

# *Statutes*

MADE FOR

## THE QUEEN'S COLLEGE OXFORD

BY THE UNIVERSITY OF OXFORD COMMISSIONERS  
ACTING IN PURSUANCE OF THE  
UNIVERSITIES OF OXFORD AND CAMBRIDGE ACT, 1923  
AND THE TRUSTS SCHEME MADE  
UNDER THE PROVISIONS OF THE UNIVERSITIES  
AND COLLEGES (TRUSTS) ACT, 1943  
INCORPORATING AMENDMENTS APPROVED  
BY H.M. IN COUNCIL DOWN TO APRIL, 2004

I  
AT THE COURT AT BUCKINGHAM PALACE

*The 30th Day of April, 1926*

PRESENT

THE KING'S MOST EXCELLENT MAJESTY  
IN COUNCIL

WHEREAS the University of Oxford Commissioners did, under the provisions of the Universities of Oxford and Cambridge Act, 1923, on the 19th day of December, 1925, make Statutes wholly for the Queen's College in the University of Oxford:

AND WHEREAS the said Statutes have been submitted to His Majesty in Council, and have been published in the London Gazette, and have also been laid before both Houses of Parliament in accordance with the directions contained in the said Act, and no Petition or Address against the same has been presented:

NOW, THEREFORE, His Majesty, having taken the said Statutes (a copy whereof is hereunto annexed) into consideration, is pleased, by and with the advice of His Privy Council, to declare, and doth hereby declare, His approval of the same.

M.P.A. HANKEY

II

We, the University of Oxford Commissioners, under and by virtue of all and every the powers in this behalf enabling us contained in the Universities of Oxford and Cambridge Act, 1923, do by this present Instrument under our Seal make the Statutes hereunto annexed for the Provost and Scholars of the Queen's College in the University of Oxford, being Statutes wholly for the College.

Given under our Common Seal this Nineteenth day of December, in the year of Our Lord One thousand Nine hundred and Twenty-five.

## AMENDMENTS OF STATUTES

<i>Date of Approval</i>	<i>Statute</i>
26 July 1926	XVI
22 March 1928	XXV
20 January 1930	V
15 July 1935	V
6 May 1938	XXIII
23 June 1939	III and XVI
1 January 1940	XXIII
22 January 1942	XXIII
13 January 1943	XXIII
24 March 1944	XXIII
22 June 1948	II, III, IV, V, VI, VIII, XII, XIII, XV, XVI, XVII, XXIII, XXVII
25 November 1949	III, V, XI
25 April 1950	IV, V, VI
30 January 1952	XVI
15 December 1952	V
11 February 1953	V, XXIII, XXVII
4 December 1953	V, IX
29 July 1955	II, III, XII, XV
22 March 1956	III
3 August 1956	V, VI
3 June 1958	II, III, XXIII
11 September 1958	V
3 August 1960	VI, VIA
14 April 1961	II, V, XIV, XVI, XXIII
28 November 1962	IV, V, VI, VII
17 January 1963	II, III, V, VI, IX, X
11 April 1963	II
20 January 1964	II, III
26 March 1964	III
14 April 1965	XXIII
10 March 1966	III, V
22 March 1968	V, XXIII
23 April 1969	XI
7 February 1970	V
24 March 1970	XII
22 December 1971	II, III, XIV, XVI, XX
22 March 1972	V
20 December 1972	VII, XXIII
12 February 1975	V, XVI
18 March 1975	XI, XVI
19 December 1975	III, V, XXVII
15 December 1976	V
25 July 1978	I
21 May 1980	XXIII
23 June 1982	V, VI
11 February 1983	II, III
19 February 1984	I, III, V, VII, IX, XII, XX
12 February 1986	V, VI, VII, IX, X
18 April 1989 (?)	I, III, X, XVI, XXIII
1990	XXIII
26 July 1995	II, III, XIII, XX, XXIV, XXV, XXVI, XXVII, XXVIII
14 April 2004	XII, XXIII
26 May 2010	All Statutes revised
13 February 2019	II, VII



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# STATUTES OF THE QUEEN'S COLLEGE, OXFORD

## **Preamble**

This College was founded under licence granted 18 January in the year 1341 by King Edward the Third with a special purpose to promote the study of Theology 'ad Dei honorem Ecclesiae profectum, animarumque salutem' by Robert de Eglesfield, Clerk, Chaplain to Queen Philippa, after whom the foundation was originally called 'The College of the Hall of Queen's Scholars of Oxford'.

Its privileges were confirmed by the charters of several sovereigns, and its property increased by the donations of 'sundry well-disposed persons to learning', till in the reign of Queen Elizabeth it appeared that in the said 'charters and donacions diverse and not one certain name of the said College is used'; and letters patent were granted in the twenty-sixth year of her reign, and confirmed by Act of Parliament in the following year, endowing the College with all such lands and revenues as presently and at any time in and since the time of King Edward the Third they were possessed of, under the name of 'the Provoste and Schollers of the Quene's Colledge in the Universitye of Oxforde, Warden of the Hospitall of Godshouse in the towne of Southampton'.

## **I. THE COLLEGE**

1. The Provost and Scholars of The Queen's College in the University of Oxford, hereinafter called 'the College', shall be a Body Corporate having that name.

2. The objects of the foundation upon which the College is based being to maintain a College for the advancement of education and research and the advancement of religion, the objects of the College shall be:

(1). The advancement of education and research for the benefit of the public, in a range of subject areas as determined from time to time by its Governing Body (as defined in Statute III), including through: (a) the provision of teaching, supervision, accommodation and other forms of support for undergraduate and graduate students; and (b) the provision of a Library which shall include works for consultation by qualified scholars.

(2). The advancement of religion for the benefit of the public, including through the provision of a Chapel affiliated with the Church of England and through the holding of services and associated events.

The College shall act at all times in accordance with these objects.

## **II. THE PROVOST**

### *1. Responsibilities*

The Provost shall exercise a general superintendence over the College in all its departments and cause all the members of the College and persons thereunto belonging to perform the duties of their respective offices and positions, and shall perform such other duties as the Governing Body may from time to time assign to him or her.

### *2. Term of Office*

1. The Provost shall occupy his or her office for such period of time, and shall vacate it (subject to Statute XX, sect. 7) at such time, as shall be specified in Bylaws made by the Governing Body.

2. The Provost shall be entitled at any time to inform the Electoral Body (as defined in sect.3 of this Statute), either by giving notice to each member in writing or at a meeting of the Governing Body, that he or she intends to vacate the Provostship at a date which (except by the consent of the Governing Body) shall not be earlier than the last day of the ensuing Full Term.

### *3. Election and Pre-Election*

1. The election of a Provost shall be vested in an Electoral Body. All Fellows who are members of the Governing Body shall be members of the Electoral Body, but the Provost, if any, shall not be a member thereof.

2. The electors shall choose the person who in their judgment shall be most fit for the government of the College as a place of education, religion, learning, and research.

3. (1) Upon its becoming known that a vacancy in the Provostship will occur within thirteen weeks, either by the retirement or by the resignation of the Provost, the Pro-Provost, if any, or the senior Official Fellow in residence, or if there be no Official Fellow then in residence, the first Official Fellow who shall come into residence shall as soon as may be call a meeting of the Electoral Body to fix a day for the election of a new Provost, which day shall be not less than fifteen nor more than forty days after such meeting (unless such meeting shall be held in August or in the first fifteen days of September, when the day of election shall be not less than thirty nor more than sixty days after such meeting).

(2) Notice of the day, time, and place of the intended election shall be affixed to the door of the Chapel of the College by the Pro-Provost, if any, or by the senior Official Fellow present at the meeting; and copies of the notice shall be sent by the same Fellow to all members of the Electoral Body in the manner prescribed by Statute XXII.

4. (1) At the meeting for the election of the Provost the Pro-Provost, if any, or the senior Official Fellow present at the meeting shall preside and shall call upon Fellows to propose and second candidates for the office of Provost.

(2) It shall, however, be lawful for the Electoral Body at this or any subsequent stage of the election to adjourn the meeting to such day and time as it may think fit.

(3) If one or more candidates shall be proposed and seconded a ballot shall be taken in which each Fellow shall have the right to cast one vote. The votes shall be counted by the presiding Fellow and the Junior Fellow present, and the person for whom an absolute majority of the electors present shall have voted shall be declared elected; provided that no Fellow for whom votes are being cast shall be permitted to give a vote.

(4) The presiding Fellow shall not have a casting vote in addition to his or her own vote.

(5) If there shall be no person who under the foregoing provisions can be declared elected a second vote shall be taken in like manner; and if at this second voting there shall still be no person who can be declared elected, the name of the person who has received the least number of votes shall be withdrawn; and if two or more persons have the same least number of votes, the electors shall determine by their votes which of their names shall be withdrawn. A fresh vote shall then be taken as between the remaining candidates in the same manner as before and this process shall be repeated until the names of all candidates but two shall have been eliminated.

(6) If on the final voting no candidate shall have received the vote of an absolute majority of the electors present or if no candidate shall have been proposed and seconded the meeting shall be adjourned to such a time as the Electoral Body may think fit, with not less than seven days' notice in writing of the day, time, and place of the adjourned meeting; provided that if within six months after the vacancy in the Provostship has occurred, no election shall have been made, the decision between the two candidates who last received the largest number of votes shall be made by the Visitor, and that candidate whom the Visitor shall choose, shall be elected; or if there be only one candidate who shall have received votes, the Visitor shall declare him or her elected.

5. (1) In the event of a vacancy in the Provostship occurring otherwise than by retirement or resignation or by reason of an election not having been made under clause 4 above by the date of retirement or resignation of the Provost, and if there is not already a Pro-Provost, the senior Official Fellow in residence, or if there be no Official Fellow then in residence the first Official Fellow who



shall come into residence shall call a meeting of the Governing Body for the election of a Pro-Provost. Not less than seven days' notice of such meeting shall be given, and not less than thirty days' notice in the Long Vacation. The person elected as Pro-Provost shall perform the functions and exercise the powers of the Provost until such time as a Provost shall have taken up his or her office.

(2) At the meeting held for the election of a Pro-Provost under the provisions of the foregoing sub-clause the Governing Body shall, if necessary, fix a day for the election of a new Provost, which shall not be less than forty days nor more than ninety days after such meeting. Notice of the day, time, and place of the intended election shall be sent immediately in writing by the senior Official Fellow present at the meeting to all members of the Governing Body. The Pro-Provost, or in their absence the senior Official Fellow present, shall preside at the meeting for the election of the Provost and the same electoral procedure as prescribed in clauses 3 and 4 above shall be observed except that no choice of a candidate for the Provostship shall be made by the Visitor until eighteen months have elapsed from the vacancy in the Provostship.

6. (1) Subject to the provisions of this clause and of clause 7 of this Statute, the Electoral Body may pre-elect a Provost before a vacancy in the office of Provost occurs.

(2) Any member of the Electoral Body may, not more than two years before the day on which the Provost reaches the age of retirement under sect.2, clause 1 of this Statute, or the day with effect from which the Provost has notified his or her intention to resign under sect.2, clause 2 of this Statute, give notice to the Pro-Provost or, in the absence of a Pro-Provost to the senior Official Fellow in residence of his or her intention to move a resolution to pre-elect a Provost and the Pro-Provost or senior Official Fellow shall, on giving not less than seven days' notice to members of the Electoral Body, convene a meeting of that Body to consider the resolution.

(3) Should the resolution to pre-elect a Provost be approved by a majority of those present the pre-election of a Provost shall be held on a day and at an hour to be determined at a later meeting of the Electoral Body being a day not less than seven days and not more than four months after the date of the approval of the resolution or, if that approval was given in June or July, not more than five months after that date, provided that no meeting under this sub-clause shall be held during the Long Vacation.

(4) Clauses 3(2), 4, and 7 of sect.3 of this Statute shall apply to the pre-election as they apply to the election of a Provost.

7. (1) The person elected or pre-elected shall make and sign the following declaration at a meeting of the Governing Body, two of whose members shall affix their signature to the declaration as witnesses thereto:

'I, N.M., elected Provost of the Queen's College, hereby promise that I will be true and faithful to the College and will observe all the Statutes, Orders, Bylaws, and Regulations of the College, and endeavour to the utmost of my power to promote the interests and well-being of the College.'

If the person has been elected under the provisions of clauses 3 to 5 of this section of this Statute, the declaration shall be made and signed as soon as conveniently may be after the election; if the person is pre-elected under the provisions of clause 6 of this section of this Statute, it shall be made and signed as soon as may be after the date from which they are pre-elected,

(2) The election or pre-election, with the name of the person elected or pre-elected Provost, shall be forthwith certified to the Visitor under the College Seal.

(3) The person elected shall hold office from the day of his or her election or from the day upon which the Provostship becomes vacant, whichever shall be the later, or from the date for which he or she is pre-elected under the provisions of clause 6 of this section of this Statute.

#### *4. Miscellaneous provisions*

1. The Provost shall be required to be present in the College thirty weeks at least in each year, whereof seven weeks at least shall be in each Term, provided that, in case of the Provost's sickness, or for any other reasonable cause, it shall be lawful for the Governing Body to grant the Provost leave of absence for such period as it considers appropriate.

2. If the Provost shall be granted leave of absence for a period of one or more Terms, or if the Provost being resident shall be through sickness temporarily incapable of performing his or her duties for one or more Terms, the Governing Body may appoint one of the Fellows to act as Pro-Provost, who shall during the absence or sickness of the Provost perform the functions and exercise the powers of the Provost, and in the event of the death or resignation of the Provost shall continue to perform these functions and exercise these powers until the appointment of a new Provost.

During any period for which a Pro-Provost is appointed the stipend and allowances to be received by the Provost and the Pro-Provost shall be determined by the Governing Body.

3. It shall not be lawful for the Provost without the consent of the Governing Body to accept any office other than the Vice-Chancellorship of the University or to undertake any work which in its judgment is incompatible with the full performance of the Provost's duty to the College. If the Provost shall accept such office or undertake such work with the consent of the Governing Body, it shall be lawful for the Visitor to order such reduction in the Provost's stipend as may appear to be reasonable.

### **III. THE GOVERNING BODY**

#### *1. Membership*

1. The Governing Body of the College, hereinafter called the Governing Body, shall consist of the Provost and the following Fellows of the College:

(1) all Official Fellows (with the exception of those on probation), as defined in Statute IV;

(2) all Professorial Fellows, as defined in Statute IV; and

(3) such Senior Research Fellows (with the exception of those on probation), as defined in Statute IV, as the Governing Body shall from time to time elect to membership of the Governing Body by the votes of not less than two-thirds of those present and voting.

Provided that: (a) at least three-fifths of the total number of Fellows upon the Governing Body shall be Official Fellows; and (b) no person shall be elected to a Fellowship which entails, involves or has the possibility of involving membership of the Governing Body except in accordance with Statute IV.

2. No Emeritus or Supernumerary Fellow shall be a member of the Governing Body.

#### *2. Powers*

1. The Governing Body shall be responsible, within these Statutes, for the advancement of the College's objects, for the management of its finances and property, and for its administration and good government, in all cases in the light of the perpetual nature of the College, and shall have all the powers necessary for it to discharge these responsibilities, including powers to purchase and sell property whether real or personal, to invest, to agree to enter into and to enter into contracts, to establish subsidiary companies of the College, and to spend money.

2. Where subsidiary companies of the College are established under clause 1 of this section of the Statute, the Governing Body shall be entitled to grant to those companies the right to use the College's premises and such other facilities as it shall deem appropriate.

3. The Governing Body may establish such committees as it deems necessary to assist it in the performance of its functions.

4. All acts done by or by the direction of the Governing Body shall be deemed to be acts of the College, and in any existing Will, Deed, or other instrument affecting the College, and any that shall be hereafter made (unless the contrary shall be expressly affirmed therein) the expression 'The Provost and Fellows' shall be construed as meaning 'the Governing Body' as constituted by this Statute.

### *3. Trustees and trusteeship*

1. The members of the Governing Body shall be the trustees of the College. As such, they shall:

(a) act at all times: (i) in the best interests of and to advance the objects of the College; (ii) only within their powers; and (iii) personally (save where their powers are lawfully delegated or when they have leave of absence);

(b) exercise proper stewardship over the College and its assets;

(c) avoid conflicts of interest and (subject to clause 2 below and to Statute XVIII) not profit directly or indirectly from the College save as authorised under a valid contract of employment with the College, to which they are a party or which applies to them; and:

(d) comply with such provisions of English law as apply to trustees.

2. Notwithstanding clause 1 above and subject to Statute XVIII, the College shall have the power, on the recommendation of the Remuneration Committee, to provide reasonable remuneration or other benefits to a trustee or connected person (such as a spouse, civil partner, partner, parent, child, other close family member or business partner) for services provided by that trustee or connected person as an employee or otherwise.

3. Unless otherwise stipulated in the trust instrument of the trust concerned, the Governing Body shall be the trustee of each of the trusts (to be known as the 'educational trusts') listed in Schedule 1 to these Statutes. The College shall maintain an up-to-date register of all educational trusts.

### *4. Conflicts of interest*

The Governing Body shall maintain in force Bylaws prohibiting actual or apparent conflicts of interest and regulating potential conflicts of interest on the part of members of the Governing Body. Such Bylaws shall make provision in particular for situations in which a member of the Governing Body has a financial, political or other close interest in a matter under discussion or review or is connected to a

person with an interest in such a matter (for example as a spouse, civil partner, partner, parent, child, other close family member or business partner of that person).

### *5. Meetings*

1. The power of convening meetings of the Governing Body shall be vested in the Provost, or in his or her absence, the senior Official Fellow in residence, and he or she shall be bound, on a requisition in writing from any three of the members of the Governing Body, to convene a meeting for the consideration of any question or questions specified in the requisition, and shall give to all the members of the Governing Body reasonable notice of such meeting and of the question or questions proposed to be discussed thereat. The Provost or, in his or her absence, the senior Official Fellow present, shall preside and shall exercise all the powers of a Chairman.
2. Whenever the votes shall be equal at any meeting, the Provost or, in his or her absence, the presiding Fellow, shall have a casting vote in addition to his or her own vote.
3. There shall be at least two Stated General Meetings of the Governing Body in every year on such days as the Governing Body shall by resolution at any Stated General Meeting appoint. Any Stated General Meeting may be adjourned by resolution of the meeting to a day specified in the resolution.
4. Besides the aforementioned Stated General Meetings, any meeting of the Governing Body which is held in any of the University terms and has been called by the Provost, or in his or her absence, by the senior Official Fellow in residence, at the request of the Governing Body, and of which four weeks' notice in writing has been sent to each member of the Governing Body who is within the United Kingdom at the time of the sending of the notice shall be considered a Stated General Meeting.
5. The Governing Body shall make Bylaws concerning the conduct of and attendance at its meetings.

### *6. Bylaws and Regulations*

1. The Governing Body may make at any Stated General Meeting or meeting specially called for the purpose in Full Term such Bylaws or Regulations (not being repugnant to any of the Statutes of the College in force for the time being or to the objects of the College) binding on members of the College as it shall deem expedient in order to assist it in discharging its responsibilities.
2. Bylaws or Regulations may, where appropriate, be enforced by pecuniary penalties.
3. The Governing Body shall make and enforce Bylaws for securing that the authorized charges made to undergraduate and graduate student members of the College for the normal objects of expenditure in the College shall be notified to the undergraduates and graduates themselves, and (so far as it may concern them) to their parents or guardians and relevant non-academic employees of the College.

### *7. Seal of the College*

The Seal of the College shall not be fixed to any act or document except in the presence of the Provost or, in his or her absence, the senior Official Fellow in residence, one Bursar, and at least one other member of the Governing Body.

## IV. THE FELLOWS

### 1. *Classes of Fellows*

The Fellows of the College shall be divided into the following eight categories, the Governing Body being entitled to elect to the appropriate category of Fellowship any person it deems suitable, provided always that such a person possesses the qualification or qualifications for election stipulated in the relevant clause, namely:

1. Professorial Fellows, being persons who are
  - (a) University statutory or personal Professors;
  - (b) University statutory or personal Readers;
  - (c) Holders of such University offices as under the provisions of any University Statute, Regulation or Decree may be declared to qualify the holders for election to Professorial Fellowships.

Such Fellows shall be elected at a Stated General Meeting by the votes of not less than two-thirds of those present and voting.

2. Official Fellows, being persons
  - (a) Who are holding the office of Chaplain or any office, whether teaching, administrative, or disciplinary, for the time being existing in the College;
  - (b) Who are University Lecturers (including Faculty, CUF and Junior Lecturers), Senior Research Officers, Instructors or Departmental Lecturers appointed under the provisions of any University Statute, Regulation or Decree in force for the time being;
  - (c) Who are members of Faculties by virtue of the fact that their name is included in the register of Faculty members kept by the Board of any Faculty, provided that the qualification of any Fellow under this clause shall not be deemed to have lapsed during any year in which he or she has received leave of absence under any Bylaw or Regulation of the College and with the consent of the Board of the Faculty concerned.

In estimating, for the purposes of Statute III, sect.1 clause 1, the number of Official Fellows holding University qualifications, account shall be taken of all University qualifications held by an Official Fellow under this clause, whether these University qualifications are among those under which he or she was elected a Fellow or not.

3. Senior Research Fellows, being persons who having performed valuable work in letters, science or education, or having attained special distinction in some branch of knowledge, shall undertake during the tenure of their Fellowships to perform some definite literary, scientific, or educational work in the College or in the University, or with the permission of the College elsewhere, and to give advanced teaching if required to do so by the Governing Body.

4. Junior Research Fellows (this term being taken to include, within and for all purposes associated with these Statutes, Extraordinary Research Fellows), being persons who shall undertake to engage in advanced study or investigation, and shall not at the date of their first election have exceeded such number of Terms from their matriculation as the Governing Body shall from time to time determine.

5. Career Development Fellows, being persons at an early stage of their academic careers who shall undertake to engage in teaching and advanced study or investigation.

6. The Browne Research Fellow, being a Graduate member of an approved University who shall undertake to engage in advanced study or investigation in Zoology or Botany. Pure scientific work which does not lead directly to commercial enterprises shall be preferred in every case. Except as otherwise provided, the Statutes of the College relating to the Junior Research Fellows shall apply to the Browne Research Fellow.

7. Emeritus Fellows, being persons who have vacated Professorial or Official Fellowships in the College either by retirement at a period fixed by any University Statute, Regulation or Decree or by any provision of these Statutes, or else by resignation after having served the College as Professorial Fellows or Official Fellows for a period of not less than twenty-five years.

8. Supernumerary Fellows, being persons:

- (a) who have vacated Fellowships in the College without qualifying for election to Emeritus Fellowships; or
- (b) who are distinguished in literature, science, art, education, or public affairs; or
- (c) whose association, or continued association, with the College in this capacity would, in the opinion of the Governing Body, be beneficial to the College.

## *2. Number of Fellows*

The Governing Body shall have authority to make Bylaws specifying the maximum and minimum number of Fellows of the College, the numbers of Fellows falling within each of the classes detailed in sect.1 above, and the proportion falling within each class of the total number of Fellows.

## *3. Election to and Tenure of Fellowships*

1. Except where this Statute otherwise expressly provides, Fellowships in the College shall be filled by the election of the Governing Body.

2. (a) Subject to the provisions of clause 3 of this section, the holder of any Professorship allocated for the time being to the College by the University Council under the provisions of the Statutes made for the University by the Commissioners under the powers of the Universities of Oxford and Cambridge Act, 1923, shall by virtue of his or her office be a Professorial Fellow of the College provided that no Professorship shall be so allocated (unless with the consent of the College) if such allocation would cause the number of Professors holding Fellowships to exceed the minimum number prescribed by a Statute of the University made with the consent of the College.

(b) Subject to the provisions of clause 3 below and of paragraph (a) of this clause every Professorial Fellow shall be elected from the holders of such qualifying offices as are enumerated in sect. 1 clause 1 of this Statute and shall continue to hold his or her Fellowship until he or she resigns or otherwise vacates his or her qualifying office.

3. A Professorial Fellow shall vacate his or her Fellowship on ceasing to hold the University qualification under which he or she was elected to such Fellowship and may be deprived of his or her Fellowship for the same causes and in the same manner as other Fellows.

4. Every Official Fellow shall be elected from persons who are qualified under sect. 1 clause 2 of this Statute. They shall retain their Fellowship for so long as and no longer than they retain the qualification or qualifications under which they were elected. If any Official Fellow ceases to have the qualification under which he or she was elected, he or she shall have no entitlement to retain his or her Fellowship by the acquisition of any new qualification specified in sect. 1 clause 2 of this Statute, but it shall be lawful for the Governing Body to approve such a new qualification in place of

the old, and an Official Fellow whose new qualification or qualifications shall be so approved shall not be deemed to have vacated his or her Fellowship. Nothing in this clause shall prevent the Governing Body from limiting the tenure of any Official Fellowship to a fixed term of years either on the election or re-election of a Fellow or on the approval of his or her new qualifications.

5. In any case where the qualification of an Official Fellow is to be constituted by the tenure of a teaching office, the Governing Body shall before proceeding to an election consult the appropriate Faculty or Board within the University.

6. Every Official Fellow elected for a fixed term of years shall be eligible for re-election.

7. Every Senior Research Fellow shall be elected for a term not exceeding seven years and shall be eligible for re-election for one or more periods not exceeding seven years as the Governing Body shall determine by the votes of not less than two-thirds of those present and voting at a Stated General Meeting or at a meeting of the Governing Body specially summoned for the purpose in Full Term with not less than two weeks' clear notice of the business to be transacted.

8. Every Junior Research Fellow and Career Development Fellow shall be elected on the condition that they undertake to engage in advanced study approved from time to time by the Governing Body and after they have satisfied the Governing Body of their capacity for such study either (i) by examination, or (ii) by submitting to it original work done by them, or (iii) by other appropriate evidence.

9. Each Junior Research Fellow shall hold his or her Fellowship for three years and shall be eligible for re-election for a period not exceeding three years (except in the case of the Browne Research Fellow who may be re-elected for a period of two years) by the votes of not less than two-thirds of those present and voting at a Stated General Meeting or at a meeting of the Governing Body specially summoned for the purpose in Full Term with not less than two weeks' clear notice of the business to be transacted. No Junior Research Fellow shall be re-elected more than once under the provisions of this clause. In the event of a Browne Research Student being elected to a Browne Research Fellowship, the tenure of his or her Fellowship shall be deemed to have commenced at the date of the commencement of the tenure of his or her Studentship. Career Development Fellowships shall be held for no less than three and no more than five years, as determined by the Governing Body, and on such further conditions as the Governing Body may determine, save that there shall be no eligibility for re-election.

10. The Governing Body shall as far as possible have regard to the claims of different branches of learning in determining the subjects of advanced study for the pursuit of which Junior Research Fellows may from time to time be elected.

11. No Senior Research Fellow, Junior Research Fellow or Career Development Fellow shall be required to produce any definite piece of work during the first year of the tenure of his or her Fellowship, provided that the Governing Body is satisfied that the relevant Research Fellow is preparing him- or herself adequately for the work which he or she has undertaken to perform as a condition of election.

12. Subject to Statute III, sect.1 clause 2, every Supernumerary Fellow shall be elected upon such conditions and for such term as the Governing Body shall determine.

13. No Supernumerary Fellow shall be elected except by the votes of not less than two-thirds of those present and voting at a Stated General Meeting of the Governing Body.

#### 4. Admission of Fellows

Each Fellow shall, upon admission to office, make and sign before the Provost, or Pro-Provost, the following declaration at a meeting of the Governing Body:

‘I, N. M., admitted a Fellow of The Queen’s College, promise that I will be true and faithful to the College and will observe all the Statutes, Orders, Bylaws, and Regulations of the College and endeavour to the utmost of my power to promote the interests and well-being of the College.’

#### 5. Conditions governing Fellowships

1. The Governing Body shall from time to time make Bylaws to regulate the mode of election, the precedence and the conditions of residence in College of all the Fellows, the nature and the extent of the duties of all Official Fellows, the residence and work within the College or otherwise of the Senior and Junior Research Fellows and Career Development Fellows, and such other matters in regard to the Fellows as it may deem expedient subject to the provisions of the Statutes of the College for the time being.
2. Every Senior Research Fellow, Junior Research Fellow and Career Development Fellow shall be subject to such conditions of residence as the Governing Body may from time to time determine.
3. No Official Fellow, Junior Research Fellow or Career Development Fellow shall without the consent of the Governing Body accept any office or undertake any work which in its judgement is incompatible with the full performance of his or her duty to the College.
4. Any Fellow except an Emeritus or Supernumerary Fellow shall, if required by the Governing Body, take part in examinations for any Fellowship, Scholarship, Exhibition, or Prize within the College; and the Governing Body may, if it think fit, at the time of admitting to a Fellowship any person under sect. 2.(b) or (c) of this Statute, make it a condition of his or her tenure that he or she takes, if required, some specified part in the educational work of the College for a reasonable remuneration, provided that such work shall not be such to interfere with his or her University duties.
5. Each Fellow shall be required to take the highest degree of the University for which he or she is qualified to supplicate within one year after the time at which he or she shall be so qualified and he or she shall become and continue to be a member of Convocation of the University if qualified to be so.

#### 6. Limitations of Rights of Fellows, etc.

1. Subject to the provisions of these Statutes, Fellows of the College shall be entitled to all rights and privileges and subject to such duties and responsibilities as attach to the category into which their Fellowship falls.
2. (a) An Official Fellow or Senior Research Fellow may be admitted without probation by resolution of the Governing Body at the time of his or her election. Unless so admitted he or she shall be on probation for one year from the date of his or her election and while on probation shall not be a member of the Governing Body. The confirmation of any Fellow subject to probation shall be by resolution of the Governing Body at or near the expiration of the period of probation. Failing such confirmation, the Fellowship of the Fellow subject to probation shall be vacated.



(b) Notwithstanding para. (a), the Governing Body may impose such additional conditions upon an Official Fellow's probationary period, including conditions concerning the length of that period, as it deems necessary, in particular in order to ensure consistency with the terms which govern the period of probation associated with the University position (if any) held by that Fellow.

3. Each Junior Research Fellow and Career Development Fellow shall be on probation for one year from the date of his or her election.

4. It shall be lawful for any Fellow the emoluments of whose Fellowship include an annual stipend to resign his or her right to the whole or part of such stipend without prejudice to the remaining rights and privileges attached to his or her Fellowship.

#### *7. Retirement*

Every Fellow shall vacate his or her Fellowship upon the last day of September next after he or she attains such retirement age as is stipulated in national law or under University rules (as such stipulations apply in each individual case given the Fellow's date of appointment), or upon such a date as is agreed with the College by virtue of an extension beyond the usual retirement age of the Fellow's University appointment; but any Fellow other than an Emeritus or Supernumerary Fellow may vacate his or her Fellowship at such earlier date, and upon such terms, as might be agreed with the College.

### **V. THE HONORARY FELLOWS**

It shall be lawful for the Governing Body at Stated General Meetings to elect distinguished persons to Honorary Fellowships within the College. Persons so elected shall be termed Honorary Fellows, and shall not be members of the Governing Body or receive any emolument whatever, but shall be entitled to enjoy such other privileges, benefits and advantages as the Governing Body shall be resolution from time to time determine. The conditions of eligibility to and tenure of Honorary Fellowships and the mode of election thereto may also be determined by the Governing Body from time to time.

### **VI. THE FELLOW COMMONERS (1984)**

1. It shall be lawful for the Governing Body at Stated General Meetings to elect Fellow Commoners, being persons engaged in courses of study or research approved by the Governing Body, whose rights, duties, tenure, emoluments and other benefits shall be determined at the time of their election in accordance with the Bylaws. Fellow Commoners shall not be members of the Governing Body.

2. Laming Junior Fellows, being persons whose rights, duties, tenure, emoluments and other benefits are determined in the Deed of Foundation of the Laming Fellowship Trust and in the current regulations thereto appended, shall enjoy the status of Fellow Commoner.

3. Randall-MacIver Students, being persons whose rights, duties, tenure, emoluments and other benefits are determined in the Deed of Foundation of the Randall-MacIver Trust and in the current regulations thereto appended, shall enjoy the status of Fellow Commoner.

## **VII. THE COLLEGE BENEFACTORS**

It shall be lawful for the Governing Body at Stated General Meetings to elect persons to categories of College Benefactorship. Persons so elected shall not be members of the Governing Body or receive any emolument whatever, but shall be entitled to enjoy such other privileges, benefits and advantages as the Governing Body shall by resolution from time to time confer upon the relevant category of College benefactor. The titles, conditions of eligibility to and tenure of categories of College Benefactorship and the mode of election thereto may also be determined by the Governing Body from time to time.

## **VIII. THE COLLEGE OFFICERS**

### *1. The College Officers*

The Officers of the College shall be a Bursar or Bursars, a Dean or Deans, a Senior Tutor, a Librarian, a Chaplain or Chaplains, and such other Officers for the business and management of the College as the Governing Body shall from time to time determine. All Officers shall be elected by the Governing Body for terms not exceeding seven years. The holder of any College office shall be eligible for re-election on the expiry of his or her term of office, provided that no College Officer, other than the Librarian or Chaplain, may continue in office later than the date prescribed under Statute IV.7. It shall be lawful for more than one office to be held by the same person. Officers shall normally be elected at the earlier of the two Statutory Stated General Meetings in any year and hold office from the ensuing first day of October. Casual vacancies in any office may be filled at any meeting of the Governing Body held in Full Term, provided that not less than fourteen days' notice shall have been given of the emergence of such vacancy, and in such case the Governing Body may fix any day it considers suitable for the commencement of the new appointment. The Governing Body may, at the time of election of a College Officer or at any Stated General meeting, regulate his or her duties. The stipend, allowances and other benefits granted to College Officers shall be determined in accordance with Statute XVIII.

### *2. The Bursars and the Estates and Finance Committee*

The Bursar or Bursars shall be responsible for the administration of the property and pecuniary affairs of the College under the authority of the Provost. The Provost and Bursars, together with so many other Fellows as the Governing Body shall from time to time determine, shall constitute an Estates and Finance Committee for examining the management of the College property and assets and all matters connected with the finances of the College and entitled to exercise such other powers and perform such other duties as the Governing Body may from time to time determine.

### *3. The Dean*

The Dean, or Deans, shall be responsible for assisting the Provost in maintaining discipline in the College.

### *4. The Senior Tutor*

The Senior Tutor shall be responsible for assisting the Provost in developing and maintaining the College's academic programme.

### 5. *The Fellow Librarian and College Library*

1. The Fellow Librarian shall be responsible for the supervision of the College Library. The Provost and Fellow Librarian, together with so many other Fellows as the Governing Body shall from time to time determine, shall be a Committee for examining the affairs of the Library.
2. The Corporate Revenue shall be charged with a yearly payment for the purchase and maintenance of books for the Library.

### 6. *The Chaplains and Divine Service*

1. The Governing Body shall from time to time appoint one or more Chaplains, and may apply the proceeds of the benefaction of William Noble, Clerk, and the income of the Sandys Trust for Chaplains, in aid of the emoluments of such Chaplains, whether Fellows of the College or not.  
In the event of there being no Fellow in Holy Orders, who is performing the duties of Chaplain, there shall be a Chaplain who shall perform the duties of the office in such a manner and subject to such conditions, subject to the provisions of clause 2 hereof, as the Governing Body shall from time to time determine.
2. The Governing Body shall make regulations for the daily performance of Divine Service according to the Liturgy of the Church of England within the College during Full Term and at such other times as they shall think proper, and may vary such regulations from time to time: provided that such regulations and any variation thereof shall be laid before the Visitor, who shall have power to disallow the same.

## **IX. THE EXECUTIVE COMMITTEE OF THE COLLEGE**

1. The Governing Body shall have the power, by the votes of not less than two-thirds of those present and voting at a Stated General Meeting, to constitute, on a temporary and revocable basis, an Executive Committee of the College provided that notice of the proposal to constitute such a Committee shall have been given at a previous Stated General Meeting.
2. The Executive Committee of the College shall consist of the Provost, the Senior Tutor, the Bursars (if Fellows of the College), and the Dean, *ex officio*, and of no fewer than eight additional Fellows, of whom four shall be elected at least annually (or for such shorter period of time as the Executive Committee shall exist) by the Tutorial Committee and four at least annually (or for such shorter period of time as the Executive Committee shall exist) by the Governing Body.
3. The Governing Body by the votes of not less than two-thirds of those present and voting at a Stated General Meeting shall confer upon the Executive Committee such powers of management of the College and administration of the property and income thereof as it shall think fit, and subject to the provisions of these Statutes and in particular Statute III, shall make such Bylaws, orders and Regulations as to the duties of the Executive Committee, as the Governing Body shall determine.

## **X. THE PRAELECTORS, TUTORS, AND LECTURERS**

1. The Praelectors and Tutors shall be so many in number as the Governing Body shall from time to time determine, and shall be elected by the Governing Body. No name shall be proposed for

election unless that name has been circulated to members of the Governing Body at least fourteen days before the meeting at which the Election is to be made (unless notice of such proposal has been given at a meeting of the Governing Body held in Full Term); provided that, if an election is to be made in the months of August or September, not less than thirty-one days' notice shall be given.

2. No appointment to a Praelectorship or Tutorship shall be for a longer period than seven years. When it is proposed to renew the office of any Praelector or Tutor, two years' notice shall, if practicable, be given by the Governing Body of such proposal, and in the case of such renewal such Praelector or Tutor shall, subject to the provisions of Statute XX, be retained in his or her office for a further period not exceeding seven years, and so on from time to time.

3. The general duty of the Praelectors shall be to teach undergraduate students, and in the case of the Tutors shall be to supervise the tuition and academic work, as appropriate, of such of the College's undergraduate and graduate students as are assigned to them by the Governing Body. The Governing Body may from time to time by resolution at a meeting held in Full Term make more specific provision for the duties within the College of the Praelectors and Tutors.

4. No person who is not a Fellow of the College may continue to hold the office of Praelector or Tutor for more than six months.

5. 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 more than five years.

6. The Provost and the Praelectors shall be a Tutorial Committee for the purpose of directing and organizing the education of the College. The Governing Body may from time to time add to the Tutorial Committee such of the Lecturers as it shall think fit.

7. Subject to any Bylaw or 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 as it shall think fit.

## **XI. PROFESSORSHIPS**

The election of the Professors who are ex-officio Fellows of the College shall always be vested in an Electoral Board to be constituted by a Statute or by Regulations of the University, one member of which Board shall be the Provost, or a person nominated by the Governing Body. Every Professorial Fellow shall, if called upon to do so by the Governing Body, take part in examining Candidates for places of emolument within the College.

## **XII. THE SCHOLARS, BIBLE CLERKS AND EXHIBITIONERS**

1. It shall be lawful for the Governing Body to fill by election or appointment such Scholarships, Bible Clerkships and Exhibitions as it shall from time to time determine.

2. The Governing Body shall make Bylaws or Regulations governing the numbers and, where appropriate, categories of Scholarships, Bible Clerkships and Exhibitions, eligibility for election or appointment thereto, and the terms and conditions (for example relating to emolument, tenure, residence, academic work and discipline) on which such Scholarships, Bible Clerkships and Exhibitions shall be held.

3. Scholars, Bible Clerks and Exhibitioners may be fined or deprived of their Scholarship, Bible Clerkship or Exhibition by the Governing Body for any cause which in its judgement shall merit fining or deprivation and is specified in such Bylaws or Regulations concerning fining and deprivation as the Governing Body may make, provided always that the Governing Body's decision is reached with due regard to the requirements of procedural fairness and is subject in the case of deprivation to such conditions (including rights of appeal) as are prescribed by law, by the University or the Conference of Colleges, or under these Statutes.

4. Where a Foundation has been established, whether under these Statutes or otherwise, for the purpose of providing Scholarships or Exhibitions to be awarded by the College and examinations are held to enable such awards to be made, it shall be lawful for such reasonable proportion of the annual income from such Foundation as the Governing Body may in each year determine to be credited in each year to the general revenues (but not the Corporate Revenue) of the College towards defraying all reasonable administrative costs associated with the Scholarships and Exhibitions concerned, including the expenditure incurred in the holding of the examinations and in the making of the awards and in all matters incidental thereto.

### **XIII. THE EXHIBITION FUND**

The College shall keep an Exhibition Fund for the purpose of making grants of such amount and duration and on such terms as the Governing Body shall determine to Members of the College receiving instruction under the direction of the Governing Body. The Governing Body shall make Bylaws concerning the income and permitted uses of the Exhibition Fund, the criteria for assistance from the Fund, and such other matters concerning the Fund as it shall deem appropriate.

### **XIV. THE COMMONERS**

1. Commoners shall be admitted as undergraduate students in such numbers and on such conditions as the Governing Body shall from time to time determine. The Governing Body may make Bylaws or Regulations concerning the numbers and conditions concerned.

2. The Commoners shall be required to conform to such Bylaws and Regulations concerning residence, academic work, and discipline as the Governing Body shall from time to time determine. The Governing Body may enforce such Bylaws and Regulations by such penalties as it may think fit, including removal from the College for any cause which in its judgement shall require removal and is specified in the aforementioned Bylaws or Regulations, provided always that the Governing Body's decision is reached with due regard to the requirements of procedural fairness and is subject in the case of removal to such conditions (including rights of appeal) as are prescribed by law, by the University or the Conference of Colleges, or under these Statutes.

### **XV. THE GRADUATE STUDENTS**

1. Graduate students shall be admitted in such numbers and on such conditions as the Governing Body shall from time to time determine. The Governing Body may make Bylaws or Regulations concerning the numbers and conditions concerned.

2. The graduate students shall be required to conform to such Bylaws and Regulations concerning residence, academic work, and discipline as the Governing Body shall from time to time determine. The Governing Body may enforce such Bylaws and Regulations by such penalties as it may think fit, including removal from the College for any cause which in its judgement shall require removal and is specified in the aforementioned Bylaws or Regulations, provided always that the Governing Body's decision is reached with due regard to the requirements of procedural fairness and is subject in the case of removal to such conditions (including rights of appeal) as are prescribed by law, by the University or the Conference of Colleges, or under these Statutes.

## **XVI. THE RESEARCH STUDENTS, BROWNE RESEARCH STUDENTS, SENIOR SCHOLARS, HOLWELL STUDENTS AND FLOREY-EPA STUDENTSHIPS**

1. It shall be lawful for the Governing Body to establish within the College and to fill by election such Research Studentships, Browne Research Studentships, Senior Scholarships, Holwell Studentships, Florey-EPA Studentships and other graduate studentships as it shall from time to time determine.

2. The Governing Body shall make Bylaws or Regulations governing the numbers of Research Studentships, Browne Research Studentships, Senior Scholarships, Holwell Studentships, Florey-EPA Studentships and other graduate studentships, eligibility for election thereto, and the terms and conditions (for example relating to emolument, tenure, residence, academic work and discipline) on which such Studentships and Scholarships shall be held.

3. Research Students, Browne Research Students, Senior Scholars, Holwell Students, Florey-EPA Students and holders of any other graduate studentship may be required by the Governing Body to vacate their Studentship or Scholarship for any cause which in the Governing Body's judgement shall merit deprivation of the Studentship or Scholarship concerned and is specified in such Bylaws or Regulations concerning Studentships and Scholarships as the Governing Body may make, provided always that the Governing Body's decision is reached with due regard to the requirements of procedural fairness and is subject to such conditions (including rights of appeal) as are prescribed by law, by the University or the Conference of Colleges, or under these Statutes.

## **XVII. MATTERS RELATING TO UNDERGRADUATE AND GRADUATE STUDENTS**

1. The Governing Body shall arrange for the provision of tutorials, supervision and such other forms of academic instruction as it shall deem appropriate for undergraduate and graduate student members of the College, and shall be empowered to spend such sums of money as it shall deem appropriate for these purposes.

2. It shall be lawful for the Governing Body to provide, or to arrange for the provision of, such forms of welfare or welfare-related support for undergraduate and graduate student members of the College, and to spend such sums of money as it shall deem appropriate for these purposes.

3. It shall be lawful for the Governing Body to provide such financial or other support for other activities associated with the purposes of the College and concerning undergraduate and graduate student members of the College as it shall deem appropriate.

## **XVIII. REMUNERATION, PENSIONS, ALLOWANCES AND OTHER BENEFITS**

### *1. The Provost, Fellows, College Officers, Praeceptors, Tutors, lecturers and instructors*

1. The College shall be empowered to provide out of the Corporate Revenue and in accordance with the procedure set out in this Statute, such reasonable stipends, allowances and other benefits within the objects of the College as it shall deem appropriate (including but not limited to the provision of residential accommodation free of rent and other taxes or charges, of housing allowances, of health care benefits, and of other allowances connected with research and teaching), for such of the Provost, Fellows, College Officers, Praeceptors, Tutors, lecturers and instructors (other than those paid according to the general scale for outside tuition) and to persons connected with them (for example as a spouse, civil partner, partner, parent, child, or other close family member) as it shall deem appropriate, and to enter into, make contributions as required to and maintain in force a pension scheme or schemes for and covering such persons.
2. The Provost shall have a right to occupy lodgings in the College free of rent and other charges and taxes. All necessary repairs to College fixtures and fittings, in respect of the premises occupied by the Provost, shall be paid for by the College.
3. During the usual academic Terms, each Official Fellow shall be required to reside in the College, unless he or she shall have been granted leave to reside elsewhere by the Governing Body.
4. The Governing Body may assign for such period of time as it thinks fit a room or rooms in College to any College Officer or other Fellow free of rent and other taxes or charges, so long as such a room does not (or such rooms do not) constitute residential accommodation.

### *2. Powers of the Remuneration Committee*

1. All questions concerning or relating to the stipends, pensions, allowances and other benefits granted or made available to the Provost, Fellows, College Officers, Praeceptors and Tutors (other than those paid according to the general scale for outside tuition) and to persons connected with them (for example as a spouse, civil partner, partner, parent, child, or other close family member), including where relevant the provision of residential accommodation, housing allowances and health care benefits, shall be considered in the first instance by the Remuneration Committee, which shall be the only body entitled to make recommendations to the Governing Body (including recommendations as to the passage and drafting of Bylaws or Regulations) concerning matters falling within this clause. The Committee shall review and where appropriate make recommendations concerning the matters falling within its remit at least once in each calendar year.
2. The Remuneration Committee shall not be concerned with the allocation of rooms which do not constitute residential accommodation.

### *3. Composition of the Remuneration Committee and conflicts of interest*

1. The Remuneration Committee shall consist of seven members elected by the Governing Body from among the following categories (not all of which need be represented on the Committee at any one time), for terms not exceeding three years and subject always to the provision that no person may be elected who draws a stipend or any other form of benefit falling within section 2 clause 1 above from the College:

Old Members of the College who are not members of the Governing Body;

the Honorary Fellows;

the Emeritus Fellows; and:

the Professorial Fellows.

In addition, the Provost and Estates Bursar shall be non-voting members. The Committee shall appoint one of its members to act as Chairman. The Estates Bursar shall act as Secretary.

2. The Governing Body shall maintain in force Bylaws prohibiting actual or apparent conflicts of interest and regulating potential conflicts of interest on the part of members of the Remuneration Committee. Such Bylaws shall make provision in particular for situations in which a member of the Remuneration Committee has a financial, political or other close interest in a matter under discussion or review or is connected to a person with an interest in such a matter (for example as a spouse, civil partner, partner, parent, child, other close family member or business partner of that person).

#### 4. *Further issues*

1. The Governing Body shall be empowered to provide out of the Corporate Revenue such stipends, allowances and other benefits within the objects of the College as it shall deem appropriate for lecturers, instructors and for the non-academic employees of the College and to persons connected with them (for example as a spouse, civil partner, partner, parent, child, or other close family member), and to enter into, make contributions as required to and maintain in force a pension scheme or schemes and reasonable *ex gratia* arrangements concerning pensions for and covering such persons.

2. Notwithstanding the other provisions of this Statute, the College shall be empowered to keep in existence the provisions of any pension fund or related financial arrangement which shall be in force on the date of entry into force of this Statute, provided that the beneficiaries of that fund or related arrangement shall be alive at that date.

3. The Governing Body may, if it thinks fit, assign a room or rooms in College free of rent and other charges and taxes to a Fellow Commoner who shall declare that they intend to make use of such room or rooms for work approved by the Governing Body and falling within the objects of the College.

## **XIX. FINANCES**

### 1. *Funds, assets, revenues and moneys*

1. The application of the revenues of the College under the provisions and to the purposes of these Statutes shall be subject to any Statute or Statutes made for the University under the powers of the Universities of Oxford and Cambridge Act, 1923 (in succession to the Universities of Oxford and Cambridge Act, 1877), for enabling or requiring the colleges to make contributions out of their revenues to University purposes, and to the payment of the taxes and charges imposed thereby, provided that regard always be had in the first place to the needs of the College in itself for its educational and other objects.



2. The Governing Body shall be empowered to spend or to invest, set aside or otherwise use, as appropriate, such funds, assets (whether real or personal), revenues and moneys as it considers desirable or necessary in connection with the College and the objects of the College, including in relation to the acquisition, suitable maintenance of or, where appropriate, the development of College buildings. This provision shall apply to investments in or upon such securities, shares, stocks, funds, or other investments (including land) in any part of the world and whether involving liability or not as the Governing Body shall in its absolute discretion think fit, so that the Governing Body shall be empowered to invest and transpose the investment of all funds in the same unrestricted manner as if it were the beneficial owner thereof.

3. The Governing Body shall be empowered, to such extent as it shall deem prudent, to borrow money (whether on a secured or an unsecured basis) or to engage in other secured or unsecured credit transactions for such purposes within the objects of the College as it shall deem fit.

## *2. Accounts*

1. The College shall maintain full and proper accounting records, including specific accounts and reports (including in relation to returns), in such a manner as the Governing Body may from time to time stipulate according to the standards prescribed by law, by the Charity Commission and by the University, save that the Governing Body may require that such records shall also comply with such further standards as it shall deem appropriate, provided always that such records shall be sufficient to enable the preparation of accounts and reports as stipulated by these Statutes and any Bylaws made thereunder. Where required or appropriate, the College shall publish, deliver or submit such accounts and reports to external bodies, including the University and the Conference of Colleges.

2. The College's accounting records, as defined in sect. 1 above, shall be subject to periodic review by the Governing Body and shall be audited at least once in every year by a process of independent audit, as prescribed and defined by law and by the Charity Commission and which shall characteristically involve the appointment of a suitably qualified external Auditor or Auditors.

3. The Governing Body shall in every year cause to be prepared and delivered to the Registrar of the University (referred to hereafter as 'the Registrar') for publication such information relating to the accounts of the College as may be prescribed from time to time by any Statute or Regulation of the University made under the powers of the Universities of Oxford and Cambridge Act, 1923. The date on or before which such information shall be delivered to the Registrar, the forms of the statements in which it shall be shown, and the certificate accompanying such forms shall be as prescribed from time to time in the Statutes of the University made or to be made under the like authority; and the certificate shall be signed by the Auditor or Auditors aforesaid.

4. The Governing Body shall be empowered to pay to the University any charge or tax properly levied under the powers conferred on the University by any Statute or Regulation of the University made under the Universities of Oxford and Cambridge Act, 1923, and to provide to the Registrar or to such other duly empowered officer or officers of the University such information as may be required for determining the amount properly to be paid by virtue of this provision.

5. The Governing Body shall be empowered to pay to the Conference of Colleges of the University, or to a duly constituted successor body, any charge or tax properly levied by the body concerned under the powers properly conferred upon or accorded to it, and to provide to the duly empowered officer or officers of the body concerned such information as may be required for determining the amount properly to be paid by virtue of this provision.

### 3. *Corporate Revenue*

Unless otherwise stated, the term ‘Corporate Revenue’ shall be taken in these Statutes to exclude revenues or other moneys arising or resulting from the trusts listed in Schedule 1, and such other specific funds as the Governing Body shall from time to time determine .

### 4. *Other provisions*

1. The College shall be entitled to pay to the University, in relation to any statutory professorship associated with the College, such annual sum as the Governing Body shall determine.

2. Notwithstanding the provisions contained elsewhere in this Statute, the College may retain in their existing state of investment any securities obligations stocks or shares of whatsoever nature class or denomination which are transferred to the College (for the general purposes of the College and not on more restricted trusts) in or toward satisfaction of any benefaction to or to be administered by the College and whether such benefaction be created *inter vivos* or by will.

## **XX. DISMISSAL AND REDUNDANCY**

### *1. Construction, application and interpretation*

1. This Statute and any Bylaw 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 section 2, section 3, section 4 or section 7 of this Statute 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 holding a College Office 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 Provost, to the extent and in the manner set out in section 7 of this Statute.

(2) In this Statute any reference to “a member of the academic staff” is a reference to a person to whom sections 1 to 7 of this Statute apply.

4. For the purposes of this Statute the following terms have the meanings specified:

“dismiss” and “dismissal” mean dismissal of a member of the academic staff and

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

5. (1) for the purposes of this Statute “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 section 3 of this Statute to be such as to render the person convicted unfit for the performance of the duties of his or her office or for employment as a member of the academic staff of the College; or
- (b) conduct of an immoral, scandalous, or disgraceful nature incompatible with the duties of the office or employment; or
- (c) conduct constituting failure or persistent refusal or neglect or inability to perform the duties or comply with the conditions of the office or employment; or
- (d) physical or mental incapacity established under section 4 of this Statute; or
- (e) wilful disruption of the activities of the College; or
- (f) wilful disobedience of any of the Statutes or Bylaws of the College in force for the time being.

(2) In this clause –

- (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.

6. 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 the activity in the place in which the person 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.

7. (1) In any case of conflict, the provisions of this Statute shall prevail over those of any other Statute of the College in force on the date on which the instrument making these modifications was approved under subsection (9) of section 204 of the Education Reform Act 1988, and over those of any Bylaw, and the provisions of any Bylaw made under this Statute shall prevail over those of any Bylaw made under such other Statutes:

Provided that section 3, section 4 and section 7 of this Statute shall not apply in relation to anything done or omitted to be done before the date on which the instrument making these modifications was approved under subsection (9) of section 204 of the Education Reform Act 1988.

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

(2) Nothing in any appointment made, or contract entered into, shall be construed as overriding or excluding any provision made by this 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 2.3(2) of this Statute.

(4) For the avoidance of doubt it is hereby declared that nothing in section 3 shall be construed as affecting the Statutes and Bylaws of the College concerning re-election on the expiry of a fixed term of a Fellowship.

(5) 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 Bylaws made under this Statute.

(6) In this Statute references to numbered sections, clauses, and sub-clauses are references to sections, clauses, and sub-clauses so numbered in this Statute.

## *2. Redundancy*

1. This section 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 section shall prejudice, alter or affect any right, 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 20<sup>th</sup> November 1987; or

(b) he or she is promoted on or after that date.

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

3. (1) The Governing Body shall be the appropriate body for the purposes of this section.

(2) This clause 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 section 2.3(2) of this Statute –

(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 section 1.1 of this Statute; or

(b) it shall appoint a Redundancy Committee to be constituted in accordance with sub-clause (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-clause (1)(b)(i), or it 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;

(b) two Fellows, not being persons employed by the College; and

(c) two members of the academic staff.

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

5. (1) Where the Governing Body has either itself made a selection or has approved a selection recommendation made by the Redundancy Committee under section 2.4(1) of this Statute 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 –

- (a) a summary of the action taken by the Governing Body under this Section;
- (b) an account of the selection processes it has 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 section 5 of this Statute; and
- (d) a statement as to when the intended dismissal is to take effect.

### *3. Discipline, dismissal and removal from office*

1. (1) If the conduct or performance of a member of the academic staff does not meet acceptable standards, but does not constitute sufficient cause for dismissal, an oral warning may be given by the Provost who shall keep a note of the matter. The member of the academic staff concerned shall be informed of the reason for the warning; that it constitutes the first stage of the disciplinary procedure; and that a right of appeal exists under this clause. An oral warning shall be disregarded for disciplinary purposes after 12 months.

(2) If the offence is a serious one, or if a further offence occurs, a written warning may be given by the Provost, who shall keep a copy of the warning. The member of the academic staff concerned shall be informed of the reason for the warning; the improvement required and the time within which that must be achieved; that charges may be instituted under section 3.2 of this Statute if there is no satisfactory improvement; and that a right of appeal exists under this clause. A written warning shall be disregarded for disciplinary purposes after 2 years.

(3) A member of the academic staff who wishes to appeal against a disciplinary warning given under this clause shall inform the Provost within two weeks. An Appeal Committee appointed by the Governing Body shall hear the appeal and the Committee's decision shall be final.

2. (1) If there has been no satisfactory improvement following a written warning given under section 3.1(2) of this Statute, 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 an Academic Disciplinary Committee appointed under section 3.3 of this Statute may be made to the Provost.

(2) To enable the Provost to deal fairly with any complaint brought to his or her attention under sub-clause (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 Provost (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 should 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 their duties without loss of emolument.

(4) As soon as may be following the comments (if any) or in any event not later than 28 days after they were invited the Provost 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 be considered by an Academic Disciplinary Committee appointed under section 3.3 of this Statute.

3. If the Provost has determined that the matter is to be considered by an Academic Disciplinary Committee, he or she shall request the Governing Body to appoint such a Committee to hear the charge or charges and to determine whether the conduct or performance of the person charged constitutes good cause for dismissal or otherwise constitutes a serious complaint relating to their 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 Provost, after consulting the Governing Body, may suspend the person charged from the performance of their duties without loss of emolument.

4. (1) An Academic 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 members of the Governing Body, Honorary Fellows or Emeritus Fellows of the College.

(2) In selecting members of the panel for appointment as members of an Academic Disciplinary Committee, the Governing Body shall exclude the person charged, and any person who has been involved in or associated with the making of the complaint or any part of it, or who has been involved in any preliminary hearing or investigation.

5. (1) When an Academic Disciplinary Committee has been appointed, the Governing Body shall instruct a suitable person to formulate the charge or charges and to present, or arrange for the presentation of, the charges before the Academic 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 an Academic Disciplinary Committee shall be prescribed by Bylaws made under this Statute. Such Bylaws shall ensure:

(a) that the person charged is entitled to be represented by another person, whether such a person is legally qualified or not, in connection with and at any hearing by an Academic 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 Academic 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 Provost, the person charged, the person presenting the charge and any person who shall have been added as a party by the Academic Disciplinary Committee.

(2) The Academic Disciplinary Committee shall draw attention to the period of time within which any appeal should be made by ensuring that a copy of section 5 of this Statute accompanies each copy of its decision sent to a party to the proceedings under this clause.

8. (1) Where any charge is upheld and the Disciplinary Committee finds good cause and recommends dismissal or removal from office, but in no other case, the Provost, after consulting the Governing Body, shall decide whether or not to dismiss the person concerned.

(2) Where any charge is upheld, other than where the Provost has decided under sub-clause (1) to dismiss the person concerned, the action available to the Provost, after consulting the Governing Body (not comprising a greater penalty than that recommended by the Academic Disciplinary Committee) shall be –

- (a) to discuss the issues raised with the person concerned; or
- (b) to advise the person concerned about his or her future conduct; or
- (c) to warn the person concerned; or
- (d) to suspend the person concerned for such period as the appropriate officer 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 Academic Disciplinary Committee's decision, provided that no suspension without pay may be ordered unless the terms of the contract of employment of the person concerned contains provisions expressly entitling the Provost to impose such a penalty; or
- (e) to take such further or other action under the person's contract of employment or terms of appointment as appears fair and reasonable in all the circumstances of the case; or
- (f) any combination of any of the above.

9. (1) The Provost shall be the appropriate officer to exercise the powers conferred by section 3.8 of this Statute but may appoint a delegate to exercise those powers.



(2) Any action taken by the Provost or his delegate shall be confirmed in writing and notified to the Governing Body.

#### *4. Removal for incapacity on medical grounds*

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

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

(3) In this section the Provost shall be the appropriate officer to perform any duties or exercise any powers, but he or she may appoint a delegate to act on his or her behalf.

(4) In this section references to the member of the academic staff for the purposes of notification, giving consent, agreement, nomination or providing evidence 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 to the Provost that the removal of a member of the academic staff on medical grounds should be considered, the Provost –

(a) shall inform the member accordingly;

(b) may, if the member agrees or if the Provost considers that the College might otherwise suffer significant harm suspend the member from duty without loss of pay; and

(c) shall notify the member in writing that it is proposed to make an application to the member's medical practitioner for a medical report and shall seek the member's consent in writing in accordance with the requirements of the Access to Medical Reports Act 1988.

(2) If the member elects to apply for early retirement on medical grounds he or she shall be allowed to do so and the College shall meet the reasonable costs of any medical opinion required.

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

(4) The procedure to be followed in respect of the preparation, hearing, and determination of a case by a Board under this Section shall be prescribed by Bylaws made under this sub-clause. Such Bylaws 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 the case 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 and may be questioned concerning any relevant evidence; and

(d) that the case is heard and determined expeditiously as is reasonably practicable.

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

3. (1) If the Board determines that the member should be required to retire on medical grounds, the Provost shall consult the Governing Body, and may terminate employment of the member concerned on those medical grounds.

(2) Any action taken by the Provost shall be confirmed in writing and notified to the Governing Body.

### *5. Appeals*

1. This section 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 section applies –

(a) to appeals against the decisions of the Governing Body to dismiss in the exercise of its powers under section 2 of this Statute;

(b) to appeals arising in any proceedings, or out of any decision reached, under section 3 of this Statute other than appeals against disciplinary warnings under section 3.1 of this Statute;

(c) to appeals against any dismissal otherwise than in pursuance of section 2, section 3, section 4 or section 7 of this Statute;

(d) to appeals against any disciplinary decision otherwise than in pursuance of section 3 of this Statute;

(e) to appeals against any decision reached under section 4 of this Statute; and

(f) to appeals against any decision reached under section 7 of this Statute

and “appeal” and “appellant” shall be construed accordingly.

(2) No appeal shall however lie against –

(a) a decision of the Governing Body under section 2.3(2) of this Statute;

(b) any findings of fact of an Academic Disciplinary Committee under section 3 of this Statute, or of a Tribunal under section 7 of this Statute 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 findings by a Board set up under section 4.2(3) of this Statute 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 section references to “the person appointed” are references to the person appointed by the Governing Body under section 5.5 of this Statute to hear and determine the relevant appeal.

(4) The parties to an appeal shall be the appellant and the Provost 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 Provost, within the time allowed under section 5.4 of this Statute, notice in writing setting out the grounds of the appeal.

4. (1) A notice of appeal shall be served within 28 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-clause (3).

(2) The Provost 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 Provost outside the 28 day period the person appointed under section 5.5 of this Statute 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 started under this section the Governing Body shall appoint a person described in sub-clause (2) to hear and determine that appeal subject to sub-clause (3).

(2) The persons described in this sub-clause are –

(a) the person who is the Visitor; and

(b) persons not employed by the College holding, or having held, judicial office or being barristers or solicitors 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.

(4) The other persons who may sit with the person appointed, and who shall be appointed by the Governing Body, shall be –

(a) one member chosen from amongst Professorial Fellows; and

(b) one chosen from amongst members of the Governing Body to whom this Statute applies.

6. (1) The procedure to be followed in respect of the preparation, consolidation, hearing and determination of appeals shall be that set out in Bylaws made under this clause.

(2) Without prejudice to the generality of the foregoing such Bylaws shall ensure –

(a) that an appellant is entitled to be represented by another person, whether such person is legally qualified or not, in connection with and at any hearing of the appeal;

- (b) that an appeal shall not be determined without an oral hearing at which the appellant and any person appointed by him or her to represent him or her are entitled to be present and, with the consent of the person or persons hearing the appeal, to call witnesses;
- (c) that full and sufficient provision is made for postponements, adjournments, dismissal of the appeal for want of prosecution and for the correction of accidental errors; and
- (d) that the person appointed may set appropriate time limits for each stage (including the hearing itself) to the intent that any appeal shall be heard and determined as expeditiously as is 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 section 2 of this Statute to the Governing Body for further consideration as the person or persons hearing the appeal may direct; or
- (b) remit an appeal arising under section 3 of this Statute for re-hearing by a differently constituted Academic Disciplinary Committee to be appointed under that section; or
- (c) remit an appeal from a decision of the Provost under section 4 of this Statute for further consideration as the person or persons hearing the appeal may direct; or
- (d) remit an appeal by the Provost arising under section 7 of this Statute for re-hearing or reconsideration by the same or by a differently constituted Tribunal to be appointed under that section; or
- (e) substitute any lesser alternative penalty that would have been open to the Provost following the finding by the Academic Disciplinary Committee which heard and pronounced upon the original charge or charges.

7. The person appointed shall send a reasoned decision, including any decision reached in exercise of his powers under section 5(3) (a),(b),(c) or (d) of this Statute, on any appeal and a statement of any findings of fact different from those of the Governing Body under section 2 of this Statute or of the Academic Disciplinary Committee under section 3 of this Statute or of the Board under section 4 of this Statute or of the Tribunal appointed under section 7 of this Statute, as the case may be, to the Provost and to the parties to the appeal.

#### *6. Grievance procedures*

1. The aim of this section 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 section 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 Provost.

(2) If it appears to the Provost that the matter has been finally determined under section 3, 4 or 5 of this Statute or that the grievance is trivial or invalid, he or she may dismiss it summarily, or take no action upon it. If it so appears to the Provost he or she shall inform the member and may inform the Governing Body accordingly.

(3) If the Provost 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 section 3 of this Statute; or
- (b) a determination under section 4 of this Statute; or
- (c) an appeal under section 5 of this Statute

he or she shall defer action upon it under this section 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 Provost does not reject the complaint under sub-clause (2) or if he or she does not defer action upon it under sub-clause (3) he or she shall decide whether it would be appropriate, having regard to the interests of justice and fairness, 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 6.3(4) of this Statute, the Provost shall refer the matter to a Grievance Committee for consideration.

5. A Grievance Committee shall comprise three Fellows of the College appointed by the Governing Body.

6. The procedure in connection with the consideration and determination of grievances shall be determined in Bylaws 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.

#### *7. Removal of the Provost from office*

1. Any three members of the Governing Body may make complaint to the senior Official Fellow in residence seeking the removal of the Provost from office for good cause.

2. The senior Official Fellow in residence shall refer such a complaint to the Governing Body, exclusive of the Provost and the member making the complaint. If it appears to the Governing Body that the complaint is not supported by sufficient evidence of good cause for the removal of the Provost from office, it may determine that no further action shall be taken upon it.

3. If it appears to the Governing Body that the complaint is supported by sufficient evidence of good cause for the removal of the Provost from office, it shall appoint a Tribunal to hear and determine the matter and, in the absence of a Pro-Provost, shall appoint one for the Fellows to act as Pro-Provost until such time as the Governing Body shall determine.
4. The Tribunal appointed by the Governing Body shall comprise:
  - (a) an independent Chairman;
  - (b) one member chosen from amongst Professorial Fellows; and
  - (c) one member chosen from amongst members of the Governing Body to whom this Statute applies.
5. A charge referred to the Tribunal shall be dealt with in accordance with the procedure prescribed in sections 3.5 to 3.7 of this Statute provided –
  - (a) that the Pro-Provost shall perform any duty and exercise and power there assigned to the Provost; and
  - (b) that the only recommendation the Tribunal may make is whether or not the Provost should be removed from his office.
6. Where a charge or charges have been upheld and the Tribunal finds good cause and recommends dismissal, but in no other case, the Pro-Provost shall consult the Governing Body and may then dismiss the Provost.
7. Where a complaint is to be referred to a Tribunal under clause 3 of this section, the Pro-Provost may, if he or she considers that the College might otherwise suffer significant harm, suspend the Provost from his or her duties in all matters relating to the government and discipline of the College without loss of salary.
8. For the purpose of the removal of the Provost from his office for incapacity on medical grounds, the provisions of section 4 of this Statute shall have effect, provided that the Pro-Provost shall perform any duty or exercise any power there assigned to the Provost.
9. For the purpose of appeals by the Provost against removal from office, the provisions of section 5 of this Statute shall have effect, provided that the Pro-Provost shall perform any duty or exercise any power there assigned to the Provost

#### *8. Non-academic employees of the College*

The Provost shall have ultimate responsibility for the appointment, dismissal and redundancy of non-academic employees of the College, provided always that decisions concerning dismissal and redundancy are reached with due regard to the requirements of procedural fairness and are subject to such conditions (including rights of appeal) as are prescribed by law and by the University or the Conference of Colleges. The Governing Body may make Bylaws concerning such matters as fall within the ambit of this section.

## **XXI. REPEAL OR AMENDMENT OF STATUTES**

1. These Statutes shall be the subject to alteration in the manner provided by the Universities of Oxford and Cambridge Act, 1923.
2. Every proposal for a change in the Statutes of the College in force for the time being shall be communicated to the University Council before it is submitted to Her Majesty in Council, and the Governing Body, in forwarding the draft Statute as amended for the approval of Her Majesty, shall state definitely that it has been so communicated.
3. No Statute made by the Governing Body and affecting the University shall be altered except with the consent of the University.

## **XXII. NOTICES**

Any notice required by these Statutes to be given to any person may be given either by delivering it to them, or by leaving it at his or her usual or last known place of abode, or by sending it by post or email addressed to him or her at his or her usual or last known place of abode in the United Kingdom or usual or last known email address (as appropriate). The non-receipt of a notice shall not invalidate the proceedings at any meeting to which the notice so delivered or sent refers.

## XXIII. THE VISITOR

1. The Archbishop of York for the time being shall be the Visitor of the College, in whom shall be vested solely and exclusively the whole Visitation jurisdiction over the College and all its members.
2. It shall be lawful for the Visitor, once in every ten years (or oftener, if and whenever he shall deem it expedient for enforcing the due observance of the Statutes in force for the time being), without any request or application by the College or any of its members, to visit the College, and to exercise at such visitation all the powers which are by law incident to the office of General Visitor of a College. It shall be lawful for the Visitor at any such visitation or, if he shall think fit, at other times, to require the Governing Body to answer in writing touching any matter as to which the Visitor may deem it expedient to inquire for the purpose of satisfying himself whether the Statutes in force for the time being are duly observed.
3. As often as any question shall arise on which the Governing Body shall be unable to agree, depending wholly or in part on the construction of any of the Statutes of the College, it shall be lawful for the Governing Body or for the Provost or for any three members of the Governing Body to submit the same, so far as the decision of the question at issue depends upon the construction of the Statutes of the College, to the Visitor; and the Visitor shall declare what is the true construction of such Statute or Statutes with reference to the case submitted to him.
4. It shall be lawful for the Provost or for any Fellow, if he or she shall conceive himself or herself aggrieved by any act or decision of the Governing Body, for any Laming Junior Fellow, Randall-MacIver Student, Barns Student, Research Student, Holwell Student, Florey-EPA Student, holder of any other graduate studentship, Taberdar, Scholar, Bible Clerk, or Exhibitioner, who may have been deprived of his or her Laming Junior Fellowship, Randall-MacIver Studentship, Barns Studentship, Research Studentship, Taberdarship, Scholarship, Bible Clerkship, or Exhibition, and for any Commoner or Graduate Student who shall have been removed from the College, to appeal to the Visitor against such act or decision or sentence; and the Visitor shall adjudicate in so far as this is legally or otherwise permissible on such appeal, and may disallow and annul such act or decision, and may reverse or vary such sentence, if he shall deem just.
5. It shall be lawful for the Visitor, either *proprio motu* or on the petition of the Provost or any of the Fellows, to disallow or annul any Bylaw or resolution of the Governing Body which shall, in the Visitor's judgement, be repugnant to any of the Statutes of the College in force for the time being.

## DECLARATION

These statutes are made wholly for the Queen's College, Oxford within the meaning of the Universities of Oxford and Cambridge Act, 1877, Section 30, as set out in the Schedule to the Universities of Oxford and Cambridge Act, 1923.



## **SCHEME MADE UNDER THE UNIVERSITIES AND COLLEGES (TRUSTS) ACT, 1943**

### *General*

1. (1) This Scheme is made under Section 2 of the Universities and Colleges (Trusts) Act 1943.  
  
(2) The property of all trusts to which this Scheme applies shall be administered by the College as a single fund (referred to in this Scheme as 'the Fund').

### *Trusts to which the Scheme applies*

2. This Scheme shall apply to the trusts listed in Schedule 1, as amended from time to time by order of the Governing Body, and to such part of the College's assets as the College shall from time to time determine, the part for the time being subject to the Scheme being treated for the purposes of the Scheme as if it were held on trust for the College.

### *Allocation of shares in the Fund*

3. The shares in the Fund allocated to each constituent trust shall initially be the number of shares attributable to that trust under the scheme for the administration of the investments of the trusts which was in force immediately before the coming into force of this Scheme.

### *Initial and subsequent valuations of shares*

4. The total value of the Fund as determined under Paragraph 8 as at 1 August 2002 and on each subsequent valuation shall be divided by the number of shares in issue at that date subject to the following deductions:

- (1) any liability for money borrowed under the provisions of Paragraph 7;
- (2) any distribution made on the day following such valuation under Paragraph 10;
- (3) any sums allocated to reserve under Paragraph 11;
- (4) reasonable expenses incurred by the College in the administration of the Fund.

The value of each share shall be recorded.

### *Additions to or withdrawals from the Fund*

5. Shares in the Fund may be acquired or disposed of by constituent trusts on 1 August, 1 November, 1 February or 1 May in each year on the basis of the valuation made on the previous day under Paragraph 8, taking into account the deductions directed to be made under Paragraph 4, on condition that the appropriate number of shares in the Fund shall be issued in respect of all assets transferred to the Fund.

*Power to invest*

6. The Fund may be invested and the investments in it may be charged from time to time by the College in its discretion within the range authorised by Statute XIX of the College's Statutes.

*Power to borrow money*

7. The College may borrow money for investment on behalf of the Fund upon such terms as to interest and repayment as it may decide, and may mortgage land or hypothecate securities held on behalf of the Fund as security therefore, on condition that interest payable on such borrowed money, and suitable provision for repayment of the capital, shall be prior charges on the assets of the Fund.

*Valuation of the Fund*

8. The College shall cause the total assets of the Fund (including investment return, and including the reserve fund created under Paragraph 11) to be valued as at 31 July, 31 October, 31 January and 30 April in each year. Valuation shall be made in the following manner:

(1) as to securities, at the mid market price on that date, or if that day is a holiday on the last previous working day;

(2) as to mortgages, at their face value;

(3) as to land and interests in land, at the value of that property as at 31 July 2002 and thereafter as at 31 July in every subsequent fifth year in accordance with a valuation obtained from a firm or firms of chartered surveyors. The managing agents shall also review the value of each property annually and report to the College any substantial variation in its value at 31 July of any year from its value at 31 July of the previous year, and the College shall give effect if it thinks fit to such variation in the valuation of the Fund. On the occasion of each annual review, account shall be taken of additions to and reductions in such property since the valuation on the last preceding 31 July, and, in the case of leaseholds or other wasting assets, any provisions made for their amortisation;

(4) as to the investment return for the period to which the valuation relates, this shall include:

(a) any interest receivable;

(b) any net rent and other income or gains derived from the use of exploitation of assets;

(c) any dividends;

(d) all forms of capital gain resulting on or from the disposal, redemption or revaluation of investment assets (including the issue or redemption of shares or loan capital);

(e) any capital losses resulting on or from the disposal, redemption or revaluation of investment assets.

#### *Determination of the distributable amount*

9. The College shall determine as at 31 July in each year in the light of appropriate professional advice the distribution per share that may prudently be made available for distribution to constituent trusts as income of such trusts for the following year.

#### *Allocation and distribution of the distributable amount*

10. The distribution to the constituent trusts shall be calculated quarterly on the basis of the number of shares belonging to those trusts on 31 October, 31 January, 30 April and 31 July next following the determination of the distribution per share under Paragraph 9. The distribution shall be made on 31 July next following the determination of the distribution per share under Paragraph 9.

#### *Reserve Fund*

11. The College may if it thinks fit set up a reserve fund to be available for distribution in future years.

#### *The College's power to act and delegate*

12. The College shall for all the purposes of this Scheme act by its Governing Body or otherwise as authorised or directed by its Statutes for the time being and shall have full power to delegate any duties or discretions imposed or given hereby.

#### *The Visitor's powers*

13. The Visitor of the College shall enjoy the same jurisdiction as to the construction of this Scheme and its observance by the College as would have been his had the Scheme been enacted as a College Statute under the Universities of Oxford and Cambridge Act 1923.

#### *Commencement date*

14. This Scheme shall be deemed to have come into operation on 1 August 2002 and the scheme for the administration of the investments of the trusts which was in force immediately before the coming into force of this Scheme ceased to have effect on the same date.

### SCHEDULE 1

#### TRUST FUNDS

The Grindal Trust (1583)  
The Henry Wilson Trust (1639)  
The James Rigge Trust (1640)  
The Sandys Trust (1679)  
The Thistlewaite Trust (1690)  
The Thanet Trust (1720)  
The Tylney Trust (1720)  
The Hastings Trust (1739)  
The Backhouse Trust (1759)  
The Holme Trust (1766)

The Noble Trust (1769)  
The Thomas Trust (1789)  
The Fitzgerald Trust (1832)  
The Fox Trust (1848)  
The Dixon Trust (1858)  
Sir E. Jodrell's Trusts (1866 and 1883)  
The Parker Trust (1875)  
The John Wilson Trust (1895)  
The Grant Memorial Trust (1899)  
The Rachel James Boucher Benefaction (1902)  
The Markheim Benefaction (1902)  
The Barker Memorial for an Exhibition (1905)  
The Many Trust (1909)  
The Laming Trust, for Scholarship and Exhibitions (1916)  
The Herbert Young Trust (1921)  
The Laming Fellowship Trust (1924)  
The Percival Bequest (1926)  
The H.M. and C. Spooner Trust–Mary Goodwin Fund (1927)  
The Neale Trust (1931)  
The Cronshaw Memorial Fund (1932)  
The Hirst Trust (1934)  
The Robert Styring Trust (1936)  
The Robert Styring Reserve Fund (1936)  
The Scattergood Fund (1937)  
The Browne Trust, for a Scholarship or Exhibition (1938)  
The Browne Trust for a Fellowship (1938)  
The Legge Trust (1940)  
The Elsie Cronshaw Trust (1941)  
The Armstrong Trust (1942)  
The Fletcher Trust (1942)  
The Firth Trust (1944)  
The Wyndham Trust (1949)  
The Brunskill Trust (1949)  
The Katherine M. Heale Trust (1952)  
The Florence E. Heale Trust (1959)  
The Herbruck Trust (1960)  
The David Randall-MacIver Studentship (1961)  
The Sir Clifford J. Norton Trust (1964)  
The G.W. Oakes Memorial Trust (1966)  
The B.J. Bolus Trust (1967)  
The J.A. Scott Trust (1971)  
The Cecil King Trust (1982)  
The Barns Trust (1983)  
The Florey–E.P.A. Trust (1983)  
The Temple Trust (1983)  
The Wendell Herbruck Trust (1987)  
The G. Oakes Trust (1987)  
The Warren Trust (1987)  
The Blake Trust (1988)  
The Britton Trust (1988)  
The Dajani Trust (1989)

The Ives Trust (1993)  
The Miller Trust (1994)  
The Peter Keen Trust (1995)  
The Long Trust (1997)