

**COLLEGE STATUTES 2018**



**Sidney Sussex College**

**STATUTES 2018**

# COLLEGE STATUTES 2018

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## STATUTE A

CONSTITUTION AND GOVERNANCE

## CHAPTER I

*The Constitution of the College**The foundation*

1. By a charter dated the 25<sup>th</sup> day of July 1594, Queen Elizabeth I granted a licence to found the College as a body corporate with perpetual succession with a Master, ten Fellows and twenty scholars, or more or less than those numbers, to be known by the name of the College of the Lady Frances Sidney Sussex.
2. The foundation of the College shall consist of the Master, at least twenty-five Fellows other than non-foundation Fellows, and Scholars admitted to the foundation under Statute B,VIII,8. Other persons admitted to the College shall not be members of the foundation.
3. If the number of Fellows on the foundation, excluding Fellows in Class 4, falls below twenty-five, the vacancy or vacancies shall be filled within one year of arising unless the Visitor consents otherwise.

*Charitable objects*

4. The College is a place of education, religion, learning and research, and it aims to promote academic excellence and freedom of thought and belief.

*Government*

5. The College shall be governed by the Visitor, the Governing Body and the Council in accordance with these Statutes, and subject to the provisions of the *Universities of Oxford and Cambridge Act 1923* (the '1923 Act') and the Statutes of the University of Cambridge (the 'University').



CHAPTER II  
(see also Ordinance A,I)

*The Visitor*

1. Subject to section [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.
2. The Governing Body shall prescribe by Ordinance the devolution of the powers, duties and functions of the Visitor where:
  - (a) the Viscountcy fails; or
  - (b) the Viscount is under the age of twenty-one years; or
  - (c) the Viscount is, or is deemed by the Governing Body to be, unwilling or unable to act.
3. The Visitor shall have only those powers, duties and functions which are expressly conferred on him by these Statutes or by Ordinance.



CHAPTER III  
(see also Ordinance A,II)

*The Governing Body*

*Constitution*

1. The Governing Body of the College shall be composed of the Master, Fellows in Classes 1, 2 and 3, and the student members of the Council elected under Chapter IV,1.
2. Without prejudice to the provisions of Chapter VIII (The Statutes), Fellows in Class 4 shall be entitled to take part in the business of the Governing Body in the circumstances and under the conditions, which shall include conditions as to participation and voting, laid down in Ordinances.

*Authority and powers*

3. The Governing Body shall possess the highest authority in the government of the College. Subject to the provisions of these Statutes, in particular Chapter IV,3 (role of the Council), the Governing body shall have the power to act in the name of the College and to do or to authorise any act which the College is directed or empowered to do or to authorise.
4. Without prejudice to the generality of section [3], the Governing Body shall have the following powers, which shall be exercised in accordance with the Statutes and with any procedures made in Ordinances:
  - (a) to make, amend or repeal Statutes of the College at a Special Meeting held under Chapter VIII;
  - (b) to determine any question which arises on the interpretation or application of the Statutes;
  - (c) to adopt, amend or repeal Ordinances, and to determine any question on the interpretation or application of any Ordinance; provided that
    - (i) no Ordinance shall be adopted, amended or repealed without the agreement of at least two-thirds of those members of the Governing Body who are present and voting at a meeting summoned for the purpose;
    - (ii) Ordinances shall be read with and shall have the same force as the Statutes except insofar as they are inconsistent with the Statutes of the College or of the University of Cambridge, or with any Act of Parliament;
    - (iii) every Ordinance of the College shall be reviewed by the Governing Body at least once every ten years;
    - (iv) due regard shall be had to the terms and conditions of tenure, including dismissal or removal, of the election, appointment or employment of the Master or any Fellow made previous to the adoption, amendment or repeal of any relevant Ordinance under this section;
  - (d) to elect and to remove members of the Council and Trustees of the College;
  - (e) to provide by Ordinance for the election or appointment of further members, or further categories of members, of the Council in addition to those specified in Chapter IV,1;

provided that no more than four further members in total may be elected or appointed under this provision;

- (f) to remove or dismiss Fellows of the College, except as provided otherwise by Statute C;
- (g) to determine principles governing membership of the College.

5. The Governing Body shall have general oversight of the financial and other governance of the College. Accordingly, the Governing Body shall, in accordance with Statute D and with any procedures made in Ordinances:

- (a) review the annual College accounts, prior to their approval by the Council, at an Audit Meeting held once a year at a suitable time;
- (b) by Ordinance, approve investment and expenditure powers;
- (c) approve expressly any decision or series of connected decisions, concerning the property of the College, which affects or may reasonably be expected to affect more than 5% of the value of the total net assets of the College, as reported in the latest set of College accounts at the relevant time; provided that the exercise of a power of reinvestment under a policy approved under sub-section 5(b) shall not require such approval;
- (d) appoint a Remuneration and Benefits Committee for the purposes of independent regulation of the remuneration and other benefits that may be assigned to the Master and Fellows of the College from time to time;
- (e) have power to assign to the Master such remuneration or benefits as it shall from time to time think reasonable for fulfilling the College's purposes as a place of education, religion, learning and research;
- (f) appoint an Audit Committee for the purposes of internal regulation of:
  - (i) financial policy and practice, including the conduct of external audit of the College accounts; and
  - (ii) the institutions and processes of College governance, up to and including the Council.

#### *Committees*

- 6. The Governing Body may establish or appoint standing or *ad hoc* committees, whose members need not be restricted to members of the Governing Body, and may delegate to any such committee, or revoke the delegation of, any remit and function.
- 7. The procedures for appointment to, and the terms of reference of, any committee of the Governing Body may be made in Ordinances or otherwise.

## CHAPTER IV

(see also Ordinances A,IV; A,VI-VII and A,IX-X)

*The Council**Constitution*

1. The Council shall be composed of:
  - (a) at least four *ex officio* members, comprising the Statutory College Officers under Statute B , the Master, Vice-Master, Bursar, and Senior Tutor, and the holders of such other College Offices as the Governing Body may from time to time determine;
  - (b) at least nine and no more than twelve Fellows elected by and from the members of the Governing Body;
  - (c) up to four elected student members; and
  - (d) any other members elected or appointed in accordance with Ordinances made under Chapter III,4(e).
2. Members of the Governing Body shall be elected to the Council at the Annual Meeting of the Governing Body held under Chapter VI,1, to serve for at least one and no more than three years. Student members shall be elected for one year. The tenure and re-election of members, methods of election, and filling of casual vacancies shall be laid down in Ordinances.

*Authority and powers*

3. Subject to the provisions of these Statutes, in particular Chapter III,3 (authority of the Governing Body), the Council shall have the general control and management of the administration of the College. A procedure for managing any conflict of interest which a member of the Council may have shall be made by Ordinance.
4. Without prejudice to the generality of section [3], the Council shall have the following powers, which shall be exercised in accordance with the Statutes and with any procedures made in Ordinances:
  - (a) to exercise a general superintendence over the educational work of the College;
  - (b) to elect Fellows of the College;
  - (c) to the extent provided for by Statute C, remove or dismiss any Fellow from his or her Fellowship;
  - (d) to appoint the holders of all College Offices and Academic Posts, other than the Master and Vice-Master;
  - (e) to create and assign responsibilities to, and abolish, additional College posts and appointments, and appoint persons thereto;
  - (f) to exercise a general superintendence over the holders of all College Offices, Academic Posts and other posts and appointments;
  - (g) to the extent provided for by Statute C, to suspend or remove the holders of all College Offices, Academic Posts and other posts and appointments;
  - (h) to admit and remove students;
  - (i) to oversee the conduct, discipline and academic progress of students;

- (j) to grant and remove membership of the College other than an Honorary Fellowship;
  - (k) to make, amend or rescind Regulations, in particular financial Regulations; a Regulation shall apply to the extent that it is consistent with the Statutes and Ordinances.
5. The Council shall have general oversight of the financial administration of the College. Accordingly, the Council shall, in accordance with Statute D and with any procedures made in Ordinances:
- (a) undertake the care and management of the property and assets of the College, including investments and reserves;
  - (b) approve investment policy;
  - (c) oversee income and expenditure;
  - (d) approve accounting policy;
  - (e) approve and publish the annual accounts;
  - (f) approve the appointment of an external auditor of the accounts;
  - (g) subject to Chapter III,5(c), approve any loan, mortgage or other form of debt;
  - (h) authorise any business activity of the College;
  - (i) accept and manage donations to the College, including special trusts;
  - (j) make grants and awards;
  - (k) determine fees and charges;
  - (l) affix the College Seal.
6. The Council shall have power to employ persons in the service of the College and, in accordance with Statute D and with any procedures made in Ordinances, to assign to Fellows, College Officers, Academic Post-holders and all holders of other posts and appointments such remuneration and benefits as it shall from time to time think reasonable for fulfilling the College's purposes as a place of education, religion, learning and research. In particular, the Master and Fellows may each receive, as beneficiaries of the charitable objects of the College, such grants and benefits as the Council may determine.

#### *Committees*

7. The Council may establish or appoint standing or *ad hoc* committees, whose members need not be restricted to members of the Governing Body, and may delegate to any such committee, or revoke the delegation of, any remit and function.
8. The procedures for appointment to, and the terms of reference of, any committee of the Council may be made in Ordinances, Regulations or otherwise.

CHAPTER V  
(see also Ordinance A,V)

*The Charity Trustees*

*Composition*

1. The Charity Trustees of the College shall be the members of the Council, including the student members for all business except Reserved Business under Chapter VI,8. Any member of the Council elected under Chapter IV,1(d) shall be a Trustee unless provided otherwise by Ordinance.
2. All Fellows who are members of the Governing Body shall be expected to accept the position of Trustee if reasonably called upon to do so. No Fellow shall unreasonably refuse nomination for election to the Council on the grounds that membership thereof carries the duties and obligations of charity trusteeship.
3. The Governing Body shall by Ordinance prescribe procedures in respect of:
  - (a) the eligibility, election and removal of Trustees; and
  - (b) the provision of information, training and support for any person who is, or who accepts or considers accepting nomination as, a Trustee.

*Responsibilities and duties*

4. Members of the Council shall, as Trustees, have individual as well as collective responsibility for the general control and management of the administration of the College, and shall comply with the requirements of charity law, and good practice, to ensure that the College fulfils its purposes for the public benefit.
5. It shall be the duty of every Trustee to avoid any conflict, or the appearance of any conflict, between his or her personal interests and the fiduciary duty to act solely in the best interests of the College in furtherance of its charitable objects. A procedure for managing any conflict of interest which a Trustee may have shall be made in Ordinances.

*Remuneration*

6. No Trustee shall receive any remuneration, or any other benefit, for acting as a Trustee of the College, other than any reasonable out-of-pocket expenses incurred in the course of carrying out his or her duties as Trustee.
7. A person who is a Trustee of the College may, in some other capacity, receive remuneration or other benefits from the College, provided that they are authorised by Statute or by Ordinance, and are either:
  - (a) incidental to carrying out the College's charitable purposes for the public benefit; or
  - (b) received by that person as a beneficiary of the College's charitable purposes.

In particular, a Trustee may receive such remuneration or benefits as the Governing Body or the Council, as applicable, shall think reasonable, in order to fulfil the College's purposes as a place of education, religion, learning and research.

CHAPTER VI  
(see also Ordinance A,II)

*Meetings of the Governing Body*

*Calendar*

1. The Governing Body shall hold at least one meeting during each Full Term. The Audit Meeting under Chapter III,5(a) shall be held on some suitable date prior to the publication of the annual accounts as required by the University. An Annual Meeting shall be held during, or within fourteen calendar days after, the Easter Term and shall conduct such annual business as may be laid down in Ordinances.

*Convening*

2. Meetings shall be summoned by the Master giving notice to all members of the Governing Body and, where appropriate, to Fellows in Class 4. At least twelve calendar days' notice shall be given for the Audit and Annual Meetings, and at least six calendar days' notice for all other meetings; provided that in circumstances which appear to the Master to be urgent one calendar day's notice shall suffice. Any meeting may be adjourned from time to time.
3. The Master shall summon a meeting if requested to do so either by the Council or by seven or more members of the Governing Body who are Fellows. Any request shall specify a motion or motions to be brought before the meeting, which shall be held as soon as convenient, and no later than ten calendar days after the Master receives the request.

*Conduct of business*

4. The Master, or in his or her absence the Vice-Master, or in the absence of both the most senior Fellow present other than a Fellow in Class 4, shall preside at any meeting of the Governing Body. No business shall be conducted unless at least fourteen members other than student members are present. All decisions shall be determined by a show of hands in accordance with the votes of a majority of those present and voting, unless provided otherwise in these Statutes or by Ordinance; and where the votes are equal the person presiding shall have a second or casting vote.
5. Subject to section [6], a Fellow on sabbatical leave under the provisions of Statute B,II, other than any Fellow in Class 3 who has been granted sabbatical leave from ancillary responsibilities of teaching or research, shall not be entitled to attend, speak or vote at any meeting of the Governing Body and shall not be counted for the purposes of section [4].
6. Any Fellow on sabbatical leave under the provisions of Statute B,II shall be entitled to attend, speak and vote at any meeting of the Governing Body summoned for the purposes of:
  - (a) the election of a Master under Statute B,I;
  - (b) the removal of a Master under Statute C,III; or
  - (c) the alteration of the Statutes of the College under Chapter VIII.

7. Minutes of meetings shall be taken and, in accordance with sections 8-13, below, shall be recorded as unreserved, unreserved non-disclosable, reserved, or reserved non-disclosable minutes, as appropriate.

*Reserved business*

8. Business of the Governing Body falling under section [9] shall be reserved to the Master and to those members of the Governing Body who are Fellows. No other person shall be entitled to receive any papers in connection with, or be present during the discussion of, or record any vote in relation to, reserved business.
9. Reserved business shall comprise *ad personam* business concerning:
- (a) the admission of any named person to membership of the College;
  - (b) the election, appointment, remuneration, promotion, removal or any matter affecting the personal position of any named member or employee of the College;
  - (c) such further business as a majority of the members of the Governing Body who are present, excluding any member who is not the Master or a Fellow, shall declare to be reserved; provided that any such declaration shall have effect only for the meeting at which it was made.
10. Reserved business shall not include matters of policy that will or may affect the personal position of individuals but where no named individual is the subject of any business being conducted.

*Non-disclosable business*

11. Where the Master, the Bursar, or the Senior Tutor reasonably considers that knowledge of business falling under section [12], by persons other than those entitled to attend any meeting of the Governing Body which considers it, will or might cause damage to the interests of the College or some other relevant person or body, such business shall be classified as non-disclosable in accordance with section [13].
12. Non-disclosable business shall include business of a sensitive nature, for commercial or other reasons, which:
- (a) affects the financial or legal standing, or the reputation, of the College; or
  - (b) so affects any person or body with whom the College does business or with whom it is associated.
13. It shall be of the essence of non-disclosable business that members of the Governing Body, and where relevant Emeritus Fellows, shall not disclose any matter connected with such business to any person who is not entitled to attend any meeting of the Governing Body which considers it. Non-disclosable business may be either reserved or unreserved, and procedures for its conduct shall be made in Ordinances.

*Further provision*

14. The provisions of sections 7-13, above, shall apply, *mutatis mutandis*, to meetings of the Governing Body which are attended by Fellows in Class 4, to meetings of the Council, and to any committee, working party, or other body within the College.
15. The Governing Body may from time to time make Ordinances on the summoning of meetings, the circulation of notices of meetings and the business to be transacted at them, and procedures for the conduct of business and the circulation of minutes.



CHAPTER VII  
(see also Ordinance A,III)

*Meetings of the Council*

*Calendar*

1. The Council shall hold at least one meeting during each Full Term and at such further times as it determines. An Annual Meeting shall be held during, or within fourteen calendar days after, the Easter Term, and shall conduct such annual business as may be laid down in Ordinances.

*Convening*

2. Meetings shall be summoned by the Master who shall give at least six calendar days' notice to all members of the Council; provided that in circumstances which appear to the Master to be urgent one calendar day's notice shall suffice. An Extraordinary Meeting shall be held if the Master, or the Vice-Master, or four members of the Council who are Fellows, shall deem it necessary for any purpose.

*Conduct of business*

3. The Master, or in his or her absence the Vice-Master, or in the absence of both the most senior Fellow present, shall preside at any meeting of the Council. No business shall be conducted unless at least seven members, including at least five elected members who are Fellows, are present; provided that for the purpose of meeting a grave emergency, decisions may be taken with fewer members present. All decisions shall be determined by a show of hands in accordance with the votes of a majority of those present and voting, unless provided otherwise in these Statutes or by Ordinance; and where the votes are equal the person presiding shall have a second or casting vote.
4. A Fellow on sabbatical leave under the provisions of Statute B,II, other than any Fellow in Class 3 who has been granted sabbatical leave from ancillary responsibilities of teaching or research, shall not be entitled to attend, speak or vote at any meeting of the Council, and shall not be counted for the purposes of section [3].
5. In accordance with Chapter VI,14, sections 7-13 of that Chapter shall apply, *mutatis mutandis*, to any meeting of the Council.

*Special decisions of the Council*

6. A special decision of the Council shall be required when the number of members of the Council who are, or may be, under a conflict of interest, and are thereby required to withdraw from the decision, will render the meeting inquorate. A special decision shall be taken in accordance with procedures made in Ordinances governing the management of conflicts of interest.



CHAPTER VIII  
(see also Ordinances A,VI and A,VIII)

*The Statutes*

*Special Meetings*

1. Any power of making, altering or repealing Statutes, assigned to the College by the 1923 Act or by any other Act of Parliament, shall be exercised at a Special Meeting of the College summoned for the purpose and conducted in accordance with the provisions of this Chapter.
2. The persons entitled to attend and vote at a Special Meeting shall be all members of the Governing Body, including any Fellow entitled under Chapter VI,6, and Fellows in Class 4. A Special Meeting of the College shall be a meeting of the governing body for the purposes of paragraph 2 of the Schedule to the 1923 Act such that those Fellows entitled to attend and vote shall be the actual fellows of the College.

*Convening*

3. A Special Meeting of the College shall be summoned by the Master giving at least twelve calendar days' notice to the actual fellows, in accordance with Chapter VI,2 and any Ordinances made thereunder. A Special Meeting may be adjourned from time to time.

*Conduct of business*

4. The Master, or in his or her absence the Vice-Master, or in the absence of both the Officer or other person who under the authority of the Statutes or Ordinances acts for the time being in place of the Master, shall preside at any Special Meeting. No business shall be transacted unless at least twenty persons entitled to attend and vote are present.

*Procedures*

5. Any addition to or alteration of or repeal of these Statutes shall be made following such procedures as are made from time to time by Act of Parliament or by the University; provided always that any decision to alter the Statutes shall require the agreement of at least two-thirds of those persons present and voting.

*Implementation*

6. These Statutes shall take effect from the date on which they are approved by Her Majesty in Council, and on that date all Statutes of the College formerly in force shall be repealed. The repeal of former Statutes shall not revive the provisions of any previously existing Statutes of the College.

7. From the date indicated in section [6], these Statutes shall apply to the Master and Fellows of the College on that date as if they had been elected pursuant to these Statutes; provided always that:
  - (a) subject to sub-sections (b) and (c), due regard shall be had to the terms and conditions of tenure, including dismissal or removal, of the election, appointment or employment of the Master or any Fellow made previous to that date;
  - (b) any person may give notice in writing to the Council that he or she consents to the application of these Statutes to the terms and conditions of tenure of his or her election, appointment or employment;
  - (c) these Statutes shall apply to the terms and conditions of tenure of any Fellow re-elected or re-appointed, or whose employment is renewed, after that date.
  
8. Pursuant and subject to section [7], every person holding a Fellowship under the Statutes repealed by section [6] shall be regarded as having been elected to a Fellowship under Statute B, as follows:
  - (a) Fellows in Classes A, D, E and H, other than the Bursar, Chaplain, Admissions Director and Development Director, shall be regarded as Fellows in Class 1;
  - (b) the Bursar, Chaplain, Admissions Director and Development Director, shall be regarded as Fellows in Class 3;
  - (c) Fellows in Classes B and C shall be regarded as Fellows in Class 2;
  - (d) Fellows in Class F shall be regarded as Fellows in Class 4;
  - (e) Fellows in Class G shall be regarded as non-foundation Fellows under Statute B,VII.

#### *Operation*

9. The determination of any question which arises on the interpretation of these Statutes shall be decided at a meeting of the Governing Body summoned for the purpose; provided that, other than on a question on Statute C, the Master or any three Fellows in Classes 1-3 may within three months of any decision appeal against it to the Visitor, who shall declare in writing the meaning of the Statute in question.
  
10. The determination of any question which arises on the application of these Statutes shall be decided in accordance with Ordinances made hereunder.
  
11. If any conflict arises between the provisions of the Statutes and the Ordinances and the Regulations, the Statutes shall prevail over the Ordinances and Regulations, and the Ordinances shall prevail over the Regulations.

## STATUTE B

**MASTER, FELLOWS, OFFICERS, STUDENTS AND OTHER COLLEGE MEMBERS**

## CHAPTER I

(see also Ordinances B,I-IV and B,IX)

*The Master**Role of the Master*

1. The Master shall have responsibility for the good governance of the College, under the provisions of the Statutes and Ordinances, and shall act in the best interests of the College as a place of education, religion, learning and research. The Master shall protect and further the interests of the College, both in the University and elsewhere.

*Election and tenure*

2. The Master shall have such academic or other qualifications as are laid down in Ordinances, and shall be elected by a majority of those members of the Governing Body who are Fellows present at a meeting specially summoned for the purpose. Procedures for electing and admitting the Master to Office shall be made in Ordinances. If no person has been elected at the conclusion of the specified procedures the power to appoint a Master and to determine his or her tenure in accordance with section [3], below, shall devolve upon the Visitor.
3. The Master shall be elected to Office for a single fixed term of not less than five years nor more than ten years, as determined by the Governing Body at the time of the election. The Master may not hold office as the Head of House or as any Fellow, other than an Honorary Fellow, of any other College in the Universities of Cambridge or Oxford.

*Responsibilities of the Master*

4. Without prejudice to the generality of section [1], the Master shall:
  - (a) summon and, when present, preside *ex officio* at meetings of the Governing Body and of the Council;
  - (b) ensure that the provisions of the Statutes and Ordinances of the College, and the decisions of the Governing Body and the Council, are duly followed and carried out;
  - (c) foster, and provide leadership and direction to the whole College community and, in particular, oversee the Statutory College Officers;
  - (d) make provision for the good governance and discipline of the College in any case not provided for by the Statutes, Ordinances or Regulations of the College, or by order of the Council, and report any action taken to the next meeting of the Council.

*Obligations and rights*

5. The Master shall:

- (a) reside in such place and for such period or periods as are laid down in Ordinances;
- (b) not undertake any work outside the scope of the Office of Master which may interfere with the discharge of his or her responsibilities, except with the permission of the Council.

He or she may:

- (c) take leave of absence, including sabbatical leave, granted by the Council in accordance with such provisions as are laid down in Ordinances;
- (d) subject to sub-clause (b), hold an employment with the College or be appointed to any College Office, Academic Post or other post or appointment.

#### *Remuneration*

- 6. In accordance with Statute A,III,5(e) and A,IV,6, and subject to Statute D and Ordinances made thereunder, the Master shall receive such stipend and allowances, on such terms and conditions, as the Governing Body shall from time to time determine.
- 7. The Master shall take up the responsibilities of the Office, and become entitled to the stipend, allowances and other rights and privileges thereof, from such date as the Governing Body shall determine at the time of election.

#### *Suspension or removal*

- 8. Any proceedings for the suspension or removal of the Master during his or her tenure shall be taken in accordance with Statute C,III and Ordinances made thereunder.

#### *Deputy for the Master*

- 9. Where the Master is granted leave of absence for not more than three months, or is temporarily unable through illness or other cause to discharge the functions and responsibilities of the Office, the Vice-Master shall act as the Master's deputy. If the Vice-Master is on leave or otherwise unable to act, the Council shall appoint a suitable alternative person as soon as practicable; provided that until such appointment is made the most senior Fellow in residence in the University who is a member of the Governing Body shall act.

#### *Acting Master*

- 10. The Governing Body, excluding the Master and any member who is not a Fellow, shall elect an Acting Master from among the Fellowship for any period which may arise:
  - (a) following the end of the tenure of the Master and before the admission of the Master-elect;
  - (b) where the Master is granted leave of absence for a period exceeding three months;
  - (c) where the Master is suspended or removed from Office under Statute C,III;
  - (d) where for any other reason a vacancy in the Office of Master occurs;Unless the Governing Body determines otherwise, an Acting Master may not hold Office for a continuous period exceeding eighteen months.

11. The Acting Master shall have the same responsibilities and powers as the Master, and shall discharge the functions of the Office, on such conditions as to stipend and benefits as the Council shall determine.

*Outgoing Master*

12. Subject to the provisions of Chapter II (Foundation Fellows), and Ordinances made thereunder, the Council may elect the Master into a Fellowship of the College, in such Class as the Council deems appropriate:
  - (a) upon his or her resignation or retirement from Office; or
  - (b) at the expiry of his or her term; or
  - (c) upon his or her removal from Office on health grounds, under the provisions of Statute C,III, but not upon removal on any other grounds.



CHAPTER II  
(see also Ordinances B,V-X)

*The Foundation Fellows*

1. There shall be four Classes of foundation Fellowship, namely Classes 1, 2, 3 and 4. A person may not hold a Fellowship in more than one Class at a time; and may not, during the tenure of a Fellowship, hold office as the Head of House or as any Fellow, other than an Honorary Fellow, of any other College in the Universities of Cambridge or Oxford.
2. The Council may elect or re-elect into a Fellowship in Class 1, 2 or 3 any person:
  - (a) who is eligible for election under sections [4], [5] or [6], respectively; and
  - (b) who undertakes to participate in the governance of the College, in accordance with section [3]; and
  - (c) whom the Council considers well-qualified to promote the aims and objects of the College.
3. Fellows elected into Class 1, 2 or 3 shall be members of the Governing Body and shall be expected to participate in the business of the Governing Body and in the government of the College, in such manner and to such extent as is reasonable.

*Class 1*

4. A person shall be eligible for election into a Fellowship in Class 1 where he or she:
  - (a) undertakes such academic responsibilities, in particular teaching and research, and any additional academic-related functions, as the Council shall specify; and
  - (b) satisfies any further conditions laid down in Ordinances or specified by the Council.

*Class 2*

5. A person shall be eligible for election into a Fellowship in Class 2 where he or she:
  - (a) undertakes to engage in such research as is approved by the Council; and
  - (b) satisfies any further conditions laid down in Ordinances or specified by the Council.

*Class 3*

6. A person shall be eligible for election into a Fellowship in Class 3 where:
  - (a) he or she undertakes such responsibilities, or to make some other contribution, of a substantial nature, as specified by the Council, for the pursuit of the charitable objects of the College; and
  - (b) the Council deems such responsibilities or other contribution to merit election into a Fellowship but not to satisfy the conditions of eligibility for any other Class; and
  - (c) he or she satisfies any further conditions laid down in Ordinances or specified by the Council.

7. A Fellowship in Class 3 shall normally be associated with a College Office or Academic Post, as laid down in Ordinances, or with some other post or appointment, and shall be held co-terminously with such office or post, such that a Fellow shall cease to hold his or her Class 3 Fellowship upon ceasing to hold the associated office or post.

*Class 4 (Emeritus Fellows)*

8. When the Master, or any Fellow in Class 1, 2 or 3:
  - (a) retires from the Office of Master or the Fellowship, whether mandatorily or voluntarily, in accordance with the rules of an applicable pension scheme of which he or she is a member; or
  - (b) resigns from the Office of Master or the Fellowship, or vacates it upon the expiry of its tenure, at a date upon which he or she is eligible under the rules of an applicable pension scheme to receive a pension, whether or not any pension is paid by the scheme;he or she shall thereupon be eligible to hold a Fellowship in Class 4 in accordance either with section [9] or with section [10]; provided always that any such Fellowship shall commence immediately upon such retirement, resignation or expiry of tenure.
9. Any person who has held Office, whether as the Master or as a Fellow in any one or more of Classes 1, 2 or 3 for at least twenty years in total, continuously or otherwise, may proceed without election into a Fellowship in Class 4, which shall be tenable for life, subject to section [19], below.
10. Any person who has held Office, whether as the Master or a Fellow in any one or more of Classes 1, 2 or 3 for less than twenty years in total, continuously or otherwise, may be elected by the Council into a Fellowship in Class 4, in accordance with Ordinances made hereunder. Such election may be made where the Council considers that for special reasons it is in the interests of the College to do so.
11. For the purposes of section [8], any person who is removed from Office on the grounds of health or redundancy under the relevant provisions of Statute C, Chapters I-III, but not upon removal from Office on any other grounds, may, if the Council thinks fit, be deemed to have resigned from such Office.

*Academic staff*

12. For the purposes of Statute C (Conduct, Discipline and Removal), the academic staff of the College shall comprise such Fellows, and such holders of College Offices, Academic Posts, or other posts or appointments under Chapter VI of this Statute, as are laid down in Ordinances.

*Tenure*

13. For each Class of Fellow, provisions concerning tenure and re-election shall be laid down in Ordinances hereunder; provided always that procedures for considering the re-election of a

Fellow who is employed on a fixed-term contract shall be conducted in accordance with the relevant provisions of Statute C, Chapters I and II, and Ordinances made thereunder.

*Leave*

14. Provisions concerning leave of absence may be laid down in Ordinances; provided always that any Fellow in Classes 1 or 3 whose responsibilities include academic teaching or research, either for the University or the College, shall be entitled to take sabbatical leave from some or all of them, in accordance with Ordinances.

*Remuneration*

15. In accordance with Statute A,IV,6, and subject to Statute D and Ordinances made thereunder, a Fellow shall receive such remuneration or other benefits, on such terms and conditions, as the Council shall from time to time determine.

*Election, admission and seniority*

16. Procedures for electing and admitting Fellows to Office, and the principles for determining the seniority of Fellows, shall be laid down in Ordinances. A Fellow shall take up the responsibilities, and become entitled to the stipend, allowances and benefits, and other rights and privileges, of the Fellowship from such date as the Council shall determine at the time of election.

*Residence*

17. A Fellow in Class 1, 2 or 3, whether or not a University officer, shall comply with University Regulations on residence. Any Fellow may be required to reside in the College where the Council deems it necessary for the education, welfare or good discipline of members of the College, in accordance with provisions laid down in Ordinances or otherwise.

*Retirement, suspension or removal*

18. Procedures for the retirement of Fellows in Classes 1, 2 or 3, whether mandatory or voluntary, shall be made in Ordinances.
19. Proceedings for the suspension or removal of any Fellow from his or her Fellowship, during its term, shall be taken in accordance with:
  - (a) Statute C, Chapter I, for members of academic staff under section [12]; and
  - (b) Statute C, Chapter II, for any other Fellow.



CHAPTER III  
(see also Ordinance B,XI)

*The Vice-Master*

*Election*

1. The Vice-Master shall be elected by the Master and those members of the Governing Body who are Fellows, from among such Fellows, in accordance with such procedures as the Governing Body shall from time to time determine.

*Responsibilities*

2. The Vice-Master shall:
  - (a) conduct the election of the Master, in accordance with Chapter I,2 and Ordinances made thereunder;
  - (b) in accordance with Chapter I,9, act as the Master's deputy for any period during which the Master has been granted not more than three months' leave of absence or is temporarily unable through illness or other cause to discharge the responsibilities of the Office;
  - (c) undertake such further responsibilities as are laid down in Ordinances or as the Council shall from time to time reasonably determine, by Regulation or otherwise.
3. The Vice-Master shall not act as an Acting Master, under Chapter I,10, unless so elected by the Governing Body; and in such case, the Governing Body shall thereupon elect an Acting Vice-Master, in accordance with section [1], above.

*Tenure and remuneration*

4. Provisions concerning the tenure and re-election, resignation, retirement and leave of the Vice-Master shall be laid down in Ordinances. The period of tenure, and the date of its commencement, shall be determined by the Governing Body at the time of election, in accordance with such provisions.
5. In accordance with Statute A,IV,6, and subject to Statute D and Ordinances made thereunder, the Vice-Master shall receive such remuneration or other benefits, on such terms and conditions, in particular for any period during which the Vice-Master acts as deputy to the Master, as the Council shall from time to time determine.



CHAPTER IV  
(see also Ordinance B,XI)

*The Senior Tutor*

*Appointment*

1. The Senior Tutor shall be appointed by the Council in accordance with such procedures as the Council shall from time to time determine. Subject to the provisions of Chapter II (Foundation Fellows), he or she shall simultaneously be elected or re-elected into a Fellowship in such Class as the Council determines, which shall be held co-terminously with the Office of Senior Tutor, such that he or she shall cease to hold that Fellowship upon ceasing to hold the Office of Senior Tutor; provided always that, insofar as the terms of his or her appointment to the Office so permit, he or she may hold immediately thereafter such other Fellowship as the Council shall determine.

*Responsibilities*

2. The Senior Tutor shall assume overall responsibility for:
  - (a) the operational effectiveness of all aspects of College provision for the admission, education and welfare of the students of the College; and
  - (b) compliance by the College with relevant University and other legislative requirements.
3. The Senior Tutor shall undertake such further responsibilities, consistent with the Class of Fellowship he or she holds, as are laid down in Ordinances or as the Council shall from time to time reasonably determine, by Regulation or otherwise.

*Tenure and remuneration*

4. Provisions concerning the tenure and re-appointment, resignation, retirement and leave of the Senior Tutor shall be laid down in Ordinances. The period of tenure, and the date of its commencement, shall be determined by the Council at the time of appointment, in accordance with such provisions.
5. In accordance with Statute A,IV,6 and subject to Statute D and Ordinances made thereunder, the Senior Tutor shall receive such remuneration or other benefits, on such terms and conditions, as the Council shall from time to time determine.



CHAPTER V  
(see also Ordinance B,XI)

*The Bursar*

*Appointment*

1. The Bursar shall be appointed by the Council in accordance with such procedures as the Council shall from time to time determine. Subject to the provisions of Chapter II (Foundation Fellows), he or she shall simultaneously be elected or re-elected into a Fellowship in such Class as the Council determines, which shall be held co-terminously with the Office of Bursar, such that he or she shall cease to hold any Fellowship upon ceasing to hold the Office of Bursar; provided always that, insofar as the terms of his or her appointment to the Office so permit, he or she may hold immediately thereafter such other Fellowship as the Council shall determine.

*Responsibilities*

2. The Bursar shall assume overall responsibility for:
  - (a) the operational effectiveness of all aspects of College provision regarding the property, finances and accounting of the College, under Statute D; and
  - (b) compliance by the College with relevant University and other legislative requirements.
3. The Bursar shall undertake such further responsibilities, consistent with the Class of Fellowship he or she holds, as are laid down in Ordinances or as the Council shall from time to time reasonably determine, by Regulation or otherwise.

*Tenure and remuneration*

4. Provisions concerning the tenure and re-appointment, resignation, retirement and leave of the Bursar shall be laid down in Ordinances. The period of tenure, and the date of its commencement, shall be determined by the Council at the time of appointment, in accordance with such provisions.
5. In accordance with Statute A,IV,6, and subject to Statute D and Ordinances made thereunder, the Bursar shall receive such remuneration or other benefits, on such terms and conditions, as the Council shall from time to time determine.



CHAPTER VI  
(see also Ordinances B,XII-XVI)

*College Offices and Academic Posts*

*Offices and Posts*

1. The Statutory College Offices shall be the Master, Vice-Master, Senior Tutor and Bursar, under Chapters I, III, IV and V, respectively.
2. There shall be such further College Offices and Academic Posts as are laid down in Ordinances, which shall specify:
  - (a) responsibilities or duties;
  - (b) procedures for nomination and appointment;
  - (c) the Class or Classes of Fellowship which an Officer or Academic Post-holder may hold;
  - (d) provisions on tenure and re-appointment, resignation, retirement and leave;
  - (e) any further provisions deemed necessary or desirable.
3. There shall be such further College posts or appointments as are specified from time to time by the Council, by Regulation or otherwise. The Council may at any time alter the responsibilities or duties associated with any post or appointment, or abolish it.

*Appointment of Officers, Academic Post-holders and deputies*

4. The Council shall appoint all holders of College Offices, Academic Posts, and other posts and appointments under sections 1-3, other than the Master and Vice-Master. If any College Officer other than the Master, or any Academic Post-holder, or the holder of any other post or appointment, is granted leave of absence, or is unable through illness or other cause to discharge his or her responsibilities or duties, the Council may appoint a deputy to act in his or her place, on such conditions as to stipend and benefits as the Council shall determine.

*Remuneration*

5. In accordance with Statute A,IV,6 and subject to Statute D and Ordinances made thereunder, the remuneration and other benefits attached to a College Office (other than the Office of Master), an Academic Post, or other post or appointment, and any associated terms or conditions, shall be determined by the Council.

*Removal*

6. Proceedings for the suspension or removal, and where relevant the dismissal from employment, of any College Officer other than the Master, any Academic Post-holder, or any other post- or appointment-holder, shall be taken in accordance with the provisions of Statute C,IV.



CHAPTER VII  
(see also Ordinances B,XVII-XX)

*Non-foundation Fellows*

*Honorary Fellows*

1. The Governing Body may, by no less than a two-thirds majority of those members of the Governing Body who are present at a meeting specially summoned for the purpose, but excluding any member who is not the Master or a Fellow, elect persons to Honorary Fellowships of the College. A person shall be nominated for and elected to an Honorary Fellowship in accordance with procedures made in Ordinances.

*Other non-foundation Fellows*

2. By Ordinance, the Governing Body may establish or abolish titles for non-foundation Fellows of the College, and provide for their election, tenure, and privileges and benefits. A person may only hold a non-foundation Fellowship, including an Honorary Fellowship, under one title at a time.
3. Non-foundation Fellows, including Honorary Fellows, shall not be on the foundation of the College and shall not be members of the Governing Body. In the Statutes and Ordinances, the term 'Fellow' or 'Fellowship' shall not include non-foundation Fellows or Fellowships, unless the context otherwise requires.



CHAPTER VIII  
(see also Ordinances B,XXI-II and C,XII-XV)

*Students and Scholars*

*Admission*

1. In accordance with such procedures as are made in Ordinances, the Council may admit any person to the College to pursue a course of study or research in the University; provided that he or she shall be qualified to be presented by the College for matriculation as a member of the University or as a candidate for a degree or to enter for an examination in the University.
2. The student members of the College from time to time shall comprise those persons, *in statu pupillari* or otherwise, who have been admitted under section [1] and have come into residence, and any other persons admitted into residence as students for the purposes of study or research under special arrangements determined by the Council.
3. All students qualified to matriculate shall be presented in accordance with University Regulations.

*Conduct and academic progress*

4. Students of the College shall:
  - (a) comply with the Statutes and Ordinances of the University;
  - (b) comply with the Statutes, Ordinances and Regulations of the College, and with any further orders or procedures made by the Governing Body or the Council, and with any notice issued by an Officer or other person in authority in the College;
  - (c) reside in the University during each Term, such as to satisfy University Regulations.
5. Without prejudice to the generality of section [4], every student of the College shall be responsible for:
  - (a) his or her satisfactory academic progress by pursuing diligently relevant opportunities for study and learning under the direction and supervision and with the support of staff of the Colleges and University;
  - (b) his or her compliance with the standards of conduct and discipline made by the College and the University;
  - (c) his or her general behaviour as it affects the health, safety or security of:
    - (i) the student himself or herself;
    - (ii) other members or staff of or visitors to the College;
    - (iii) the activities and functions of the College;
    - (iv) any member or member of staff of the University;
  - (d) assisting other members or staff of the College when reasonably requested to do so;
  - (e) showing due respect and obedience to all persons having authority in the College when exercising such authority.

6. Any matter concerning the academic progress, or the conduct, discipline or behaviour, of a student of the College shall be decided under the provisions of Statute C,VI and Ordinances and Regulations made thereunder.

*Scholarships*

7. Scholarships may be awarded to students of special academic distinction, in accordance with Statute D,III,12 and procedures made in Ordinances.
8. Scholars of the College, other than Organ or Choral Scholars, shall be admitted to the foundation, in accordance with procedures made in Ordinances.

*Other awards*

9. The College may make such financial or other awards to students as it shall from time to time determine, in accordance with Statute D,III,12 and procedures made in Ordinances.

CHAPTER IX  
(see also Ordinance B,XXIII)

*Members of the College*

1. The members of the College shall comprise:
  - (a) the Master, foundation Fellows, non-foundation Fellows and students and, subject to Statute C, any person who has at any time been such a member;
  - (b) any person granted membership in accordance with Ordinances; and
  - (c) any person granted membership by the Council in accordance with Regulations.
2. Provisions regulating membership of the College, including resignation from or deprivation of membership, may be laid down by Ordinance.
3. All members of the College shall observe the Statutes, Ordinances and Regulations of the College and the University.



## STATUTE C

CONDUCT, DISCIPLINE AND REMOVAL

## CHAPTER I

(see also Ordinances C,I-VI)

*Academic Staff**Application and scope*

1. This Chapter, and Ordinances made hereunder, shall be construed and applied to the academic staff of the College under Statute B,II,12 in accordance with the following guiding principles:
  - (a) that any member of academic staff shall have freedom within the law to question and test received wisdom, and to put forward new ideas and controversial or unpopular opinions, without placing himself or herself in jeopardy of losing any employment or Fellowship or any of its privileges;
  - (b) that the College be enabled to provide education, and promote learning and research, efficiently and economically;
  - (c) that in all cases, the principles of justice and fairness shall be applied;
  - (d) that no member of academic staff shall be dismissed unless the grounds for the dismissal may in the circumstances, including the size and administrative resources of the College, reasonably be treated as sufficient.
2. This Chapter, and Ordinances made hereunder, shall apply to members of the academic staff in respect of:
  - (a) disciplinary or medical proceedings other than proceedings for dismissal; and
  - (b) proceedings for dismissal on disciplinary or medical grounds, or by reason of redundancy, or for some other substantial reason which justifies dismissal.
3. A member of academic staff may not be disciplined or dismissed on any grounds that amount to unlawful discrimination.
4. For the purposes of this Chapter, and Ordinances made hereunder, 'dismissal' and related expressions shall mean:
  - (a) removal from a Fellowship during its current period of tenure;
  - (b) dismissal from a permanent employment with the College;
  - (c) termination of an employment with the College at the expiry of a fixed-term contract, where the fixed-term is the initial term of a potentially permanent contract, or is a potentially renewable fixed-term, or is a non-renewable fixed-term.
5. Removal from a College Office, Academic Post or other post or appointment during its term shall be conducted in accordance with Chapter IV and Ordinances made thereunder.

6. Nothing in any election or appointment made, or contract entered into, shall override or exclude any provision made by this Chapter; provided that this shall not:
  - (a) preclude any member of academic staff from consenting to terminate any employment, or Fellowship with the College on whatever terms are mutually agreed;
  - (b) affect the validity of any settlement or such other agreement concerning, or waiver of, a member's rights as is permitted by law.

#### *Proceedings*

7. Proceedings under this Chapter, and Ordinances made hereunder, shall be conducted in accordance with the following provisions, as appropriate:
  - (a) disciplinary and medical matters: sections 10-15;
  - (b) redundancy: sections 16-19;
  - (c) some other substantial reason: sections 20-25;provided that any Ordinance, or any change to an Ordinance, shall be disregarded in any proceedings that commence before such Ordinance or such change is made.
8. A Committee of first hearing, or an Appeal Panel, constituted under this Chapter shall normally comprise three suitable persons appointed by the Council in accordance with Ordinances. The Chair of an Appeal Panel, other than a Fixed-Term Appeal Panel, shall be legally qualified and shall not be a Fellow or employee of the College. No person shall be appointed where he or she is subject to a conflict of interest in the matter, as defined in Ordinances made under Statute A; a relevant conflict of interest shall include any prior involvement in the matter which compromises, or may reasonably be thought to compromise, a person's impartiality in the case.
9. Any final decision to dismiss a member of academic staff shall be taken by the Council; provided always that:
  - (a) no member may be dismissed unless a Committee of first hearing, or an Appeal Panel, appointed under this Chapter so recommends;
  - (b) the Council shall normally approve any recommendation made by a Committee or Appeal Panel;
  - (c) the Council may remit a case to be reheard, by the same or an alternatively constituted Committee or Appeal Panel, on the grounds that the provisions of the Statutes or Ordinances have not or may have not been properly applied.

#### *Disciplinary proceedings*

10. In accordance with sections [3] and [7], disciplinary proceedings may be taken against a member of academic staff on grounds relating to his or her:
  - (a) conduct; or
  - (b) capacity or qualifications for performing his or her responsibilities;and may result in the imposition of penalties up to, and including, his or her dismissal.
11. For the purposes of section [10]:
  - (a) 'conduct' includes:
    - (i) behaviour which elicits minor complaints; or

- (ii) conduct of a less serious nature, which may justify a warning; or
  - (iii) conduct of a more serious nature, which may justify dismissal, either with or without notice;  
and may include behaviour or conduct which is attributable to matters of capacity;
  - (b) 'capacity' shall be assessed by reference to skill, aptitude, medical condition, or any other physical or mental capability;
  - (c) 'qualifications' means any degree, diploma or other academic, technical, or professional qualification relevant to the responsibilities of that member.
12. Disciplinary proceedings under sections 10-11 shall be conducted in accordance with procedures made in Ordinances, which shall provide for:
- (a) initial or minor complaints, which may be referred to the grievance procedures under Chapter VII;
  - (b) less serious matters, which shall be dealt with by a process of fair warning which includes a right of appeal against the warning;
  - (c) more serious matters, which shall be heard by a Disciplinary Committee for Academic Staff (an 'Academic Disciplinary Committee').
13. Procedures under section [12] shall further provide for:
- (a) a charge to be rejected or upheld, and where upheld for an appropriate penalty or penalties to be applied, which may include dismissal;
  - (b) an appeal to a Disciplinary Appeal Panel against any decision of an Academic Disciplinary Committee, provided that there shall not normally be a right of appeal against a finding of fact;
  - (c) a fair and reasonable disposition of ancillary matters, including in appropriate cases suspension on full pay pending the outcome of disciplinary proceedings.

#### *Medical proceedings*

14. Proceedings brought under section 10(b), for incapacity on medical or health grounds, shall be conducted in accordance with procedures made in Ordinances, which shall provide for:
- (a) an assessment of a member's medical capacity to perform his or her responsibilities;
  - (b) such assessment to be made in accordance with appropriate procedures determined by the Council, which may include the appointment of a Medical Oversight Group to act on behalf of the Council;
  - (c) where necessary, a hearing by a Medical Committee for Academic Staff (an 'Academic Medical Committee') that includes at least one medically qualified member; and where such Committee is appointed:
    - (i) a recommendation of appropriate action to be taken, which may include dismissal;
    - (ii) an appeal to a Medical Appeal Panel against any decision of an Academic Medical Committee, provided that there shall not normally be a right of appeal against a finding of fact, including a medical finding;
    - (iii) a fair and reasonable disposition of ancillary matters, including in appropriate cases suspension pending the outcome of the medical proceedings, with such rights to sick pay as are provided for by a member's contract of employment, if any, or otherwise under Statute D and Ordinances made thereunder.

*Appeals in disciplinary or medical cases*

15. A Disciplinary or Medical Appeal Panel shall have power, which shall be exercised in accordance with Ordinances, to review the conduct of any hearing, and all decisions, of an Academic Disciplinary or Medical Committee. The Panel may allow or dismiss an appeal, in whole or in part, and in particular it may recommend substituting any alternative penalty or recommendation that might have been imposed or made by the Committee. It may remit a matter for re-hearing, by the same or an alternatively constituted Disciplinary or Medical Committee, where:
- (a) the appellant applies to submit relevant evidence of a significant nature which was not available at the original hearing; or
  - (b) the Panel reasonably considers that the hearing in front of the Committee was not conducted in accordance with the provisions of the Statutes or Ordinances, or was otherwise procedurally flawed;
- provided that a matter shall only be remitted for rehearing where the Panel considers that it would not be in the interests of justice and fairness for it to determine the matter itself.

*Redundancy*

16. In accordance with its powers under Statute A,IV,3, the Council may undertake any re-organisation or restructuring of the academic staff of the College, or their respective responsibilities, which it deems necessary or desirable to fulfil the charitable purposes of the College. Where a re-organisation or re-structuring puts any member of academic staff at risk of dismissal by reason of redundancy then, in accordance with sections [3], [7] and [9], above:
- (a) no decision of principle or policy taken by the Council shall be subject to any appeal by a member of academic staff under the provisions of this Chapter;
  - (b) any such dismissal shall normally be conducted in accordance with redundancy proceedings under sections 17-19, and Ordinances made thereunder, and as guided by current good practice; provided that
  - (c) a dismissal at the expiry of a fixed-term contract of employment, whether the fixed-term is the initial term of a potentially permanent contract, or is a potentially renewable fixed-term, or is a non-renewable fixed-term, shall be conducted in accordance with sections 20-23.
17. For the purposes of this Chapter dismissal shall be taken to be dismissal by reason of redundancy if it is attributable wholly or mainly to the fact that:
- (a) the College has ceased, or intends to cease, to carry on the activity for the purposes of which the member of academic staff concerned was elected, appointed or employed, or has ceased or intends to cease to carry on that activity in the place in which the member of academic staff concerned worked; or
  - (b) the requirements of that activity for a member of the academic staff to carry out work of a particular kind, or to carry out work of a particular kind in the place in which the member of staff was appointed or employed to work, have ceased or diminished or are expected to cease or diminish.

18. Redundancy proceedings shall be conducted in accordance with procedures made in Ordinances, which shall provide for:
- (a) affected members of academic staff to be consulted on the adoption by the Council of fair and reasonable criteria for selecting persons for dismissal;
  - (b) the appointment of a Redundancy Committee for Academic Staff (an 'Academic Redundancy Committee') which shall apply the selection criteria and make recommendations accordingly;
  - (c) affected members of academic staff to have an opportunity to make representations concerning the application of the selection criteria;
  - (d) reasonable consideration of the redeployment of affected members of academic staff;
  - (e) the selection of a member or members of academic staff for dismissal, in accordance with the adopted criteria, which shall be applied reasonably, fairly and consistently;
  - (f) each member of academic staff who is recommended for dismissal to be given notice of his or her dismissal and the reasons for it;
  - (g) an appeal to a Redundancy Appeal Panel against any notice of dismissal.
19. A Redundancy Appeal Panel shall have power, which shall be exercised in accordance with Ordinances, to review the conduct of any hearing, and all decisions, of an Academic Redundancy Committee, concerning the selection of a member of academic staff for dismissal by reason of redundancy; provided always that it may not review any determination by the Council to re-organise or restructure the academic staff or to make a reduction in the membership of the academic staff. The Appeal Panel may either make a final recommendation on the appeal, or remit the matter, or any issue or issues arising in the course of the appeal, back to the Academic Redundancy Committee for further consideration.

#### *Other dismissals*

20. In accordance with sections [3], [7] and [9], a member of academic staff may be dismissed where some other substantial reason, not dealt with elsewhere in this Chapter, justifies dismissal.
21. Without prejudice to the generality of section [20], a substantial reason for dismissal may arise in respect of, but shall not be limited to:
- (a) the termination of an employment at the expiry of a fixed-term contract, where the fixed-term is the initial term of a potentially permanent contract, or is a potentially renewable fixed-term, or is a non-renewable fixed-term;
  - (b) the mandatory retirement of Fellows.

#### *Employed staff: fixed-term contracts*

22. For the purposes of determining whether a member of the academic staff should be dismissed under section 21(a), Ordinances shall provide that, subject to the terms of the contract, a process of consultation, review and appeal shall:
- (a) be conducted within a reasonable time prior to the end of any initial term or fixed-term contract; and
  - (b) come to a determination whether to:

- (i) renew the contract for a further fixed-term; or
- (ii) confirm the member of academic staff in a permanent contract of employment; or
- (iii) terminate the fixed-term contract and dismiss the member of staff; or
- (iv) terminate the fixed-term contract and offer the member of staff a new employment under a different contract.

23. A decision by the Council that there is no continuing need for any member of the academic staff to carry out the duties of a fixed-term employment shall not be subject to any appeal by such a member under the provisions of this Chapter.

*Mandatory retirement*

24. Any dismissal on the grounds of mandatory retirement under section 21(b) shall be conducted in accordance with Ordinances made under Statute B,II,18.

*Other cases*

25. In any case where the Council considers that a substantial reason for dismissal may have arisen which does not reasonably fall under any other provisions of this Chapter, it shall prescribe a process appropriate to the case, which provides for the member of academic staff concerned to have a right to:

- (a) make representations to an appropriately constituted Committee; and
- (b) appeal from any decision of such committee to an appropriate Appeal Panel.

## CHAPTER II

(see also Ordinances C,VI and C,VII)

*Fellows other than Academic Staff**Application and scope*

1. This Chapter, and Ordinances made hereunder, shall be construed and applied to any Fellow other than a member of the academic staff or an Honorary Fellow or other non-foundation Fellow, in accordance with the following guiding principles:
  - (a) that in discharging any responsibilities of teaching or research associated with his or her Fellowship, a Fellow shall have freedom within the law to question and test received wisdom, and to put forward new ideas and controversial or unpopular opinions, without becoming placed in jeopardy of losing that Fellowship or any of its privileges;
  - (b) that the College be enabled to provide education, and promote learning and research, efficiently and economically;
  - (c) that in all cases, the principles of justice and fairness shall be applied;
  - (d) that no Fellow may be removed from his or her Fellowship unless the grounds for the removal may in the circumstances, including the size and administrative resources of the College, reasonably be treated as sufficient.
2. This Chapter, and Ordinances made hereunder, shall apply to the relevant Fellows in the following circumstances:
  - (a) disciplinary or medical proceedings other than proceedings for removal; and
  - (b) proceedings for removal on disciplinary or medical grounds, or for some other substantial reason which justifies removal;provided that any Ordinance, or change to an Ordinance, shall be disregarded in any proceedings that commence before such Ordinance or such change is made.
3. A Fellow may not be disciplined or removed on any grounds that amount to unlawful discrimination.
4. For the purposes of this Chapter, and Ordinances made hereunder, 'removal' and related expressions shall mean:
  - (a) removal from a Fellowship during its current period of tenure;
  - (b) dismissal from a permanent employment with the College;
  - (c) termination of an employment at the expiry of a fixed-term contract, where the fixed-term is the initial term of a potentially permanent contract, or is a potentially renewable fixed-term, or is a non-renewable fixed term;
5. Removal from a College Office, Academic Post or other post or appointment during its term shall be conducted in accordance with Chapter IV and Ordinances made thereunder.
6. Any final decision to remove a Fellow who is not a member of the academic staff from his or her Fellowship shall be taken by the Council; provided always that:
  - (a) no Fellow may be removed unless a Committee of first hearing appointed under this Chapter so recommends; or

- (b) the Council so determines following an appeal process constituted under this Chapter;
- (c) the Council shall normally approve any recommendation made by a Committee or appeal body;
- (d) the Council may remit a case to be reheard, by the same or an alternatively constituted Committee or appeal body, on the grounds that the provisions of the Statutes or Ordinances have not or may have not been properly applied.

*Disciplinary and medical proceedings*

7. Disciplinary or medical proceedings to remove a Fellow shall be conducted at first hearing in accordance, *mutatis mutandis*, with sections 10-14 of Chapter I (Academic Staff) and Ordinances made thereunder; provided that any reference, express or implied, to:
  - (a) a member of academic staff shall be read as a reference to a Fellow who is not a member of academic staff nor an Honorary Fellow or other non-foundation Fellow;
  - (b) dismissal shall be read as removal from a Fellowship as defined in section [4];
  - (c) a Disciplinary or Medical Committee for Academic Staff shall be read as a reference to a Disciplinary or Medical Committee for Fellows; and
  - (d) rights of appeal or appeal procedures shall be omitted, as not applicable, except in the case of an appeal against a written warning or suspension.
8. A Fellow may appeal to the Council against any decision of a Disciplinary or Medical Committee for Fellows made under section [7]; provided that there shall not normally be a right of appeal against a finding of fact. The conduct of any appeal shall be determined by the Council, in accordance with any procedures made in Ordinances.

*Employed Fellows: expiry of fixed-term contracts*

9. Proceedings for the termination of an employment at the end of a fixed-term contract shall be taken by the Council in accordance with Ordinances made hereunder, which shall provide that, subject to the terms of the contract, a process of consultation, review and appeal shall:
  - (a) be conducted within a reasonable time prior to the end of the initial term or fixed-term contract; and
  - (b) come to a determination whether to:
    - (i) renew the contract for a further fixed-term; or
    - (ii) confirm the Fellow in a permanent contract of employment; or
    - (iii) terminate the fixed-term contract and dismiss the Fellow; or
    - (iv) terminate the fixed-term contract and offer the Fellow a new employment under a different contract.
10. A decision by the Council that there is no continuing need for any Fellow to carry out the duties of a fixed-term employment shall not be subject to any appeal by such Fellow under the provisions of this Chapter.

*Other grounds for removal*

11. In any case where the Council considers that a substantial reason for removal may have arisen which does not reasonably fall under any other provisions of this Chapter, it shall prescribe a process appropriate to the case, which provides for the Fellow concerned to have a right to:
- (a) make representations to an appropriately constituted committee; and
  - (b) appeal from any decision of such committee to an appropriate body.



CHAPTER III  
(see also Ordinance C,VIII)

*The Master*

*Application and scope*

1. This Chapter and Ordinances made hereunder shall be construed and applied in accordance with the following guiding principles:
  - (a) that the Master shall have freedom within the law to question and test received wisdom, and to put forward new ideas, without placing himself or herself in jeopardy of losing the Office of Master;
  - (b) that the College be enabled to provide education, and promote learning and research, efficiently and economically;
  - (c) that the principles of justice and fairness shall be applied;
  - (d) that the Master may not be removed from Office unless the grounds for the removal may in the circumstances, including the size and administrative resources of the College, reasonably be treated as sufficient.
2. This Chapter and Ordinances made hereunder shall apply to the Master in the following circumstances:
  - (a) proceedings for serious or gross misconduct, including misconduct which is or may be attributable to medical grounds;
  - (b) proceedings to determine whether to remove the Master for some other substantial reason which justifies removal;provided that any Ordinance, or any change to an Ordinance, shall be disregarded in any proceedings that commence before such Ordinance or such change is made.
3. Any final decision to remove the Master from Office shall be taken by the Governing Body; provided always that:
  - (a) the Master may not be removed unless a Committee of first hearing, or an Appeal Panel, appointed under this Chapter so recommends;
  - (b) the Governing Body shall normally approve any recommendation made by a Committee or Appeal Panel;
  - (c) the Governing Body may remit a case to be reheard, by the same or an alternatively constituted Committee or Appeal Panel, on the grounds that the provisions of the Statutes or Ordinances have not or may have not been properly applied.

*Serious or gross misconduct*

4. The Council, or any ten Fellows of the College, may raise a charge against the Master of serious or gross misconduct. A charge raised by ten Fellows shall be stated in writing to the Vice-Master, with grounds and evidence. Any charge raised under this section shall be dealt with in accordance with procedures laid down in Ordinances.
5. Where a charge raised under section [4] is laid before the Governing Body, it shall determine whether the Master has a *prima facie* case to answer; and where the Governing

Body so decides, by not less than a two-thirds majority of those members present and voting, it may appoint a Disciplinary or Medical Committee for the Master to conduct a hearing under section [6].

6. Proceedings under section [5] shall be conducted in accordance, *mutatis mutandis*, with sections 10-15 of Chapter I (Academic Staff) and Ordinances made thereunder; provided always that any reference, express or implied, to:
  - (a) conduct of a less serious nature, or proceedings concerning less serious matters, shall be omitted;
  - (b) a member of academic staff shall be read as a reference to the Master;
  - (c) dismissal or removal shall be read as removal from the Mastership during its term;
  - (d) a Disciplinary or Medical Committee for Academic Staff shall be read as a reference to a Disciplinary or Medical Committee for the Master.
7. The members of a Disciplinary or Medical Committee for the Master, or any Disciplinary or Medical Appeal Panel appointed to hear an appeal by the Master, shall be composed of such persons as are prescribed by Ordinances, provided always that:
  - (a) no member shall be a Fellow of or employed by the College; and
  - (b) the Chair of a Disciplinary Committee for the Master shall be legally qualified.

*Other grounds for removal*

8. In any case where the Governing Body considers that a substantial reason for removal may have arisen which does not reasonably fall under any other provisions of this Chapter, it shall prescribe a process appropriate to the case, which provides for the Master to have a right to:
  - (a) make representations to an appropriately constituted Committee; and
  - (b) appeal from any decision of such committee to an appropriate Appeal Panel.

CHAPTER IV  
(see also Ordinance C,IX)

*Suspension and Removal of Officers*

1. Disciplinary proceedings for the suspension, removal or dismissal of any holder other than the Master of a College Office, or Academic Post, or other post or appointment, shall be conducted under:
  - (a) Chapter I, where removal or dismissal would entail the loss of a Fellowship or a primary employment held by a member of academic staff; or
  - (b) Chapter II, where removal or dismissal would entail the loss of a Fellowship or a primary employment held by a Fellow who is not a member of academic staff; or
  - (c) procedures made for the purpose by the Governing Body, in the case of the removal of the Vice-Master; or
  - (d) procedures made for the purpose by the Council, in accordance with Ordinances made hereunder, in any other case.



CHAPTER V  
(see also Ordinance C,X)

*Deprivation of Membership of the College*

*Honorary Fellows*

1. At its absolute discretion the Governing Body may, by no less than a two-thirds majority of those members who are present and voting at a meeting specially summoned for the purpose, but excluding any member who is not the Master or a Fellow, deprive an Honorary Fellow of his or her Fellowship.

*Other non-foundation Fellows*

2. The holder of a non-foundation Fellowship established by Ordinance under Statute B,VII,2 may be deprived of his or her title on such grounds, and in accordance with such procedures, as are laid down in Ordinances.

*Members of the College*

3. Any member of the College, other than the Master, a Fellow, non-foundation Fellow, or Student, may be deprived of his or her membership in accordance with such procedures as are made in Ordinances.



CHAPTER VI  
(see also Ordinances C,XII-XIV)

*Academic Progress, Conduct and Discipline of Students*

1. In accordance with Ordinances or Regulations made hereunder, appropriate penalties may be imposed where any student of the College:
  - (a) is unable or unwilling or otherwise fails to comply with Statute B,VIII,4 or 5 (conduct and academic progress), or with Ordinances or Regulations made thereunder; or
  - (b) acts in a manner tending to bring the College into disrepute.
2. Penalties which may be imposed under section [1] shall include, but shall not be limited to:
  - (a) suspension or removal from a Scholarship or Studentship;
  - (b) permanent or temporary exclusion from residence in the College, which may extend to exclusion from residence in the Precincts of the University, such that a student shall or may not be in standing to complete his or her examinations and course of study, or be admitted to any degree.
3. In accordance with procedures made in Ordinances or Regulations:
  - (a) inquiries may be made into the academic progress, or conduct, discipline and behaviour, of students of the College; and, where appropriate,
  - (b) action may be taken, including the imposition of penalties under sections 1-2.
4. Ordinances or Regulations made under sections 1-3 shall provide for a student whose academic progress or other conduct is the subject of formal proceedings:
  - (a) to be given proper notice of any questions or issues to be decided and a fair opportunity to participate in the proceedings;
  - (b) to attend any hearing in person and to be accompanied by a representative or other person;
  - (c) to appeal against an initial decision, by application to an appropriate body.



CHAPTER VII  
(see also Ordinances C,XI and C,XV)

*Grievances and Complaints*

*Grievances of the Master and Fellows*

1. A fair and expeditious procedure shall be made in Ordinances for settling or redressing any concern, problem, complaint or other grievance of the Master or any foundation Fellow, relating to his or her employment or Fellowship or other Office or position with the College. A grievance may only be raised under this procedure where it affects the person directly, either as an individual or in his or her personal dealings or relationships with other members or employed staff of the College. This procedure may not be invoked where alternative provisions for dealing with the matter are made in the Statutes or Ordinances of the College.
2. The procedure under section [1] shall provide for:
  - (a) an initial process of informal consultation that seeks to resolve a grievance through methods and outcomes acceptable to all parties;
  - (b) where informal resolution fails, or is inappropriate, a process of formal determination of the grievance by an appropriate body or Officer;
  - (c) an appeal from that determination to a Grievance Panel composed of at least three persons, which shall determine whether the grievance is well-founded, and, if so, make such proposals for redress as it thinks fit.
3. The Grievance Panel shall conduct a hearing which the complainant, and any person against whom the grievance lies, shall be entitled to attend and be accompanied by a friend or representative, but not by a legal representative.
4. The Grievance Panel shall inform the Council of its determinations and proposals. In taking any action on the grievance, the Council shall seek to give effect to the guiding principles laid down in Chapter I,1.

*Student complaints*

5. Fair and expeditious procedures shall be made in Ordinances or Regulations for settling or redressing any complaint raised by a student of the College which affects him or her on any matter of academic or non-academic provision by the College, and which affects the student directly, either as an individual or in his or her personal dealings and relationships with other members or employed staff of the College. This procedure may not be invoked where alternative provisions for dealing with the matter are made in the Statutes, Ordinances or Regulations either of the College or of the University.
6. Subject to any relevant legislation in force from time to time, the procedure under section [5] shall provide for:
  - (a) an informal process for investigating and resolving a complaint at an early stage;
  - (b) a process of formal examination of a complaint by an appropriate body;

- (c) a final review by an external body comprising persons who are not members of the College.

## STATUTE D

**FINANCE AND REMUNERATION**

## CHAPTER I

(see also Ordinance D,V)

*Principal Financial Responsibilities**Financial management*

1. In accordance with the responsibilities of the College as a charitable institution, it shall establish appropriate bodies and procedures to plan and manage the financial affairs of the College, which shall comply with the Statutes of the University, national legislation and best practice. In particular, a Remuneration and Benefits Committee and an Audit Committee shall be established under this Statute.
2. In accordance with Statute A,III,4(c), the Governing Body shall have power to make financial Ordinances, and shall exercise such power as necessary or desirable for the good financial management of the College.
3. In accordance with Statute A,IV,4(k), the Council shall have power to make financial Regulations, and shall exercise such power as necessary or desirable for the good financial management of the College.

*Accounts*

4. The College shall prepare and publish annual accounts, in accordance with applicable accounting standards, such as to provide a true and fair view of the financial position and financial activities of the College.

*Auditors*

5. The accounts of the College shall be audited annually by an external auditor appointed by the Council. The external auditor shall be a qualified auditor, or a firm of qualified auditors. No person who is a member of the Governing Body may act as an external auditor for the College.
6. The Governing Body shall each year hold an Audit Meeting under Statute A,III,5(a), at which it shall review the final audited accounts for the previous financial year as prescribed in Chapter III,1; and shall make such report to the Council as it sees fit, prior to the formal approval of the accounts by the Council under Statute A,IV,5(e).



CHAPTER II  
(see also Ordinances D,I-IV)

*Principal Financial Powers*

*Scope of powers*

1. The powers conferred by this Statute shall apply to any property, held by or for the College, which is:
  - (a) not held on trust; or
  - (b) held on a trust for a specific purpose of the College (a 'special trust'), of which the College is a trustee, and which exists on the date when these Statutes take effect under Statute A,VIII,6; or
  - (c) held on a special trust created after the date when these Statutes take effect, except to the extent that the application of such powers is not permitted by law.

*Property*

2. In this Statute 'property' means property of every description, wherever situated, real or personal, including land and any estate or interest in land, intellectual property, money, securities, including financial instruments of any description, things in action, shares, stocks, funds and goods, and also every description of an interest, whether present, future, vested or contingent, arising out of or incidental to such property.

*Authority to act*

3. The Governing Body or the Council, as appropriate, shall exercise the powers of the College under this Statute, in particular as provided for in Statute A,III,5 (the Governing Body) and Statute A,IV,5-6 (the Council).
4. The Governing Body may make provision in Ordinances or otherwise, and the Council may make provision in Regulations or otherwise, for the delegation and/or exercise of any power or powers held by each body respectively under this Statute.
5. A statement to the effect that any Statute, or any financial Ordinance, or any financial Regulation, has been complied with shall be conclusive in favour of any person having relevant dealings with the College, provided always that such statement is signed or certified by any two persons from among the Statutory College Officers and the Secretary to the Governing Body. Such statement may take the form of a copy minute of the Council or other College committee.

*Powers of a natural person*

6. The College shall have all the powers which an individual of full legal capacity could exercise over property, so as to acquire, manage, deal with, invest and vary the investment of, sell, mortgage, charge, lease or otherwise dispose of any property; and to enter into and carry out any transaction relating to such property, or otherwise in connection with the

management of its affairs, in such manner and upon such terms as the College shall in its absolute discretion think fit; provided always that such powers shall be exercised in accordance with the Statutes of the College.

*Power to create funds*

7. The College shall have power to create funds for the general or any specific purposes of the College; and may allocate capital and income to such funds in its discretion, subject to the Statutes and Ordinances.

*Power to invest*

8. The College shall have power to invest any property held by or for the College, whether held collectively with other property or otherwise, and shall lay down in Ordinances such powers and responsibilities for investment as are appropriate to its charitable purposes. In particular, the College shall have power to treat all or any part or parts of such property, whether held on special trust or otherwise, as one or more amalgamated funds to be invested for the benefit of the constituent funds comprised therein.

*Power to expend*

9. The College shall have power to appropriate for expenditure such part of the value of its property as is provided for in Ordinances. Any reference to income in the Statute, Ordinances or financial Regulations of the College shall include the total sums appropriated under the powers conferred by this section.

*Power to raise debt*

10. The College shall have power in furtherance of its charitable purposes to borrow or raise money in any manner, and to secure, guarantee or in any other way support the payment or repayment of such money.

*Power to carry on business*

11. The College shall have power in furtherance of its charitable purposes to carry on any business which the Council authorises, whether by means of or through the agency of a body corporate or unincorporated, or otherwise.

*Power to accept donations*

12. The College shall have power to accept gifts and other donations for any charitable purposes in furtherance of the interests of the College as a place of education, religion, learning and research.

13. Pursuant to Chapter I,3, the Council shall have power to make financial Regulations giving effect to wishes or suggestions of donors recorded in writing, whether so expressed as to create a special trust or not, regarding the application of such gifts and any grants or awards supported by them, not being inconsistent with or prejudicial to the charitable purposes of the College. Such Regulations may be inconsistent with the provisions of the Statutes of the College provided that no Regulation shall derogate from any obligation imposed on the College by the Statutes of the University.

*College Seal*

14. The College shall have power to authorise the sealing of any deed or other document, whether as a single deed or document or as a specified class, by affixing the College Seal thereto.
15. Ordinances which shall be reviewed from time to time shall prescribe:
- (a) procedures for authorising the fixing of the Seal; and
  - (b) arrangements for the safe-keeping of the Seal.



CHAPTER III  
(see also Ordinances D,V-VII)

*Financial Management*

*Accounts*

1. The College shall close its accounts each year on the date specified in Ordinances, and shall prepare and publish annual accounts in such form, and at such time, as the Council shall determine; provided always that the College shall comply with such Statutes of the University as govern college accounts and with such relevant financial reporting standards as are established or authorised by law.

*Contribution to the University*

2. The College shall make such financial contribution to, and for the purposes of, the University as may be required under the Statutes of the University from time to time. Any trust of the College which is required to be taken into account in the calculation of any contribution shall bear its own share thereof, paid out of income attributable to such trust.

*Planning and resources*

3. The Council shall establish appropriate committees and processes for:
  - (a) determining financial policies, practices and management;
  - (b) planning and resource allocation within the College; and
  - (c) the management, maintenance and development of College buildings.
4. In accordance with Statute A,III,5(c), any decision, or series of connected decisions, which affects or may reasonably be expected to affect more than 5% of the value of the total net assets of the College, as reported in the latest set of College accounts at the relevant time, and whether held on trust or otherwise, shall require the express approval of the Governing Body. The exercise of a power of reinvestment under a general policy adopted by the Governing Body shall not require such approval.
5. The erection, demolition or reconstruction, or any addition to or other alteration, of a building or buildings or part of a building situated on the historical site of the College on Sidney Street, Cambridge shall require the express approval of the Governing Body if, but only if, the projected expenditure on such changes either:
  - a) falls within section [4], above; or
  - b) exceeds 5% of the replacement value, such as, where applicable, the insurance value, of any building or buildings which are subject to the proposed changes.

*Fees, charges and fines*

6. In accordance with Statute A,IV,5(k), the Council shall have power to levy fees and other charges, and to impose fines, on any member of the College, in connection with any

purpose or purposes or activity of the College. A fine may only be imposed in accordance with a relevant Ordinance or Regulation which specifies the maximum amount of the fine.

#### *Special trusts*

7. The financial powers under Statute D may be exercised in respect of any special trust of the College; provided that:
  - (a) any trustee other than the College consents; and
  - (b) where the will or deed or other trust instrument was created after the date upon which Statute D takes effect, it contains no contrary intention.
8. The Council may at any time apply the income of a trust for the purpose of increasing the value of any financial benefit charged upon the fund, or for otherwise improving the position of any holder of such benefit, or for creating additional grants or awards consonant with the original purposes of the trust.
9. Where the College is the sole trustee of a trust, the surplus income may, at the discretion of the Council, be:
  - (a) retained as cash and expended for the purposes of the trust in any subsequent year; or
  - (b) invested and added to the capital of the fund; or
  - (c) applied within the general educational purposes of the College.
10. In exercising the power under section 9(c), the Council shall have regard to the duty of the College, as trustee of any fund concerned, to:
  - (a) consider and apply as appropriate the principles embodied in the doctrine of *cy-près*; and
  - (b) be satisfied that an application of the doctrine is necessary in order to secure the effective use of the fund concerned.
11. In sections 9 and 10, surplus income means income unexpended in any year after the purposes of the trust have been fully provided for in that year (whether wholly by income from the trust or partly by income from the trust and partly by other moneys).

#### *Grants and awards*

12. In accordance with procedures made in Ordinances, the Council may award such Scholarships, Bursaries, Prizes or other financial grants or awards from any funds created under Chapter II,7 or from any special trusts as it thinks fit, save where any trust governing a particular fund, or any Regulation made under Chapter D,II,13 or Statute E,I, provides otherwise.

#### *Audit Committee*

13. Pursuant to Chapter I,1, there shall be an Audit Committee of the College, which shall be a standing committee appointed by the Governing Body in accordance with Ordinances; provided that no person who carries out substantial executive functions for the College shall be a member of the Committee.

14. In accordance with procedures made in Ordinances, the Audit Committee shall be responsible for providing independent and objective regulation of College governance and activities in regard to:
  - (a) accounting policy and practice;
  - (b) internal systems of financial and other control, including procedures for risk management;
  - (c) compliance with relevant external legal and regulatory requirements;
  - (d) compliance with the Statutes and Ordinances.
  
15. The Audit Committee shall also be responsible for ensuring and overseeing:
  - (a) the conduct of the annual audit of the College Accounts by the external Auditors, under Chapter I,4-6; and
  - (b) the independent investigation of any internal disclosure which is made in the public interest alleging malpractice by the College in the conduct of its activities ('whistle-blowing').



CHAPTER IV  
(see also Ordinance D,IX-XII)

*Remuneration and Benefits*

*College Trustees*

1. In accordance with Statute A,V,6, no Trustee shall receive any remuneration, or any other benefit, for acting as a Trustee of the College, other than any reasonable out-of-pocket expenses incurred in the course of carrying out his or her duties as Trustee.

*Authorisation of private benefits*

2. Subject to section [1], the Master and any Fellow of the College, including any Trustee, may receive such remuneration and any other benefits in respect of any employment or College Office or Academic Post or other post or appointment, as this Chapter and Ordinances made hereunder authorise.
3. The Council shall have power under section [2] to authorise the payment or award of such remuneration and other benefits to Fellows of the College as it thinks reasonable for fulfilling the purposes of the College as a place of education, religion, learning and research; provided that such remuneration or benefit shall either be:
  - (a) incidental to, and arise from, the carrying out of such purposes; or
  - (b) received by a person as a beneficiary of those purposes;and, in all cases, it shall be paid or awarded in accordance with the powers and procedures under sections [5] and [6], respecting the Remuneration and Benefits Committee.
4. As provided for in Statute A,III,5(e) and Statute B,I,6, the Governing Body shall have power under section [2] to authorise the payment or award of remuneration and other benefits to the Master, in accordance with section [3], *mutatis mutandis*.

*Remuneration and Benefits Committee*

5. Pursuant to Chapter I,1, there shall be a Remuneration and Benefits Committee, which shall be a standing committee appointed by the Governing Body in accordance with Ordinances. The Committee shall include an appropriate number of independent members, each of whom is either:
  - (a) an external member, being a person who holds no employment or any Office or Academic Post or other post or appointment with the College, and is not in law a related party to any person who holds such employment or other position; or
  - (b) a person who receives, and any party connected to him or her receives, only such remuneration or other benefit from the College, in nature or amount, as is not material to his or her functions as a member of the Committee.
6. The Remuneration and Benefits Committee shall, in accordance with procedures made in Ordinances:

- (a) be charged with the scrutiny and management of College policies on remuneration and benefits payable to the Master and Fellows of the College, including the Trustees;
- (b) have power to set limits binding on the Council and, in the case of the Master, the Governing Body, concerning the remuneration or benefits payable under such policies.

CHAPTER V

*Commemoration of Benefactors*

1. At least once a 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 a suitable person appointed by the Council.



## STATUTE E

TRUST FUNDS

## CHAPTER I

*The Taylor, Elmore and Thomson Funds**Application of Statute D*

1. The duties and powers of the College laid down in Statute D, Chapters II and III shall apply to the trust funds comprised in this Chapter. In particular:
  - (a) the powers respecting the surplus income of trusts, under Chapter D,III,9-11, shall apply to these trusts; provided that surplus income shall normally be retained as cash and expended for the purposes of the relevant trust in any subsequent year, in accordance with section 9(a);
  - (b) the Council shall have power under Statute D,III,12, and Ordinances made thereunder to apply the income from these trusts in accordance with this Chapter.

*The Samuel Taylor Lectureships*

2. One or more of the Fellows in Class 1 who are elected to undertake teaching and research in Mathematics, and one or more of the Fellows in Class 1 who are elected to undertake teaching and research in Natural Sciences, Medical Sciences or Engineering, shall receive such remuneration out of the Taylor Lectureship Estate as the Council shall determine from time to time, in accordance with Regulations or otherwise. Fellows who receive such remuneration shall be known as Taylor Fellows.

*The Samuel Taylor Scholarships*

3. Income from the Taylor Scholarship Estate shall be applied for the advancement of study and research in the College in mathematical and scientific subjects, in such manner as the Council shall determine from time to time, in accordance with Regulations or otherwise. In particular, income may be applied for the payment of Scholarships or Studentships, grants for Fellowships in Class 2, or support for library facilities.
4. So far as practicable, at least twelve Scholarships under Statute B,VIII,7 shall be awarded under section [3]. The holders of such Scholarships shall be known as Samuel Taylor Scholars.
5. The holder of any Fellowship in Class 2 awarded a grant under section [3] shall be known as a Samuel Taylor Research Fellow.

*The Stanley Elmore Fund*

6. The Stanley Elmore Fund shall comprise the investments and monies transferred and paid to the College by the Trustees of the Will of Alexander Stanley Elmore in pursuance of a

Trust Deed dated the 22<sup>nd</sup> April 1964, or any investments or property from time to time representing the same.

7. The Stanley Elmore Fund shall be used to support one or more Fellowships in Class 2, or one or more postgraduate Studentships, for the purposes of undertaking research in medical or cognate sciences. Grants from the Fund shall be awarded as the Council shall determine from time to time, in accordance with section [8]. Such Fellowships and Studentships shall be known as Stanley Elmore Research Fellowships and Stanley Elmore Research Studentships, respectively.
8. Grants under section [7] shall be awarded in accordance with the trusts and powers of the Trust Deed, and with the Regulations scheduled thereto. In accordance with the Trust Deed, the College may from time to time by College Order duly approved by the Council vary or modify the said Regulations, in any manner not inconsistent with the provisions of the Deed and Regulations, as the Council may in its discretion think fit.

*The David Thomson Fund*

9. The David Thomson Fund shall comprise the monies paid and subscribed to the College in memory of David Thomson, Master of the College 1957-70, and any additions thereto or any investments or property from time to time representing the same.
10. One or more Fellows in Class 2 shall receive such grants from the David Thomson Funds as the Council shall determine from time to time, in accordance with Regulations or otherwise. Such Fellows shall be known as David Thomson Research Fellows.