THE QUEEN’S COLLEGE, OXFORD

BYLAWS

I. THE FELLOWS

1. Number

The total number of Fellows of the College of all categories other than Honorary Fellows, Emeritus Fellows and Laming Junior Fellows shall be not more than sixty.

The total number of Professorial, Official and Senior Research Fellows of the College shall be not less than seventeen and not more than forty-two.

2. Election

No proposal for election to a Stipendiary Fellowship shall be made until the Estates and Finance Committee has considered and reported upon the financial obligations involved.

No Fellow shall be elected except at a Stated General Meeting, or at a Meeting specially summoned for the purpose. (By Statute Supernumerary Fellows may be elected only at Stated General Meetings).

No election shall be made unless notice of the proposal to elect to a Fellowship and a list of candidates shall have been circulated at least fourteen days before the meeting.

3. Membership of the Governing Body

No Fellow who is not a member of the Governing Body shall be elected thereto unless notice of the proposal for election has been given to members of the Governing Body at least fourteen days before the Stated General Meeting at which the proposal is to be considered.

(For the constitution of the Governing Body see College Statutes, I. clause 2 and III. Sec. 5.)

4. Precedence

The Seniority of a Fellow shall be determined by the length of time during which he has been a Fellow of the College, unless the Governing Body shall determine otherwise at the time of his election.

If two or more Fellows are elected as from the same day, the Governing Body shall determine their seniority.
I. THE FELLOWS (contd.)

5. **Rooms**

The assignment of rooms is vested in the Governing Body. (The rights of Fellows to rooms in College are defined in Stat. III. sec. 4. (2).)

If a Fellow wishes to vacate his rooms, he shall inform the Governing Body.

In the assignment of rooms, the Governing Body shall take into account the disciplinary and other requirements of the College, but *ceteris paribus* shall offer vacant rooms to Fellows in order of seniority.

If it seems desirable to the Governing Body that a particular set of rooms be occupied by a Fellow, the Governing Body may call upon a Fellow to occupy the rooms.

The rooms of a Fellow shall not be occupied in his absence without his permission.

6. **Official Fellows**

   i. The annual stipend of an Official Fellow shall be such sum not less than £200 and not more than £500, as the Governing Body may from time to time determine.

   ii. The benefits enjoyed by Official Fellows elected under Statute III 1. (2)(b) shall be those enjoyed by Professorial Fellows.

7. **The Tutors**

   i. All Praelectors shall be eligible for election to Tutorships at any time after their election as Praelectors that the Governing Body shall deem fit.

   ii. Each Tutor shall have approximately the same number of pupils; subject to the principle that pupils taught in College shall be assigned, if possible, to a Tutor who is responsible for their instruction.

   iii. Each Tutor shall receive a stipend whose amount shall be determined by the Governing Body.

   iv. Each Tutor shall receive in addition to his stipend a termly entertainment allowance for each pupil. The number of pupils shall be reckoned from the Tutor's list for the term in question. This allowance shall not be reckoned as salary for U.S.S. purposes. Its amount shall be determined from time to time by the Governing
I. THE FELLOWS (contd.)

8. The Praelectors

i. Each Praelector shall provide tuition on behalf of the College, and shall give university of faculty lectures or classes in each academic year. The College shall have first claim on the teaching hours of each Praelector.

ii. Number of College teaching hours

The Governing Body shall determine each Praelector's maximum and minimum number of teaching hours for the College ('College teaching hours'). In normal circumstances, the maximum and minimum shall be equated, and shall be as follows:

(a) twelve hours per week in the case of a Praelector whose appointment is held jointly with a University C.U.F. Lecturership;

(b) six hours per week in the case of a Praelector whose appointment is held jointly with a University Lectuership (U.L.);

(c) ten hours per week in the case of a Praelector whose appointment is held jointly with a University Faculty Lecturership.

iii. Calculation of College teaching hours

A Praelector's total number of College teaching hours shall not include time spent on university or faculty lecturers or classes. College teaching hours shall be calculated on an average over 24 weeks of the academic year. The calculation shall be made in one of the following ways, the choice to be made by the Praelector concerned:

(a) To actual teaching hours shall be added time spent in the correction of papers (excluding Collections at the beginning of term and College Entrance and Fellowship examinations), every two hours thus spent being reckoned as one teaching hour;

(b) No account shall be taken of time spent in the correction of papers, but hours shall be calculated according to the number of pupils in tutorials and classes, as the sum of three-quarters of an hour and one-quarter of the total number of pupils up to a maximum of five (i.e. according to the formula 1 + 3(n-1), where n is the number of pupils in the tutorial or class up to a maximum of five).

iv. Maximum and minimum College teaching hours

If the College teaching hours of a Praelector fall below the minimum number stated in this Bylaw, it shall be open to the
Governing Body to ask him to undertake such other additional work as the Governing Body may reasonably assign to him. If a Praelector shall estimate that this College teaching hours in any academic year will exceed the maximum number stated in this Bylaw, he shall have the right to request the Academic Committee to relieve him of such portion as will reduce the number of his teaching hours to that maximum.

v. **Stipends**

(a) The combined College stipend paid to Praelectors shall be such as the Governing Body shall from time to time determine, provided that notice of intention to amend the salary scale shall have been given at a previous meeting of the Governing Body held in Full Term.

(b) The Governing Body shall from time to time decide what part of the combined stipend of a Praelector who holds an Official Fellowship shall be regarded as the stipend of his Fellowship (subject to the provision of Statute III sec.4.cl.1(a)).

vi. **Retirement**

A Praelector whose appointment is held jointly with a University Readership or Lecturership (including a Faculty or C.U.F. Lecturership) shall retire from or vacate the Praelectorship on the day that he retires from or vacates the University appointment. A Praelector who holds no such University appointment shall retire from the Praelectorship not later than the 30th September immediately preceding his 66th birthday.

vii **Praelectors and External Instruction**

No Praelector shall undertake tuition outside the College (other than university or faculty lectures or classes) above four hours a week unless he has the permission of the Academic Committee.

viii **Leave of Absence to Praelectors**

(a) **Leave of Absence for purposes of study**

1. Each Praelector may, if he so desires, apply for a year or less free from teaching duties, on condition that he either (a) undertakes a piece of study with a view to publication or (b) submits a specific programme of work. The proposed subject or course of study shall be submitted to, and approved by, the Governing Body.

2. Such leave shall be granted only (a) provided that the
teaching requirements of the College permit it without

I. THE FELLOWS (contd.)

inconvenience to dispense with the services of the Praelector for the period in question, and (b) provided that sufficient money is available to support the extra charge.

3. When applying for such leave a Praelector shall also submit to the Governing Body -

(a) details of any salary or emoluments (other than casual earnings) he will receive during his period of leave, and

(b) details of any duties he will be required to perform during his period of leave.

If the Governing Body considers that the performance of such duties is incompatible with the carrying out of the piece of study or programme of work referred to in Clause 1 above it may decide to grant the Praelector special leave under Bylaw I. 8. viii.(b).

4. Praelectors shall be eligible for such leave in order of seniority, provided that (a) a Praelector shall not lose the priority of his claim by refusing to take advantage of any opportunity open to him, but that (b) in considering the urgency of any application the Governing Body may take into account former leaves of absence which have been granted to the applicant either under this Bylaw or under any other power of the College.

5. Praelectors shall ordinarily be eligible for leave as determined under 6 below. Alternatively, subject to approval by the Governing Body, Praelectors may elect to have their eligibility for leave determined under the University Regulations for the Granting of Sabbatical Leave and Dispensation from Prescribed Duties.

6. No Praelector shall ordinarily be eligible for such leave until he has completed four years of teaching in the College. A Praelector may take such leave more than once during each period of seven years calculated from the date of his first appointment as Praelector, provided that in any one such period of seven years the aggregate of leave taken for purposes of study does not exceed three terms.

7. During the period of leave the Praelector shall receive in full his Fellowship and Praelectorship stipends, his Tutorship stipend and his housing and children's allowances. He shall
I. THE FELLOWS (contd.)

not receive the entertainment allowance of his Tutorship or
the emoluments of any other College office.

8. At the end of his period of leave the Praelector shall
submit for the consideration of the Governing Body
a detailed report on the work he has done during his
leave. Such reports shall be filed and the
Governing Body's view on them recorded.

(b) Special Leave

The general principles which shall govern the granting of
special leave are:

In case of illness the Praelector shall receive in full his
Fellowship, Praelectorship and Tutorship stipends and his
housing and children's allowance. He shall not normally
receive any entertainment allowance nor the emoluments
of any College Office.

In other cases special leave shall not be granted except on
the following conditions: namely that the granting of such
leave shall be in the general interests of the College. This
phrase shall be interpreted to cover such contingencies as war
service, parental leave (e.g., maternity or paternity leave),
an important conference relative to the Praelector's field of
study, temporary or part-time secondment to public service
or other meritorious work.

During such special leave the Fellow shall normally
receive his full College Stipend as Praelector, Fellow and Tutor
but not the stipend or entertainment allowance of any College
Office, except that the cost incurred by the College in
replacing his teaching shall be deducted from these
emoluments, if, during his leave he shall receive any
additional salary or emoluments other than casual
earnings.

(c) Special leave for research

Notwithstanding the provisions of Bylaw I.8.viii(a),
special leave for research may be granted to a Praelector
who has received an award (such as a Fellowship) from a
prestigious external body after significant competition.
Such leave shall not entail the consumption of leave of
absence under Bylaw I.8.v.(a).6 and shall not count, unless
the awarding body insists otherwise, as qualifying service
towards the calculation of eligibility for subsequent leave.

I. THE FELLOWS (contd.)

Applications for leave of absence in order to visit or teach at another university shall be covered by Bylaw I.8.viii.(a).

9. Senior Research Fellows

Every Senior Research Fellow shall reside in Oxford during Full Term unless he has leave from the Governing Body to reside elsewhere for the purposes of his research or for other sufficient reason. He shall present annually on 29 September for the approval of the Governing Body, a report on his work during the previous year. He shall not, without the consent of the Governing Body, undertake any other work which would in the opinion of the Governing Body interfere with the full performance of his duties as a Research Fellow.

10. Junior and Browne Research Fellows and Students

i. Classes of Junior Research Fellowships

There shall be two classes of Junior Research Fellowships: ordinary and extraordinary. Browne Research Fellowships shall fall under the category of ordinary Junior Research Fellowships, except when the Governing Body shall exercise the option of appointing Extraordinary Browne Junior Research Fellowships, which, with the exception noted below, shall fall under the category of Extraordinary Research Fellowships.

ii. Conditions of Tenure

1. No person shall be eligible for an ordinary Junior Research Fellowship or Browne Research Fellowship who shall on the day of his or her election have exceeded 30 terms from his or her matriculation for a first degree excluding any period up to a maximum of three years, which has been spent in full-time training in clinical medicine. Extraordinary Junior Research Fellows shall hold a suitable stipendiary research appointment of limited tenure in the University or a department of the University, or shall have been offered and accepted such an appointment in the academic year in which the Fellowship is to be taken up. Extraordinary Junior Research Fellows shall not normally at the date of their first election have accumulated more than ten years full-time postgraduate study or research. Extraordinary Junior Research Fellowships shall be tenable for up to three years, and may be renewed for a further period not exceeding two years, except in the case of Extraordinary
Browne Junior Research Fellowships held by those who have been ordinary Browne Research Fellows, which shall be tenable for two years only. An Extraordinary Junior Research Fellow shall vacate his or her Fellowship immediately on ceasing to hold it.

I. THE FELLOWS (contd.)

the research appointment which qualified him or her for election. However, this condition may be waived where the Fellow secures an alternative qualifying appointment. Extraordinary Junior Fellowships shall be non-stipendiary, and shall not normally carry entitlement to rooms.

2. The subjects in which all Junior Research Fellows and Browne Research Fellows and Students propose research shall be approved by the Governing Body.

3. All Junior Research Fellows, all Browne Research Fellows or Students and all Randall MacIver Students shall present annually to the Governing Body, on 29 September or more often if the Governing Body so require, a report concerning the work which they have accomplished during the preceding year and the work with which they propose to proceed in the year following; and, if required by the Governing Body, they shall answer questions *viva voce* in regard to their work before a Committee appointed by the Governing Body.

iii. **Residence and Leave of Absence**

All Junior Research Fellows and Browne Research Fellows and Students shall reside in Oxford during Full Term, unless leave of absence for a period or periods shall have been granted by the Governing Body.

iv. **Teaching**

1. All Junior Research Fellows shall not undertake teaching work outside the College without previously obtaining the consent of the Governing Body.

2. If they shall give instruction within the College, they shall receive, in addition to their Fellowship Stipend, payments from the Tuition Fund.

3. The total amount of teaching which any Junior Research Fellow shall undertake shall not normally exceed six hours a week.

11. **Interpretation**
In the Bylaws the word 'Fellows' shall be interpreted to mean all Fellows except Honorary Fellows and Laming Junior Fellows unless another interpretation is explicitly indicated.

II. HONORARY FELLOWS

1. Election

No name shall be proposed for election to an Honorary Fellowship unless leave to submit the name has been given at a preceding Stated General Meeting.

2. Entitlements

Each Honorary Fellow shall have the following entitlements:

(a) subject to the provisions of Bylaw X, to lunch and dine free of charge at the Common Table, including on Fridays in the case of dinner, and to bring guests on the same occasions and on the same terms as Official Fellows;

(b) subject to the provisions of Bylaw XI, to dine free of charge at and to bring one guest free of charge to Gaudies;

(c) to wear a surplice in Chapel;

(d) subject to the provisions of Bylaw XII, to be an Honorary Member of Common Room.

III. FELLOW COMMONERS

1. Statutory

Fellow Commoners shall be so many in number as the Governing Body shall from time to time determine, and shall be elected for a given period of time. Their emoluments shall also be determined at the time of their election by the Governing Body. If for any period Fellow Commoners shall be permitted to reside in College, their rooms may be free of rent, rates and taxes. Laming Junior Fellows and Randall-MacIver Students shall enjoy the status of Fellow Commoner.

2.

All Fellow Commoners shall have the right to lunch and dine free of charge at the Common Table when in residence in the University, and shall when in residence be invited to Gaudies in Full Term.

3.
All Fellow Commoners shall be honorary members of Common Room.

4.

In the case of Laming Junior Fellows and Randall-MacIver Students, the appropriate Trust Funds shall be charged for the cost of their participation in Common Table and the occupancy of rooms.

5.

Each Laming Junior Fellow shall be entitled to wear a surplice in Chapel.

IIIA. LECTURERS AND OCCASIONAL INSTRUCTORS

1. (Statutory)

The Lecturers shall be so many in number as the Governing Body shall from time to time determine, and shall be appointed by the Governing Body for a period of not less than one term nor more than seven years. The Governing Body may, if it think fit, assign rooms in College free of rent, rates, and taxes, to any Lecturer, and may at any time revoke such assignment. The Governing Body may from time to time add to the Tutorial Committee such of the Lecturers as it shall think fit.

2. (Statutory)

If a Lecturer be guilty of grave misconduct or of negligence in the discharge of his or her duties, the Governing Body may, at a meeting specially summoned for the purpose with not less than two weeks' notice, deprive him or her of his or her office.

3.

Each Lecturer shall at the time of election be notified whether his appointment is renewable and for what periods (always subject to satisfactory performance of his duties).

4.

Each Lecturer shall be assigned by the Governing Body to one of the following categories: Full-time Lecturer and Part-time Lecturer.

5.

Persons engaged to teach for the College for less than a year may be given the title of Lecturer but shall be deemed to be Occasional Instructors in the terms of Statute XIII.7.

6.
The duties of a Full-time Lecturer shall be to teach under the direction of the Tutorial Committee up to twelve hours per week, averaged over the twenty-four weeks of the academic year, to examine, and to undertake such other duties as the Governing Body may direct.

IIIA. LECTURERS AND OCCASIONAL INSTRUCTORS (contd.)

7.

The College shall have first claim on the services of a Full-time Lecturer and he or she shall not undertake any outside teaching or appointment nor be absent from Oxford during Full Term except with the leave of the Governing Body.

8.

The stipend of a Full-time Lecturer shall be fixed at the time of his or her appointment and varied when there are general increases in the stipends of teaching officers or at the discretion of the Governing Body. If the Governing Body judges it in the interests of the College a Full-time Lecturer may be given a Housing Allowance in lieu of free accommodation in College. Neither the stipend nor the housing allowance (if any) shall be less than those normally given to Junior Research Fellows.

9.

Full-time Lecturers shall be entitled to lunch and dine free of charge at the Common Table and to bring a single guest (upon payment) upon all occasions (other than Gaudies) when a Fellow may bring guests.

10.

A Full-time Lecturer shall be an ordinary Member of Common Room and shall be entitled to book Common Rooms for private use on the same terms as Fellows of the College.

11.

A Full-time Lecturer shall normally be elected to membership of the Tutorial Committee.

12.

The duties and stipend of a Part-time Lecturer shall be such as the Governing Body may determine but shall be less than those of a Full-time Lecturer.
13.

A Part-time Lecturer shall be given such lunching and dining rights as the Governing Body may determine and shall have the right to use Common Room when he or she lunches or dines.

III A. LECTURERS AND OCCASIONAL INSTRUCTORS (contd.)

14. (Statutory)

Subject to any regulation which may be made by the Governing Body, the Tutorial Committee may as it may think expedient for the instruction of the Members of the College engage Occasional Instructors from term to term and shall pay them such emoluments from the Tuition Fund as it shall think fit.

15.

The emoluments of Occasional Instructors shall be those agreed by the Committee of Senior Tutors.

IIIB. EGLESFIELD BENEFACTORS

1.

Election No name shall be proposed for election to an Eglesfield Benefactorship unless leave to submit the name has been given at a preceding Stated General Meeting.

2.

Gaudy Days Eglesfield Benefactors shall be entitled to dine as guests of the College on the following Gaudy Days: All Souls and Fettiplace.

3.

Dining rights Eglesfield Benefactors shall be granted such lunching and dining rights as the Governing Body may from time to time determine.

4.

Other privileges Each Eglesfield Benefactor shall be entitled to wear a surplice in Chapel, and shall be an honorary member of Common Room.

IV. PENSIONS

The general principles which shall govern the supplementation of pensions in accordance with the terms of Statute XVI.2. shall be such as are determined by the Governing Body.
V. GOVERNING BODY

1. Meetings of the Governing Body

   i. Meetings of the Governing Body shall normally be held on the second and fifth Wednesdays and on the eighth Saturday of Full Term. Meetings on Wednesdays shall normally begin at 2.00 p.m. and on Saturday at 10 a.m.

   Special meetings may be summoned at any time by the Provost on giving not less than seven days’ notice, and not less than thirty-one days’ notice if the meeting is held in August or September. In case of special emergency, the Provost may at his discretion summon a meeting with such notice as he or she thinks fit, but only such business shall be transacted thereat as shall be stated on the notice of the meeting. All special meetings shall, so far as circumstances permit, be held on Fridays immediately after dinner.

   The First Statutory Stated General Meeting shall be held on the fifth Wednesday in Trinity Full Term at 2.00 p.m.

   The Second Statutory Stated General Meeting shall be held on the fifth Wednesday in Michaelmas Term at 2.00 p.m. and if adjournment is necessary it shall be to the sixth Wednesday in Michaelmas Term.

   ii. The business of the Governing Body shall be divided into reserved and unreserved sections. Unless the Governing Body determines otherwise, reserved business shall include all matters relating to specific individuals, to academic and non-academic appointments, salaries and benefits, to applications for leave, to the admission of junior members, to elections to exhibitions and scholarships, to the awarding of prizes, grants, loans and all other forms of financial subvention, to the making of grants for the purposes of research and travel, and to College estates, investments, financial strategy and budgets. Unless the Governing Body determines otherwise, unreserved business shall include general matters of College academic, domestic, library, I.T., and equality policy.

   iii. The Order of Business at Stated General Meetings shall be as follows:

   A. Unreserved Business

      (a) Minutes dealing with unreserved business, except
when a meeting is held out of Full Term, when no minutes shall be read.

(b) Matters arising from the unreserved business of previous meetings.

V. GOVERNING BODY (contd.)

(c) The Provost's urgent unreserved business.

(d) Reports of Committees concerning unreserved business, in the following order:-

(1) Statutory Committees;
(2) Standing Committees;
(3) Any other Committees as the Provost shall determine.

(e) General Unreserved Business of the Governing Body

1. Important unreserved business, i.e. unreserved business certified by the Provost as requiring immediate attention.

2. Unreserved business of the Governing Body postponed from the preceding meeting in accordance with viii. below.

3. Other general unreserved business

(f) The Provost's other unreserved business.

(g) Unreserved business of the Senior Tutor, the Secretary to the Tutorial Committee, the Tutor for Admissions, the Deans, the Librarian, the Estates Bursar, the Home Bursar, the Director of Development, the Secretary of the Governing Body, the Secretary of the Laming Committee, the Keeper of the Archives, the Equalities Officer, the I.T. Fellow, the Entertainment Secretary, the Hardship Officer and the Website Editor.

(h) Unreserved business of other members of the Governing Body.

B. Reserved Business

(a) Minutes dealing with reserved business, except when a meeting is held out of Full Term, when no minutes shall be read.

(b) Matters arising from the reserved business of previous meetings.
(c) The Provost's urgent reserved business.

(d) Reports of Committees concerning reserved business, in the following order:-

V. GOVERNING BODY (contd.)

(1) Statutory Committees;
(2) Standing Committees;
(3) Any other Committees as the Provost shall determine.

(e) General Reserved Business of the Governing Body

1. Important reserved business, i.e. reserved business certified by the Provost as requiring immediate attention.

2. Reserved business of the Governing Body postponed from the preceding meeting in accordance with viii. below.

3. Other general reserved business

(f) The Provost's other reserved business.

(g) Reserved business of the Senior Tutor, the Secretary to the Tutorial Committee, the Tutor for Admissions, the Deans, the Librarian, the Estates Bursar, the Home Bursar, Director of Development, the Secretary of the Governing Body, the Secretary of the Laming Committee, the Keeper of the Archives, the Equalities Officer, the I.T. Fellow, the Entertainment Secretary, the Hardship Officer and the Website Editor.

(h) Reserved business of other members of the Governing Body.

(i) Questions and notices of motion.

iv. Notices of motion shall be sent in writing to the Secretary of the Governing Body.

v. No opposed business shall be begun after three hours have elapsed from the beginning of the meeting.

vi. Reports of Committees concerning reserved and unreserved business shall so far as possible be circulated to those entitled to receive them before such reports are considered by the Governing Body.

vii. The agenda for reserved and unreserved business at each meeting
of the Governing Body shall be sent to each member of the Governing Body not later than 10 a.m. on the morning of the day before the meeting. The agenda for unreserved business shall be sent out to the JCR and MCR Presidents by the same deadline.

viii. The Provost shall be entitled to postpone any motion not previously discussed to the next meeting of the Governing Body.

V. GOVERNING BODY (contd.)

ix. In any term no motion rejected during that term shall be re-proposed, nor shall any resolution of the Governing Body made during that term be rescinded, except with the consent of at least two thirds of members present and voting.

x. When any motion is put to a formal vote, the junior Fellow shall vote first, and then the other Fellows in the order of juniority.

xi. Any of the orders in sub-sections iii. to x. (inclusive) of this Bylaw may be suspended for that meeting only by a two-thirds majority of members present and voting at any Stated General Meeting of the Governing Body.

xii. (Statutory) The Provost or, in his absence, the Senior Official Fellow present shall preside and shall exercise all the powers of a Chairman.

xiii. (Statutory) Whenever the votes shall be equal at any meeting the Provost, or (in his absence) the presiding Fellow, except in the case of the election of a Provost, shall have a casting vote in addition to his own vote.

xiv. No Bylaw shall be made or amended at a Stated General Meeting or at a meeting specially called for the purpose in full term except (i) on seven day's notice in writing of the proposed Bylaw or amendment sent to each member of the Governing Body or (ii) by a two-thirds majority of members present and voting. This sub-section shall not be amended or repealed except by a two-thirds majority of members present and voting at a Stated General Meeting of the Governing Body or at a meeting specially called for the purpose in full term and upon two weeks' notice in writing of the proposed amendment or repeal sent to each member of the Governing Body.

xv. No Bylaw shall be suspended at a Stated General Meeting or at a meeting specially called for the purpose in full term except (i) on seven days' notice in writing of proposed suspension of the Bylaw sent to each member of the Governing Body or (ii) by a two-thirds majority of members present and voting. In suspending a Bylaw the Governing Body Order shall state for what period and in respect of what or whom it is to be suspended. This sub-section shall not be
amended to repealed except by a two-thirds majority of members present and voting at a Stated General Meeting of the Governing Body or at a meeting specially called for the purpose in full term and upon two weeks' notice in writing of the proposed amendment or repeal sent to each member of the Governing Body.

V. GOVERNING BODY (contd.)

2. The President of the J.C.R. and the President of the M.C.R. may attend meetings of the Governing Body for the discussion of unreserved business, and shall have the right to speak whilst such business is being discussed, but not to vote or to propose motions. They shall receive agendas, papers and minutes concerning unreserved business. They shall not count, for any purpose, as members of the Governing Body.

3. **Committees of the Governing Body**

   i. Statutory Committees of the Governing Body

      (a) **The Estates and Finance Committee** (College Statute XII.2. and G.B.O. 13 of 22 May, 1985) consisting of the Provost, the Estates Bursar, the Home Bursar, the Secretary of the Governing Body, and four members elected by the Governing Body. The Estates Bursar shall act as Secretary.

      (b) **The Tutorial Committee** (College Statute XIII.6.) In addition to the Provost and the Praelectors (who are Statutory members) such lecturers as the Governing Body may add shall be members of the Tutorial Committee. The Senior Tutor shall act as Secretary.

      (c) **The Library Committee** (College Statute XII.4.(1)), consisting of the Provost, the Fellow Librarian, the Librarian and three members elected by the Governing Body. This Committee shall be responsible for considering the acceptance or refusal of any gifts or bequests to the Library and any proposals for the disposal or loan of books. The Fellow Librarian shall act as Secretary.

All these Statutory Committees shall report to the Governing Body.

   ii. **Standing Committees of the Governing Body**

      (a) **The Domestic Committee** consisting of the Provost, the Senior Tutor, the Dean, the Home Bursar, two members elected by the Governing Body and two junior members (the Presidents of the J.C.R. and of the M.C.R.). The Home Bursar shall act as Secretary.
(b) **The Salaries Committee**, consisting of the Provost, the Estates Bursar, and seven other members elected by the Governing Body from amongst Old Members who are not members of the Governing Body, the Honorary Fellows, the Emeritus Fellows, and the Professorial Fellows. The Provost and Estates Bursar shall be non-voting members.

V. GOVERNING BODY (contd.)

Its duty shall be to consider all questions referred to it by the Governing Body or the Tutorial Committee in regard to stipends, and to report to the Governing Body or to the Tutorial Committee. All arrangements for the duties and emoluments of all Tutors, Praelectors, and College Officers, shall be submitted to the Governing Body for its approval. The Committee shall review the stipends of Praelectors and Lecturers in the Hilary Term of each year. Notwithstanding Bylaw V.3.v.(a), the Committee shall appoint one of its members as Chairman. The Estates Bursar shall act as Secretary.

(c) **The Personnel Committee**, consisting of the Provost, the Estates Bursar, the Home Bursar, the Senior Tutor, the Equalities Officer, and two other members elected by the Governing Body. Its duty shall be to review the salaries of College staff and the grades of existing staff posts, to recommend salaries for new members of College staff and new staff posts (obtaining guidance from external sources where appropriate), and to ensure that all other matters relating to personnel are disposed of fairly, appropriately, and lawfully. The Committee shall have no jurisdiction over matters (including remuneration and other conditions of employment) concerning or relating to Fellows, College Officers, Lecturers, and Instructors. The Home Bursar shall act as Secretary.

(d) **The Benefices Committee**, consisting of the Provost, the Estates Bursar, and two or more members elected by the Governing Body, one of whom shall, if possible, be a Fellow in Holy Orders. Its duty upon vacant benefices, and after consultation with the Bishop of the Diocese and the Parochial Church Council concerned, to recommend Clerks to fill them.

Furthermore no Clerk shall be nominated by the Governing Body, or invited to accept such nomination, until his name has been submitted to the Bishop of the Diocese for his consent.

The Committee shall also consider, and report to the Governing Body upon, any proposed exchange or union of benefices. A member of the Committee shall be appointed by the Governing
Body to act as Secretary.

(e) **The Chapel Committee**, consisting of the Provost, the Chaplain, the Organist, and at least two Fellows, and of such officers of the College as the Governing Body may from time to time appoint. Its duty shall be to consider questions relating to the Chapel and to Divine Worship, and to report to the Governing Body. The Home Bursar shall act as Secretary.

V. GOVERNING BODY (contd.)

(f) **The Wine Committee**, consisting of the Secretary of the Wine Committee, the Steward of Common Room, and three members elected by the Governing Body. No purchases or sales or issues of wine shall be made unless sanctioned by this Committee. It shall in each Michaelmas Term present to the Governing Body a report upon the purchases, sales, and stocks of wine, and shall report at such other times as the Governing Body may from time to time determine.

(g) **The Laming Committee**, consisting of the Provost, the Senior Tutor, the Praelectors in Modern Languages, and one other member elected by the Governing Body. One of the Praelectors in Modern Languages shall be elected by the Governing Body to act as Secretary at an annual stipend determined by the Governing Body and chargeable to the Laming Trust for Fellowships.

The duties of the Committee shall be to make recommendations to the Governing Body on matters relating to Junior Fellowships, to exercise general supervision over the Junior Fellows at home and abroad, and to recommend grants to Laming Scholars.

(h) **The Academic Committee**, consisting of the Provost, the Senior Tutor, the Tutor for Admissions, the Tutor for Graduates, and four members elected by the Governing Body, two from Humanities and Social Sciences, and two from the Medical, Life and Environmental, and Mathematical and Physical Sciences. Its duties shall be to consider all questions referred to it by the Governing Body concerning the direction and organisation of education in the College, and to make arrangements for the duties and emoluments of Lecturers and Instructions (other than those paid according to the general scale for outside tuition), and to report to the Governing Body. The Senior Tutor shall act as Secretary.

(i) **Admissions Committee** consisting of representatives of the various subjects, as elected by the Governing Body. Its duties shall be to consider any matters pertaining to the admission of
undergraduate students to the College, including recommending the numbers to be admitted, globally and in each subject, and organising the interviewing, testing and selection of candidates. It shall report to the Governing Body. The Tutor for Admissions shall act as Secretary.

(j) **IT Committee** consisting of the Provost, the Senior Tutor, Dean, IT Fellow, Website Editor, IT Officer, Systems Manager, and Librarian. Its duty will be to consider all matters referred to it by the Governing Body concerning IT provision in all parts of the College. The Committee shall have the power to co-opt up to three Junior Members of College, and to reserve business for discussion only by members of the Governing Body. The Senior Tutor shall act as Secretary.

(k) **Student Finance Committee** consisting of the Provost, the Senior Tutor, the Dean, the Tutor for Graduates, the Tutor for Admissions, the Hardship Officer, the J.C.R. Welfare Officer, the M.C.R. Welfare Officer, the Estates Bursar, and the Academic Administrator. Its duties shall be: to consider applications for Financial Assistance in cases of student hardship; to consider applications for Academic Support Grants for travel, conference attendance, and other academic-related expenditure; and to consider such other matters as shall be referred to it by the Governing Body. The Hardship Officer shall act as secretary.

(l) **The Equality Committee** consisting of the Provost, Equalities Officer, Senior Tutor, Dean, Tutor for Graduates, Tutor for Admissions and the Presidents of the JCR and MCR (or their representatives). Its duties shall include responsibility for the development, implementation, monitoring, prioritisation and review of policies, procedures and practice to support the College's Equal Opportunities Policy in relation to Fellows, staff, students, visitors and others closely associated with the College. The Equalities Officer shall act as Secretary.

(m) **A Development Committee** consisting of the Provost, the Director of Development, the Secretary of the Old Members' Association, Estates Bursar, Editor of the College Record, two members elected by the Governing Body, and the Old Members' Relations Officer. Its duties shall be to oversee the College Development Campaign and other fund-raising activities and to maintain the College's good relations with its Old Members. The Director of Development shall act as secretary.
(n) **A Conference and Business Oversight Committee** consisting of the Provost, the Estates Bursar, the Home Bursar, the Director of Development, and two members elected by the Governing Body. Its duty shall be to oversee and report on the management of the College’s conference and trading activities. The Committee shall select one of its members to act as secretary.¹

All these Standing Committees shall report to the Governing Body. However, when awarding grants from Government Access to Learning Funds and the Queen's Hardship Fund, the Student Finance Committee shall be deemed to act as an independent grant-making body and shall report neither the names of applicants nor the amounts claimed by or granted to them.

**V. GOVERNING BODY (contd.)**

iii. **Reports of Committees**

At the Second Statutory Stated General Meeting the Chapel, Library and Wine Committees shall submit general reports on their work during the preceding financial year. The Chapel Committee may be exempted from such requirement at the last Stated General Meeting of Trinity Term.

iv. **Business of Committees**

The Secretary of each statutory, standing and other Committee shall inform the Secretary of the Governing Body, prior to any meeting of the Governing Body at which that Committee's business is to be discussed, which items are to count, subject to the provisions of By-law V.1.ii, as reserved and as unreserved.

v. **Chairmanship of, and election to, Committees of the Governing Body**

(a) The Provost shall normally be a member of Committees of the College, and shall be ex-officio Chairman of every Committee which he shall choose to attend.

(b) Elections of members (other than ex-officio members) of the Statutory and Standing Committees shall normally be held at the Statutory Stated General Meeting in each Trinity Term, but vacancies on these Committees may be filled by election at any Governing Body meeting. Unless the Governing Body determine otherwise each member shall be elected for a period not exceeding three years, and shall hold office from the first day of October following his election. No person who has been an elected member of a Committee (other than the Benefices Committee) for three consecutive years shall be eligible for re-election to that
Committee until after the expiry of a further year.

(c) Any member of the Governing Body may attend and vote at any College Committee, whether or not a member of that Committee, and may be provided in advance with relevant papers for the meeting on request. However, this provision shall not apply to the Salaries Committee, the Student Finance Committee (when acting as an independent grant-making body) and the Tutorial Review Committee.

V. GOVERNING BODY (contd.)

4. Tutorial Review Committee (Revised Bylaw)

The Tutorial Review Committee shall consist of the Tutor for Undergraduates (who shall act as Chairman), the Dean, the Tutor for Admissions, and two members elected by the Governing Body. It shall in addition have two reserve members, and the power to co-opt. The Provost shall not be a member.

Its duties shall be to hear and make decisions concerning cases of unsatisfactory academic work. The Committee will inform the Governing Body of its decisions and proposals. However, it shall not count as a Committee of the Governing Body, and the Governing Body shall have no powers to intervene in its deliberations.

A right of appeal shall lie to the Governing Body against any decision by the Committee to impose a severe restriction on a Junior Member’s liberty, or to rusticate or expel a Junior Member, whether for failing to comply with its decisions or for failing Special or Penal Collections. Any such decision shall be taken subject to the provisions of Statute VIII.

5. Conflicts of interest

(a) Definition A ‘conflict of interest’ is deemed to arise where the commitments and obligations owed by a member of:

(i) the Governing Body, whether as a member of the Governing Body or as an officer of the College as defined in Bylaw VI;
(ii) any committee of the Governing Body;
(iii) the Tutorial Review Committee;
(iv) any other College committee

are or are likely to be compromised or may reasonably be
perceived by others to be or to be likely to be compromised, by:

(i) a financial or other gain or advantage to the member or to their immediate family, to a person with whom they have a close personal or business or other professional or political relationship, or to a body with which they have a business or other professional or political relationship; or

(ii) the commitments and obligations the member owes to another person or body.

(b). Obligation to avoid or remedy conflicts of interest The Governing Body, any committee of the Governing Body, the Tutorial Review Committee, any other committee, and the members of all the aforementioned bodies or committees, shall be obliged to avoid conflicts of interest or, where conflicts occur, to take appropriate and proportionate steps to remedy them.

(c). Annual declaration of outside interests Members of the Governing Body, of committees of the Governing Body, of the Tutorial Review Committee, and of any other College committee shall be required to supply to the Secretary of the Governing Body, on an annual basis, details of such shareholdings, other external financial interests, obligations and contractual arrangements, holdings in real or personal property, directorships and other positions of responsibility, whether remunerated or non-remunerated, as they hold. The Secretary of the Governing Body shall maintain a confidential register of all such matters, such register to be updated annually.

(d). Conflicts of interest on a case-by-case basis Members of the Governing Body, of committees of the Governing Body, of the Tutorial Review Committee, and of any other College committee shall be required to disclose to the relevant body or committee on a case-by-case basis anything which might give rise to a conflict of interest (whether actual or perceived), and shall take such steps to avoid or remedy the relevant conflict as the body or committee deems appropriate and proportionate. This shall in all cases involve the member absenting themselves from the relevant decision-making process. The Governing Body, committee of the Governing Body, Tutorial Review Committee or other College committee shall be obliged to include within its minutes or other note of its decisions or recommendations a statement concerning the details of the relevant conflict of interest and the steps taken to avoid or remedy it.

(e). Agendas Prior to the first meeting in each academic year of
the Governing Body, each committee of the Governing Body, the Tutorial Review Committee, and any other College committee, the agenda for the meeting concerned shall contain a reminder to members of the Governing Body or relevant committee (as appropriate) of the need to declare and, where necessary, to seek to remedy any conflict of interest.

(f). Remuneration Committee Nothing in this Bylaw shall prevent the Governing Body or any committee from considering matters referred to it by the Remuneration Committee using the powers granted to the latter body under the Statutes.”

VI. OFFICERS OF THE COLLEGE

1. The Statutory Officers

(a) The Bursar or Bursars (see Statute XII.sec.2.);
(b) The Dean or Deans (see Statute XII.sec.3.);
(c) The Fellow Librarian (see Statute XII. sec.4.);
(d) The Chaplain or Chaplains (see Statute XII.sec.5.)

The Statutory Officers are elected or appointed in the manner prescribed in the Statutes. Their duties shall be those imposed by the Statutes and such other duties as the Governing Body may determine, and the stipends of the Officers shall be fixed from time to time by the Governing Body.

2.

There shall also be the following Officers of the College, who shall be elected at the Statutory Stated General Meeting in Trinity Term to hold office for one year from the following first day of October, and shall receive from Corporate Revenue such stipends as the Governing Body shall determine. Vacancies occurring at other times may be filled at any Governing Body Meeting:

(a) The Senior Tutor, whose duties shall be determined by the Tutorial Committee. The office shall not be held by one person for more than five years in succession.

(b) The Tutor for Admissions, who shall be responsible for all matters concerning undergraduate admissions and who shall perform such duties as the Tutorial Committee shall determine.

(c) The Dean of Degrees, who shall be responsible for all matters concerning matriculations and the conferring of degrees, and shall have such other duties as the Governing Body may determine.
(d) The Secretary of the Governing Body, whose duties shall be to prepare and circulate the Agenda paper of all meetings of the Governing Body (in accordance with Bylaw V.1.vi. and vii.), to keep minutes of such meetings, and to perform such other duties as the Governing Body may determine.

(e) The Organist, whose duties shall be determined by the Governing Body.

(f) The Garden Master (see Bylaw XVIII).

(g) The Internal Auditor, whose duty shall be to report on the College Accounts at the Second Statutory Stated General Meeting of each year.

(h) The Tutor for Graduates, whose duties shall be to co-ordinate procedures for admitting graduates to the College, to be responsible for communication with graduates after their admission, to concern himself or herself (in collaboration with Moral Tutors) with the general welfare of graduates in the College and to represent the College at meetings concerned with graduates.

(i) The Keeper of the Archives, whose duties shall be determined by the Governing Body.

(j) The Entertainment Secretary, whose duties shall be determined by the Governing Body.

(k) The Secretary of the Benefices Committee

(l) The Secretary of the Wine Committee

(m) An Equalities Officer, whose duties shall include the preparation of reports for the Governing Body concerning the implementation of the College's Race Equality Policy, and collating the results obtained using the College's arrangements for monitoring, by reference to different racial groups, the selection and recruitment of Fellows and members of staff and the admission of students.

(n) The I.T. Fellow

(o) The Hardship Officer, who shall be responsible for the provision of financial assistance to junior members from College, University and government hardship funds.

(p) The Website Editor, who shall have overall control of the College Website and whose duties shall include (after consultation with
relevant College Officers) the authorisation of all material placed on the Website, its prioritisation, and the aesthetic appearance of the Website.

(q) The Director of Development, whose duties shall be to advise the Governing Body on the development and implementation of the College’s fund-raising strategy, and to work closely with the Provost and other College officers on the day-to-day business of development and relationships with Old Members.

VII. TABERDARSHIPS, SCHOLARSHIPS AND EXHIBITIONS

1. Number

In each year the Governing Body shall consider the number and value of the Scholarships and Exhibitions which are to be awarded in the following academic year. The number of Open Scholarships held in the College shall be kept under review by the Governing Body.

2. Annual Review and Renewal of Tenure

The Governing Body shall at a time which it shall determine in each academic year consider the recommendations of the Tutorial Committee concerning the renewal of Taberdarships, Scholarships, Bible Clerkships, and Exhibitions.

3. Organ Scholarships, Instrumental Scholarships, Choral Scholarships and College Bursaries shall be governed by Statute V. Organ Exhibitions and Instrumental Exhibitions shall be governed by Statute VI.

VIII. REGULATION OF UNDERGRADUATES' EXPENDITURE

1. The Senior Tutor shall circulate to all persons about to come into residence a statement approved by the Governing Body of the authorized charges for the normal objects of expenditure in the College.

2. The Bursar shall report to their Tutors the names of all undergraduates whose Batells exceed or fall below reasonable figures.

IX. ADMISSION OF COMMONERS
The Tutorial Committee shall have the right to admit Commoners to the College.

X. THE COMMON TABLE

1. General

i. Any person intending to lunch or dine at the Common Table shall give notice of his or her intention at a time and in a manner which the Governing Body shall from time to time determine.

ii. Fellows of the College are expected, as far as possible, to dine at the Common Table on Fridays in Full Term and in the week immediately preceding Full Term. No guests shall be brought to dine on these days, save that, in exceptional circumstances and in the interests of the College, the Provost may give permission for a guest to be invited.

X. THE COMMON TABLE (contd.)

iii. Invitations to dine at the Common Table as guests of the College may be issued by the Governing Body, or by the Provost, or by an Officer of the College.

iv. The Governing Body shall, from time to time, amplify this Bylaw by further regulations. Regulations for the ensuing academic year shall normally be made at the first meeting of the Governing Body in Michaelmas Term.

2. Dining Rights of Graduate Members of the College

Provided that four years have passed since taking a degree or diploma conferred by the University, any Old Member whose name is on the books of the College shall be entitled to dine at the Common Table at his own expense, provided that he shall not so dine more than 9 times in each year and not on Gaudies or Fridays. One such occasions as he dines on a Monday during Term, he shall be entitled at his own expense to bring his spouse, civil partner or partner as a guest, provided that he shall not do so more than 3 times in each year.

3. Dining Rights of Ex-Members of the Governing Body if not Fellows or Honorary Fellows

Ex-Members of the Governing Body resident in Oxford shall be entitled to dine at the Common Table at their own expense once a week, but not on Gaudies, Neale Nights, or Fridays. Ex-Members of the Governing Body on temporary visits to Oxford shall be entitled to lunch and dine at the Common Table at their own expense for periods not exceeding a total of three weeks in each academic year, except that they may not dine on Gaudies, or Neale Nights.

4. Presidency at the Common Table
When he is present, the Provost shall preside at the Common Table in Hall or elsewhere. In the absence of the Provost the senior person present shall be head of the Common Table. Seniority shall be accounted in the following order of precedence: - Members of the Governing Body, Official Fellows in their year of probation, Emeritus Fellows, Supernumerary Fellows, Honorary Fellows (save that the Governing Body shall determine the seniority of an Honorary Fellow who is a former Provost or former Fellow), Browne Research Fellows, Junior Research Fellows, the Chaplain (if not a Fellow), Laming Junior Fellows, the Randall-MacIver Student, Lecturers of the College, Fellow Commoners, and Members of Common Room, the last in order of academic standing.

XI. GAUDY DAYS AND NEALE AND STAHL BENEFACTION DAYS

1. The Gaudy Days, etc.

   i. The Gaudy Days shall be the fourth Wednesday in Trinity Full Term, 15 August (Assumption of the Blessed Virgin Mary and Founders’ Day), 1 November (All Saints’ Day – 2 November when that day falls on Sunday), the eighth Friday of Michaelmas Full Term (Moffatt Gaudy), the Needle and Thread Gaudy on a day in January preceding Hilary Term, the Easter Gaudy on a day after Easter preceding Trinity Full Term, and the Old Members’ Gaudy Day, which shall be a day in December selected by the Governing Body from time to time.

   ii. On Gaudy Days only the Provost, Fellows, Honorary Fellows, Guests of the College, and those guests indicated in clause 3. below may dine.

   iii. The Neale Benefaction Days shall (so far as funds permit) be the Friday before Michaelmas Full Term, the Friday before Hilary Full Term and the eighth Friday of Hilary Full Term. The Stahl Benefaction Days shall be (so far as funds permit) the Friday before Trinity Full Term and the eighth Friday of Trinity Term.

2. Charging of Entertainment

   The College shall bear the whole cost of the entertainment on Gaudy Days. The cost of wines and spirits before, during, and after Common Table and Dessert on Neale Benefaction Days and Stahl Benefaction Days shall be charged to the Benefaction.

3. Guests

   i. College Guests
(a) On the Needle and Thread Gaudy Day such guests as shall be approved by the Governing Body shall be invited as guests of the College.

(b) On All Saints' Day a selection of Ex-Fellows, of Eglesfield Benefactors and of old members of the College who are members of Congregation shall be invited as guests of the College.

(c) At one Gaudy in the year designated for the purpose by the Governing Body Eglesfield Benefactors, lecturers and certain occasional instructors shall be invited as guests of the College. Full-time lecturers shall be invited to all Gaudies.

XI. GAUDY DAYS AND NEALE AND STAHL BENEFACTION DAYS
(Contd.)

(d) On the Old Members' Gaudy Day a selection of old members constituted primarily by all those who came up in a selected year or group of years shall be invited as guests of the College.

ii. Other Guests

(a) On the Needle and Thread Gaudy Day the Provost and each of the Fellows and Honorary Fellows may introduce one guest without payment.

(b) On the Easter Gaudy Day and 15 August the Provost and each of the Fellows and Honorary Fellows may introduce one guest without payment.

(c) On the fourth Wednesday of Trinity Full Term the Provost and each of the Fellows and Honorary Fellows may introduce one guest without payment.

4. The Grace Cup

On the Easter Gaudy Day, on the Feast of the Assumption, and on All Saints' Day the words said with the Grace Cup shall be 'Poculum Caritatis'. On all other occasions they shall be 'In memoriam Absentium, in Salutem Praesentium'.

XII. COMMON ROOM

1. Membership

i. There shall be Honorary, Ordinary and Additional members of Common Room.

ii. The Honorary Members shall be the Provost, Honorary Fellows,

iii The Ordinary Members shall be all the Fellows other than those mentioned in Clause 1.ii. of this Bylaw and all Full-time Lecturers. They shall pay a termly subscription.

iv. Additional Members may be elected at any meeting of the Governing Body in Full Term, provided that notice of the name to be proposed has been given at a previous meeting. The rights granted to an additional member, and the subscription payable by him, shall be determined in each case by the Governing Body at the time of his election. The list of Additional Members shall be reviewed every five years beginning in Trinity Term 1971. No additional member shall be elected or re-elected for a period extending beyond the next succeeding time of revision.

XII. COMMON ROOM (contd.)

2. Conduct of Business

i. There shall be a Steward of Common Room whose duties shall be defined from time to time by a meeting of Common Room. He shall be elected at the Meeting in Michaelmas Term, and shall hold office for one year from the date of election and shall be re-eligible.

ii. There shall be a Meeting of Common Room on or before the seventh Monday of Michaelmas Full Term. The Steward shall give at least seven days' notice of this meeting which shall be open to all Ordinary Members of Common Room. At this meeting the Steward shall present the accounts for the previous year.

3. Precedence, etc.

i. Except on Gaudy Days, when the Provost shall preside, the Chair in Common Room shall be taken by the senior person present, seniority being accounted in the order of precedence prescribed for the Common Table in Bylaw X 4.

ii. Doctors and Masters of Arts and other qualified to dine at the Common Table in accordance with Bylaw X 2. shall not be entitled to attend Common Room unless invited thereto by the person presiding in Common Room.

iii. When on any night except Gaudies and Fridays there are no guests, any Fellow may, with the Consent of the Senior in the Common Room and of all other Fellows present, invite one or more
undergraduates to join him as his guest or guests in Common Room.

iv. Any person who has the right to dine free of charge at the Common Table shall be allowed to attend Common Room on the nights on which he dines.

XIII. THE COMMON ROOMS

1.

The Common Rooms shall be (a) the Common Room; (b) the new Common Room; (c) the Magrath Room; (d) the Upper Common Room; (e) the Upper Dining Room; (f) the Ante-Room; and (g) the Small Common Room.

2.

The Common Room and the Small Common Room shall be reserved for the common use of the members, except on Gaudy nights, Neale nights, and such other occasions as the Governing Body may from time to time determine.

3.

Any of the rooms except the Common Room and the Small Common Room may be reserved for private use by any Fellow as defined by Statute I 5. and III 1., or Full-time Lecturer, who shall give notice in the prescribed manner, except that:

(a) The Magrath Room may not be reserved for private use when such use may interfere with its use for Common Table.

(b) none of the upper rooms may be reserved for private use on the nights of Wednesday or Friday or on Gaudy Days or Neale Nights unless permission is given by the Governing Body.

4.

The Governing Body may permit other persons to reserve the rooms referred to in Clause 3. of this Bylaw for private use upon such terms and conditions as it shall think fit.

5.

When a Fellow engages any of the rooms referred to in clause 3 of this Bylaw, he or she shall himself be present when it is used.

6.

When the rooms referred to in clause 3 of this Bylaw are being used for private parties or meetings, the number of persons shall not be such as will be likely to endanger the structure or cause damage to the furnishings or fittings.
XIV. THE MEMORIAL ROOM

1. The Memorial Room may be reserved for private use by the Provost or by any Fellow who shall give notice in the prescribed manner, except that booking of the Memorial Room for tutorial purposes (e.g. for seminars or lectures) shall be done by way of the termly lecture list and be reported by the Tutorial Committee for approval by the Governing Body.

2. The Memorial Room may also be reserved for dinners and meetings by College Societies and Clubs, subject to such conditions as the Governing Body may from time to time determine.

XIV. THE MEMORIAL ROOM (cont.)

3. The provisions of clauses 4, 5 and 6 of Bylaw XIII, shall apply to the Memorial Room.

XV. THE CHAPEL

1. Divine Worship shall be performed according to the Liturgy of the Church of England in accordance with the Statutes of the College, and no change shall be made either in the time or in the accustomed manner of its performance without the consent of the Governing Body, which traditionally exercises the powers of the Ordinary.

2. The Provost shall have general responsibility for the arrangement of sermons and for the selection of music and hymns.

3. The Stall on the Cantoris side of the Chapel shall be assigned to the Senior Official Fellow unless he be either Organist or Chaplain, if he shall signify to the Governing Body his intention of attending Chapel on Sundays. If he shall not so signify his intention, the Governing Body shall assign the Stall to the Official Fellow next in order of seniority, excepting always the Organist and the Chaplain, who shall signify his intention of attending Chapel on Sundays.

4. The seats immediately to the right of the Provost's stall shall be at the disposal of the Provost.
5.

The seats immediately to the left of the Stall on the Cantoris side shall be at the disposal of the Fellow to whom the Stall shall be assigned.

XVI. THE COLLEGE GUEST ROOMS

The College Guest Rooms shall be the Old Lodgings Guest Room, Back Quad IV/5 and the Prophet's Chamber. They shall be reserved for College guests on 1 November (or 2 November when All Saints' Day falls on a Sunday) and 1 January. At other times one of these rooms may be engaged by the Provost or by any Fellow, or by the Chaplain or by a resident lecturer or may be occupied by a Laming Junior Fellow, an ex-member of the Governing Body, or a College guest, for a period of three consecutive days. This period may be extended from day to day for a further period not exceeding three days in all, if the room is not required for another person, provided that no one may engage or occupy the Guest Rooms for a total of more than fifteen days in any one full term nor for more than fifteen days in any vacation, except with the consent of the Governing Body.

XVII. THE COLLEGE CELLAR

Fellows and full-time resident Lecturers of the College are permitted to take out Wine for the purpose of current use, but not for that of laying down.

A Bin-Book shall be kept, and shall be ruled off at the end of each year.

XVIII. THE GARDEN

The Garden shall be in the charge of a Garden Master who shall be appointed each year at the Statutory Stated General Meeting in Trinity Term to hold office from the first day of October following the meeting. A report shall be laid before the Governing Body of the College at the Stated General Meeting in Michaelmas Term, with an estimate for a grant to cover the cost of the garden for the current financial year.

XIX. DISMISSAL, REMOVAL, APPEALS AND GRIEVANCES

Bylaw for the implementation of certain provisions of the Statutes made by the University Commissioners under Section 204 of the Education Reform Act 1998 (approved by Her Majesty the Queen in Council on 26 July 1995). This Bylaw may be brought into operation at any time by an order of the Governing Body made at any Stated General Meeting.
1. **Dismissal Procedure**

(i) In any case before the Provost, whether on a complaint under Statute XXIV.3.2 of the University Commissioners Statutes or otherwise, the Provost shall consider all the circumstances of the case including the outcome of any enquiries instituted by him and any comments from the person concerned. If, after such consideration, it appears to the Provost that there are *prima facie* grounds for dismissal for good cause as defined in XXIV.1.5 of the Statute, the Provost may call on the Governing Body to appoint an Academic Disciplinary Committee to consider and report on the case in accordance with XXIV.3. The Provost may suspend the person concerned at this stage.

(ii) Upon receipt of a request under XXIV.3.3 from the Provost, the Governing Body shall appoint the Academic Disciplinary Committee XIX. DISMISSAL, REMOVAL, APPEALS AND GRIEVANCES (contd.)

(the "Committee") as soon as reasonably practicable and shall by written notice inform the person to be charged that the Committee has been appointed to consider any charge or charges to be brought. The written notice shall include the names of the three members of the Committee and shall enclose a copy of this Bylaw. At the time the Governing Body shall appoint a solicitor or other person to formulate the charge or charges and to conduct or arrange for the conduct of the hearing. The Governing Body shall appoint one of the three members to act as Chairman.

(iii) Subject to the provisions of the Statute and any provision to the contrary in this Bylaw, the Committee shall have power to regulate its own proceedings. The Committee shall be quorate at any time provided at least two members including the Chairman are present, and in the event of any vote of the Committee which is tied, the Chairman shall have a casting vote. The Committee shall be entitled to appoint a secretary to support it in discharging its function at any time and to take notes of evidence at any hearing.

(iv) The person appointed to formulate the charge or charges ("the prosecutor" - which expression may include a firm of solicitors or any person instructed to act on that person's behalf) shall notify the person charged of the date and time set for the hearing of the charge or charges.

(v) The person charged shall notify the prosecutor of any representative he or she has appointed to act for him or her. Any fees or expenses payable to the representative (other than reasonable travel costs and out of pocket disbursements) shall be at the charge of the person...
accused.

(vi) The Committee Chairman may make any interlocutory directions he or she considers necessary for the fair conduct of the hearing, including but not limited to any directions as to the hearing date(s), whether at the request of either party or otherwise of his own motion. The Chairman may also remit any matters to the Provost for further consideration and has power to join further parties to the case if he or she considers it appropriate to do so upon notice to the parties of such joinder. The Chairman of the Committee shall set the date, time and place for the hearing and may also set appropriate time limits for each stage (including the hearing), to the intent that any matters be heard and determined expeditiously. [If the Chairman considers it appropriate in all the circumstances of the case he may request the Provost to consider the suspension of the person charged.]

(vii) At least 21 days before the date set for the hearing, the prosecutor shall forward the following to the Committee and person charged and any other parties to the hearing:

XIX. DISMISSAL, REMOVAL, APPEALS AND GRIEVANCES (contd.)

(a) the charge or charges;
(b) copies of any documents specified or referred to in the charge or charges;
(c) a list of witnesses to be called by the prosecutor;
(d) copies of statements containing the witnesses’ evidence.

(viii) At least seven days before the date set for the hearing, the person charged shall forward to the prosecutor copies of any documents on which he or she wishes to rely, a list of his or her witnesses and copies of their statements of evidence. The prosecutor shall ensure that copies of all these are prepared and forwarded to the Committee as soon as practicable.

(ix) The jurisdiction and power of the Committee shall not be restricted by the fact that the person charged has been, or is liable to be, prosecuted in a court of law in respect of any act or conduct which is the subject of proceedings before the Committee. The Committee may postpone or adjourn a hearing, if it considers it appropriate, to enable a prosecution to be undertaken.

(x) Subject to the consent of the Committee, both the prosecutor and the person charged may introduce new evidence at the hearing save that in the case of the prosecutor such new evidence shall not be admitted except for good reason. In the event that new evidence is admitted, the other party shall have the right to an adjournment to allow him or her time to consider the evidence and its effect on the case and may then submit further evidence in response, provided that
the Committee consents, such consent not to be unreasonably withheld.

(xi) The Committee may proceed with the hearing in the absence of any party, but shall not do so in the absence of the person charged unless it is satisfied that it is reasonable to do so in all the circumstances of the case, or unless the person charged agrees or so requests.

(xii) Subject to the right of the person charged, his or her representative and the prosecutor to be present throughout the hearing, the Committee may decide whether to admit any persons to, or exclude them from, the hearing or any part of it.

(xiii) Each party to the proceedings shall be entitled to give evidence at the hearing, to make an opening statement, to call witnesses, and to question any witness. Closing statements may be made by the prosecutor first and then any other parties, with the person accused being given the opportunity to speak last.

(xiv) Without prejudice to the Committee's general power to regulate its own conduct, it shall specifically have the power to set time and other limits on the evidence to be called for each side, consistent with providing a fair opportunity for each party to present its relevant evidence whilst ensuring that the charge is heard and determined as expeditiously as is reasonably practicable. The Committee shall have power to adjourn the proceedings from time to time as it sees fit.

(xv) The Committee shall ensure that its secretary or some other appropriate person is present throughout the hearing so that a full and accurate record of the evidence may be taken.

(xvi) It is for the prosecutor to prove the charge or charges. In deciding whether any charge has been proved the Committee shall apply a civil standard of proof, namely balance of probabilities.

(xvii) If the Committee decides that a charge has been proved, it shall give each party an opportunity to address it either orally or in writing at the option of the Committee on the question of penalty and/or mitigation prior to determining any recommendations that it may make to the Provost.

(xviii) The decision of the Committee shall be recorded in a document in which the Committee's findings of fact, its reasons for the decision and any recommendations as to penalty are contained. The document shall be sent directly by the secretary of the Committee to the person charged and to his representative in addition to the other parties specified in XXIV.3.7. The person charged shall be notified of his or her right of appeal against the decision or against any recommendation of the Committee as to penalty.
(xix) Where any charge has been upheld and the Committee has recommended dismissal, the Provost or the Provost's delegate shall inform and consult the Governing Body prior to making any decision as to penalty. The Provost shall arrange for a special meeting of the Governing Body for this purpose and shall keep the person charged informed as to the process. The person charged shall have the right to make further representations to the Provost at this stage.

(xx) If the Provost decides to dismiss the person charged he or she may do so forthwith or upon such terms as he or she considers fit. If the Provost decides not to dismiss, the actions he or she may take are as set out in XXIV.3.8. Any warning given under XXIV.3.8 shall be recorded in writing and shall remain live for two years. In all cases the Provost's decision shall be communicated to the person charged in writing as well as to the Governing Body.

(xx) No decision as to dismissal or otherwise implementing recommendations of the Committee shall be implemented until after any appeal has been determined under XXIV.5.

XIX. DISMISSAL, REMOVAL, APPEALS AND GRIEVANCES (contd.)

2. Medical Board

(i) If after considering all the circumstances of the case the Provost concludes that the removal on medical grounds of the member of staff (hereafter the person concerned) should be considered, he or she shall so inform the person concerned. The notification shall be provided in writing and shall be presumed to have reached the person concerned two days after being sent. The Provost shall notify the person concerned that a Medical Board (the Board) is to be appointed to consider whether he or she shall be removed from office on medical grounds, and shall request the person concerned to nominate someone to sit on the Board. If, within a reasonable period of time, the person concerned fails to nominate a person who is willing and able to sit on the Board reasonably expeditiously, the Provost shall presume a default and shall nominate someone instead.

(ii) At the same time as notifying the individual, the Provost shall also convene a special meeting of the Governing Body to consider the matter confidentially and shall request the Governing Body to nominate a member to sit on the Board. The Governing Body shall canvass and propose the names of two medically qualified people to the person concerned to act as Chairman of the Board. For this purpose the Governing Body may seek the advice of the College doctor or any other suitable person on a confidential basis. In the event that agreement cannot be reached between the Governing
Body and the person concerned as to the appropriate person to chair the Board, the Governing Body shall request the Provost for the time being of the Royal College of Physicians to nominate a Chairman. The Governing Body shall nominate an appropriate person who is unconnected with the case to act as secretary to the Board.

3. Procedures for a Medical Board Hearing

(i) Where a Medical Board has been appointed to determine a case referred to it under XXIV.4, the Chairman shall appoint the time, date and place for the hearing and the secretary shall notify all parties in writing. The Board shall have power to adjourn the hearing from time to time as it sees fit.

(ii) At least 21 days before the hearing, the Provost shall refer all relevant evidence in confidence to the Board and shall make the evidence available to the person concerned and/or any representative he or she has nominated, except for information for which a medical practitioner has claimed exemption from disclosure under the provisions of section 7 of the Access to Medical Reports Act 1988.

(iii) The Provost shall consider the case and, if he or she thinks it necessary, may appoint someone to present the case for removal as well as the relevant oral and documentary evidence to the Board. Witnesses may be called by the person presenting the case, in which case copies of their statements shall be made available to the Board and the person concerned at least 14 days prior to the date set for hearing.

(iv) The person concerned shall be entitled to an oral hearing before the matter is determined by the Board. The parties to the hearing shall be the person concerned (including any person appointed to act for or instead of him or her), any one appointed to present the case for removal and any other party which the Board may join at its own discretion. The secretary to the Board, the person concerned and/or his or her representative and the person presenting the case shall be entitled to remain throughout the hearing; otherwise it shall be for the Board to determine who may be present at any time.

(v) The person concerned shall be entitled to present whatever evidence he or she considers relevant, subject to the overall right of the Board to regulate its own conduct of the hearing. At least 10 days before the hearing, the person concerned shall provide the secretary to the Board with copies of any evidence, including medical evidence, on which he or she wishes to rely. The secretary to the Board shall be responsible for ensuring that copies are made available to Board members and other parties as soon as possible. The person
(vi) Any party may produce additional evidence during the hearing subject to the Board's consent and subject to any adjournment that may be required to give the parties time to consider and respond.

(vii) Each party to a hearing shall be entitled to give evidence at the hearing, to make opening and closing statements (either personally or through a representative) and to call witnesses and to question any witness concerning any relevant evidence. Subject to the provisions of this Bylaw and of the Statute, the Board may regulate its own procedure and shall ensure that the case is heard and determined as expeditiously as is reasonably practicable.

(viii) The Board may proceed with the hearing in the absence of any party but shall not do so in the case of the person concerned and/or his or her representative unless it is satisfied that it is reasonable to do so in all the circumstances of the case or the person concerned agrees or requests. Provided that the Chairman remains on the Board throughout, no proceedings of the Board shall be invalid because a member has been unable to continue.

XIX. DISMISSAL, REMOVAL, APPEALS AND GRIEVANCES (contd.)

(ix) The person presenting the case for removal shall specifically draw the attention of the Board to the provisions of the Disability Discrimination Act 1995 and provide the Board with information as to what adjustments have been considered to avoid the removal of the person concerned from his or her employment, together with information as to cost and effectiveness of the adjustment(s).

(x) At any stage before making its decision the Board may call for additional information and may require the person concerned to undergo medical examination by a medical practitioner chosen or agreed by the Board, at the College's expense. In the event that the person concerned fails to undergo any medical examination required by the Board, or if the medical evidence is inconclusive, the Board shall exercise its judgement on the basis of the evidence available to it.

(xi) The Board's decision shall be recorded in writing and shall contain its findings on the main facts and on the medical evidence available to it, as well as its conclusion as to whether the person concerned should be required to resign on medical grounds. The Board shall specifically record the matters it has taken into consideration in determining whether any reasonable adjustments can be made to enable the person concerned to remain in employment. If the Board concludes that the person concerned should be required to retire on medical grounds it shall clearly so state and, in the case where the person concerned is a member of the USS, confirm that in its
opinion he or she is suffering from permanent ill-health or infirmity.

(xii) It is the responsibility of the Board secretary to ensure that the Provost and all the parties to the hearing receive a copy of the decision. The decision document shall be sent to the person concerned as well as his or her representative, except in the case where it is clear that the representative has authority to act in place of the person concerned, or in any other case with the consent of the person concerned.

(xiii) Upon receipt of the Board's decision, the Provost shall consult the Governing Body prior to making any decision to terminate the employment of the person concerned but in so doing shall, so far as possible, respect medical confidentiality. The Provost shall arrange for a special meeting of the Governing Body for this purpose and shall keep the person concerned and/or his or her representative informed as to the process. Prior to making any decision to terminate the employment of the person concerned on medical grounds, and depending on the circumstances of the case, including the length of time taken, the Provost may afford him or her an opportunity to retire on such grounds in accordance with the rules of the USS where applicable.

XIX. DISMISSAL, REMOVAL, APPEALS AND GRIEVANCES (contd.)

(xiv) In the event that the Board does not determine that the person concerned should be required to retire on medical grounds - for example because it is not satisfied that he or she is incapacitated on medical grounds - the Provost shall consider the position and may invoke the Disciplinary Procedure at any stage including requesting the Governing Body to appoint an Academic Disciplinary Committee.

(xv) In the event that such a Committee is appointed, it shall proceed in accordance with the procedures established under XXIV.4.3, save that any findings of fact made by the Board shall be binding on the Committee.

(xvi) No decision as to termination or implementation of the conclusion of the Board shall be put into effect until after any appeal has been determined under XXIV.5.

4. Appeals Procedure

(i) A Notice of Appeal against any decision under XXIV. 2, 3 or 4 must be served on the Provost within 28 days of the decision. The Provost shall bring the fact that an appeal has been made to the Governing Body and inform the appellant that he or she so. The Provost shall consider any appropriate action, suspension, that may be required in relation to the appellant his or her position in the College pending the outcome of
(ii) The Governing Body shall appoint in accordance with XXIV.5.5 a person to hear the appeal who shall be called the Chairman, and the two further persons in accordance with XXIV.5.5 of the Statute who shall sit with the Chairman if the Chairman so decides.

(iii) In the event that the notice of appeal is not served in time in accordance with XXIV.5.4, the Chairman shall consider the circumstances of the case including the length and the reason for delay and the grounds of appeal and shall determine whether justice and fairness require that the appeal shall be permitted to proceed.

(iv) The Chairman shall consider whether to sit alone or with two other persons. In the event that he or she decides to sit with two other persons, they shall be the persons appointed by the Governing Body in accordance with Clause 2 above and the body so constituted shall be referred to as the Appeal Body, which term shall also refer to the Chairman in the event that the Chairman sits alone.

(v) The Chairman shall appoint a date, time and place for the hearing and shall make such other directions for the disposal of the case as to him or her appropriate including the joinder of other parties, and any directions that may be required to clarify the grounds of appeal. The Appeal Body shall have power to adjourn the hearing from time to time.

XIX. DISMISSAL, REMOVAL, APPEALS AND GRIEVANCES (contd.)

(vi) Notice of the date, time and place and any directions made by the Chairman shall be served on all parties to the appeal at least 14 days or before the date appointed and the appellant shall be notified of his her right at his or her own expense to be represented by another person who may, but need not, be legally qualified. The appellant and any other party shall also be notified of their right to call witnesses with the consent of the Appeal Body.

(vii) Any committee, board or other body shall, if joined as a party to the appeal by the Chairman, appoint one or more persons either from among their number or otherwise, who may, but need not, be legally qualified, to prepare and present the response to the appeal, such response to be served on the Appeal Body, the appellant and any other parties at least seven days before the day appointed for the hearing of the appeal.

(vii) Any hearing of the appeal may be adjourned or postponed at the discretion of the Chairman. The Appeal Body may dismiss the appeal for want of prosecution. However no decision to dismiss in such circumstances shall be made without first having provided the appellant with an opportunity to make representations whether orally or in writing.
(ix) Except as provided in Clause 8 of this Bylaw no appeal may be determined without an oral hearing, due notice of which has been served on the appellant and any persons appointed by him or her to represent him or her.

(x) Each party to the hearing shall be entitled to make a statement and to address the Appeal Body. Witnesses may be called with the consent of the Appeal Body. Leave to adduce fresh evidence and/or the calling of witnesses examined at first instance shall only be given if the Appeal Body is satisfied that it is necessary or expedient in the interests of justice.

(xi) Subject to the provisions of Statute XXIV and of this Bylaw, the Appeal Body shall determine its own procedure. The Chairman may at his discretion set time limits at each stage of the proceedings so that any appeal shall be heard and determined as expeditiously as is reasonably practicable having regard to the principles of justice and equity.

(xii) In accordance with the provisions of XXIV.5.6 the Appeal Body may allow or dismiss an appeal in whole or in part or remit the appeal in such manner and for such purpose as it sees fit within the provisions of the Statute. In the event that the Appeal Body remits the appeal in accordance with XXIV.5.6 the Chairman may set such time limits for further consideration as he considers appropriate.

(xiii) The reasoned decision of the Appeal Body, including any decision under XXIV.5.6, shall be recorded in writing and shall be sent to the Provost and to the parties to the appeal.

(xiv) The Chairman may, by an appropriate certificate in writing, correct any accidental errors and/or any omissions in documents recording the decisions of the Appeal Body.

5. Grievance Committee Procedure

(i) In any case where the complaint has not been disposed of by the Provost, or where an appeal is made under XXIV.3.1, the Provost shall refer the matter to a Grievance Committee ("the Committee") established in accordance with the provisions of XXIV.6.5. The Governing Body shall appoint one of its members to act as Chairman. The Provost shall notify the Committee of the nature of the complaint or appeal and shall provide the Committee with copies of any statements or other relevant documents which he or she considers will assist in the fair disposal of the matter. Any appeal under XXIV.3.1 shall be in writing and shall specify with sufficient detail the grounds of appeal and any supporting information.
(ii) The Provost shall notify the individual concerned that the matter has been referred to the Committee and shall provide the individual concerned with copies of the documents which he or she has provided to the Committee.

(iii) The Committee shall meet as soon as is reasonably practical to consider the matter on a preliminary basis. At this stage, the Committee may appoint someone to act as secretary or clerk to assist in all aspects of the grievance hearing or appeal and the preparatory steps. The Committee may call for written statements from the individual concerned or any other person and may cause such investigations to be conducted as appear appropriate, if necessary by an independent person specifically appointed for the purpose. The committee shall appoint a time for the matter to be heard and may make such arrangements as it considers fit for the fair and just hearing of the matter. The Committee may appoint its Chairman to act in its stead in all preliminary matters. The Committee shall have power to adjourn the proceedings from time to time as it sees fit.

(iv) The matter shall not be disposed of without an oral hearing at which the individual concerned, and any person against whom the grievance or appeal lies, shall be entitled to be heard and to be accompanied by a friend or representative. Save that the hearing may proceed in the absence of the individual concerned or any other party who fails to attend without reasonable cause.

(v) Provided that due regard is had to the interests of justice and fairness, the conduct of the hearing and any associated matters may be determined by the Committee. In particular, the Committee may determine whether and to what extent oral examination of witnesses shall be permitted, whether any evidence may be taken in the absence of the individual concerned (or the person against whom any complaint is made) and whether and what time limits shall be set for the proceedings.

(vi) The reasoned decision of the Committee as to whether the complaint or appeal is well-founded shall be notified in writing to the individual concerned and any person against whom any complaint is made, as well as to the Governing Body. In the event that any part of the grievance or appeal is upheld, the Committee shall also notify the Governing Body of its recommendations as to the proper redress for the individual concerned and any other recommendations as it sees fit.

(vii) No appeal lies from the decision and/or recommendations of the
Committee.

May 2013