



St Edmund's  
College

## The Statutes & Ordinances of the College

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# STATUTES OF ST. EDMUND'S COLLEGE

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**STATUTE A**  
**THE CONSTITUTION AND GOVERNMENT OF THE COLLEGE**

CHAPTER I  
The Title of the College

The College shall be called St. Edmund's College and its corporate title shall be The Master, Fellows and Scholars of St. Edmund's College in the University of Cambridge.

CHAPTER II  
The Visitor

1. The Visitor of the College shall be the Archbishop of the Roman Catholic Diocese of Westminster. During any vacancy in the said See the authority, powers, functions and duties of the Visitor shall be exercised by the person who is for the time being the Chairman or acting Chairman of the Conference of Catholic Bishops of England and Wales.
2. Nothing in these Statutes shall enable or require the Visitor:-
  - (a) To hear any appeal or determine any dispute relating to a member of the academic staff to whom Statute E applies which concerns the member's appointment or employment or the termination of that appointment or employment; or
  - (b) to disallow or annul any Ordinances made under or having effect for the purposes of Statute E.

Chapter III  
The Governing Body

1. Save for the purposes of Statute H.II, the Governing Body of the College shall consist of the Master and all the Fellows under Titles A, B, C and D.
2. The Governing Body shall have ultimate authority for the government of the College as a place of education, religion, learning and research, and for the responsibilities of the Council set out in Statute A.V.7.
3. The Governing Body shall have power to make standing orders which shall be called Ordinances; provided that such Ordinances shall not be inconsistent with these Statutes or with the Statutes of the University. Such Ordinances shall be amended or rescinded only by the Governing Body.

CHAPTER IV  
Meetings of the Governing Body

1. The Governing Body shall hold at least one statutory meeting in every Full Term on such days as the Council shall appoint. At least fourteen days' notice in Term of a statutory meeting shall be given to all Fellows. The notice of the meeting shall specify the time and place of the meeting and the general nature of the business to be transacted.
2. The business to be conducted at statutory meetings shall include:-
  - (a) the election of members of the Council in class (b);
  - (b) consideration of the accounts and reports submitted to the Governing Body in accordance with Statute G.III.6;
  - (c) consideration of proposals making, amending or rescinding Ordinances;

- (d) consideration of the minutes of the Council.

The meeting for the consideration of the accounts and reports shall be held in the Michaelmas Term and shall be known as the Audit Meeting.

3. The Governing Body may make Ordinances for the summoning of other meetings of the Governing Body, the preparation and circulation of notices of the business to be transacted at meetings of the Governing Body, and the procedure at them.
4. The Master may at any time summon a meeting of the Governing Body and shall do so with all convenient speed if requested by the Council or on a written request signed by at least one-fifth of the members of the Governing Body. Seven days' notice shall be given of any meeting summoned under this section. The notice of the request for a meeting shall specify the time and place of the meeting and the general nature of the business to be transacted, including any resolution or resolutions to be brought before the meeting.
5. At every meeting of the Governing Body in the absence of the Master, the Vice-Master or, failing him or her, the senior Fellow present who is a member of the Council or, failing him or her, the senior Fellow present shall preside.
6. All elections and other matters put to the vote at a meeting of the Governing Body shall, except as otherwise provided in the Charter or these Statutes, be decided by a majority of those present and voting. Elections shall be by ballot; other matters may be decided by a show of hands. In the case of an equality of votes, the Master, or the Fellow presiding in his or her absence, shall be entitled to give a second or casting vote.
7. In any vote on the election, re-election, appointment or re-appointment of any member to a Fellowship, or to any office or other position normally carrying an emolument, or on his or her removal from a Fellowship, or from any office or position, such member shall not vote and shall not be counted in the reckoning of any necessary majority.
8. No business shall be transacted at a meeting of the Governing Body unless at least one-half of the members of the Governing Body are present.
9. It shall be the duty of the Secretary of the Governing Body, or of such other Fellow as the Governing Body may direct, to keep minutes of decisions of the Governing Body and such minutes shall be open to inspection by all members of the Governing Body at all reasonable times.

#### CHAPTER V The Council

1. The Council shall consist of the following classes of members:-
  - (a) the Master, the Vice-Master, the Bursar, the Senior Tutor, the Dean and the Secretary of the Governing Body, who shall be Members *ex officio*;
  - (b) six Fellows elected by and from among the Members of the Governing Body;
  - (c) two resident junior members of the College elected by the resident junior members of the College in accordance with and subject to the provisions of Statute A.VII.

2. Three of the Members in class (b) shall be elected annually in the Easter Term to serve for two years from the beginning of the following Michaelmas Term; provided that any Member in class (b) who ceases to be a Member of the Governing Body shall thereupon cease to be a Member of the Council, provided that an election of six members shall be held as soon as may be after the date on which these Statutes take effect, and that the Governing Body shall determine the period of service of the persons to be elected at that election. If at the end of a Fellow's period of tenure as a Member in class (b) he or she will have been a member in that class continuously for four years or more, he or she shall not be eligible for re-election until one year has elapsed after such period of tenure.
3. The members in class (c) shall be elected annually to serve for one year from the beginning of the Michaelmas Term and shall be eligible for re-election for one further year only; provided that any member in class (c) who ceases to be a resident junior member shall thereupon cease to be a member of the Council.
4. Every casual vacancy in class (b) and class (c) shall be filled by the election of a member for the unexpired portion of the period of tenure of the member to whose place he or she succeeds; provided that, if such vacancy occurs after the division of the term next before the date on which the member's period of tenure is due to expire, the Council may determine that a bye-election shall not be held.
5. The method of election of members in class (b) and the procedure for the conduct of elections and bye-elections shall be determined by or under Ordinance.
6. If an elected member of the Council fails to attend three consecutive ordinary meetings of the Council he or she shall cease to be a member of the Council unless leave of absence has been granted by the Governing Body under Statute D.IV.2 or the cause of his or her absence has been declared sufficient by the Council.
7. Subject to the provisions of these Statutes, and in particular having regard to the ultimate authority of the Governing Body as set out in Statute A.III.2, the Council shall be responsible for the financial affairs of the College, for the care and management of its property, and for the educational work of the College, and shall perform such other functions as may from time to time be assigned to them by Ordinance or by resolution of the Governing Body. For these purposes the Council shall have power:-
  - (a) to make regulations for the good government of the College and to amend and rescind such regulations;
  - (b) to establish Studentships for the encouragement of study and research in any branch of learning and to determine the number, conditions of tenure and emoluments of such Studentships;
  - (c) to appoint Tutors and, subject to the provisions of Statute E, to dismiss them;
  - (d) to appoint such persons other than College Officers to perform such duties in the College as the Council consider appropriate, and to dismiss them except where Statute E applies;
  - (e) to do any act which by the University Statutes or otherwise is directed or authorised to be done by the College;
  - (f) to make rules governing their own procedure;

- (g) except as otherwise provided by Ordinance, to appoint committees, whose membership need not be restricted to members of the Council or to Fellows, and subject to the provisions of these Statutes to delegate to such committees such power as the Council may from time to time determine.
8. The method of setting up and appointment to College committees shall be determined by Ordinance.

CHAPTER VI  
Meetings of the Council

1. The Council shall hold regular meetings at such time and subject to such regulations concerning notice of business and mode of procedure as may from time to time be determined by the Council. Extraordinary meetings of the Council shall be held whenever the Master or, in his or her absence, the Vice-Master or, in the absence of them both, the senior Fellow who is a member of the Council, shall deem it necessary for any purpose.
2. At every meeting of the Council in the absence of the Master, the Vice-Master or, failing him or her, the senior Fellow present shall preside.
3. All questions put to the vote at a meeting of the Council shall be decided by a majority of those present and voting except as otherwise provided in these Statutes. In case of equality of votes the Master, or the Fellow presiding in his or her absence, shall be entitled to give a second or casting vote.
4. No business shall be transacted at any meeting of the Council unless at least seven members are present.
5. No junior member of the College shall be present, whether as a member or otherwise, at a meeting of the Council, or of any committee appointed by the Council, for the discussion of, or decision on, any item of business which the Master or other chairman declares to be reserved. Reserved business shall include:-
  - (a) the election or removal of any Fellow or any other matter affecting the personal affairs of any Fellow;
  - (b) the appointment, suspension, or removal of any College Officer;
  - (c) the appointment, promotion or dismissal of any person employed or to be employed by the College, or any other matter affecting the personal affairs of such a person;
  - (d) the admission of individuals to membership of the College, their removal from the College, except under Statute F.II, or their academic assessment.

In any case of doubt, the Master or other person in the chair shall decide whether an item of business is reserved and his or her decision shall be final. No junior member of the College shall receive papers relating to any item of reserved business except that members of the Council in class (c) may, if and to the extent that the Council so determine, receive minutes of the decisions taken on reserved business by the Council or by any committee appointed by the Council.
6. It shall be the duty of the Secretary of the Governing Body, or of such other Fellow as the Council may direct, to keep minutes of the proceedings of the Council and such minutes shall be open to inspection by all members of the Governing Body and Council at all reasonable times. Minutes of all College Committees shall also be available to all members of the Governing Body.

CHAPTER VII  
Association of the Junior Members of the College

1. There shall be an Association of the Junior Members of the College to promote the interests and welfare of its members by making provision:-
  - (a) for their social, athletic, cultural and other collegiate activities; and
  - (b) for their representation in accordance with Section 3(a) of this Chapter.
2. The Association shall have such written constitution as the Council shall approve and any amendment of the constitution by the Association shall not be valid without the approval of the Council. If any question arises as to the interpretation of the constitution, it shall, subject to the provisions of Section 4 of this Chapter, be determined by the Council.
3. Subject to the provisions of Section 2 of this Chapter, it shall be the duty of the Association:-
  - (a) to elect, or to make provision for the election of, the members of the Council in class (c) and to elect or appoint, or to make provision for the election or appointment of, persons to serve on any committee or body, within the College or outside it, on which the resident junior members of the College are to be represented;
  - (b) to receive and administer such funds as the Council may provide for the purposes of the Association.
4. If, within twenty days of the doing of any act, including an election, by the Association or by any of its officers or by any committee of the Association, it is represented in writing by not fewer than two members of the College to the Master that there has been a contravention of the constitution in the doing of such act, the Council shall enquire into the matter and shall with all reasonable speed declare either that there has been no such contravention, or that there has been a contravention and that the said act is of no effect, or, if the Council are of the opinion that the irregularity has not affected the result, that the validity of the act is not affected by such contravention. The decision of the Council shall be final.
5. If at any time the Council are satisfied, on such evidence as they may deem sufficient, that the conduct of the affairs of the Association generally is in contravention of its constitution, the Council may at their discretion withhold and themselves administer any moneys received by the College for the purposes of the Association.



**STATUTE B  
THE MASTER**

CHAPTER I

Election and Duties of the Master

1. The Master of the College shall be elected by the Governing Body. In the case of an impending vacancy, whether by reason of resignation, retirement, or limitation of tenure, an election may be made by the Governing Body at any time not more than twelve months before the vacancy is to occur. The Governing Body shall choose as Master the person who, in their judgment, is best qualified to preside over the College as a place of education, religion, learning and research; provided that if, by the last day of the twelfth calendar month following that in which a vacancy in the office of Master occurred, the Governing Body have failed to make an election, subsequent action shall devolve upon the Visitor. He may extend by six months the period during which the Governing Body may make an election. If despite this no election is made, the Visitor shall appoint a Master for five years or to the end of the academical year in which he or she reaches the age of 67 years whichever is the shorter period.
2. The election of the Master shall take place at a meeting summoned for the purpose by the Vice-Master, or in his or her absence by the senior Fellow in residence who is a member of the Council. The meeting shall be held on a day in Full Term and fourteen days' notice (exclusive of any University vacation) of the meeting shall be given to all the electors. The quorum for such a meeting shall be two-thirds of the members of the Governing Body. The election shall require concurrence of not less than two-thirds of those members of the Governing Body present.
3. The method of election of the Master shall be determined by Ordinance.
4. Before entering upon office the Master shall be admitted by the Vice-Master, at a meeting of the Fellows, Members of the Association of Junior Members and others as appropriate, convened for the purpose by the Vice-Master, after having read aloud the following declaration:-

"I, A.B., elected Master of St. Edmund's College, do solemnly declare that I will observe the Statutes and Ordinances of the College, will discharge to the best of my abilities the duties of my office and will endeavour to the utmost of my power, without fear or favour, to promote the College as a place of education, religion, learning and research."
5. The Master shall have a general responsibility for the affairs of the College and shall preside, when present, at all meetings of the Governing Body and the Council. He or she shall have the power in all cases not provided for by the Charter or by these Statutes, or by the Ordinances, or by resolution of the Governing Body or by regulation made by the Council, to make such provision for the good government and discipline of the College as he or she shall think fit.
6. The Master shall reside within the precincts of the College or in such place as the Governing Body shall approve, for not less than two-thirds of each Full Term, unless prevented by illness or given leave of absence by the Council.
7. The Master shall receive from the general resources of the College such stipend and allowance as the Governing Body may determine; provided that, before any election of a Master, the Governing Body shall determine the stipend of the next Master and the stipend so determined shall not be reduced during the Master's tenure of office without his or her consent given in writing

CHAPTER II  
Resignation and Retirement of the Master

1. The Master may at any time signify an intention to resign his or her office by notice in writing to the Vice-Master. Except with the consent of the Governing Body not less than three months notice shall be given of such resignation.
2. The Master shall cease to hold office on election to the Headship or to a Fellowship other than an Honorary Fellowship of any other College, Approved Foundation or Approved Society in the University.
3. The Master shall retire from office not later than the end of the tenth academical year after that in which he or she assumes office or the academical year in which he or she will attain the age of seventy years, whichever is the earlier. This shall not apply in the case of an appointment made by the Visitor under Chapter I.1 of this Statute.

CHAPTER III  
Incapacity or Suspension of the Master

Should the Master at any time become temporarily incapable of performing the duties of his or her office, or during the suspension of the Master under Statute E, his or her functions shall be performed by the Vice-Master, or in the absence of the Vice-Master, by the senior Fellow who is a member of Council.

**STATUTE C**  
**THE COLLEGE OFFICERS**

CHAPTER I  
General Provision

1. The College Offices shall be those of Vice-Master, Senior Tutor, Dean, Bursar, Treasurer, Tutor, Praelector, Secretary of the Governing Body and such other offices as may be established by Ordinance.
2. The College Officers shall receive such stipends and allowances as the Governing Body may determine, on the advice of the Council.
3. The Council shall advise the Governing Body on the conditions upon which a College Officer may be allowed leave of absence under Statute D.IV.2.
4. If any College Officer is unable, owing to leave of absence, illness, or other sufficient cause, to discharge the duties of his or her office, the Council may, if they think fit, appoint a deputy. A deputy so appointed shall receive such remuneration as the Council may determine.
5. Every College Officer shall vacate his or her office at the end of the academical year in which he or she attains the age of 67 years; provided that the Governing Body shall have the power to extend beyond this limit the period office of any College Officer other than the Dean.
6. If any College Officer (not being a person to whom Statute E applies) is charged by the Master, or before the Master by one quarter or more of the members of the Governing Body, with grave neglect of duty, failure to observe the Statutes and Ordinances of the College, or with conduct prejudicial to the interests of the College, the Master shall have power at his or her discretion to suspend such College Officer from his or her duties until the first ensuing meeting of the Governing Body, and the Governing Body shall have power to renew such suspension until such time as the Governing Body shall have decided in accordance with the provisions in Section 7 of this Chapter whether or not to remove the Officer from his or her Office.
7. If, following a charge brought under section 6, the Governing Body are satisfied, after due enquiry, that a College Officer has failed satisfactorily to perform the duties of his or her Office or that other sufficient cause exists, the Governing Body shall have power by a vote, in which not less than two thirds of the members of the Governing Body concur, to remove him or her from his or her office; provided that:-
  - (a) before the Governing Body decides to remove an Officer from his or her office, the Master shall inform him or her in writing of the complaint against him or her and shall give him or her an opportunity to be heard by the Governing Body, to call witnesses and to cross examine witnesses called against him or her and shall allow him or her to be accompanied by a Fellow of the College, or by a qualified solicitor or barrister of his or her choice, who may advise him or her and speak on his or her behalf;
  - (b) a person so removed shall have the right of appeal to the Visitor, and the Visitor or a deputy appointed by him shall have power to confirm, vary or reverse the decision of the Governing Body;
  - (c) nothing in this Statute shall apply to any College Officer to whom Statute E applies.

CHAPTER II  
The Vice-Master

1. The Vice-Master shall be elected from among the Fellows by a vote of the Governing Body. He or she shall hold office for a period of four years and shall be eligible for re-election.
2. The Vice-Master shall vacate his or her office if he or she ceases to be a Fellow of the College.
3. The Vice-Master shall perform the functions of the Master during any absence or illness of the Master. If he or she is required to act for the Master during any period exceeding four weeks he or she shall receive such additional allowance as the Governing Body may determine.
4. The Vice-Master shall perform such other duties as may be assigned to him or her by the Governing Body.
5. The Vice-Master shall take precedence immediately after the Master.
6. During the absence, illness or suspension of the Vice-Master his or her function shall be performed by the Senior Fellow who is a member of the Council.

CHAPTER III  
The Senior Tutor

1. The Senior Tutor shall be appointed by the Governing Body on the recommendation of the Council. He or she shall hold the office for a period of two years and shall be eligible for re-election for periods not exceeding five years at a time.
2. The Senior Tutor shall, if not already a Fellow under Title A, be eligible for election to a Fellowship under Title A, a condition of tenure being that he or she continues to hold the Office of Senior Tutor.
3. The Senior Tutor shall exercise a general supervision over the Tutors of the College and shall be responsible to the Council for matters relating to the education, discipline and welfare of the junior members of the College.
4. The Senior Tutor shall perform such other duties as may be assigned to him or her by the Council.

CHAPTER IV  
The Dean

1. The Governing Body shall appoint a Priest of the Roman Catholic Church in good standing with the Local Ordinary, to be Dean of the College.
2. The Dean shall be appointed in the first instance for a period not exceeding three years and shall be eligible for re-appointment for periods not exceeding five years at a time. His appointment shall end if he ceases to be in good standing as a Priest of the Roman Catholic Church or at the end of the academical year in which he attains the age of 67 years.
3. The Dean shall, if not already a Fellow under Title A, be eligible for election to a Fellowship under Title A, a condition of tenure being that he continues to hold the office of Dean.

4. The Dean shall reside within the precincts of the College or in such place as the Governing Body shall approve, for not less than forty-eight days in every Full Term unless prevented by illness or given leave of absence by the Council.
5. The Dean shall be responsible to the Governing Body for providing for worship in accordance with the current rites and ceremonies of the Roman Catholic Church in the College Chapel. The Chapel shall be open to all members of the University.

#### CHAPTER V The Bursar

1. The Bursar shall be appointed by the Governing Body on the recommendation of the Council and shall be eligible for re-appointment.
2. The Bursar shall be appointed or re-appointed for such periods not exceeding five years at a time as may be specified by the Governing Body on the occasion of each appointment or re-appointment.
3. The Bursar shall, if not already a Fellow under Title A, be eligible for election to a Fellowship under Title A, a condition of tenure being that he or she continues to hold the Office of Bursar.
4. The Governing Body shall, on the recommendation of the Council, determine the conditions and terms of appointment to the office of Bursar.
5. The duties of the Bursar shall be determined by the Governing Body on the recommendation of the Council and, save as provided by Statute C.VI.2, shall include the management of the College property and keeping the College accounts.

#### CHAPTER VI The Treasurer

1. The Treasurer shall be appointed from among the Fellows under Title A by the Governing Body on the recommendation of the Council. He or she shall hold office for a period of two years and shall be eligible for re-appointment for periods not exceeding five years at a time.
2. The Treasurer shall be responsible for implementing the investment policy formulated by the Council, in exercise of powers delegated by the Governing Body under Statute G.I.5.

#### CHAPTER VII The Secretary of the Governing Body

1. The Secretary of the Governing Body shall be appointed from among the Fellows, by the Governing Body on the recommendation of Council. He or she shall hold the office for a period of two years and shall be eligible for re-appointment for periods not exceeding five years at a time.
2. The Secretary of the Governing Body shall give notice of meetings of the Governing Body and of Council and shall keep minutes of the proceedings and decisions of the Governing Body and Council.

#### CHAPTER VIII The Tutors

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

2. A Tutor shall, if not already a Fellow under Title A, be eligible for election to a Fellowship under Title A, a condition of tenure being that he or she continues to hold the Office of Tutor.
3. The tenure of office of Tutors and their eligibility for re-appointment shall be determined by Ordinance.
4. A Tutor shall perform such duties relating to the education, discipline, health and welfare of the junior members of the College as the Governing Body may from time to time determine.

CHAPTER IX  
The Praelector

1. The Governing Body shall appoint a Praelector on the recommendation of the Council. The tenure of office of the Praelector and his or her eligibility for re-appointment shall be determined by Ordinance.
2. It shall be the duty of the Praelector to present candidates for Degrees and to perform such other duties as the Council may from time to time determine.
3. The Council may appoint one or more Fellows, Emeritus Fellows or Life Fellows to deputise as necessary on specific occasions, in the absence of the Praelector.

**STATUTE D  
THE FELLOWS**

CHAPTER I  
Fellowships

1. The Governing Body shall from time to time determine the number of Fellowships to be held under each of the following titles:-

Title A:	Official Fellowships
Title B:	Research Fellowships
Title C:	Professorial Fellowships
Title D:	Extraordinary Fellowships
Title E:	Visiting Fellowships
Title F:	Emeritus Fellowships
Title G:	Life Fellowships

2. The stipends, allowances, privileges and tenure of Fellows under each title shall be determined by Ordinance on the recommendation of the Council.

CHAPTER II  
Election of Fellows

1. Elections and re-elections to Fellowships shall be made by the Governing Body.
2. Subject to the provisions of these Statutes, the initial election of a Fellow shall require concurrence of not less than three-quarters of those Members of the Governing Body present and voting at a meeting at which not less than two-thirds of the Members are present.
3. Subject to the provisions of these Statutes, the initial election under Title A of a Fellow holding his or her Fellowship under another title, or of any former Fellow shall also require the concurrence of not less than three-quarters of those members of the Governing Body present and voting at a meeting at which not less than two-thirds of the members are present.
4. Subject to the provisions of these Statutes, the re-election of Fellows and the election, or re-election, to a Fellowship of any former Master after he or she ceases to hold the office of Master, shall require the concurrence of the majority of those Members of the Governing Body present at a meeting at which not less than two-thirds of the Members are present.
5. Except as provided in Chapter II.8 every Fellow under Title A shall be elected in the first instance for a period not exceeding three years, and shall be eligible for re-election for periods not exceeding five years at a time. Every Fellow under Title B or D shall be elected for a period not exceeding three years, and shall be eligible for re-election for periods not exceeding three years at a time.
6. A Fellow under Title A shall reside during Full Term within the University and shall perform such duties as the Council may from time to time require on behalf of the College, provided that:-
  - (a) the Council may grant leave of absence to a Fellow for travel and research upon such terms as they think fit; and
  - (b) if the Fellow be a University Officer, he or she shall not be required to undertake duties in excess of those permitted by the conditions of tenure of his or her University Office.

7. Fellows under Title B shall pursue research, and shall reside within the University during Full Term unless excused by the Council. They shall comply with such other conditions as may be prescribed by Ordinance.
8. The conditions of tenure under Title C shall be the holding of an office within the term and conditions prescribed by the Statutes of the University for Professorial Fellowships. Under Title C the Governing Body shall have regard to such number of Professorial Fellowships as shall from time to time be allotted to the College under the University Statutes (though they shall not be limited in making elections by this number) and may, subject to the University Statutes, pre-elect any person who has been elected or appointed to such office, so that on assuming his or her University Office he or she shall forthwith become a Fellow under Title C. Any person who is already a Fellow of the College and is appointed to a University Office within the terms and conditions prescribed by the Statutes of the University for Professorial Fellowships shall without re-election become a Fellow under Title C. A Fellow under Title C shall hold his or her Fellowship so long as he or she holds the University Office with which the tenure of that Fellowship is associated.
9. The Governing Body may elect to a Fellowship under Title D any person whom they consider it in the interests of the College to elect. Fellowships under Title D shall be held on such conditions and for such periods as the Council shall determine.
10. Under Title E the Governing Body may elect any person visiting Cambridge on a temporary basis if they consider that he or she is specially fitted academically to be elected a Fellow and that it will be in the interest of the College to elect him or her. Fellowships under Title E shall be held on such conditions and for such periods as the Governing Body shall determine.
11. Fellows or former Fellows who have reached the age specified in Chapter V.4 and have retired from any College or University Office that they held may be elected for life under Title F (provided always that the Governing Body may deprive any Fellow under this title of his or her Fellowship as specified in Chapter VI). They shall enjoy such privileges as the Governing Body may from time to time determine, but shall not be members of the Governing Body or Council.
12. Fellows who qualify under Section 11 and have given outstanding service to the College may be elected for life under Title G. They shall enjoy such privileges, additional to those under Title F, as the Governing Body may from time to time determine, but shall not be members of the Governing Body or Council.

### CHAPTER III Admission of Fellows

1. As soon as may be convenient after an election has been made, the Master, or in his or her absence, the Vice-Master shall convene a meeting of the Fellows and shall call upon the Fellow or Fellows elect to make the following declaration in the presence of the Fellows:-
 

"I, M.N., elected a Fellow of St. Edmund's College, do solemnly declare that I will, so far as in me lies, loyally observe the Statutes and Ordinances of the College and will endeavour to promote the interests and usefulness of the College as a place of education, religion, learning and research."
2. After making this declaration, the Fellow elect shall be admitted to his or her Fellowship by the Master or, in his or her absence, by the Vice-Master.



3. After the Master, the Vice-Master and any former Master, all Fellows, including the holders of Professorial Fellowships, shall preserve their seniority in the order of Fellows on solemn occasions according to their priority of election as Fellows and not according to their Degrees. Among former Masters seniority shall be determined according to the date of election to the Mastership. A Fellow who by re-election under one or more titles or by change of title has been continuously a Fellow shall take seniority according to his or her original election. Any case of doubt shall be decided by the Master.

#### CHAPTER IV

##### Intermission and leave of absence of Fellows

1. (1) The Council may allow a Fellow whose study or research in the University is interrupted by a cause which they approve, to intermit his or her Fellowship for a period to be determined by the Council. The period of intermission shall not exceed three years and shall not be counted as part of the tenure of the Fellowship.  
(2) A Fellow who has been allowed to intermit his or her Fellowship shall not during the period of his or her intermission be a member of the Governing Body, nor shall he or she receive any stipend or emolument or allowance or qualify for any privilege that may be specified in any Ordinance or regulation; provided that the Council shall have power to continue during a period of intermission the payment of any life insurance premium or other superannuation or like payment
2. (1) The Council may grant leave of absence to any Fellow or College Officer, on such terms as they may determine, and shall take into account the provisions in the University Statutes regarding entitlement to leave of absence.  
(2) During any period of leave of absence granted under the foregoing sub-section, a Fellow shall not vote at any meeting of the Governing Body or Council other than a meeting summoned for the making or amending of a Statute or for the election of a Master, and except at such meeting shall be deemed not to be a member of the Governing Body or Council.

#### CHAPTER V

##### Resignation and Retirement of a Fellow

1. A Fellow under Title A, B or C shall vacate his or her Fellowship if he or she ceases to fulfil the conditions of tenure of the Fellowship.
2. A Fellow may resign his or her Fellowship by giving written notice to the Master.
3. A Fellow (other than an Honorary Fellow) shall vacate his or her Fellowship on election to the Headship or to a Fellowship (other than an Honorary Fellowship) of any other College, Approved Foundation, or Approved Society of the University.
4. Every Fellow (other than Fellows under Titles F and G) shall vacate his or her Fellowship at the end of the academical year in which he or she attains the age of 67 years; provided that the Governing Body shall have power to extend beyond this limit the tenure of a Fellowship held by a College Officer whose period of office is extended under the provisions of Statute C.I.5.

#### CHAPTER VI

##### Removal of a Fellow

If, after due enquiry, the Governing Body are satisfied that a Fellow has been guilty of grave misconduct the Governing Body shall have power, by a vote in

which not fewer than two-thirds of the members of the Governing Body concur, to deprive him or her of his or her Fellowship; provided that:-

- (a) before the Governing Body decide to deprive a Fellow of his or her Fellowship, they shall inform the Fellow of the complaint against him or her and shall give the Fellow an opportunity to be heard by the Governing Body, to call witnesses, and to cross-examine witnesses called against him or her, and shall allow the Fellow to be accompanied by a Fellow of the College, or by a qualified solicitor or barrister, of his or her choice, who may advise him or her and speak on his or her behalf;
- (b) a Fellow so deprived of his or her Fellowship shall have the right of appeal to the Visitor, and the Visitor, or a deputy appointed by him, shall have the power to confirm, vary or reverse the decision of the Governing Body.

#### CHAPTER VII Notification of Fellows

Every Fellow shall register with the Secretary of the Governing Body a place of address to which all notices intended for him or her are to be sent. In all cases in which by these Statutes notice is required to be given to any Fellow, it shall be sufficient that the notice be sent by post or otherwise to his or her registered address. If any Fellow fails to register an address it shall be sufficient that such notice be addressed to him or her at the College.

#### CHAPTER VIII Honorary Fellows

1. The Governing Body may at any meeting, by a resolution passed with the concurrence of not less than three-quarters of the members present and voting, elect to an Honorary Fellowship any person of distinction, or any person who has done good service to the College or the University. A former Master may be elected by a simple majority. The Governing Body may terminate the tenure of an Honorary Fellowship, by a resolution passed with the concurrence of not less than three-quarters of the Members present.
2. An Honorary Fellow shall not be a member of the Governing Body nor shall he or she receive any emolument. He or she shall enjoy such privileges and amenities as the Governing Body shall from time to time determine.

#### CHAPTER IX Bye Fellows

1. The Governing Body may at any meeting, by a resolution passed with the concurrence of not less than three-quarters of the members present and voting, elect as a Bye Fellow any other person whose election shall appear to the Governing Body to be in the interests of the College.
2. The tenure of a Bye Fellow shall be for such a period and subject to such conditions as the Governing Body shall in each case determine. Such a Fellow shall not be a member of the Governing Body or Council. A Bye Fellow may be re-elected by a simple majority. The Governing Body may terminate the tenure of a Bye Fellowship, by a resolution passed with the concurrence of not less than three-quarters of the Members present.

#### CHAPTER X Fellow Commoners

The Governing Body may at any meeting, by a resolution passed with the concurrence of not less than three-quarters of the members present and voting, elect as a Fellow Commoner for such period as they think fit any person who engages in some special research or other activity approved by the Governing Body. A Fellow Commoner

shall have such emoluments and privileges as the Governing Body may determine. A Fellow Commoner may be re-elected by a simple majority. The Governing Body may terminate the tenure of a Fellow Commoner with the concurrence of not less than three-quarters of the members present.

**STATUTE E**  
**ACADEMIC STAFF**

CHAPTER I  
Construction Application and Interpretation

1. This Statute and any Ordinance made under this Statute shall be construed in every case to give effect to the following guiding principles, that is to say:-
  - a) to ensure that members of the academic staff of the College have freedom within the law to question and test received wisdom, and to put forward new ideas and controversial or unpopular opinions, without placing themselves in jeopardy of losing their jobs or privileges;
  - (b) to enable the College to provide education, to promote learning, and to engage in research efficiently and economically; and
  - (c) to apply the principles of justice and fairness.
2. No provision in Chapter II, Chapter III, Chapter IV or Chapter VII shall enable any member of the academic staff to be dismissed unless the reason for the dismissal may in the circumstances (including the size and administrative resources of the College) reasonably be treated as a sufficient reason for dismissal.
3. (1) This Statute shall apply:-
  - (a) to any person being an Officer of the College designated by the Governing Body as one to which this Statute applies;
  - (b) to any person employed by the College to carry out teaching or research save for those holding appointments which have been excluded by the Governing Body from the scope of this Statute on the ground that the duties in that regard are only of a limited nature; and
  - (c) to the Master, to the extent and in the manner set out in Chapter VII of this Statute.

(2) In this Statute any reference to "academic staff" is a reference to persons to whom this Statute applies.
4. (1) For the purposes of this Statute the following terms have the meanings specified: "dismiss" and "dismissal" refer to dismissal of a member of the academic staff and
  - (a) include remove or, as the case may be, removal from office; and
  - (b) in relation to employment under a contract, shall be construed in accordance with section 55 of the Employment Protection (Consolidation) Act 1978

(2) "good cause" in relation to the dismissal or removal from office of a member of the academic staff of the College, being in any case a reason which is related to conduct or capability or qualifications for performing work of the kind which the member was appointed or employed to do, means:-

  - (a) conviction for an offence which may be deemed by a Disciplinary Committee appointed under Chapter III to be such as to render the person convicted unfit for the execution of the duties of his office or for employment as a member of the academic staff of the College; or

- (b) conduct of an immoral, scandalous, or disgraceful nature incompatible with the duties of the office or employment; or
  - (c) conduct constituting failure or persistent refusal or neglect or inability to perform the duties or comply with the conditions of the office or employment; or
  - (d) physical or mental incapacity established under Chapter IV.
- (3) In this section:-
- (a) "capability" means capability assessed by reference to skill, aptitude, health, or any other physical or mental quality; and
  - (b) "qualifications" means any degree, diploma, or other academic, technical, or professional qualification relevant to an office or position held.
5. For the purposes of this Statute dismissal shall be taken to be a dismissal by reason of redundancy if it is attributable wholly or mainly to:-
- (a) the fact that the College has ceased, or intends to cease, to carry on the activity for the purposes of which the person concerned was appointed or employed or has ceased, or intends to cease, to carry on that activity in the place in which the member concerned worked; or
  - (b) the fact that the requirements of that activity for members of the academic staff of the College to carry out work of a particular kind in that place have ceased or diminished or are expected to cease or diminish.
6. (1) In any case of conflict, the provisions of this Statute shall prevail over those of any other provision of the Articles of Association in force on the date on which the instrument making these modifications was approved under sub-section (9) of section 204 of the Education Reform Act 1988, and over those of any Ordinance, and the provisions of any Ordinance made under this Statute shall prevail over those of any Ordinance made under any other Statutes:-
- (a) Provided that Chapter III, Chapter IV and Chapter VII shall not apply in relation to anything done or omitted to be done before the date on which the instrument making these modifications was approved under sub-section (9) of section 204 of the Education Reform Act 1988.
  - (b) Provided also that disciplinary proceedings in relation to anything done or omitted to be done before that date may continue or be instituted after that date under the relevant Statutes in force before that date.
- (2) Nothing in any appointment made, or contract entered into, shall be construed as overriding or excluding any provision made by this Statute concerning the dismissal of a member of the academic staff of the College by reason of redundancy or for good cause provided that this shall not invalidate any waiver made under section 142 of the Employment Protection (Consolidation) Act 1978
- (3) Nothing in any other Statute shall enable the Governing Body to delegate its power to reach a decision under section 10(2).

- (4) For the avoidance of doubt it is hereby declared that nothing in Chapter III shall be construed as affecting the Statutes and Ordinances of the College concerning re-election on the expiry of a fixed term of a Fellowship.
- (5) In this Statute reference to numbered Chapters, sections and sub-sections are references to Chapters, sections and sub-sections so numbered in this Statute.
- 7. (1) No one shall sit as a member of any of the bodies established under this Statute, and no one shall be present at a meeting of such a body when the body is considering its decision or discussing a point of procedure, except as provided by this Statute or by any Ordinance made under this Statute.
- (2) In any case where an officer of the College or any person is designated to perform any duties or exercise any powers under this Statute, and that officer or person is himself or herself involved in the matter in question, the Governing Body may appoint an alternate to act in his or her place under procedures prescribed by an Ordinance made under this Statute.

## CHAPTER II Redundancy

- 1. This Chapter enables the Governing Body, as the appropriate body, to dismiss any member of the academic staff by reason of redundancy.
- 2. (1) Nothing in this Chapter shall prejudice, alter or affect any rights, powers or duties of the College or apply in relation to a person unless:-
  - (a) his or her appointment is made, or his contract of employment is entered into, on or after 20th November 1987; or
  - (b) he or she is promoted on or after that date.
- (2) For the purposes of this section in relation to a person, a reference to an appointment made or a contract entered into on or after 20th November 1987 or to promotion on or after that date shall be construed in accordance with sub-sections (3) to (6) of section 204 of the Education Reform Act 1988.
- 3. (1) The Governing Body shall be the appropriate body for the purposes of this Chapter.
- (2) This section applies where the Governing Body has decided that there should be a reduction in the academic staff:-
  - (a) of the College as a whole; or
  - (b) of any area of academic work within the College
 by way of redundancy.
- 4. (1) Where the Governing Body has reached a decision under Chapter II, Section 3(2):-
  - (a) it may itself decide to select the requisite members of the academic staff for dismissal by reason of redundancy if such a course satisfies the guiding principles set out in Chapter 1, Section 1; or
  - (b) it shall appoint a Redundancy Committee to be constituted in accordance with Sub-Section (3) of this Section to give effect to its decision by such date as it may specify and for that purpose

- (i) to select and recommend the requisite members of the academic staff for dismissal by reason of redundancy; and
  - (ii) to report their recommendations to the Governing Body.
- (2) The Governing Body shall either approve any selection recommendation made under Sub-Section (1)(b)(i), or shall remit it to the Redundancy Committee for further consideration in accordance with its further directions.
- (3) A Redundancy Committee appointed by the Governing Body shall comprise:-
- (a) a Chairman; and
  - (b) two Fellows not being members of the academic staff; and
  - (c) two members of the academic staff.
- (4) A member of the academic staff shall not be selected for dismissal under this section unless he or she has been afforded a reasonable opportunity to make representations to the Governing Body.
5. (1) Where the Governing Body has made a selection it may authorise an officer of the College as its delegate to dismiss any member of the academic staff so selected.
- (2) Each member of the academic staff selected shall be given separate notice of the selection approved by the Governing Body.
- (3) Each separate notice shall sufficiently identify the circumstances which have satisfied the Governing Body that the intended dismissal is reasonable and in particular shall include:-
- (4) (a) a summary of the action taken by the Governing Body under this Chapter;
- (b) an account of the selection procedure used;
- (c) a reference to the rights of the person notified to appeal against the notice and to the time within which any such appeal is to be lodged under Chapter V of this Statute; and
- (d) a statement indicating when the intended dismissal is to take effect.

### CHAPTER III Discipline, Dismissal and Removal from Office

1. (1) If it appears to the Master that there are grounds for believing that the conduct or performance of a member of the academic staff is or has been unsatisfactory, he or she shall inquire into the matter. If the Master concludes after investigation that the member is or has been at fault, he or she may issue an oral warning to the member. The Master shall specify the reason for the warning, shall indicate that it constitutes the first stage of the College's disciplinary procedure, and shall advise the member that he or she may appeal against the warning under sub-section (4) of this section.
- (2) If the Master concludes after investigation that the fault is sufficiently serious to justify it, or if a further offence occurs, he or she may issue a written warning to the member. Such a warning shall specify the complaint made against the member, the improvements required in the member's conduct or

performance, and the period of time within which such improvements are to be made. The Master shall advise the member that he or she may appeal against the warning under sub-section (4), and shall indicate that, if no satisfactory improvement takes place within the stated time, a complaint may be made seeking the institution of charges to be heard by a Disciplinary Committee.

- (3) The Master shall keep a written record of any warning issued under sub-section (1) or sub-section (2). No further account shall be taken of an oral warning when one year has elapsed after the date of issue, and no further account shall be taken of a written warning when two years have elapsed after the date of issue.
  - (4) A member of the academic staff who wishes to appeal against a disciplinary warning shall inform the Master within two weeks. An Appeals Committee appointed by the Governing Body shall hear the appeal and the Committee's decision shall be final. If the appeal is allowed the warning shall be disregarded for the purposes of section 2.
2. (1) If there has been no satisfactory improvement following a written warning given under section 1, or in any case where it is alleged that conduct or performance may constitute good cause for dismissal or removal from office, a complaint seeking the institution of charges to be heard by a Disciplinary Committee appointed under section 3 may be made to the Master.
    - (2) To enable the Master to deal fairly with any complaint brought to his or her attention under sub-section (1) he or she shall institute such enquiries (if any) as appear to him or her to be necessary.
    - (3) If it appears to the Master (whether on receipt of a complaint or otherwise) that there are grounds for believing that the conduct or performance of a member of the academic staff of the College could constitute good cause for dismissal, he or she shall write to the person concerned inviting comment in writing and may, if he or she considers that the College might otherwise suffer significant harm, suspend the person concerned from the performance of his or her duties without loss of emolument.
    - (4) As soon as may be following the comments (if any), or in any event not later than twenty-eight days after they were invited, the Master shall consider the matter in the light of all the available material and may dismiss the matter summarily, or issue a formal warning to the person concerned, or determine that the matter should be considered by a Disciplinary Committee appointed under Section 3.
  3. If the Master has determined that the matter should be considered by a Disciplinary Committee, the Governing Body shall at his or her request appoint such a committee to hear the charge or charges, to determine whether the conduct or performance of the person concerned constitutes good cause for dismissal or otherwise constitutes serious misconduct relating to his or her appointment or employment, and to make recommendations concerning the action (if any) to be taken as a result of the Committee's findings. Pending the consideration of such recommendations, the Master, after consulting the Governing Body may suspend the person charged from the performance of his or her duties without loss of emolument.
  4. A Disciplinary Committee shall consist of three persons selected by the Governing Body from a panel of seven persons appointed annually by the Governing Body. The members of the panel shall be Fellows of the College or other persons, being members of the Regent House of the University. In selecting members of the panel for appointment as members of a Disciplinary Committee, the Governing Body shall exclude the person charged, any person responsible for originating the charge (whether



by making a complaint to the Governing Body or otherwise), and any person who has been involved at an earlier stage in considering the charge or charges.

5. (1) When a Disciplinary Committee has been appointed, the Governing Body shall instruct a solicitor or other suitable person to formulate a charge or charges and to present, or arrange for the presentation of, the charges before the Disciplinary Committee.
- (2) It shall be the duty of the person formulating the charge or charges:-
  - (a) to forward the charge or charges to the Committee and to the member of the academic staff concerned, together with the other documents therein specified and a list of all witnesses the College proposes to call, with statements containing the evidence they are expected to give; and
  - (b) to make any necessary administrative arrangements for the summoning of witnesses, the production of documents and generally for the proper presentation of the case before the Committee.
6. The procedure to be followed in respect of the preparation, hearing, and determination of charges by a Disciplinary Committee shall be prescribed by Ordinances made under this Statute. Such Ordinances shall ensure:-
  - (a) that the person charged is entitled to be represented by another person, whether such person is legally qualified or not, in connection with and at any hearing of charges by a Disciplinary Committee;
  - (b) that a charge shall not be determined without an oral hearing at which the person charged and any person appointed to represent him or her are entitled to be present;
  - (c) that witnesses may be called, both on behalf of the person charged and by the person presenting the charge, and may be questioned concerning any relevant evidence;
  - (d) that no new witness or documentary evidence may be introduced by the person presenting the charge without the Committee's consent, which shall not be given save for good reason, and that if late introduction is allowed, the member of the academic staff shall be allowed an adjournment sufficient to allow him or her to consider and respond to the new evidence; and
  - (e) that any charge is heard and determined as expeditiously as is reasonably practicable.
7. (1) The Disciplinary Committee shall send its decision on any charge referred to it (together with its findings of fact and the reasons for its decision regarding that charge and its recommendations, if any, as to the appropriate penalty) to the Master, the person charged, the person presenting the charge and any person who shall have been added as a party by the Disciplinary Committee.
- (2) The Disciplinary Committee shall draw attention to the period of time within which any appeal should be made by ensuring that a copy of Chapter V (Appeals) accompanies each copy of its decision sent to a party to the proceedings under this Section.
8. (1) If the charge or charges are upheld and the Disciplinary Committee finds that the members conduct constitutes good cause for dismissal and recommends that the member be dismissed, but in no other case, the Master, after consulting the Governing Body, may dismiss the member of the academic staff concerned.

- (2) If the charge or charges are upheld, other than where the Master has decided under sub-section (1) to dismiss the member of the academic staff concerned, the action available to the Master after consulting the Governing Body (not comprising a greater penalty than that recommended by the Disciplinary Committee) may be:-
  - (a) to discuss the issues raised with the member concerned; or
  - (b) to advise the member concerned about his or her future conduct; or
  - (c) to warn the member concerned; or
  - (d) to suspend the member concerned for such period as the Master shall think fair and reasonable, provided that the suspension shall not extend beyond three months after the date on which the Governing Body shall have considered the Disciplinary Committee's decision; or
  - (e) to take such further or other action under the member's contract of employment or terms of appointment as appears fair and reasonable in all the circumstances of the case; or
  - (f) to combine any of the courses of action specified above.
9. (1) Any reference in section 8 to the Master shall include a reference to an officer acting as his or her delegate
- (2) Any action taken by the Master or his or her delegate shall be confirmed in writing.

#### CHAPTER IV Removal for Incapacity on Medical Grounds

1. (1) This Chapter makes separate provision for the assessment of incapacity on medical grounds as a good cause for dismissal or removal from office.
- (2) In this Chapter references to medical grounds are references to capability assessed by reference to health or any other physical or mental quality.
- (3) In this Chapter references to the appropriate officer are references to the Master or an officer acting as his or her delegate to perform the relevant act.
- (4) References to the member of the academic staff include, in cases where the nature of the alleged disability so requires, a responsible relative or friend or other person with authority to act on behalf of that member in addition to (or instead of) that member.
2. (1) Where it appears that the removal of a member of the academic staff on medical grounds should be considered, the appropriate officer:-
  - (a) shall inform the member accordingly; and
  - (b) shall notify the member in writing that it is proposed to make an application to the member's doctor for a medical report and shall seek the member's consent in writing in accordance with the requirements of the Access to Medical Reports Act 1988; and
  - (c) may suspend the member from the performance of his or her duties without loss of emolument.
- (2) If the member agrees that his or her removal on these grounds should be considered the College shall meet the reasonable costs of any medical opinion required.

- (3) If the member does not agree the appropriate officer shall refer the case in confidence, with any supporting medical and other evidence (including any such evidence submitted by the member), to a Medical Board comprising one person nominated by the Governing Body; one person nominated by the member concerned or, in default of the latter nomination, by the Master; and a medically qualified chairman jointly agreed by the Governing Body and the member or, in default of agreement, to be nominated by the President of the Royal College of Physicians, London.
  - (4) The procedure to be followed in respect of the preparation, hearing, and determination of a case by a Medical Board shall be prescribed by Ordinances made under this section. Such Ordinances shall ensure:-
    - (a) that the member concerned is entitled to be represented by another person, whether such person is legally qualified or not, in connection with and at any hearing by the Board;
    - (b) that a case shall not be determined without an oral hearing at which the member's representative, but not the member himself or herself, is entitled to be present;
    - (c) that witnesses may be called and questioned concerning any relevant evidence; and
    - (d) that the case is heard and determined as expeditiously as is reasonably practicable.
  - (5) The Board may require the member concerned to undergo medical examination at the College's expense.
3. If the Board determines that the member should be required to retire on medical grounds, the appropriate officer, after consulting the Governing Body, may terminate the employment of the member concerned on those medical grounds.

#### CHAPTER V Appeals

1. This Chapter establishes procedures for hearing and determining appeals by members of the academic staff who are dismissed or under notice of dismissal or who are otherwise disciplined.
2. (1) This Chapter applies:-
  - (a) to appeals against the decisions of the Governing Body as the appropriate body (or of a delegate of that body) to dismiss in the exercise of its powers under Chapter II;
  - (b) to appeals arising in any proceedings, or out of any decisions reached, under Chapter III other than appeals under Section 1 (appeals against disciplinary warnings);
  - (c) to appeals against dismissal otherwise than in pursuance of Chapter II or Chapter III;
  - (d) to appeals against disciplinary decisions otherwise than in pursuance of Chapter III;
  - (e) to appeals against decisions reached under Chapter IV; and

- (f) to appeals arising in any proceedings, or out of any decision reached, under Chapter VII, including appeals against decisions reached in pursuance of Section 9 and "appeal" and "appellant" shall be construed accordingly.
- (2) No appeal shall however lie against:-
- (a) a decision of the Governing Body under Chapter II, Section 3(2);
  - (b) the findings of fact of a Disciplinary Committee under Chapter III, or of a Tribunal under Chapter VII save where, with the consent of the person or persons hearing the appeal, fresh evidence is called on behalf of the appellant at that hearing;
  - (c) any medical finding by a Board set up under Chapter IV, Section 2(3) save where, with the consent of the person or persons appointed, fresh evidence is called on behalf of the appellant at that hearing.
- (3) In this Chapter references to "the person appointed" are references to the person appointed by the Governing Body under Section 5 to hear and determine the relevant appeal.
- (4) The parties to an appeal shall be the appellant and the Vice-Master and any other person added as a party at the direction of the person appointed.
3. A member of the academic staff shall institute an appeal by serving on the Vice-Master, within the time allowed under Section 4, notice in writing setting out the grounds of the appeal.
4. (1) A notice of appeal shall be served within twenty-eight days of the date on which the document recording the decision appealed from was sent to the appellant or such longer period, if any, as the person appointed may determine under sub-section (3).
- (2) The Vice-Master shall bring any notice of appeal received (and the date when it was served) to the attention of the Governing Body and shall inform the appellant that he or she has done so.
- (3) Where the notice of appeal was served on the Vice-Master outside the twenty-eight day period the person appointed under section 5 shall not permit the appeal to proceed unless he or she considers that justice and fairness so require in the circumstances of the case.
5. (1) Where an appeal is commenced under this Chapter the appeal shall, subject to the provisions of Section 4(3) and sub-section (3) of this Section, be heard and determined by a person appointed by the Governing Body in accordance with Ordinances made under this section.
- (2) A person appointed under sub-section (1) above shall be a person who holds or has held judicial office or who is a barrister or solicitor of at least ten years' standing.
- (3) The person appointed shall sit alone unless he considers that justice and fairness will best be served by sitting as an Appeal Tribunal with two other persons appointed in accordance with Ordinances made under this section.
- (4) The other persons who may sit with the person appointed shall be:-
- (a) one member of the Regent House of the University not being a Fellow of the College; and

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

7. The person appointed shall send the reasoned decision on any appeal including any decision reached in exercise of his or her powers under Section 6(3)(a), (b), (c) or (d), on any appeal together with any findings of fact different from those come to by the Governing Body as the appropriate body under Chapter II or by the Disciplinary Committee under Chapter III, as the case may be, to the Master and to the parties to the appeal.

CHAPTER VI  
Grievance Procedures

1. The aim of this Chapter is to settle or redress individual grievances promptly, fairly and so far as may be, within the relevant area by methods acceptable to all parties.
2. The grievances to which this Chapter applies are ones by members of the academic staff concerning their appointments or employment where those grievances relate:-
  - (a) to matters affecting themselves as individuals; or
  - (b) to matters affecting their personal dealings or relationships with other staff of the College not being matters for which express provision is made elsewhere in this Statute.
3. (1) If other remedies within the relevant area have been exhausted the member of the academic staff may raise the matter with the Master.
  - (2) If it appears to the Master that the matter has been finally determined under Chapters III, IV or V or that the grievance is trivial or invalid, he may dismiss it summarily, or take no action upon it. If it so appears to the Master he shall inform the member accordingly.
  - (3) If the Master is satisfied that the subject matter of the grievance could properly be considered with (or form the whole or any part of):-
    - (a) a complaint under Chapter III;
    - (b) a determination under Chapter IV; or
    - (c) an appeal under Chapter Vhe or she shall defer action upon it under this Chapter until the relevant complaint, determination or appeal has been heard or the time for instituting it has passed and he or she shall notify the member accordingly.
  - (4) If the Master does not reject the complaint under sub-section (2) or if he or she does not defer action upon it under sub-section (3) he or she shall decide whether it would be appropriate, having regard to the interests of justice and fairness, for him or her to seek to dispose of it informally. If he or she so decides he or she shall notify the member and proceed accordingly.
4. If the grievance has not been disposed of informally under Section 3(4), the Master shall refer the matter to a Grievance Committee for consideration.
5. A Grievance Committee shall comprise three Fellows of the College appointed annually by the Governing Body.
6. The procedure in connection with the consideration and determination of grievances shall be determined in Ordinances in such a way as to ensure that the aggrieved person and any person against whom the grievance lies shall have the right to be heard at a hearing and to be accompanied by a friend or representative.

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

## CHAPTER VII Removal of the Master from Office

1. Any six members of the Governing Body may make a complaint to the Vice-Master seeking the removal of the Master from office for good cause.

2. The Vice-Master shall refer such a complaint to the Governing Body, exclusive of the Master and the members making the complaint. If it appears to the Governing Body that the complaint does not raise a prima facie case, or that it is trivial or invalid or unjustified, they may determine that no further action shall be taken upon it.

3. If it appears to the Governing Body, on material presented, that the complaint raises a prima facie case which could, if proved, constitute good cause for the dismissal or removal of the Master from office, they shall appoint a Tribunal to hear and determine the matter. A Tribunal appointed by the Governing Body shall consist of three persons who are not Fellows of the College and are not employed by the College, as follows:-

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

(b) two other persons.

4. A complaint referred to the Tribunal shall be dealt with in accordance with the procedure prescribed in Chapter III, Sections 3 to 7, provided that the Vice-Master shall perform any duty and exercise any power there assigned to the Master, and that for the purposes of this Chapter references in those Sections to a Disciplinary Committee shall be construed as referring to the Tribunal.

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

6. If the Tribunal finds that the complaint constitutes good cause for dismissal, the Vice-Master after consulting the Governing Body, may dismiss the Master.

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

8. An appeal commenced under Section 7 shall be heard in accordance with the provisions of Chapter V of this Statute and the procedure set out in Sections 6 and 7 of Chapter V shall be followed provided that the Vice-Master shall perform any duty and exercise any power there assigned to the Master.

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

10. For the purposes of this Chapter, references to the Vice-Master shall, if the Vice-Master is not in residence, or is incapacitated by illness or otherwise, be construed as referring to the senior Fellow in residence.



**STATUTE F**  
**MEMBERSHIP RESIDENCE AND DISCIPLINE**

CHAPTER I  
Membership and Residence

1. Subject to the provisions of this Statute, the Governing Body shall have power to make Ordinances under which persons may be admitted and may remain as members of the College; provided that the College shall be subject to such special rules as the University may from time to time determine for the admission and presentation of candidates for degrees.
2. The junior members of the College shall be those members other than any Fellows and College Officers, who are pursuing a course of study or research as candidates for a degree or other qualification of the University or another university.
3. No person shall be permitted to come into residence as a junior member of the College until he or she has satisfied such conditions of admission to the University as are prescribed by the University and/or such other conditions as the Council may impose.

CHAPTER II  
Discipline

1. Junior members of the College shall observe the Statutes and Ordinances of the College and shall conform to such orders and regulations for the good government of the College as may be made from time to time by the Council or by the Master, or the Senior Tutor, or when necessary by other Fellows in the proper discharge of their duties.
2. There shall be a Board of Discipline of the College whose composition and method of appointment shall be determined by Ordinance.
3. If any junior member of the College fails, in the opinion of the Master, or the Senior Tutor, to observe any Statute or Ordinance of the College, or to conform to any order or regulation as prescribed in Section 1 of this Chapter, or is guilty of any conduct prejudicial to the discipline or good order of the College, or fails to make satisfactory progress in his or her studies or fails to pay his or her fees or other College dues by such date as the Council may stipulate, the case shall be referred by the Master or the Senior Tutor to the Board of Discipline. The Master or Senior Tutor may require the junior member concerned to go out of residence until the matter has been considered by the Board.
4. When a case has been referred to the Board of Discipline, the Master or the Senior Tutor shall formulate a charge or charges to be brought before the Board, and shall send written notice of the charge or charges, not less than seven days before the date arranged for a hearing, to the Chairman of the Board and to the person charged, together with any written evidence to be considered by the Board.
5. The Board of Discipline shall have power to regulate their own proceedings except in so far as rules of procedure may be determined by Ordinance; provided that any junior member who is charged with an offence under Section 3 shall:-
  - (a) be fully apprised of the nature and circumstances of the offence with which he or she is charged;
  - (b) be given reasonable opportunity of being heard;
  - (c) have the right to call witnesses and to question witnesses upon whose evidence the case against him or her is based; and

- (d) have the right to be accompanied by a member of the College, or by a solicitor or barrister, of his or her choice, who may advise him or her and speak on his or her behalf.

6. If after due enquiry the Board are satisfied that a junior member of the College has failed to observe any Statute or Ordinance of the College, or to conform to any order or regulation as prescribed in Section 1 of this Chapter, or is guilty of any conduct prejudicial to the discipline or good order of the College, they shall have power to impose any of the following sentences, either singly or in combination:-

- (a) deprivation or suspension of membership of the College;
- (b) rustication;
- (c) deprivation or suspension of any College studentship or other award or of the emolument thereof;
- (d) a fine;
- (e) any sentence considered by the Board to be lighter or may resolve not to impose any sentence.

7. A person sentenced by the Board of Discipline shall have a right of appeal to the Council, whose decision shall be final.

8. The powers assigned to the Master and the Senior Tutor in this chapter may be exercised by deputies appointed by them to act on their behalf.

**STATUTE G  
FINANCE**

**CHAPTER I**

Investment and Application of Capital Moneys

1. The Governing Body shall have power to purchase, retain, sell or transfer property, real or personal, and securities (which term includes stocks, funds, and shares) of any description on behalf of the College and may also apply moneys to any purpose to which capital moneys arising under the Universities and College Estates Acts 1925 and 1964 may be applied.
2. In formulating and pursuing an investment policy the College shall consult a stockbroker or investment advisor of at least ten years' standing.
3. In relation to the management, development, improvement, sale, lease, mortgage, or other disposition of any land or any estate or interest therein held by the College or to the acquisition of any land or any estate or interest therein, the Governing Body may exercise any power and may carry out any transaction which an individual holding or acquiring such land, estate or interest for his own benefit, could exercise or carry out.
4. The powers conferred by this Chapter shall apply to all endowments, land, securities, property, and funds of the College and of any specific trust for purposes connected with the College of which the College is trustee provided that such powers shall not extend to the funds of a specific trust constituted after the date of the Charter.
5. The powers conferred by this Chapter may be specifically delegated by the Governing Body to the Council or a College Officer as necessary.

**CHAPTER II**

Power to Accept Endowments

The Governing Body may accept endowments for any purpose in furtherance of the interests of the College as a place of education, religion, learning and research. The Governing Body may make Ordinances giving effect to the wishes or suggestions of donors recorded in writing (whether such as to create a trust or not) regarding the application of such endowments or any place or emolument supported thereby; provided that no such Ordinance shall derogate from any obligations of the College under the University Statutes.

**CHAPTER III**

Annual Statements of Accounts and Audit

1. Subject to the University Statutes, the accounts shall be kept in such form as the Governing Body may from time to time determine and shall indicate liability for such sums as may, in accordance with the University Statutes, be levied from the College.
2. The accounts shall be closed each year on the 30th June or, exceptionally, at such date as the Governing Body may determine and shall be audited forthwith.
3. The Kitchen accounts and statistics shall be kept in such form as may be laid down in the Statutes and Ordinances of the University and the Bursar shall present them to the Governing Body together with such other statistics as the Council may from time to time require.
4. The Council shall in each year appoint one or more qualified auditors to audit the College accounts. The auditors shall give such certificates as are required by the University Statutes in respect of the accounts and sign the same, or shall state to the Council their reasons for withholding the certificates. No person shall be considered to

be a duly qualified auditor unless he or she is a professional accountant or actuary, not being a Fellow.

5. The Governing Body shall appoint two Fellows other than the Bursar and Treasurer as College Inspectors of Accounts to examine the College accounts after the audit and to report their findings to the Governing Body.
6. At least a week before the Audit Meeting of the Governing Body, the Bursar shall send to all members of the Governing Body:-
  - (a) a copy of the College accounts;
  - (b) any reports by the auditors;
  - (c) any other reports submitted by the Council; and
  - (d) a report by the College Inspectors of Accounts on the general state of the College accounts.
7. Copies of the accounts shall be accessible to members of the Governing Body at all reasonable times and any member of the Governing Body shall be entitled to inspect the full accounts of the receipts and payments in any College account.
8. Following the closing of the accounts, a statement of the accounts, in the general form and within the time prescribed by the University, shall be sent together with the auditors' certificates, to the appropriate authority in the University.

#### Chapter IV

##### The College Seal and Muniments of the College

1. The Bursar shall be responsible for the safe custody of the Common Seal and of the muniments of the College.
2. The Common Seal shall not be affixed to any document without the sanction of the Governing Body except for any class or classes of document in respect of which the Governing Body have given authority in advance. The Bursar shall ensure that a record is kept of documents sealed and ensure that each sealing is reported to the Governing Body.
3. The Common Seal shall not be affixed to any document except in the presence of the Master (or in his or her absence the Vice-Master or a deputy appointed by the Council), and two other members of the Governing Body.

**STATUTE H  
THE STATUTES**

**CHAPTER I  
Interpretation and Invalid Proceedings**

1. In any Statute or Ordinance:-

- (a) the term "the College" shall mean St. Edmund's College, Cambridge;
- (b) "the University" shall mean the University of Cambridge;
- (c) the terms "Term" and "Full Term" shall have such meaning as shall be determined by or under the Statutes and Ordinances of the University;
- (d) the Governing Body may define from time to time what constitutes "residence" for the purposes of these Statutes, and may adopt different definitions for different purposes;  
the term "junior member" shall mean a junior member in residence;
- (e) the term "Degree" shall mean Degree of the University unless in any Statute or Ordinance that meaning is expressly or by necessary implication excluded.

2. If any question arises as to the interpretation of any of these Statutes, it shall be considered by the Council whose views will be taken into account by the Governing Body in reaching a decision at their next meeting; provided that any person affected by such decision shall be entitled within thirty days of its promulgation by the Governing Body to appeal to the Visitor.

3. Within thirty days of doing any act, including an election, by any person or body having power to act under these Statutes, representation is made in writing by any member of the Governing Body to the Master that there has been a contravention of these Statutes or the Ordinances, the Master shall enquire into the matter. The Master shall either declare that there has been no contravention, or that there has been a contravention and the said act is of no effect; or, if the Master is of the opinion that any irregularity has not affected the result, that the validity of the act is not affected by such contravention. If the Master has not announced his or her decision within twenty days after receipt of the representation, or if a majority of the Fellows is dissatisfied with the Master's decision, they may within one week appeal in writing to the Visitor, whose decision shall be final. If there is no such appeal, the decision of the Master shall be final.

4. No act shall be invalid by reason of the fact that there has been a contravention of these Statutes or the Ordinances, unless there has been a representation in writing as aforesaid within thirty days of the doing thereof. No act shall be invalid by reason of the fact that any person taking part in the act and chosen in the manner prescribed or authorized by the Statutes or Ordinances to be the person or a member of the body authorized to act, was not qualified to be so chosen.

5. Except as may otherwise be expressly provided by Statute or Ordinance, all elections and other matters put to the vote at a meeting of any body constituted in the College by or under Statute shall be decided by the votes of a majority of the members present and, in the event of an equal division of votes, the chairman shall have power to give a second or casting vote or to adjourn the consideration of the question.

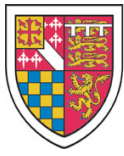
6. Subject to provisions of these Statutes the Council may by Ordinance determine the number of members of any Committee or body of the College, that will constitute a quorum.

CHAPTER II  
Alteration of the Statutes

These Statutes shall be subject to alteration from time to time by a Special Statute made by the College in accordance with Section 7 of the Universities of Oxford and Cambridge Act 1923.

CHAPTER III  
Commencement and Initial Provisions

1. These Statutes shall take effect on the day following the date of the Charter.
2. These Statutes shall apply to the first Master and the first Fellows of the College provided that:-
  - (a) the first Fellows shall enjoy the same tenure and seniority as Fellows of the College as they enjoyed as Fellows of the Company;
  - (b) the first Fellows shall continue to hold such offices as they held while Fellows of the Company, and the tenure of those offices and the stipends attached to them shall not be modified except with their consent;
  - (c) similar provisions shall apply mutatis mutandis to the first Master.
3. The Governing Body shall, as soon as may be after the coming into effect of these Statutes, determine as regards each of the Fellows of the College who are appointed by the Charter, under which Title of Fellowship he or she is deemed to hold his or her Fellowship.
4. The first Master and the first Fellows shall be deemed to have made the respective declarations required by Statutes B.I and D.III as soon as these Statutes come into effect.



St Edmund's  
College

## The College Ordinances

<http://www.st-edmunds.cam.ac.uk/>

*(Sixth revision June 2014: GB1072)*

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**ORDINANCES OF ST EDMUND'S COLLEGE**  
**In the University of Cambridge**

Where any conflict arises between the Statutes of the College and these Ordinances, the provisions of the Statutes shall prevail.

In these Ordinances – the word ‘Fellow’ means a person holding a Fellowship under Statute D, titles ‘A’ to ‘D’. The word ‘Officer’ means an Officer specified in Statute C and Ordinance 8. (Ordinance 36.1)

*Membership and admission*

**Ordinance 1**                      *The Members of the College*

- 1        The members of the College shall be:
  - 1)        the Master, the Fellows and the Visiting, Life, Emeritus, Honorary and Life Fellows, Bye-Fellows and Fellow Commoners;
  - 2)        former Masters and former Fellows and Visiting Fellows;
  - 3)        such persons as have at any time been admitted as students of the College and are pursuing or have pursued a course of study or research in the University; and
  - 4)        such persons being graduates of Universities or entitled to graduate in the University as have been admitted as Senior Members or Visiting Scholars.
- 2        Senior Membership is normally given to members of the College in the University and Institutes in Cambridge of some standing and Directors of Studies of the College. Those persons eligible for election to Senior Membership are nominated by the Master or Fellows and following recommendation by the College’s Nominations Committee are appointed by the Governing Body for periods of up to 3 years at a time.
- 3        Associate Members are normally post-doctoral research workers attached to the University department or a Research Institute in Cambridge. Associate Members are also appointed in accordance with the Concordat agreed between the University and the UK’s Research Councils. Those persons eligible, are appointed by the Governing Body for periods of up to 3 years at a time, following recommendation by the College’s Nominations Committee.
- 4        There shall be a category of member which is Research Associate of Research Institutes of the College. Research Associates may be appointed for periods of time determined by the Council.
- 5        There shall be a category of member which is Visitor to the Senior Combination Room. Those eligible for appointment as Visitors to the Senior Combination Room shall be persons of experience and standing in academic, business, professional, political and other domains who do not have a current attachment to the University or another College. The criteria for appointment of Visitors to the Senior Combination Room shall be determined by Council.

**Ordinance 2**                      *Admission to the College*

- 1            From time to time new Fellows, Visiting Fellows, Bye Fellows, Fellow Commoners, Students and Visiting Scholars shall normally be admitted at a formal ceremony in the College Chapel. Certain other members may be admitted at such a ceremony. The procedure for admission of Fellows in titles A to D is specified in Statute D.
- 2            Visiting Fellows, Bye Fellows and Fellow Commoners shall make the following declaration at the time of their admission: “I, ....., elected a [Visiting Fellow/ Bye Fellow/Fellow Commoner] of St Edmund’s College, do solemnly declare that I will respect and observe Statutes and Ordinances of the College, discharge to the best of my ability such business of the College as may be entrusted to me, and endeavour at all times to promote the honour and usefulness of the College as a place of education, religion, learning and research.”
- 3            Visiting Scholars and Students shall make the following declaration, as soon as convenient after their admission: “I do solemnly declare that I will observe the Statutes and Ordinances of the College, and endeavour at all times to promote the honour and usefulness of the College as a place of education, religion, learning and research”.

*The Governing Body*

**Ordinance 3**                      *Meetings of the Governing Body: Notices*

- 1            1)            Subject to the provisions of the Statutes of the College, notice shall be given in writing of every meeting of the Governing Body to the Members of the Governing Body who are entitled to receive notices of Meetings. The notice shall specify the time, the place and the general nature of the business to be transacted. The notice shall be exclusive of the day on which it is served and the day for which it is given. The accidental omission to give such notice to, or the non-receipt of such notice by, any person entitled to receive it shall not invalidate the proceedings of any Meeting.
- 2)            The persons entitled to receive notices of Meetings of the Governing Body shall be its Members whose registered addresses are within the United Kingdom.
- 3)            Any notice required by or for the purposes of these Ordinances to be given or sent to:
  - i)            the member of the College; unless a member of the Governing Body has requested in writing that all such notices should be given or sent to him or her personally or by post, at his or her registered address,
  - ii)           any other person, either personally or by post to him or her at his or her last known address.
- 4)            Where a notice is sent by post, service of the notice shall be deemed to be effected by properly addressing, pre-paying and posting a First Class letter containing the notice, and to have been effected at the time at which the letter would be delivered in the ordinary course of First Class post.
- 5)            Notices may be sent electronically.

**Ordinance 4**

*Meetings of the Governing Body: Procedures*

- 1) One more than half the number of Members shall be a quorum for any Meeting of the Governing Body save as otherwise provided in the Statutes or Ordinances.
  - 2) In calculating the size of any quorum prescribed by the Statutes and Ordinances no regard shall be had to a Member to whom the Governing Body has, at his or her request, previously granted Leave of Absence.
  - 3) If within half an hour from the time appointed for the meeting a quorum is not present the meeting, if convened upon the requisition of members, shall be dissolved. In any other case it shall stand adjourned to such other day and at such other time and place as the Chairman of the Meeting may determine, provided always that any such adjournment shall be to a day falling within a Term. If at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting the Members present shall be a quorum for the conduct of all business other than the making of an appointment to the Mastership or to a Fellowship, or the making, varying or rescinding of Ordinances.
- 2 Statute D.II provides for the election, appointment and re-appointment of Fellows. Such elections, and re-appointments shall be by ballot.
- 3 The appointment and re-appointment of College Officers shall be by simple majority in a ballot.
- 4 Save as provided in the Statutes, Ordinance 6, and the two preceding sub-Ordinances (4.2 and 4.3 immediately above), at any Meeting a resolution put to the vote of the meeting shall be decided by a show of hands unless a ballot or a poll is demanded by the Chairman or by at least three members. (This may be before or on the declaration of the result of the show of hands). Unless a poll be so demanded, a declaration by the Chairman (that a resolution has, on a show of hands, been carried or lost, or carried or not carried by a particular majority, and an entry made to that effect in the book containing minutes of the proceedings of the Governing Body), shall be conclusive evidence of the fact, without proof of the number or proportion of the votes recorded in favour of or against such resolution. The demand for a poll may be withdrawn.
- 5 Except as provided in sub-Ordinance 4.6, if a poll is duly demanded it shall be taken in such manner as the Chairman directs, and the result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.
- 6 A poll demanded on the election of a Member to act as Chairman or on a question of adjournment shall be taken forthwith, a poll demanded on any other questions shall be taken at such time and place as the Chairman of the meeting directs, and any business other than that upon which a poll has been demanded may be proceeded with, pending the taking of the poll.

- 7 Every member shall have one vote and votes shall in all cases be given personally and not by proxy. In case of equality of votes the Chairman of the meeting shall have a second or casting vote.
- 8 Except as provided by Statutes, a Member of the Governing Body shall not take part in that part of any meeting at which there is consideration of his or her own appointment or reappointment to any office or of his or her own remuneration or of his or her suspension, dismissal or retirement.
- 9 Any Member of the Governing Body who serves under a Contract of Service with the College shall withdraw from that part of any meeting at which there is consideration of the appointment of his or her successor.
- 10 The Governing Body shall cause proper minutes to be made of all appointments and of the proceedings of all meetings of the Governing Body and of committees of the Governing Body and all business transacted at such meetings. Any such minutes of any meeting, if purporting to be signed by the Chairman of such meeting, or by the Chairman of the next succeeding meeting, shall be sufficient evidence without any further proof of the facts therein stated.
- 11 All acts *bona fide* done by any meeting of the Governing Body or by any committee of the Governing Body or by any person acting as a member of the Governing Body (notwithstanding it be afterwards discovered that there was some defect in the appointment or continuance in office of any such Member or person acting as aforesaid, or that they or any of them were disqualified), shall be as valid as if every such person had been duly appointed or had duly continued in office and was qualified to be a Member of the Governing Body.
- 12 Any resolution of the Governing Body may be rescinded or varied at a subsequent meeting if notice of the intention to rescind or vary that resolution has been given to the Members of the Governing Body with the notices summoning the meeting.
- 13 Any meeting may be adjourned by resolution.

#### *The Council*

##### **Ordinance 5** *Meetings of the Council*

The provisions of Ordinances 3 and 4 shall apply to meetings of the Council. The transaction of business of the Council shall not be precluded by the absence of members in Class (c), whether through failure of election or any other cause.

##### **Ordinance 6** *Election of members of Council in Class (b)*

These members shall be elected by ballot, according to the provisions of Ordinance 4 on a simple majority.

*The College Officers*

**Ordinance 7**    *The College Officers designated by Statute*

The College Officers determined by Statute shall be the Master, the Vice-Master, the Senior Tutor, the Dean, the Bursar, the Treasurer, the Secretary of the Governing Body, the Tutors and the Praelector.

- 1) The Master shall chair meetings of the Governing Body, the Council and the Nominations Committee. He or she shall be *ex officio* a member of certain other committees and have the right to chair any College committee, but may delegate this right to other College Officers, as appropriate. He or she shall have the right to attend any College committee meeting. He or she shall work closely with the various Officers of the College. He or she shall represent the College on the Colleges Committee of the University and such other University Committees to which he or she shall be appointed.
- 2) The Vice-Master shall deputise for the Master according to the Statutes. The Vice-Master shall be responsible for conducting the search and election of the Master. He or she shall be *ex officio* a member of College Committees as determined by Ordinance or Standing Orders, and may be a member of other College Committees.
- 3) The Senior Tutor shall have overall responsibility for Academic and Tutorial matters in their various aspects, and shall normally chair the Tutorial Committee. The Senior Tutor shall also have overall responsibility for the allocation of residential accommodation and for routine disciplinary matters. The Senior Tutor shall occasionally appoint Visiting Students. The Senior Tutor shall represent the College on the Senior Tutors' Committee of the University.
- 4) The Dean shall exercise his responsibilities under Statute C.IV and this Ordinance under the supervision of the Council. The Dean is responsible for the Chapel and the College liturgy. He shall work closely with the Tutors on matters of Student welfare and shall be a member of the Tutorial Committee. He shall normally chair the Dean's Committee.
- 5) The Bursar shall be responsible to the Master and Fellows, and subject to such directions as may from time to time be given by the Council or the Governing Body, for the general administration, management of the College property, financial management (including preparing budgets and keeping the College Accounts), and domestic management of the College. The Bursar shall represent the College on the Bursars' Committee of the University.
- 6) The Treasurer shall be responsible for the management of investments.
- 7) The Secretary of the Governing Body shall, subject to the provisions of the Statutes, be responsible for preparing and issuing notices of meetings and Agendas for the business to be conducted at meetings of the Governing Body and the Council; for keeping a record of the business conducted at these meetings and for preparing and distributing minutes of these meetings according to Ordinances 3 and 5. He or she

shall prepare the voting papers for secret ballots, act as scrutineer in elections and make proper minutes of all elections and appointments.

- 8) There shall be such number of Tutors as council may determine. Save for the Admissions Tutor and Rooms Tutor, each Tutor shall have responsibility for the general welfare of a group of students allocated to them, for their academic progress and for ensuring that their conduct is consonant with the ethos, interests and purposes of the College. Tutors shall hold Office for a period of two years in the first instance and shall be eligible for re-appointment for periods of five years.
- 9) The Praelector shall be responsible for all aspects of matriculation and presentation for degrees as specified in the Statutes and Ordinances of the University. All arrangements relating to the involvement of St Edmund's College in the degree ceremony shall be by the Praelector, including, together with the Stewards Committee responsibility for the arrangements for the College Reception, preceding or following it. The Praelector has authority to receive a degree by proxy at a Congregation when a student is unable or does not wish to receive the degree in person. He or she shall assist the Master at the College Inauguration ceremonies. The Praelector shall hold the office for a period of two years and shall be eligible for re-appointment.

**Ordinance 8**

*The College Officers not designated by Statute*

- 1 Officers and appointments not designated by Statute shall include, the Deputy Senior Tutor, the Admissions Tutor, the Rooms Tutor, the Dean of Discipline, the College Teaching Officers (College Lecturers), Directors of Studies, the Director of the Von Hügel Institute, the Director of the Faraday Institute, the Librarian, the Computer Officer, the Archivist, the Keeper of the Record, the Publications Officer, the Keeper of Works of Art, the Steward, the Wine Steward, the Second Bursar and the Development Director. They shall be elected from among the Fellows by the Council.
  - 1) The Deputy Senior Tutor shall assist the Senior Tutor in his or her duties and shall deputise for the Senior Tutor as necessary.
  - 2) The Admissions Tutor shall be responsible for processes and administration concerning the admission of students, and for meeting the targets set by Council for student numbers from year to year. The Council shall designate either the Senior Tutor or one of the Tutors as Tutor for Admissions. The Council may designate a Tutor for Undergraduate Admission and a Tutor for Graduate Admissions.
  - 3) The Dean of Discipline shall be responsible, in conjunction with the Senior Tutor, for the discipline of student members and for their proper behaviour within the College, and shall perform such duties as the Council may determine.
  - 4) The Rooms Tutor shall be appointed from among the Tutors and is responsible for allocating residential accommodation in College and sub-let houses, in consultation with the Senior Tutor and the Bursar. He or she shall endeavour to apply fair

- principles of seniority and priority of application in meeting preferences of members, according to the accommodation policy formulated by the Tutorial Committee.
- 5) The College Teaching Officers (College Lecturers) shall be appointed by the Governing Body to undertake teaching and supervision of students in designated subjects and shall normally be expected to act as Director of Studies in their subject(s). The period of appointment of College Officers (College Lecturers) shall normally be for periods not exceeding five years in the first instance.
  - 6) Directors of Studies shall be appointed by the Council on the recommendation of the Senior Tutor after consultation with members of the Tutorial Committee. They will be expected to advise on the suitability for admission of applicants for mature and affiliated places, to arrange appropriate supervisors for mature and affiliated students once admitted, to give advice on examination entries and to provide written reports on individual mature and affiliated students when requested by the Senior Tutor.
  - 7) The Director of the Von Hügel Institute shall be responsible for the overall direction and leadership of the Von Hügel Institute according to the provisions of Ordinances 29 and 30.
  - 8) The Director of the Faraday Institute shall be responsible for the overall direction and leadership of the Faraday Institute according to the provisions of Ordinance 29 and 31.
  - 9) The Librarian shall be responsible for the College Library and for library acquisitions.
  - 10) The Computer Officer shall be responsible for all matters relating to academic computing and information and communication technology, including budgeting, acquisition and maintenance of equipment. He or she shall also have overall responsibility for the training and support of student users.
  - 11) The Archivist shall be responsible for the safe and efficient housing, listing and curation of the College Archives and their accessibility to appropriate persons. He or she shall be responsible for advising the Council which parts of the Archive shall be of specially restricted access.
  - 12) The Keeper of the Record shall be responsible for editing and ensuring the regular publication of the 'St Edmund's Record'.
  - 13) The Publications Officer shall be responsible to the Finance and General Purposes Committee for ensuring that College publications satisfy criteria of consistency and attractiveness in matters of presentation and production and for ensuring that relevant production deadlines are met.
  - 14) The Keeper of Works of Art shall be responsible for the cataloguing and care of works of art owned by, and entrusted to, the College and for making available information about these works of art.



- 15) The Steward shall be responsible for arrangements for formal entertaining in the form and at the level agreed by the Steward's Committee, the Finance and General Purposes Committee and the Council. He or she shall be responsible for the good order of the Senior Combination Room.
  - 16) The Wine Steward shall be responsible for the ordering, purchasing, recording and serving of wine for the formal entertainment provided by the College within a budget determined by the Finance and General Purposes Committee.
  - 17) The Second Bursar shall assist the Bursar in his or her duties and may deputise for the Bursar on the Bursar's Committee of the University. The tenure and eligibility for re-appointment of the Second Bursar shall be determined by Council.
  - 18) The Development Director shall be responsible for development activities of the College, including alumni relations and fundraising. He or she shall represent the College on the Cambridge Colleges' Development Committee. He or she shall be responsible for the support provided to the St Edmund's College Alumni Society.
- 2 With the exception of the College Teaching Officers (College Lecturers), the Director of the Von Hügel Institute, the Director of the Faraday Institute and the Second Bursar, appointments to all College Offices not established by Statute shall be made annually by Council with effect from 1 October in each year. Election shall be by ballot with a simple majority of those present and voting
- 3 Nothing in this Ordinance shall be construed so as to prevent the election of the same person to more than one office or the sharing of an office between more than one person
- 4 Subject to the provision of the Statutes and of these Ordinances, the respective duties of the Officers of the College may be altered from time to time by the Council.
- 5 Delegated expenditure limits and bank mandate signatories shall be approved by the Finance and General Purposes Committee and the Council.

#### *College Committees*

#### **Ordinance 9**

#### *The College Committees*

- 1) The Council may set up such Committees as it considers necessary and shall determine their terms of reference and procedure. Their membership shall be on nomination from the Nominations Committee, confirmed by the Governing Body.
  - 2) Nominations to membership of the Nominations Committee shall be made by the Council and confirmed by the Governing Body
  - 3) With the exception of *ex-officio* members, membership of committees shall normally be for three years in the first instance and appointees shall normally be eligible for re-appointment for periods up to three years.
- 2 1) Except insofar as they are governed by the Statutes and these Ordinances,

ultimately the proceedings of every Committee or body acting under these Ordinances shall be determined by the Chairman, whose decision shall be final. A quorum shall constitute at least one-half of their membership.

- 2) Committees shall have the power to appoint sub-committees or *ad hoc* committees subject to the approval of the Council directly to make recommendations on particular problems or points of details that may arise in their areas of interest or to deal on a regular basis with an aspect of their responsibilities. They shall have the power to co-opt temporary members from within the membership of the College to assist in the consideration of specific issues
- 3) Committees shall produce minutes of their meetings and make them available to Council and the Governing Body. Minutes of sub-committees or *ad hoc* committees shall be presented to their parent committees.
- 4) Committees may treat items of business as reserved business to which members of Council in Class (c) shall not be privy. This shall be the decision of the Chairman. However, members of Council in Class (c) may, if and to the extent that Council so determine, receive minutes of the decision taken by the Council or by any committee appointment by the Council.
- 5) No resolution of a Committee shall, unless the Council otherwise resolve, be acted upon until confirmed by the Council.

3 The College Committees shall be as follows:

- 1) The Committee on Statutes and Ordinances which shall advise the Council on revision to the Statutes and Ordinances of the College.
- 2) The Dean's Committee shall advise the Council on how best to develop the Roman Catholic tradition of the College within an ecumenical context.
- 3) The Development & Alumni Relations Committee shall advise the Council on the future development of the College in terms of its membership, development of the site, buildings and facilities, in the promotion of publicity and appeals, and for maintaining relations with the alumni, interacting with the Alumni Society and arranging alumni –related events.
- 4) The Steward's Committee shall be responsible for liaising with the College Kitchen on matters such as the variety and quality of food at all meals including formal meals and for the formal arrangements for College Guest Nights and Formal Halls. It shall also be responsible together with the Master for formal arrangements for College functions such as the Norfolk Commemoration and Garden Parties, and together with the Praelector for the receptions preceding or following Congregations.
- 5) The Finance and General Purposes Committee shall be responsible for the financial affairs of the College, including financial strategy, the management of financial investments, the annual budget, the annual accounts and for prioritising significant

new financial needs. Its responsibilities shall also encompass the scrutiny of monthly management accounts including kitchen accounts, the setting of room rents and meal charges, the recruitment and supervision of College Staff and any other matters arising with respect to the operation of the College.

- 6) The Library Committee shall be responsible for maintaining the Library as a resource for all members of the College and for overseeing policy with respect to Library matters, including staffing, and, with the advice of the College Archivist, shall be responsible for the general maintenance of, and for advising on access to, the Archive. The Archivist shall be *ex officio* a member.
- 7) The Nominations Committee shall be responsible for considering the need for new Fellows, preparing information on possible candidates for Fellowship, nominations for election to Fellowship, but excluding pre-doctoral candidates for Research Fellowships. It shall also be responsible for nominations to College Offices, to membership of other committees of Council and for the admission of Visiting Fellows and Scholars.
- 8) The Tutorial Committee shall be responsible for the admission of new members, for student accommodation, for the welfare and discipline of student members, and for relations with University Boards, Faculties, and Departments on academic matters; also for advising Council how to respond to requests for relevant advice or information from the central bodies of the University. It shall also be responsible for appointing Directors of Studies and supervisor for undergraduate students. It shall be responsible for academic audit within the College. The Accommodation sub-committee of the Tutorial Committee shall be responsible for the preparation, review and implementation of the Accommodation policy of the College, which shall be approved by the Council and for the implementation of the policy.
- 9) The Von Hügel Institute Committee shall be responsible for advising the Director or Chair of the Institute on all matters relating to the activities of the Institute.
- 10) The Works of Art Committee is to advise Council with respect to acquisitions, loans, disposals and the most appropriate location of works of art. When appropriate the wishes of other members of the College, donors, lenders and the insurers will need to be taken into account.
- 11) The Remuneration Committee shall be responsible for advising and making recommendations to the Council on matters of remuneration for College Officers and College Staff.
- 12) The Investment Committee shall be responsible for advising on the policy for the investment of the College assets and maintaining oversight of the implementation of the policy by the appointed Manager.
- 13) The Estates Committee shall be responsible for oversight of the stewardship and maintenance of the existing Buildings, Gardens and Grounds of the College.

- 14) The Health and Safety Committee shall be responsible for oversight of health and safety matters in the College, for the preparation and review of the Health and Safety policy of the College which shall be approved by the Governing Body and for the implementation of the policy.
- 15) The Ethics Committee shall be responsible for considering the ethical aspects and implications of research that is likely to be undertaken under the aegis of the College.
- 16) The Staff Consultative Form is responsible for making recommendations to Council on matters relating to staff issues.
- 17) The Woolf Institute Committee is responsible for managing the Academic Agreement between St Edmund's College and the Woolf Institute. The Woolf Institute is independent of St Edmund's College and the Committee is not concerned with governance issues. The Committee seeks to discuss collaborative educational projects, maintain good relations, close connections and effective communication.

4 Committees shall be established, by Ordinance or Resolution and dissolved by the Council, by Resolution, as the need arises.

5 Certain matters requiring urgent decision in the opinion of the Master may be dealt with by the Council, or by a committee, by consultation of members outside a formal meeting. In such cases all members of Council, or of the committee in question, must be circulated with full documentation relating to the decision and a clear indication of the nature of the decision itself. It shall be indicated that, in the absence of any objection from any member being received by the Chair of the Council or of the committee in question within seven days, the decision will be deemed to have been approved. Such a procedure should only be adopted when all the members of Council, or of the committee in question, agree to its use in a particular case. The use of this procedure should not conflict with the provisions of Statutes and Ordinances.

*The Fellowship*

**Ordinance 10**

*The Fellows*

1 The seniority of a Fellow shall be determined by the date on which he or she was elected to a Fellowship of the College, and Statute D.III.3. When two or more Fellows are elected on the same day their seniority shall be determined according to their seniority in the University

2 A Fellow shall be entitled to the customary commons and to enjoy without charge the use of such rooms in College as may be assigned to him or her, provided that where a room or rooms are assigned to a Fellow which, in the opinion of the Council, are not needed for the discharge of his or her duties as an Officer or Fellow of the College, he or she may be required to pay such charges in respect of his or her use thereof as may from time to time be determined.

**Ordinance 11**                      *Officers and Fellows: Leave of absence*

- 1        Fellows shall request leave of absence as follows:
  - 1)        Absence in Term of up to two nights: no notification required;
  - 2)        Fellows sending apologies to the Governing Body meeting will be granted leave of absence for the period of that meeting unless they make it clear that they do not wish to be granted leave of absence;
  - 3)        Absence in Term of three to fourteen nights: leave shall be requested from the Master or his or her Deputy;
  - 4)        Absence in Term of more than fourteen nights: leave shall be requested from the Council.

**Ordinance 12**                      *Emeritus Fellows*

- 1        A Fellow who on or after reaching the age of sixty retires from his or her Fellowship may be elected into an Emeritus Fellowship in a manner prescribed by Statute D.II.11.
- 2        The criteria for Title ‘F’ Emeritus Fellows are as follows:
  1.        Sustained and successful service in one or more College office(s) designated by Statute or Ordinance; and/or
  2.        Distinguished service as a Fellow of the College for a total period of not less than twenty years.
- 3        An Emeritus Fellow shall hold his or her Fellowship for life, shall enjoy such privileges as the Governing Body may from time to time determine, and shall be subject to Statute D. VI, but shall possess no voice or authority in the College.

Those elected to an Emeritus Fellowship are not normally eligible subsequently to be elected to a Life Fellowship.

**Ordinance 13**                      *Life Fellows*

- 1        A Fellow who on or after reaching the age of sixty retires from his or her Fellowship may be elected into a Life Fellowship in the manner prescribed by Statute D.II.12.
- 2        The criteria for Title ‘G’ Life Fellows are as follows:
  1.        Significant, sustained and successful service across a minimum of one College office designated by Statute;
  2.        Distinguished service as a Fellow of the College for a total period of not less than twenty-five years;

3. Outstanding and sustained service in the furtherance of the College and its interests.

For consideration for election to a Title 'G' Life Fellowship, not fewer than two of the above criteria must be satisfied.

- 3 A Life Fellow shall hold his or her Fellowship for life, shall enjoy such privileges as the Governing Body may from time to time determine, and shall be subject to Statute D.VI, but shall possess no voice or authority in the College.

**Ordinance 14** *Fellow Commoners*

The Governing Body may by special Resolution admit, by the power conferred by Statute D.X, as a Fellow Commoner for such period as they may think fit, any person who engages in special activity approved by the Governing Body. A Fellow Commoner shall have such emoluments and privileges as the Governing Body may determine. A Fellow Commoner shall not be involved in the government of the College.

**Ordinance 15** *Visiting Fellows & Visiting Scholars*

- 1 Any University teacher or other scholar temporarily resident in the University may, in the manner prescribed by Statute D.II.10 be elected into a Visiting Fellowship.
- 2 A Visiting Fellowship shall be held for such period, not exceeding twelve months, as the Council may determine. A Visiting Fellow shall be eligible for re-election.
- 3 A Visiting Fellow shall enjoy such privileges as the Council may determine, but he or she shall possess no voice or authority in the College.
- 4 A Visiting Scholarship shall be held for such period, not exceeding twelve months, as the Council shall determine. A Visiting Scholar shall be eligible for re-appointment up to 5 years at a time.
- 5 Visiting Scholars shall enjoy such privileges as the Council may determine, but he or she shall possess no voice or authority in the College.
- 6 Within 5 years of initial election or appointment, further periods in Cambridge for a Visiting Fellow or Visiting Scholar can be agreed by the Master subject to an updated CV being presented to the Nominations Committee and subsequent re-election or re-appointment at a meeting of the Governing Body (Visiting Fellow) or Council (Visiting Scholar)

**Ordinance 16** *Honorary Fellows & Bye Fellows*

- 1 A person who is of conspicuous merit or who has done good service to the College or to the University may, in the manner prescribed by Statute D.VIII, be elected into an Honorary Fellowship
- 2 The Governing Body may in like manner terminate the tenure of an Honorary Fellowship.

- 3 An Honorary Fellow shall enjoy such privileges as the Governing Body may from time to time determine, but shall possess no voice or authority in the College.
- 4 A Bye Fellow is a person whose election is deemed to be in the interests of the College in the manner prescribed in Statute D Chapter IX 1.2.
- 5 A Bye Fellow shall be elected for periods up to 3 years, as the Governing Body will determine. Bye Fellows shall be eligible for re-election.
- 6 A Bye Fellow shall enjoy such privileges as Governing Body may from time to time determine, but shall possess no voice or authority in the College.

*Ordinances made by the Governing Body of St Edmund's College for the purposes of Statute E: Academic Staff. The following Ordinances are made in pursuance of the requirements of Statute E and references in them to "the statute" are references to that Statute.*

**Ordinance 17** *Application of the Statute*

- 1 1) The offices of Master, Senior Tutor, Chair/Director of the Von Hügel Institute and Director of the Faraday Institute, College Teaching Officers are hereby designated as offices to which the Statute applies by virtue of Chapter 1, Section 3(1) of the Statute, and the holder of such an office is accordingly a person to whom the Statute 1.3(1) applies.
- 2) The person holding the office and appointment of Dean is hereby excluded under Chapter 1, Section 3(2) of the Statute, from the category of persons employed by the College to carry out teaching or research on the ground that the duties in that regard are of a limited nature, and accordingly such a person is not, by virtue of that office or appointment, a person to whom the Statute applies.
- 3) A person holding a Research Fellowship is not a person employed by the College to carry out teaching or research within the meaning of Section 3 of the article and accordingly is not by virtue of that award a member of the academic staff to whom the Statute applies.
- 4) Where it is proposed that a College Officer who is not a member of the academic staff within the meaning of the Statute should be dismissed for good cause or for medical incapacity, the determination of such good cause of medical incapacity shall be regulated by the provisions specified in Parts III and IV of the Statute and in these Ordinances in respect of members of the academic staff, and (without prejudice to any other right of appeal they may enjoy) such College Officers shall have the same rights of appeal under Part V of the Statute as members of the academic staff, save that the provision of this sub-paragraph shall not confer any rights in respect of the termination of an appointment by expiry of tenure.

**Ordinance 18** *Hearing by a Disciplinary Committee under Part III of Statute E*

- 1 1) If the Master has determined that a charge or charges against a member of the

academic staff should be considered by a disciplinary committee, he shall summon a special meeting of the Governing Body forthwith to appoint such a committee under Section 14 of the Statute.

- 2) The Governing Body shall appoint three persons selected from the panel constituted under Section 16 of the Statute, and shall appoint one of the persons so selected to be chairman. If any person selected is unwilling or unable to serve on the committee, he shall immediately inform the Secretary of the Governing Body, and the Governing Body shall thereupon appoint another person to act in his place, but no replacement shall be made after a person has agreed to serve.
  - 3) The Governing Body shall appoint
    - i) a suitable person to act as secretary or clerk of the committee:
    - ii) a suitable person to formulate a charge or charges in writing and present, or arrange for the presentation of, the charges before the committee.
- 2
- 1) If, after a disciplinary committee has been appointed, a member of the committee becomes unable or unwilling to act, the remaining members shall continue to act, so long as there remain two members willing and able to act, but not otherwise. If more than one member becomes unwilling or unable to act, the Governing Body shall appoint a new committee to act *de novo* in the matter .
  - 2) A decision of a disciplinary committee may be taken by a majority thereof. In the event that a disciplinary committee consists of two persons, the chairman shall have a second or casting vote.
- 3
- 1) The parties to a hearing by a disciplinary committee shall be:
    - i) the person charged;
    - ii) the person presenting the charges;
    - iii) any person who shall be added as a party by the committee on application or by its own motion.
  - 2) Any party to a hearing by a disciplinary committee shall be entitled to be represented by another person, whether such person is legally qualified or not, in connection with or at any hearing by the committee.
- 4
- 1) The fact that any person has been or is liable to be prosecuted in a court of law in respect of an act or conduct which is the subject of the proceedings before a disciplinary committee shall not affect the jurisdiction and powers of the committee under the Statute, but the committee shall consider the advisability of referring the matter to the police and if it so refers the matter, it shall adjourn its proceedings for such time as is reasonable in the circumstances to enable a prosecution to be undertaken.
  - 2) Evidence that a person has been convicted of an offence by or before any court of law, or that any court of law has found an offence with which he or she was charged proved, shall, for the purpose of proving that he or she committed the offence or



was guilty of any act or conduct in respect of which he or she was so charged or convicted, be admissible in any proceedings before a disciplinary committee.

5 The chairman of a disciplinary committee shall fix the date, time and place of the hearing, and the secretary of the committee shall, not less than 14 days (or such shorter period as may be agreed by him or her with the parties) before the date so fixed, send to each party a notice of hearing which shall contain information and guidance as to attendance at the hearing, the calling of witnesses and the bringing of documents, representation by another person and written submissions.

6 1) The person formulating the charges shall send to the disciplinary committee, the person charged and any other party who has been added, a copy of the charges, together with the other documents therein specified and a list of all witnesses the College proposes to call, with statements containing the evidence they are expected to give.

2) The person charged and any other person who has been added shall forward to the disciplinary committee a note of any documents he wishes to present and a list of all witnesses he proposes to call, with statements containing the evidence they are expected to give.

3) It shall be the duty of the person formulating the charges to make any necessary arrangements for the summoning of witnesses, the production of documents and generally for the proper presentation of the case before the disciplinary committee.

4) No new witness or documentary evidence may be introduced by the person presenting the charges without the consent of the disciplinary committee, and that consent shall not be given save for good reason; and if late introduction is allowed the person charged shall be allowed an adjournment sufficient to allow him to consider and respond to the new evidence and to introduce further evidence in rebuttal.

7 1) A charge shall not be determined without an oral hearing at which the person charged and his representative, if any, are entitled to be present.

2) Any hearing of or in connection with any charges before a disciplinary committee shall take place in private, and only the parties to the hearing and their representatives shall be entitled to be present.

3) Persons appearing at a hearing shall be entitled to make opening statements, to call witnesses, to cross-examine any witnesses called by another party and to address the disciplinary committee after evidence has been given.

4) Subject to the provisions of the Statute and of these Ordinances, a disciplinary committee shall regulate its own procedure and any meeting may be adjourned at the discretion of the chairman. It shall be the duty of the committee and of the chairman to ensure that a charge is heard and disposed of as expeditiously as is reasonably practicable.

- 8 A disciplinary committee shall not find a charge proved unless it is satisfied that the charge has been proved beyond reasonable doubt.
- 9 1) The secretary of the disciplinary committee shall keep a sufficient record of its proceedings and the decision of the committee shall be recorded in a document signed by the chairman which shall contain
- i) its findings of fact;
  - ii) the reasons for its decision; and
  - iii) its recommendations.
- 2) The chairman shall have power by certificate under his hand to correct in documents recording the decisions of the disciplinary committee any clerical mistakes or errors arising therein from any accidental slip or omission.
- 3) The secretary of the disciplinary committee shall send a copy of the decision of the committee, together with its findings of fact and its recommendations to the Master, the person charged and any person who shall have been added as a party.
- 4) The disciplinary committee shall draw attention to the period of time within which any appeal should be made by ensuring that a copy of Part V (Appeals) of the Statute accompanies each copy of its decision sent to a party of the proceedings.

**Ordinance 19**

*Hearings by a Medical Board under Part IV of Statute E*

- 1 1) Where it appears to the Master or to an officer acting as his delegate that the removal of a member of the academic staff on medical grounds should be considered, he shall, in accordance with the requirements of Section 23 of the Statute, inform the member accordingly and seek the members consent in writing to the making of an application to the member's doctor for a medical report.
- 2) If the member does not so consent, the Master or his delegate shall refer the case in confidence, with any supporting evidence, and any such evidence submitted by the member, to a medical board comprising one person nominated by the Governing Body, one person nominated by the member concerned (or, in default of the latter nomination, by the Master), and a medically qualified chairman jointly agreed by the Governing Body and the member (or, in default of agreement, to be nominated by the President of the Royal College of Physicians of London).
- 3) The Governing Body shall appoint a secretary to the medical board upon the nomination of its chairman.
- 2 1) If, after a medical board has been appointed, a member of the board becomes unable or unwilling to act, the remaining two members shall continue to act, so long as there remain two members willing and able to act, but not otherwise. If more than one member becomes unable or unwilling to act, two further members shall be nominated by agreement by the Governing Body and the member (or in default of

agreement to be nominated by the President of the Royal College of Physicians of London).

- 2) A decision of the medical board may be taken by a majority thereof. In the event that a medical board consists of two persons, the chairman shall have a second or casting vote.
- 3) 1) The parties to a hearing by a medical board shall be:
  - i) the member concerned; and
  - ii) a person appointed by the College to present the case to the board.
- 2) The member concerned shall be entitled to be represented by another person, whether such person is legally qualified or not, in connection with and at any hearing by the board.
- 4) The chairman of a medical board shall fix the date, time and place of the hearing, and the secretary of the board shall, not less than 14 days (or such shorter period as may be agreed by him or her with the parties) before the date so fixed, send to each party a notice of hearing which shall contain information and guidance as to attendance at the hearing, the calling of witnesses and the bringing of documents, representation by another person and written submissions.
- 5) 1) The person presenting the case on behalf of the College shall send to the medical board and to the representative of the member concerned, but not to the member himself, a copy of the statement of the case and any supporting medical evidence, together with any other documents therein specified and a list of all witnesses the College proposes to call, with statements containing the evidence they are expected to give.
- 2) The representative of the member concerned shall forward to the medical board a note of any documents he wishes to present and a list of all witnesses he proposes to call, with statements containing the evidence they are expected to give.
- 3) It shall be the duty of the person presenting the case to make any necessary arrangements for the summoning of witnesses, the production of documents and generally for the proper presentation of the case before the medical board.
- 4) No new witness or documentary evidence may be introduced by the person presenting the case on behalf of the College without the consent of the medical board, and that consent shall not be given save for good reason; and if late introduction is allowed the representative of the member concerned shall be allowed an adjournment sufficient to allow him to consider and respond to the new evidence and to introduce further evidence in rebuttal.
- 6) 1) A case shall not be determined without an oral hearing at which the member's representative, but not the member him/herself is entitled to be present.
- 2) Any hearing of or in connection with any case before a medical board shall take place in private.

- 3) Persons appearing at a hearing by a medical board shall be entitled to make statements, to call witnesses, to question any witnesses concerning any relevant testimony and to address the board.
  - 4) Subject to the provisions of the Statute and of these Ordinances, a medical board shall regulate its own procedure and any meeting may be adjourned at the discretion of the chairman. It shall be the duty of the board and of the chairman to ensure that the case is heard and determined as expeditiously as is reasonably practicable.
- 7 A medical board may require the member concerned to undergo medical examination at the College's expense.
- 8 A medical board shall not determine that the member concerned should be required to retire on medical grounds unless it is satisfied that the case has been proved beyond reasonable doubt.
- 9 1) The secretary shall keep a sufficient record of the proceedings of the medical board; and the determination of the board shall be recorded in a document signed by the chairman which shall contain
    - i) its findings of fact; and
    - ii) its determination and the reasons therefor.
  - 2) The chairman shall have power by certificate under his hand to correct in documents recording the determination of the medical board any clerical mistakes or errors arising therein from any accidental slip or omission.
  - 3) The secretary of the medical board shall send a copy of the determination of the board together with its findings of fact, to the Master and to the member concerned.
  - 4) The medical board shall draw attention to the period of time within which any appeal should be made by ensuring that a copy of Part V (Appeals) of the Statute accompanies each copy of its determination sent to the parties to the proceedings.

**Ordinance 20** *Appeals under Part V of Statute E*

- 1 1) When an appeal is commenced under Part V of the Statute the appeal shall be heard and determined by the person who is the Visitor or, if he is unable or unwilling to act, by a person to be jointly agreed by the Governing Body and the appellant or, in default of agreement, to be nominated by the Commissary. The person so agreed or nominated shall be appointed by the Governing Body.
- 2) A person appointed under the preceding paragraph shall be a person who holds or has held judicial office or who is a barrister or solicitor of at least ten years' standing.
- 3) The person appointed shall sit alone unless he or she considers that justice and fairness will best be served by sitting as an appeal tribunal with two other persons appointed by the Governing Body on his or her nomination. In the latter event references to the person hearing the appeal shall be construed as references to the persons hearing the appeal.

- 4) The other persons who may sit with the person appointed shall be:
  - (a) one member of the Regent House of the University not being a Member of the College; and
  - (b) one other member.
- 2) 1) In accordance with Section 26(4) the parties to an appeal shall be:
  - i) the appellant;
  - ii) the Master (or in the case of an appeal by the Master, the Vice-Master); and
  - iii) any other person added as a party by the direction of the person hearing the appeal.
- 2) Any party to an appeal shall be entitled to be represented by another person, whether such person is legally qualified or not, in connection with or at the appeal.
- 3) In accordance with Section 26(2) no appeal shall lie against
  - 1) a decision of the Governing Body under Section 10(2);
  - 2) the findings of fact of a disciplinary committee under Part III, or of a tribunal under Part VII, of the Statute, save where, with the consent of the person hearing the appeal, fresh evidence is called on behalf of the appellant at the hearing; or
  - 3) any medical finding by a board set up under Section 23(3) of the Statute, save where, with the consent of the person hearing the appeal, fresh evidence is called on behalf of the appellant at the hearing.
- 4) 1) An appeal shall not be determined without an oral hearing at which the appellant and his representative, if any, are entitled to be present.
- 2) Any hearing of or in connection with an appeal shall take place in private, and only the parties to the appeal and their representatives shall be entitled to be present.
- 3) Persons appearing at the hearing of an appeal shall be entitled to make opening statements and to address the person hearing the appeal; and they may, with the consent of the person hearing the appeal, call witnesses and cross-examine any witnesses called by another party.
- 4) Subject to the provision of the Statutes and of these Ordinances, the person hearing an appeal shall regulate his own procedure; and he may set time limits for each state (including the hearing itself), may adjourn at his discretion, and may dismiss the appeal for want of prosecution. It shall be the duty of the person hearing the appeal to ensure that the appeal is heard and disposed of as expeditiously as is reasonably practicable.
- 5) 1) Nothing contained in the modifications of the Statutes of the College by the University Commissioners under the Education Reform Act 1988 shall be taken as authorising the person hearing an appeal by a member of the academic staff against dismissal to allow such an appeal on any ground not recognised by law at the time of the making of the said Act as a ground for annulling or setting aside a dismissal of a member of the academic staff.

- 2) The person hearing an appeal by a member of the academic staff against dismissal shall not have the power to make any order which would require any expenditure of money not authorised at or before the time of the decision to appoint the member concerned to the office or post from which he or she has been dismissed.
- 6 The person hearing an appeal shall send his reasoned decision on the appeal, together with any findings of fact different from those come to by the bodies specified in Section 31 of the Statute, to the parties to the appeal.

**Ordinance 21** *Grievance Procedures under Part VI of Statute E*

- 1 1) Where a grievance has been referred to a grievance committee under Section 35(1) of the Statute, the committee shall comprise three Fellows of the College appointed by the Governing Body
- 2) The grievance shall not be disposed of without an oral hearing at which the aggrieved person and any person against whom the grievance lies shall have the right to be heard and to be accompanied by a friend or representative.
- 3) The grievance committee shall inform the Governing Body whether the grievance is or is not well-founded and if it is well-founded the committee shall make such proposals for the redress of the grievance as it thinks fit.

**Ordinance 22** *Hearings by a Tribunal under Part VII of Statute E*

The preceding Ordinances relating to hearings by a disciplinary committee shall apply to hearings by a tribunal appointed under Part VII of the Statute, provided that references in those ordinances to a disciplinary committee and to a person charged shall be construed as referring to the tribunal and to the Master respectively.

**Ordinance 23** *Appointment of an Alternate under Section 7(2) of Statute E*

- 1 1) The Governing Body shall appoint an alternate to act in place of any person who is designated to perform any duties or exercise any powers under the Statute or under these Ordinances if that person is himself involved in the matter in question.
- 2) In any case in which the Statute or these Ordinances specify particular qualifications that must be satisfied by a person designated to perform any duties or exercise any powers, a person shall not be appointed as an alternate unless he satisfies those qualifications so far as reasonably possible.

**Ordinance 24** *Notices*

- 1 1) Any notice given under the provisions of the Statute or of these Ordinances shall be in writing; and any documents and notices required to be sent to a person shall be sent by post or delivered to that person at his last known address or to his authorised representative, or electronically.

- 2) A party may at any time by notice to the secretary of the disciplinary committee or medical board (or, in the case of an appeal, to the person appointed to hear the appeal) and to the other parties change his address for service under these Ordinances.

#### *Junior Members*

##### **Ordinance 25**                    *The Association of Junior Members (known as The Combination Room)*

- 1        The resident members of the College specified in Ordinance 1.1.3 shall form a Society which shall be known as the Combination Room (Association of Junior Members, Statute A Chapter VII) [CR], to promote the interests of its members within the College and to present these to the Governing Body through the Council.
- 2        The Combination Room shall be governed by such rules, embodied in a formal constitution approved by the Governing Body as required by the Education Act 1994.
- 3        The Combination Room shall operate in a fair and democratic manner and be accountable for its finances in accordance with the provisions of the Education Act 1994. The activities of the Combination Room shall be in accord with its written constitution of which the provisions of Part 9 shall prevail if there is any conflict with a provision in another Part of the Constitution.

##### **Ordinance 26**                    *Constitution of the Association of Junior Members*

- 1        There shall be an agreed constitution for the Association of Junior Members. The Constitution may be modified from time to time, as appropriate, by the Council advised by the Senior Tutor and the CR Executive.
- 2        The Senior Tutor shall bring to the attention of all student members:
  - i)        the existence of the written constitution of the Combination Room and the Code of Practice produced by the College under Section 43 of the Education (No 2) Act 1986;that the allowed activities of the Combination Room may be restricted by the law relating to charities;

All junior members of the College shall be informed of the right not to be a member of the Combination Room. If a student wishes to exercise this right written notice must be given to the President of the Combination Room within one week of the commencement of the Michaelmas Term. Any student who exercises this right will not be unfairly disadvantaged, with regard to the provision of services or otherwise, by reason of their having done so. If the College is required to provide a student with services of a kind which the Combination Room provides for its members the cost shall be determined by the Finance and General Purposes Committee in each individual case and shall not exceed the Combination Room Subscription.

**Ordinance 27**

*Junior Members: Disciplinary Matters*

1 Collection of student debts

The members of the College shall:

- 1) pay such fees and charges as the Governing Body may from time to time determine.
- 2) There shall be a Code of Practice for the collection of student debts drawn up by the Bursar in consultation with the Senior Tutor and agreed by the Council. It shall set out the procedure that will be followed by the College Office in presenting and following up accounts for payment by junior members, explain the responsibilities of junior members to pay their accounts promptly, and set out the action that will be followed in cases of overdue accounts.
- 3) The current Code of Practice shall be prescribed under Standing Orders and published in The Notes to Members.
- 4) In accordance with the Code of Practice the names of junior members whose accounts remain unpaid after a reminder has been sent will be reported to the Council by the Bursar. In such cases the Master shall require the junior members concerned to go out of residence.

2 College Discipline

1) The members of the College shall:

- i) comply with the Ordinances and Standing Orders of the College, and with the instructions given by the Officers of the College in the performance of their duties;
- ii) do nothing intended to disrupt or impede the activities and functions of the College, or to hinder the discharge of their duties by the Officers and employees of the College;
- iii) not assault or intentionally or recklessly cause any personal injury to any other member or any employee of the College; and
- iv) not intentionally or recklessly damage or deface or knowingly misappropriate any property of the Governing Body or of any member or employee of the College.

2) The Master and the Council shall each have power to forbid any member of the College charged with contravening sub-Ordinance 1.1) and 2.1) of this Ordinance to enter on or remain within the precincts of the College pending the determination of his or her case.

3 1) The Senior Tutor shall draw to the attention of all student members that the Governing Body has adopted the guidance about racial and sexual harassment published in the Cambridge University Reporter (14 August 1991, pp 999-1001)

2) Students shall be informed that behaviour involving physical violence and/or racial or sexual harassment is unacceptable and will be regarded with the utmost seriousness. Any student who feels he or she is being harassed should seek confidential advice from their Tutor, the Senior Tutor, the Dean or any Fellow



named by the Council who has been trained in and has experience of dealing with cases of racial or sexual harassment.

4 Board of Discipline and Procedures

- 1) A Board of Discipline of five members of the Governing Body shall be appointed at the first meeting of the Governing Body in each academical year. Neither the Master, the Vice-Master, the Senior Tutor, the Dean of Discipline, nor any Tutor shall be appointed a member of the Board.
- 2) The senior Fellow appointed to the Board of Discipline who is a member of the Council, or failing that the senior Fellow appointed, shall be designated as Chairman of the Board of Discipline. Should the Chairman be unable to carry out any duties or fail to attend a meeting of the Board of Discipline the next most senior Fellow appointed who is available and/or present and is a member of the Council, or failing that is most senior, shall act as Deputy.
- 3) The date, time and place at which a Board of Discipline will sit to review any complaint received under the procedures of Statute F.II shall be determined by the Chairman of the Board provided that the Board shall not sit on a day earlier than the twenty first day after the Chairman of the Board has received written notice of the complaint.
- 4) In cases of academic failure including failure in an examination the following arrangements will apply:
  - i) the Senior Tutor shall take the advice of a meeting of the Tutorial Committee before advising the Chairman of the Board of Discipline of the failure of a student to achieve satisfactory progress. No member of the Board of Discipline shall be present during a discussion of academic failure by the Tutorial Committee;
  - ii) the decision of the Tutorial Committee shall be taken after reviewing all non-confidential supervision reports and normally receiving a brief written report from the Director of Studies;
  - iii) the Senior Tutor or his or her deputy shall inform the Chairman of the Board of Discipline or his or her deputy of the Tutorial Committee's decision. The Chairman of the Board of Discipline or his or her deputy shall write to the student, with a copy to the Senior Tutor or his or her deputy, on behalf of the Board of Discipline information him or her of:- the Tutorial Committee's recommendation; the date, time and place of the meeting of the Board of Discipline; and the student's right to be present to be heard in his or her own defence, or to be represented by any member of the College of his or her choosing, or by a solicitor or barrister of his or her choice.

The Chairman of the Board of Discipline or his or her deputy shall also send to the student copies of the non-confidential Supervision Reports, the

letter from the Director of Studies and any other documents considered by the Tutors when making their recommendation. This material will also be sent to members of the Board of Discipline.

Any additional written evidence from the Senior Tutor or his or her deputy or from the student of his or her other representative shall be sent to the Chairman of the Board of Discipline at least 7 days in advance of the meeting with copies to the other party. All documents to be considered at the meeting shall be circulated seven days in advance.

- 5) The procedure for the meeting of the Board of Discipline in consequence of academic failure shall be as follows:
- i) The Chairman or his or her deputy and two Fellows shall constitute a quorum.
  - ii) The Senior Tutor or his or her deputy shall be asked to present the case on behalf of the Tutorial Committee, in the presence of the student and/or his or her representative.
  - iii) The student and/or his or her representative shall be asked to present his or her case in the presence of the Senior Tutor or his or her deputy.
  - iv) Members of the Board of Discipline in turn should ask questions of either party.
  - v) The Senior Tutor (or deputy) shall be asked to sum up the College's case.
  - vi) The student and/or his or her representative shall be asked to sum up the Defence.
  - vii) The Board of Discipline sitting alone shall adjudicate on the case.
  - viii) The confirmation of a recommendation shall require the concurrence of a majority of the members present. No member of the Board of Discipline who has been absent during any of its proceedings shall take part in a decision to confirm a recommendation.
  - ix) As soon as practicable after the conclusion of its proceedings, the Chairman or deputy shall send a written notice of the decision of the Board of Discipline to the member of the College to whom it relates.
  - x) Minutes of the Board of Discipline shall be provided by the Chairman or deputy to the next appropriate meeting of the Council.
- 6) Meetings of the Board of Discipline to consider cases other than those relating to academic failure must be in accord with the requirements of Statute F.II and arrangements of proceedings shall take into account those laid down in Ordinance for cases of academic failure.

**Ordinance 28**                      *The College Staff*

- 1            Every person employed by the College, unless he or she is a College Officer, Fellow or Senior Member, shall have the status of College Staff.

- 2 The number of College Staff, the establishment and the allocation of College Staff posts shall be determined by the College Council after consultation with the Bursar.
- 3 The terms and conditions of employment of College Staff shall be determined by the Council in consultation with the Bursar. The Council may from time to time delegate such responsibility to such committees as it may designate.
- 4 The Council shall from time to time publish the policies governing the employment of College Staff:
  - 1) Rules governing the terms and conditions of employment of College assistants.
  - 2) Schedules specifying the rates of pay for each category of College Staff.
- 5 Each member of staff shall be appointed to a point or grade on the College's Salary Scale, which shall be published by the Council at least once per year.
- 6 Any proposal relating to the appointment of a person as College Staff shall be made by the Bursar. Every appointment, together with the terms and conditions proposed for that appointment by the Bursar, shall be in accordance with the policies as published under paragraph 4 above and shall require the approval of the Council. Every person to be appointed as a member of the College staff shall be informed in writing of the terms and conditions as so approved.

*Research Institutes*

**Ordinance 29**                      *Research Institutes*

- 1 The Governing Body, advised by Council, may establish Research Institutes with agreed objectives, which shall constitute an integral component of the College, subject to the Statutes and Ordinances of the College and to the decisions of Council and the Governing Body.
- 2 A Research Institute shall be subject to supervision and triennial review by a College Committee constituted according to Ordinance. The Committee may review the objectives from time to time.
- 3 A Research Institute shall have a Director or Chair and other staff, including administrative staff. The Director or Chair shall hold office for three years in the first instance and shall be eligible for re-appointment for periods each of which may be up to five years. The Director or Chair shall be a College Officer, holding Office under Ordinance 8. An Institute may nominate Research Associates. Such nominations shall be referred to the Nominations Committee and recommended appointments confirmed by the Governing Body. Where salaries or stipends are to be paid the approval of Council must be sought and given annually. The salaries or stipends shall be paid by the College.
- 4 An Institute may, subject to agreement by the Council, establish an Advisory Committee whose membership may include distinguished persons who are not members of the College.

- 5 A Research Institute shall produce annual Budgets subject to the approval of the Council.  
Annual Accounts shall be produced for inclusion in the College's audited accounts.
- 6 A Research Institute shall submit an Annual Report of its activities to the Council in the first  
instance and then to the Governing Body. This report may be published.
- 7 Institutes may organise Lectures, Conferences and Seminars within the agreed Budget, which  
may lead to publication. Subject to agreement by Council they may impose registration fees  
or seek sponsorship for such activities. They may only undertake fund-raising activities, or  
receive grants or donations, with the consent of the Council.
- 8 Institutes may be provided with office accommodation within the College, provided the  
annual rental, stipulated by Council, is paid. With the consent of the Council, they may  
lease office accommodation outside.
- 9 The Governing Body shall have the power to close an institute.

**Ordinance 30** *The Von Hügel Institute*

- 1 There shall be a Von Hügel Institute with the following objectives:
- 1) To foster significant and substantial academic work in the field of the relation of  
Christianity to Society.
  - 2) To preserve and develop the Roman Catholic tradition of the College as an  
important part of its life by research and analysis which informs Catholic social  
policy and practice.
  - 3) Through this and other research and scholarship to contribute to an understanding of  
and the promotion of a more just, inclusive, sustainable and peaceable society
  - 4) In all to act in a broad ecumenical spirit with a view to fostering understanding  
between Christians, between people of different faiths and among all those who  
share a concern for a better society.
  - 5) The Institute shall be subject to triennial review by a College Committee constituted  
according to Ordinance.
- 2 There shall be a Director or Chair of the Institute and other permanent members who shall be  
Fellows of the College. They shall be appointed and re-appointed by the Governing Body  
with advice from the Council. They shall hold office for three years in the first instance and  
shall be eligible for re-appointment for periods of up to five years.
- 3 The Director or Chair shall receive a stipend to be determined by Council.
- 4 Administrative Officers may be appointed on salaries to be determined by the Council
- 5 The Institute may nominate Research Associates. Such nominations shall be referred to the  
Nominations Committee and approved by the Council.
- 6 There may be a number of centres established within the Von Hugel Institute, each devoted  
to a particular aspect of its research interests. Each centre shall have a Director who will be  
responsible to the Chair of the Institute
- 7 There shall be a special endowment fund, the Von Hügel Institute Fund, which shall be  
administered by the Director or Chair in consultation with the Bursar. This fund shall be an

integral part of the College's accounts and subject to annual audit. The annual income shall be made available by the Bursar to support the activities of the Institute.

8 The Institute shall pay a rent, to be determined by the Council, for the accommodation it occupies in College.

9 The Director or Chair of the Institute shall submit an Annual Report to the Council by 30 September each year. This report shall subsequently be considered by the Governing Body.

**Ordinance 31** *The Faraday Institute for Science and Religion*

1 There shall be a Faraday Institute for Science and Religion with the following objectives:

1) Academic research in the field of science and religion with books and articles as the main output. The field will be interpreted broadly and will include publications on the environment and bioethics.

2) Organisation of weekend and summer courses and of workshops in the science-religion area.

3) Organisation of lecture series in science and religion.

4) Engagement in the public understanding of science and religion.

2. The Institute shall be subject to triennial review by a College Committee constituted according to Ordinance.

3 The Institute shall have a Director and other staff, including administrative staff. The Director shall be a College Officer, holding Office under Ordinance 8. The Institute may nominate Research Associates. Such nominations shall be referred to the Nominations Committee and recommended appointments confirmed by the Governing Body. Where salaries and stipends are to be paid, they will be paid by the College.

4 The Institute shall establish an advisory board whose membership shall include distinguished persons who are not members of the College.

5 The Institute shall produce annual budgets subject to the approval of Council. Annual accounts shall be produced for inclusion in the College's audited accounts.

6 The Institute shall submit an annual report of its activities to Council in the first instance and then to the Governing Body. This report may be published.

7 The Institute may organise lectures, conferences and seminars within the agreed budget, which may lead to publication. They may undertake fund raising activities, or receive grants and donations, with the consent of the Council.

8 The Institute may be provided with office accommodation within the College, provided that the annual rental, stipulated by Council, is paid. They may if necessary lease office accommodation outside.

9 The Governing Body shall have the power to close the Institute.

**Ordinance 32** *Benefactors, Donors and Prizes*

1 A permanent record of benefactions and donations shall be kept by the Bursar specifying the nature of the benefaction or donations, both financial and otherwise.

- 2 The Development Office shall record the wishes or suggestions of Benefactors and Donors with a copy to the Bursar.
- 3 The Lattey Fund shall provide for an annual lecture to be given by a speaker selected by the Catholic Biblical Association in conjunction with the Master and Fellows of St Edmund's College and in close consultation with the Von Hügel Institute, whose Director, or a person designated by the governing body of St Edmund's shall be included in the selection committee. The Institute will undertake responsibility for all the practical arrangements associated with the lecture.
- 4 The Shackle Prize shall provide from time to time for a G.L.S. Shackle Studentship, tenable for up to one year, the holder of which undertakes to produce a scholarly paper on, or related to, the writings of the late G.L.S. Shackle and shall provide for the G.L.S. Shackle Biennial Memorial Lecture, reception and dinner, which is normally held in the Michaelmas Term.
- 5 The College Prize shall be awarded annually by the Tutorial Committee at the end of each Easter Term to the member of the College who achieves the highest mark in a Part II Tripos examination (or when the Part II is split in Part IIB).
- 6 The Emsley Prizes for History and Natural Sciences shall be awarded annually by the Tutorial Committee at the start of each Michaelmas Term. The Prizes may be awarded to any junior member (registered graduate student) of the College nominated by a Tutor or the Senior Tutor whose work in the previous academic year is regarded as outstanding. The History Prize shall be awarded for work in History or for work with a substantial historical approach or context. The Natural Sciences prize shall be awarded for work in any branch of the Natural Sciences or Mathematics. If in any year, for either Prize, no candidate of sufficient merit is nominated then the Prize will not be awarded.
- 7 The Jackman Prize shall be awarded annually by the Tutorial Committee at the start of each Michaelmas term to the junior member of the College who in the opinion of the Committee has completed the most outstanding PhD thesis in any subject excluding Economics and related subjects during the previous 12 months up to 30 September. Completion of the thesis must be confirmed by the approval of the Board of Graduate Studies for the PhD degree. The Tutorial Committee shall seek advice from all supervisors of St Edmund's students who have completed the PhD degree during the previous 12 months, before awarding the Jackman Prize.
- 8 The Claydon Economics Prizes shall be awarded annually by the Tutorial Committee at the start of each Michaelmas term. One Prize valued shall be awarded to the junior member of the College who in the opinion of the Committee has completed the most outstanding PhD thesis in Economics or a related subject during the 12 months up to 30 September. Completion of the thesis must be confirmed by the approval of the Board of Graduate Studies for the PhD degree. The Tutorial Committee will base its decision to award the Prize on the reports of supervisors of students who have completed a PhD in Economics or a related subject. A second Claydon Economics Prize valued up to £100 may be awarded to a junior member of the College who has completed the MPhil, a Diploma course, any part of the

Tripes or any other recognised course lasting at least one academical year, in Economics or related subject. Candidates for this Prize may be nominated by a Tutor or the Senior Tutor and their work in the previous academical year must be regarded as outstanding. If in any year one or both Prizes are not awarded, then the value of the Prizes shall be added to the capital which provides the interest from which the Prizes are taken.

9. The Simon Boniface Prize is awarded for outstanding academical achievement in the final M.B. Examination, Part III. One Prize shall be awarded annually by the Tutorial Committee.
10. The Lemaître Mathematics Prize is awarded for the most outstanding performance in the Mathematical Tripes. One Prize shall be awarded annually by the Tutorial Committee.
11. The Robin Chatterjee Prize is awarded for the best performance on the MPhil programme in Finance/Financial Research degree, subject to the student achieving an overall average of at least 70% in the programme.
12. The Cherry Hume Prize is awarded to any student undertaking fieldwork or travel in the Sciences. The project should be considered to be of particular merit and the awardee will be chosen from a pool of applicants in the Michaelmas Term.
13. The Cole Scholarship is awarded in the Easter Term to a St Edmund's Undergraduate Engineer undertaking academic research in the immediate fields of Engineering or applied physics at a prestigious University or Research centre. Students apply via the Tutorial office.
14. The John CB Chau Prize for Engineering shall be awarded annually to the student with the highest mark in either the Engineering Tripes, or the Engineering MPhil.
15. The Robin Chatterjee Prize is awarded to the student with the highest mark in the MPhil in Finance or Financial Research.
16. The John Coventry Prize in Theology shall be awarded annually by the Tutorial Committee to a student in Divinity with the highest mark or recommendation.
17. The Martlet Award shall be awarded annually by the Tutorial Committee to students for personal achievement. Two awards shall be made.
18. The Dean's Award shall be awarded annually by the Tutorial Committee to students for acts of supererogation to the College community. Two awards shall be made.
19. The Alumni Award shall be awarded by the Tutorial Committee for acts of supererogation to the College community.

**Ordinance 33** *Commemoration of Benefactors*

1. A Commemoration of Benefactors shall be held every year in the College Chapel, at such time as Council may prescribe.

**Ordinance 34** *Formal Agreements with other Universities and Academic Institutions*

1. The College may enter into formal agreements with other Universities and Academic Institutions relating to students and academic co-operation. No agreement in relation to students intended for matriculation in the University shall conflict with the provisions of

Statute F,1,3. Agreements shall be considered by Council and approved by the Governing Body.

*The Ordinances: General*

**Ordinance 35**                      *The alteration of Ordinances*

These Ordinances other than Ordinance 1.1 are subject to alteration from time to time by resolutions passed by the Governing Body in accordance with the provisions of Statutes A.III and A.IV.

**Ordinance 36**                      *Interpretation*

- 1            In these Ordinances – the word ‘Fellow’ means a person holding a Fellowship under Statute D, titles A to D. The word ‘Officer’ means an Officer specified in Statute C and Ordinance 8.
- 2            If any question shall arise in regard to the interpretation of these Ordinances it shall be decided by the Council or Governing Body.

**Ordinance 37**    *Entry into force of these Ordinances [and the Repeal of Former Ordinances]*

These Ordinances shall come into force on 12<sup>th</sup> October 1998 and on that day all Ordinances governing the College in force immediately before that day shall cease to have any effect.