Body and shall inform the appellant that he or she has done so.

(3) Where the notice of appeal was served on the Master outside the twenty-eight day period the person appointed under Section 29 of this Chapter shall not permit the appeal to proceed unless he considers that justice and fairness so require in the circumstances of the case.

29. - (1) Where an appeal is commenced under this Part the appeal shall, subject to the provisions of Section 28(3) and sub-section (3) of this Section, be heard and determined by a person appointed by the Governing Body in accordance with Ordinances made under this Section.

(2) A person appointed under sub-section (1) above shall be

(a) the person who is the Visitor; or

(b) a person who holds or has held judicial office or who is a barrister or solicitor of at least ten years' standing.

(3) The person appointed shall sit alone unless he or she considers that justice and fairness will best be served by sitting as an Appeal Tribunal with two other persons appointed in accordance with Ordinances made under this Section.

(4) The two other persons who may sit with the person appointed shall be

(a) one member of the Regent House of the University not being a Fellow; and

(b) one other member.

30. - (1) The procedure to be followed in respect of the preparation, consolidation, hearing and determination of appeals shall be that set out in Ordinances made under this Section.

- (2) Without prejudice to the generality of the foregoing, such Ordinances shall ensure:
  - (a) that an appellant is entitled to be represented by another person, whether such person be legally qualified or not, in connection with and at any hearing of his or her appeal;
  - (b) that an appeal shall not be determined without an oral hearing at which the appellant, and any person appointed by him or her to represent him or her are entitled to be present and, with the consent of the person or persons hearing the appeal, to call witnesses;
  - (c) that full and sufficient provision is made for postponements, adjournments, dismissal of the appeal for want of prosecution and for the correction of accidental errors; and
  - (d) that the person appointed may set appropriate time limits for each stage (including the hearing itself) to the intent that any appeal shall be heard and determined as expeditiously as reasonably practicable.
- (3) The person or persons hearing the appeal may allow or dismiss an appeal in whole or in part and, without prejudice to the foregoing, may
  - (a) remit an appeal from a decision under Part II of this Chapter (or any issue arising in the course of such an appeal) to the Governing Body for further consideration as the person or persons hearing the appeal may direct; or
  - (b) remit an appeal arising under Part III of this Chapter for re-hearing by a differently constituted Disciplinary Committee to be appointed under that Part; or
  - (c) remit an appeal from a decision of the appropriate officer under Part IV of this Chapter for further consideration as the person or persons hearing the appeal may direct; or
  - (d) remit an appeal by the Master arising under Part VII of this Chapter for re-hearing or reconsideration by the same or by a differently constituted Tribunal to be appointed under that Part; or
  - (e) substitute any lesser alternative penalty that would have been open to the appropriate officer under Part III of this Chapter following the finding by the Disciplinary Committee which heard and pronounced upon the original charge or charges.

31. The person appointed shall send the reasoned decision on any appeal together with a statement of any findings of fact different from those come to by the Governing Body as the appropriate body under Part II of this Chapter or by the Disciplinary Committee under Part III of this Chapter, as the case may be, to the Master and to the parties to the appeal.

*Part VI Grievance Procedures*

32. The aim of this Part is to settle or redress individual grievances promptly, fairly and, so far as may be, within the relevant area by methods acceptable to all parties.

33. The grievances to which this Part applies are ones by members of the academic staff concerning their appointments or employment where those grievances relate

- (a) to matters affecting themselves as individuals; or
- (b) to matters affecting their personal dealings or relationships with other staff of the College,

not being matters for which express provision is made elsewhere in this Chapter.

34. - (1) If other attempts within the relevant area to redress a grievance have failed the member of the academic staff may raise the matter with the Master.

(2) If it appears to the Master that the matter has been finally determined under Part III, IV or V of this Chapter or that the grievance is trivial or invalid, he or she may dismiss it summarily, or take no action upon it. If it so appears to the Master he or she shall inform the member accordingly.

(3) If the Master is satisfied that the subject matter of the grievance could properly be considered with (or form the whole or any part of)

- (a) a complaint under Part III of this Chapter;
- (b) a determination under Part IV of this Chapter; or
- (c) an appeal under Part V of this Chapter,

he or she shall defer action upon it under this Part until the relevant complaint, determination or appeal has been heard or the time for instituting it has passed and he or she shall notify the member accordingly.

(4) If the Master does not reject the complaint under subsection (2) of this Section or if he or she does not defer action upon it under subsection (3) of this Section he or she shall decide whether it would be appropriate, having regard to the interests of justice and fairness, for him or her to seek to dispose of it informally. If he or she so decides he or she shall notify the member and proceed accordingly.

35. If the grievance has not been disposed of informally under Section 34(4) of this Chapter, the Master shall refer the matter to a Grievance Committee for consideration.

36. A Grievance Committee shall comprise three persons selected by the Governing Body from the panel of ten persons appointed annually by the Governing Body under Section 16 of this Chapter.

37. The procedure in connection with the consideration and determination of grievances shall be determined in Ordinances in such a way as to ensure that the aggrieved person and any person against whom the grievance lies shall have the right to be heard at a hearing and to be accompanied by a friend or representative.

38. The Committee shall inform the Governing Body whether the grievance is or is not well-found and if it is well-found the Committee shall make such proposals for the redress of the grievance as it sees fit.

#### *Part VII Removal of the Master from Office*

39. Any ten Fellows may make a complaint to the Vice-Master seeking the removal of the Master from office for good cause.

40. The Vice-Master shall refer such a complaint to the Governing Body, exclusive of the Master and the Fellows making the complaint. If it appears to the Governing Body that the complaint is not supported by sufficient evidence of good cause for the removal of the Master from office, they may determine that no further action shall be taken upon it.

41. If it appears to the Governing Body, on material presented, that the complaint is supported by sufficient evidence of good cause for the removal of the Master from office, they shall appoint a Tribunal to hear and determine the matter and may suspend the Master from the performance of his or her duties without loss of stipend until the conclusion of such hearing. A Tribunal appointed by the Governing Body shall consist of three persons who are not the Master or Fellows of the College and are not employed by the College, as follows:

- (a) one person who holds, or has held, judicial office, or who is a barrister or solicitor of at least ten years' standing, who shall be Chairman;
- (b) two other persons.

42. A complaint referred to the Tribunal shall be dealt with in accordance with the procedure prescribed in Sections 17 to 19 of this Chapter, provided always that

- (a) the Vice-Master shall perform any duty and exercise any power there assigned to the Master;
- (b) that the only recommendation that the Tribunal may make is whether or not the Master should be removed from office; and
- (c) that for the purposes of this Part references in those Sections to a Disciplinary Committee shall be construed as referring to the Tribunal.

43. The Tribunal shall send its decision on the complaint, together with its findings of fact and the reasons for its decision, to the Master and the Vice-Master. The Tribunal shall draw attention to the period of time within which any appeal should be instituted by ensuring that a copy of Part V of this Chapter accompanies the notification of its decision sent to the Master.

44. If the Tribunal finds that the complaint constitutes good cause for dismissal, the Vice-Master shall consult the Governing Body and may then dismiss the Master.

45. The Master may institute an appeal against the findings of a Tribunal by serving on the Vice-Master a notice in writing setting out the grounds of the appeal. A notice of appeal shall be served within twenty-eight days of the date on which the document recording the decision appealed from was sent to the Master, provided always that the person appointed to hear an appeal shall have power to hear an appeal submitted after that date if he or she considers that justice and fairness so require in the circumstances of the case.

46. An appeal commenced under Section 45 of this Chapter shall be heard in accordance with the provisions of Part V of this Chapter, provided always that the Vice-Master shall perform any duty and exercise any power there assigned to the Master; that references in Sections 30 and 31 of this Chapter to Part III of this Chapter shall be construed as referring to this Part; and that references in Sections 30 and 31 of this Chapter to the Disciplinary Committee shall be construed as referring to the Tribunal.

47. Where a complaint is to be referred to a Tribunal under Section 41 of this Chapter, the Vice-Master may, if he or she considers that the College might otherwise suffer significant harm, suspend the Master from his or her duties in all matters relating to the government and discipline of the College without loss of stipend until the conclusion of the Tribunal's hearing.

48. For the purpose of the removal of the Master for incapacity on medical grounds, the provisions of Part IV and Part V of this Chapter shall have effect, provided always that the Vice-Master shall perform any duty or exercise any power there assigned to the Master.

49. For the purposes of this Part, references to the Vice-Master shall, if the Vice-Master is not in residence, or is incapacitated by illness or otherwise, be construed as referring to the senior member of the Governing Body then in residence and able and willing to act.

## CHAPTER XXII

### *Suspension and Removal of Officers*

1. If the Master or any two of the Fellows shall charge any College Lecturer, Tutor, Bursar, Steward, Dean, Chaplain, or any of the Annual College Officers, or any other College Officer, with failure, from any cause, in the performance of the duties of his or her office, the matter shall be referred to a meeting of the Governing Body, notice of the charge having been given at least six days previously to each Senior Member thereof and to the Officer charged;

provided always that if it appears to the Master (whether on receipt of a complaint or otherwise) that there are grounds for believing that the conduct or performance of an Officer could constitute good cause for removal from office and that the College might otherwise suffer

significant harm, the Master may, at this stage or at any stage prior to the conclusion of any hearing by the Governing Body under this Chapter, suspend the Officer concerned from the performance of any of the duties and from the exercise of any of the rights and privileges of his or her office until such conclusion, but without loss of stipend.

2. If after giving the Officer charged the opportunity of being heard in his or her own defence at a College Meeting the Governing Body, by a vote in which at least two-thirds of the whole number of its members entitled to be present and to vote on that question (exclusive of the Officer charged if he or she be a member) concur, deems the charge proved, it may suspend him or her from his or her office for such period as it may determine, or remove him or her from his or her office altogether, from such a date as it may determine;

provided always that, if such suspension or removal from office of the holder of a Qualifying College Office would entail the loss of his or her Fellowship in Class A, he or she shall have the same right of appeal to the Visitor and, pending his or her appeal, shall be subject to the same restrictions, as are provided in Sections 2 and 3 of Chapter VIII of these Statutes;

provided also that, subject to the provisions of Section 6(1) of Chapter XXI, nothing in this Chapter shall apply to an Officer of the College who is a member of the academic staff of the College to whom Chapter XXI applies.

## CHAPTER XXIII

### *The College Seal*

1. The College Seal shall be kept in some safe place under three different locks. The Master and the two Keepers of the Keys shall each hold the key to one of these three locks.

2. The College Seal shall not be affixed to any document whatever except in pursuance of a resolution passed by the votes of a majority of those present at a College Meeting. Such resolution may be either an order relating to a particular document, or a standing order, effective only until the next following College Meeting of the body making such order, relating to specified classes of documents. The affixing of the Seal to any document under such a standing order shall be reported to the next following College Meeting of the body making such order. The Seal shall be affixed only in the presence of two or more Senior Members of the Governing Body present at the meeting at which the resolution for the affixing of the Seal was passed.

## CHAPTER XXIV

### *Accounts and Audit*

1. All moneys due to the College shall be received and collected by some officer or officers appointed from time to time by the Governing Body to receive the same or, failing such appointment, by the Bursars. All moneys so received shall be kept in some Bank or Banks approved by the Governing Body or invested according to the orders of the Governing Body and shall, so soon as reasonably practicable, be placed to the credit of the appropriate accounts.
2. All payments due from the College shall be made by some officer or officers appointed from time to time by the Governing Body to make the same or, failing such appointment, by the Bursars.
3. The Tutors shall manage the Tuition Fund and the Scholarship Fund in accordance with Chapters XIII and XXVII of these Statutes and shall keep accurate accounts of all payments made into or out of these Funds in the form prescribed by the Statutes of the University.
4. The Stewards shall keep accurately the accounts of their department in accordance with a uniform system prescribed by the University and shall keep statistics with reference to their department in a form approved from time to time by the University.
5. The Bursars and any other officer or officers appointed by the Governing Body to receive or pay any moneys on behalf of the College shall keep accurate accounts of such receipts and payments in the form prescribed by the Statutes of the University.
6. There shall be held on a day during or within one week after the last day of the Michaelmas Term in each year a meeting of the Master and Fellows to be called the Audit Meeting. At least twelve days' notice of the Audit Meeting shall be sent by the Master.
7. It shall be the duty of the Auditor or Auditors to examine the several College Accounts prior to the Audit Meeting and to report thereon to the Master and Fellows.
8. The Bursars, the Tutors, the Stewards and any other officer or officers appointed to receive or pay any moneys on behalf of the College shall submit their accounts, duly audited, at the Audit Meeting.
9. An abstract of the several accounts of the College relating to funds administered either for general purpose, or in trust, or otherwise, shall be sent in the form required by the University on or before the thirty-first day of December in each year to the Vice-Chancellor of the University for publication.

## CHAPTER XXV

### *The Application of Capital Moneys and Management of Land*

1. The Governing Body shall have power to purchase, sell or transfer property real or personal and securities (which term includes stocks, funds and shares) of any description on behalf of the College, and may also apply moneys to any purpose to which capital moneys arising under the Universities and College Estates Acts 1925 and 1964 may be applied.

2. In relation to the management, development, improvement, sale, lease, mortgage or other disposition of any land or any estate or interest therein held by the College, or to the acquisition of any land, or any estate or interest therein, the Governing Body may exercise any power and may carry out any transaction which an individual holding or acquiring such land, estate or interest for his or her own benefit could exercise or carry out.

3. The powers conferred by this Chapter shall apply to all endowments, land, securities, property and funds of the College and of any specific trust for purposes connected with the College of which the College is trustee, provided always that such powers shall not extend to the funds of a specific trust constituted after the date of approval of these Statutes by Her Majesty in Council.

## CHAPTER XXVI

### *Stipends, Allowances and Rooms*

1. The Master, Research Fellows (other than Stanley Elmore Research Fellows), Senior Research Fellows (other than David Thomson Senior Research Fellows and Stanley Elmore Senior Research Fellows), Visiting Fellows, Endowed Fellows, the Dean, the Chaplain, the College Lecturers, Tutors, Bursars, Stewards and the holders of any additional Qualifying College Offices created by the Governing Body under the provisions of Section 2 of Chapter V and Section 1 of Chapter XIX of these Statutes, shall receive such stipends, emoluments and allowances as the Governing Body may by Ordinance or otherwise from time to time determine.

2. The Annual College Officers, the holders of any College Offices (not being Qualifying College Offices) created by the Governing Body under the provisions of Section 1 of Chapter XIX of these Statutes, any deputy for a College Officer appointed under the provisions of Section 2 of that Chapter, and any person elected under the provisions of Section 3 of that Chapter to fill an interim vacancy in office, shall receive such stipends, emoluments, remuneration and allowances as the Governing Body may from time to time determine.

3. A Fellow in Class A shall, whilst on leave of absence granted to him or her under the provisions of Section 14 or 15 of Chapter VI of these Statutes, receive so much, if any, of the stipend of his or her Qualifying College Office and of his or her other emoluments as the Governing Body may determine.

4. (a) Except as the Governing Body may otherwise determine:

The stipends of the Master, the Bursars, the Dean, the Chaplain, and the Annual College Officers with the exception of the Directors of Studies and the Taylor Librarian, and any stipends and emoluments of Visiting Fellows, shall be charged on the General Fund of the College;

the stipends and emoluments of Endowed Fellows shall be charged to or recouped from the particular funds specified in the regulations establishing any such Fellowship, in accordance with Section 10 of Chapter VI of these Statutes;

the stipends of the College Lecturers, the Tutors and the Directors of Studies shall be charged on the Tuition Fund;

the stipends of the Stewards shall be charged on the Kitchen Account;

the emoluments of David Thomson Senior Research Fellows shall be charged primarily on the David Thomson Fund and the David Thomson Reserve Fund and secondarily on the General Fund of the College as provided in Chapter XXXV of these Statutes;

the emoluments of Stanley Elmore Research Fellows and Stanley Elmore Senior Research Fellows shall be charged on the Stanley Elmore Fund and the Stanley Elmore Reserve Fund as provided in Chapter XXXIV of these Statutes;

the emoluments of a Taylor Research Fellow shall be charged on the Taylor Scholarship Estate as provided in Chapter XXXIII of these Statutes.

- (b) The stipends of the holders of any additional Qualifying College Offices or College Offices created by the Governing Body shall be charged on such funds or accounts as the Governing Body shall determine.

5. The Master and the Fellows shall be entitled either to dine or to lunch, and the Chaplain to-dine and to lunch, at the Common Table without payment on each day when these meals are served.

6. The Master may, with the sanction of the Governing Body, assign a room or rooms in College to a Fellow free of charge for a period of up to five years and may, within that period, substitute another room or rooms if in his or her opinion the interests of the College shall so require.

7. No Fellow shall receive any stipend to which he or she may be entitled free of income tax, nor shall he or she receive over and above any such stipend any allowances in respect of income tax.

## CHAPTER XXVII

### *The Scholarship Fund*

1. The Governing Body at the Annual Meeting shall fix the sum of money to be paid out of the General Fund of the College into the Scholarship Fund for the ensuing academical year.
2. The income of the Scholarship Fund shall be used to provide the emoluments of Scholarships and Exhibitions in accordance with the provisions of Chapter IX of these Statutes, but the Governing Body shall not be obliged to expend the whole income of the Scholarship Fund in any one year.

## CHAPTER XXVIII

### *The Pension Scheme for College Officers*

1. The College shall participate in the Federated Superannuation System for Universities and the Universities Superannuation Scheme for the purpose of providing pensions for members of its teaching and administrative staff.
2. Except as the Governing Body may otherwise provide in relation to Stanley Elmore Research Fellows, Stanley Elmore Senior Research Fellows, David Thomson Senior Research Fellows and particular Endowed Fellows, contributions under the scheme appropriate to each Officer or Fellow shall be payable in respect of the pensionable stipends of the Master and of the holders of any pensionable College Offices and of the pensionable emoluments of Fellows in Classes B, C and H.
3. The Governing Body may from time to time prescribe other officers in respect of whom contributions shall be payable under either of these schemes, as may be appropriate, and the items in their emoluments which shall be taken into account in calculating the amount of the contributions.
4. The College share of any contribution payable under either scheme shall be provided as the Governing Body shall from time to time determine from the General Fund of the College or from the Tuition Fund or from the Kitchen Account or from the particular funds specified in the appropriate regulations establishing any Endowed Fellowship in accordance with Section 10 of Chapter VI of these Statutes.
5. During any period in respect of which leave of absence is granted by the Governing Body to any College Officer or Endowed Fellow who is subject to either scheme the annual contributions due and payable thereunder by the College and the Officer or Endowed Fellow respectively shall continue to be paid by the College and the Officer or Endowed Fellow respectively on the same basis as during the year preceding his or her leave of absence whether

the leave of absence is granted on terms of the receipt by the Officer or Endowed Fellow of his or her full or of reduced emoluments or without receipt of any emolument.

6. It shall be competent to the Governing Body by a vote in which not less than two-thirds of those present concur to supplement out of the College income the provision made by way of pension or superannuation allowance to or for which any past, present or future College Officer or Endowed Fellow may be or may become entitled or eligible under any Statutes in force at the date of the making of this Statute or under this Statute.

7. Neither the vacation of a Fellowship under Chapter VI nor the deprivation of a Fellowship under Chapter VIII of the Statutes in force at the date of the making of this Statute shall operate so as to cause the vacation or forfeiture of any pension or superannuation allowance actually being received by or due to a Fellow under the appropriate scheme or of any claim to or interest in the realisable value at the date of such vacation or deprivation of any provision being made for his or her pension or superannuation allowance by way of insurance or otherwise under the appropriate scheme. In the event of suspension from the emoluments of a Fellowship under Chapter VIII of the Statutes in force at the date of the making of this Statute, or of these Statutes, or from the stipend of a pensionable office under Chapter VIII, Chapter XXI or Chapter XXIA of the Statutes in force at the date of the making of this Statute, or under Chapter VIII, Chapter XXI or Chapter XXII of these Statutes, the College shall nevertheless continue during the period of the suspension to make all contributions that may be necessary to preserve unimpaired the benefits accruing under the appropriate scheme.

8. Nothing contained in the Statutes in force at the date of the making of this Statute shall operate to prevent the Mastership from being held together with any pension or superannuation allowance which has accrued or may accrue under the appropriate scheme.

## CHAPTER XXIX

### *Presentation to Benefices*

In presenting to any Benefice in the patronage of the College, the Governing Body shall have regard to the Master, Fellows, former Fellows of the College, the Chaplain or former Chaplain, former Scholars or other members of the College, but it shall not be necessary to present any of these persons nor shall any of them have any claim to any such presentation on the ground of seniority or on any other ground.

## CHAPTER XXX

### *The Sale of Advowsons*

The purchase money arising from the sale of any advowson or advowsons shall be applied by the Governing Body in augmenting the annual income of any other College Benefice or Benefices.

## CHAPTER XXXI

### *Contribution for University Purposes*

The College shall pay annually to the University the sum authorised by the Statutes of the University made under the powers of the Universities of Oxford and Cambridge Act 1923 to be levied from the College, provided always that so much of the sum so to be paid as shall be levied in respect of any Trust or other separate Fund shall be charged to the income of such Trust or separate Fund unless the Governing Body shall in any case otherwise determine.

## CHAPTER XXXII

### *The Taylor Lectureship Estate*

1. One or more of the College Lecturers in Mathematics and one or more of the College Lecturers in Natural Sciences, Medical Sciences or Engineering, shall be called Taylor Lecturers and shall receive such stipends out of the Taylor Lectureship Estate as the Governing Body may from time to time determine.
2. The Governing Body shall not be obliged to expend the whole income of the Taylor Lectureship Estate in any one year, but any residue which may remain must be applied subsequently to the purposes of this Fund.

## CHAPTER XXXIII

### *The Taylor Scholarship Estate*

1. The proceeds of the Taylor Scholarship Estate shall be used for the advancement of the study of mathematical and scientific subjects in the College by providing the emoluments or stipends of Scholarships, Exhibitions, Studentships, Research Fellowships, the Taylor Librarian and the upkeep of the Taylor Library.

2. Taylor Scholarships, Exhibitions and Studentships shall be awarded in accordance with the regulations contained in Chapter IX of these Statutes.
3. A Taylor Research Fellow shall be classed as a Research Fellow in Class B for all the purposes of these Statutes.
4. Except as the Governing Body may otherwise determine, the emoluments of a Taylor Research Fellow shall be paid from the Taylor Scholarship Estate.
5. The Governing Body shall not be obliged to expend the whole income of the Taylor Scholarship Estate in any one year, but any residue which may remain must be applied subsequently to the purposes of this Fund.

#### CHAPTER XXXIV

##### *The Stanley Elmore Fund and Reserve Fund*

1. The Stanley Elmore Fund and the Stanley Elmore Reserve Fund, comprising the investments and moneys transferred and paid to the College by the Trustees of the Will of Alexander Stanley Elmore in pursuance of a Trust Deed dated the 22nd day of April 1964 or any investments or property from time to time representing the same, shall be used to establish and maintain one or more Fellowships or Scholarships for the furtherance of medical research.
2. Stanley Elmore Fellowships and Scholarships shall be awarded in accordance with the trusts of the Trust Deed aforesaid and with the regulations scheduled thereto as varied or modified from time to time by the Governing Body under the powers conferred thereby.
3. The holders of any Stanley Elmore Research Fellowships or Stanley Elmore Senior Research Fellowships established at any time by any such regulations shall be Fellows in Class B or in Class C respectively for all the purposes of these Statutes except in so far as such regulations otherwise provide in regard to their emoluments and the periods and conditions of tenure of their Fellowships.
4. The emoluments of Stanley Elmore Fellowships and Scholarships shall be a charge on the Stanley Elmore Fund and the Stanley Elmore Reserve Fund in accordance with the aforesaid trusts and regulations.

#### CHAPTER XXXV

##### *The David Thomson Fund and Reserve Fund*

1. The David Thomson Fund and the David Thomson Reserve Fund, comprising the moneys paid and subscribed in memory of David Thomson, Master of the College 1957-1970, and any additions thereto or any investments or property from time to time representing the same, shall be used to establish and maintain one or more Senior Research Fellowships.
2. David Thomson Senior Research Fellows shall be elected from time to time as the Governing Body may think fit.
3. The holder of a David Thomson Senior Research Fellowship shall be a Fellow in Class C for all the purposes of these Statutes except that the emoluments of his or her Fellowship shall, so far as practicable, be charged on the income and accumulated income of the David Thomson Fund and the David Thomson Reserve Fund and, to the extent of any deficiency of such income, on the General Fund of the College.

## CHAPTER XXXVI

### *The Commemoration of Benefactors*

On the Commemoration Day or Days in each year a special service shall be held in the College Chapel in commemoration of the Foundress and other Benefactors of the College, at which a sermon shall be preached by some person appointed by the Governing Body.

## CHAPTER XXXVII

### *Benefactions and Trust Funds*

1. The College shall have power to accept endowments for any purposes in furtherance of the interest of the College as a place of education, religion, learning and research, and from time to time to make regulations giving effect to wishes or suggestions of donors recorded in writing (whether so expressed as to create a trust or not) regarding the application of such endowments and regarding any place or emoluments to be supported thereby, even though the regulations may be inconsistent with the provisions of the Statutes of the College, provided always that no regulation shall derogate from any obligation imposed on the College by the Statutes of the University. In particular, but without prejudice to the generality of the foregoing provisions of this Section, if sufficient endowments are received for such purposes, such regulations may provide for the establishment, the terms and conditions of tenure, and the remuneration of additional named College Lectureships carrying Official Fellowships in Class A, named Research Fellowships in Class B, and named Senior Research Fellowships in Class C.

2. Any part of the income of any fund of which the College is trustee not expended in any year may be applied as income in any subsequent year or, if the Governing Body at any time so determine, may be invested in any manner authorised for investment of the capital of the fund but any unexpended income so invested may nevertheless be applied as income.

3. When the income of a fund of which the College is trustee is more than sufficient for the effective maintenance of any Fellowship, Lectureship, Studentship, Scholarship, Prize or other emolument charged upon the fund, the Governing Body shall have power to apply any surplus income of the fund to the maintenance of additional emoluments of the same character or otherwise in consonance with the original purpose of the endowment;

provided always that the provisions of this Section shall not apply to the income of any fund held under a trust

- (a) of which the founder is alive, except with the consent of the founder;
- (b) which is less than sixty years old and has a trustee or governing body other than the College, except with the consent of such trustee or governing body.

4.

- (a) This Section shall apply to each of the trusts, endowments, foundations, gifts and schemes (hereinafter in this Section referred to as 'a Trust') set out in the Schedule appended to this Section.
- (b) The Governing Body may from time to time use for the general educational purposes of the College any surplus income of a Trust.

- (c) In the preceding paragraph ‘surplus income’ means income unexpended in any year after the purposes of the Trust have been provided for in that year (whether wholly by income from the Trust or partly by income from the Trust and partly by other means) in so far (if at all) as, in the opinion of the Governing Body, it is possible to provide for the purposes of the Trust in that year.

## THE SCHEDULE

### *Trust Funds*

The Blundell Trust (1601)  
The Archdeacon Johnson Trust (1628)  
The James Johnson Trust (1704)  
The Barcroft Trust (1754)  
The Lovett Trust (1776)  
The Arthur Sells (Sheffield) Trust (1919)  
The Pochin Trust (1930)  
The Evan Lewis-Thomas Trust (1935)  
The Charles David Whittaker Scholarship Trust (1941)  
The Ireland Trust (1950)  
The Arthur Sells (Stamford) Trust (1958)  
The Philip Haswell Trust (1960)

## CHAPTER XXXVIII

### *Repeal of Statutes and Preservation of Interests*

1. These Statutes shall take effect on and after the date of approval of these Statutes by Her Majesty in Council and from and after that date all the Statutes of the College in force before that time shall be repealed save and except the ten Statutes for the future regulation of the several Bye-Foundations approved by the Queen in Council on the 16th April 1861.

2. The interests and conditions of tenure of the Mastership if held by any person who was Master on the date of approval of these Statutes by Her Majesty in Council, and the interests and conditions of tenure of a Fellowship if held by any person who was a Fellow on the date of approval of these Statutes by Her Majesty in Council shall (save as hereinafter provided) be regulated by the Statutes then in force.

3. The interests and conditions of tenure of any College Office held by any person who held that office or post on the date of approval of these Statutes by Her Majesty in Council shall (save as hereinafter provided) be regulated by the Statutes then in force.

4. The Master or any Fellow or College Officer elected before and in office on the date of approval of these Statutes by Her Majesty in Council may, within one year after the commencement of these Statutes, signify to the Governing Body in writing under his or her hand his or her election to come under the operation of these Statutes, and his or her interests and conditions of tenure shall be thenceforth governed by these Statutes, account being taken of the periods for which the Mastership, Fellowship or Office held by him or her at such time and any other relevant Fellowship or Office had been held before these Statutes came into force;

provided always that such written signification shall not affect the period of tenure of a College Lecturer and Official Fellow in Class A who at such time had already been re-elected for the period specified in the second proviso to Section 3 of Chapter XI of the Statutes of 1978 as amended in 1981 or of a Professorial Fellow in Class D who at such time had already been elected for the period specified in Section 6 of Chapter VI of the aforesaid Statutes.

5. The interests and conditions of tenure of a Fellow or College Officer who shall be re-elected after the date of approval of these Statutes by Her Majesty in Council shall *ipso facto* be governed by these Statutes.

## CHAPTER XXXIX

### *The Blundell and Barcroft Exhibitions*

1. Notwithstanding any provisions contained in the Statute for Mr. Blundell's Foundation approved by the Queen in Council on the 16th day of April 1861, the Governing Body shall have power to make from time to time such regulations as it shall think fit in regard to the qualifications for, method of election to and length of tenure of the Blundell Exhibitions, and in regard to the treatment of vacant Exhibitions.
2. With the object of improving the position of the holder of a Barcroft Exhibition and increasing the endowment thereof the Governing Body shall have power to suppress one of the two Exhibitions and from time to time to make regulations as it shall think fit in regard to the method of election and length of tenure of a Barcroft Exhibition, and in regard to the treatment of a vacant Exhibition.

## CHAPTER XL

### *The Interpretation and Operation of Statutes and Ordinances*

1. Any question which may arise as to the interpretation or operation of these Statutes shall be decided by the Master and Fellows at a College Meeting specially summoned by the Master, who shall give at least six days' notice thereof, provided always that the Master or any two Fellows may within six months appeal against such decision to the Visitor, whose judgment thereon shall be final.
2. Any question which may arise as to the interpretation or operation of any Ordinance shall be decided by the Governing Body at a College Meeting.
3. In accordance with the provisions of the Education Reform Act 1988, nothing in these Statutes shall enable or require the Visitor
  - (a) to hear any appeal or determine any dispute relating to a member of the academic staff to whom Chapter XXI applies which concerns the member's appointment or employment or the termination of that appointment or employment; or
  - (b) to disallow or annul any Ordinances of the Governing Body made under or having effect for the purposes of Chapter XXI.

## APPENDIX I

### THE UNIVERSITIES TESTS ACT 1871

*(as amended by the Church of England (Worship and Doctrine)*

*Measure 1974)*

*Extracts relevant to Chapter XV of the College Statutes*

#### *Section 5*

The governing body of every college subsisting at the time of the passing of this Act in any of the said universities shall provide sufficient religious instruction for all members thereof *in statu pupillari* belonging to the Established Church.

#### *Section 6*

The Morning and Evening Prayer according to the Order of the Book of Common Prayer shall continue to be used daily as heretofore in the chapel of every college subsisting at the time of the passing of this Act in any of the said universities; but it shall be lawful for the visitor of any such college, on the request of the governing body thereof to authorise from time to time in writing the use of any abridgment or adaptation of the said Morning and Evening Prayer in the chapel of such college instead of the Order set forth in the Book of Common Prayer.

## APPENDIX II

### THE UNIVERSITIES OF OXFORD AND CAMBRIDGE ACT 1923

#### *Extracts concerning the making of College Statutes*

#### Section 7

(2) After the cesser of the powers of the Commissioners, a statute for a college made by the Commissioners, and any statute, ordinance or regulation made by or in relation to a college under any authority other than that of this Act, shall be subject to alteration from time to time by statute made by the college under this Act and passed at a general meeting of the governing body of the college specially summoned for the purpose by the votes of not less than two-thirds of the number present and voting:

Provided that-

- (a) notice for any proposed statute for a college shall be given to the University before the statute is submitted to His Majesty in Council;

and

- (b) a statute made for a college which affects the University shall not be altered except with the consent of the University.

(3) The provisions contained in this Act (including the provisions to the Schedule to this Act other than the section numbered thirty-five therein) with respect to the making of statutes by the Commissioners and to the proceedings to be taken after the making thereof in connection with statutes made by the Commissioners, and to the effect thereof after approval, shall, with the necessary substitutions, apply to the making of statutes by the University or by a college and to the proceedings to be taken in connection with statutes made by the University or a College, and to the effect of such statutes.<sup>2</sup>

#### Section 8

(1) No statute shall be made under any of the provisions of this Act for altering a trust, except with the consent of the trustees or governing body of the trust, unless sixty years have elapsed since the date on which the instrument creating the trust came into operation, but nothing in this subsection shall prevent the making of a statute increasing the emolument or otherwise improving the position of the holder thereof.

#### *The Schedule*

#### (2) *Interpretation*

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<sup>2</sup>The procedure here referred to is that described in Appendix III

‘College’ means a College in the University, ...

‘The Governing Body’ of a College means, as regards the Colleges in the University of Cambridge, except Downing College and Selwyn College, the head and all actual fellows thereof, bye-fellows excepted, being graduates, ...

### APPENDIX III

#### *Procedure for Amending Statutes*

The Council of the Senate have made known (*Reporter, 1952-53*, p. 1258) their opinion that the procedure for making a Statute for a College is as follows:

1. The proposed Statute must first be passed by the Governing Body of the College as defined in section 2 of the Schedule to the Universities of Oxford and Cambridge Act 1923. The Council are advised that, if not strictly necessary, it is at least desirable that at this stage, as well as subsequently, the proposed Statute should be passed at a general meeting of the Governing Body of the College, specially summoned for the purpose, by the votes of not less than two-thirds of the number of persons present and voting.
2. The proposed Statute so passed must be communicated to the Vice-Chancellor and to the Head of the College.
3. Within seven days after receipt of such communication the Vice-Chancellor will give public notice thereof in the University. During term the Vice-Chancellor will usually find it convenient to publish such notice in the *Reporter*; but at any time, and especially in vacation, it will suffice, in the Council's opinion, if he causes to be posted outside the Senate House a description of the proposed Statute and a notice of some place where the text of it may be seen.
4. One month at least (exclusive of any University vacation) after the proposed Statute has been communicated to the Vice-Chancellor and the Head of the College, it must again be passed at a general meeting of the Governing Body of the College, specially summoned for the purpose, by the votes of not less than two-thirds of the number of persons present and voting.
5. Within one month after the second passing the Statute must be submitted to Her Majesty in Council.

The Council desire to add that, when the Vice-Chancellor has given public notice of a proposed Statute, they will consider it, and will then announce: either

- (a) that in their opinion the proposed Statute alters a Statute which affects the University, and may not be made without the consent of the University; but that the interests of the University are not prejudiced by it, and that they will bring before the Regent House a Grace for the grant of the necessary consent; or
- (b) that in their opinion the proposed Statute alters a Statute which affects the University, and may not be made without the consent of the University; that the

interests of the University are prejudiced by it and that they will bring before the Regent House a Grace for the refusal of the necessary consent; or

- (c) that in their opinion the proposed Statute makes no alteration of any Statute which affects the University, and does not require the consent of the University; that the interests of the University are not prejudiced by it, and that they have resolved to take no action upon it; or
- (d) that in their opinion the proposed Statute makes no alteration of any Statute which affects the University, and does not require the consent of the University; but that the interests of the University are prejudiced by it, and that they have accordingly resolved to petition Her Majesty in Council for its disallowance, or for the disallowance of part of it.