The College of
Corpus Christi
and of the Blessed Virgin Mary
in the
University of Cambridge

ORDINANCES

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ORDINANCES

A.  Government of the College (Statutes 4-16)

1(a) The Executive Body required by Statute 6 shall consist of eight elected members and up to four ex officio members.

(b) The ex officio members shall be the Master, the Senior Tutor, the Tutor for Advanced Students, and the Bursar, save that if any of these offices is unfilled, or if any of the offices is held in plurality, the Governing Body may appoint the holder of a related office in lieu.
(c) An *ex officio* member of the Executive Body shall cease to be a member when his tenure of a qualifying office expires.

(d) The eight elected members shall be elected by secret ballot by the Governing Body from those of its members who are not members of the Executive Body *ex officio*, each for a two-year term, subject to the following conditions:

(i) At least two of the elected members at any one time shall be Fellows in Class A who are Graduate Advisers or Fellows in Class C;
(ii) At least two shall be Fellows in Class A who are College Lecturers;
(iii) Enough College Lecturers shall be elected to ensure that the membership of the Executive Body includes no fewer than five College Lecturers in all.

(e) Elections to the Executive Body shall take place at the first meeting of the Governing Body in the Lent Term of each year. Retiring members shall be eligible for re-election provided that no Fellow shall serve as an elected member for more than four years consecutively, without allowing a period of one year to pass before standing for election again.

(f) Bye-elections may be held at the Governing Body’s discretion to fill casual vacancies on the Executive Body.

2. Save with the consent of the Visitor, no business shall be transacted at a meeting of the Executive Body unless at least six members, to include at least three elected members, are present.

3. All meetings of the Governing Body and of the Executive Body shall normally be summoned by the Master, and the Master shall normally take the chair at such meetings. In the event of his absence or incapacity the Master may appoint a Deputy to summon meetings or preside over them in his place. If both the Master and his Deputy be absent or incapacitated, or if the Master be absent or incapacitated and have appointed no Deputy, meetings may be summoned by the most senior of the Fellows then resident who is a member of the Executive Body.

4. The power of delegation conferred on the Governing Body by Statute 6 shall not be exercised in respect of powers or responsibilities expressly conferred by subsequent Statutes or by Ordinance, and all questions of major policy shall be discussed and decided by the Governing Body rather than delegated. The Master shall decide whether questions are major questions for the purposes of this provision.

5. Subject to the provisions in clause 5 of this Ordinance, all questions concerning the government of the College and the management of its affairs shall be discussed in the first instance by the Executive Body, and the Executive Body shall decide such questions except when three or more members of that body express the view that a question under discussion is one that should be discussed and decided by the Governing Body; in that event the Master shall raise the matter at a Governing Body meeting without delay.

6. The agenda and minutes of the Executive Body shall be circulated to all members of the Governing Body, save that confidential minutes shall be recorded in the Chapter Book, where any Fellow may inspect them, but shall not be circulated.
7. If three or more members of the Governing Body so require in writing, the Master shall arrange for a question which has been discussed by the Executive Body to be reviewed by the Governing Body; he shall summon a special meeting of the Governing Body for that purpose if necessary. In such a case decisions made by the Executive Body may be overturned.

8. The Governing Body shall appoint each year an Estates and Finance Committee. The members of this Committee shall all be members of the Governing Body, and some or all may be appointed ex officio according to custom. This Committee shall advise the Executive Body on all matters remitted to it by the Governing Body at the annual Audit and on such other matters concerning the College estates or finances as may be remitted to it at other times, either by the Governing Body or by the Executive Body. Minutes of all meetings of the Estates and Finance Committee shall be circulated to all members of the Governing Body, but it shall normally be for the Executive Body rather than the Governing Body to endorse (or otherwise) recommendations contained in these minutes and to decide any questions which arise out of them. Recommendations concerning the Master’s stipend and allowances, however, shall be addressed to and decided by the Governing Body.

9. All questions of College hospitality and membership of the High Table shall be decided by the Governing Body or by a Hospitality Committee appointed annually by the Governing Body, save that questions of hospitality at Leckhampton may, at the discretion of the Governing Body, be settled by the Warden in consultation with his colleagues.

10. The Senior Tutor shall report to the Governing Body the results of the annual University Examinations, and prizes or scholarships awarded on the basis of such results shall be awarded by the Governing Body.

B. **Election of the Master (Statutes 18-21)**

1. The Master shall be elected by the Fellows in accordance with the provisions of this ordinance.

2. When the office of Master becomes vacant or when the Governing Body shall have authorised an election into the Mastership in accordance with Statute 20 the senior member of the Governing Body shall call within seven days thereafter a meeting of the Fellows in Classes A, B, C and D of Statute 31 as directed by Statute 19.

3. The Presiding Fellow then appointed shall summon a further meeting of the Fellows for the election of a Master not more than thirty days after the said meeting and he shall without delay send notice of the day and hour appointed to all Fellows. At the time appointed for the election the Presiding Fellow and the Senior Fellow present or, if the Presiding Fellow be the Senior Fellow present, the next Fellow in seniority shall write their own vote and then receive the votes in writing of all Fellows entitled to vote. Fellows holding their Fellowships in Class D of Statute 31 shall not be entitled to vote save as provided in that Statute but shall be entitled to be present and to take part in the discussion.

4. That person shall be elected Master who first received the votes of a majority of all Fellows entitled to vote in the election. For the purposes of this ordinance the Presiding Fellow shall not exercise a casting vote.
5. If at the aforesaid meeting of the Fellows no person obtain the said majorities on a first, second or third vote, the meeting shall be adjourned and the Presiding Fellow shall summon further meetings until some person be duly elected or until six months shall expire from the vacancy. The Presiding Fellow shall give notice of an adjourned meeting to all Fellows not present at the adjournment.

6. The Master elected or appointed shall make the following declaration in the presence of at least four of the Fellows:

Profiteor quod officium Magistri sive Custodis pro tempore gubernationis meae fideliter praestabo. Statuta, Ordinationes, et Consuetudines laudabiles huius Collegii, quantum in me est, salva observabo, eademque Statuta diligenter et fideliter exsequar, et ab aliis, quantum in me est, observari procurabo. Bona et possessiones dicti Collegii fideliter custodia, custodirique faciam. Ita do fidem.

7. After making this declaration he shall be admitted by the Presiding Fellow with the following form of words:

Auctoritate mihi commissa admitto te Magistrum sive Custodem huius Collegii in nomine Patris et Filii et Spiritus Sancti. Amen.

C. Duties and Emoluments of the Master (Statutes 22-3)

1. The Master shall be responsible for the management of the Spencer and Mawson estates, which he shall visit regularly, and shall annually submit for audit the Spencer, Mawson, and Bradford accounts; he shall also visit the College lands from time to time, as he shall think fit or as the Executive Body may direct.

2. The Master shall reside in College during two-thirds at least of each term, and altogether during two hundred and ten days at least in each year, unless he shall be absent on he business of the College or on account of illness or other good reason, such absence to be approved by the Executive Body.

3. The Master shall have the use of the Master's Lodge with garden and outbuildings, free of rent, rates, and taxes.

4. He shall receive such stipend and such allowances for expenses as the Governing Body may from time to time determine together with the customary allowance for brawn. Save with his consent, the total emoluments of the Master shall not be reduced, during his tenure, below the amount of such emoluments at the time of his election.

D. Election of Fellows (Statutes 30-36)

1. Every Fellow shall be elected by the Governing Body in a specified class of Statute 31. No election of a Fellow shall be made unless the Master (or Deputy duly appointed) and one half at least of the Fellows holding their Fellowship in Classes A, B and C be present, but this provision may be waived with the consent of the Visitor given in writing.
2. Every election of a Fellow shall be in term-time or in the Long Vacation period of residence unless two-thirds of those members of the Governing Body qualified to vote for the election of a Fellow shall have notified their consent not necessarily in writing and subject to the same exception not less than fourteen days' notice shall be given by the Master to all Fellows whether resident in Cambridge or not of a time appointed for an election.

3. At a meeting of the Governing Body for an election of a Fellow or Fellows the Master and the Senior Fellow present shall stand in scrutiny. They shall first write their own votes and then receive the votes in writing of the other Fellows. The Master shall declare to be elected that person who receives the votes of a majority of those entitled to vote in the election including, in the case of a Fellow elected in Class A of Statute 31, the votes of at least a majority of the members of the Executive Body.

4. Where the election or re-election of a Fellow requires a special majority, but a simple majority only is obtained at the Governing Body meeting, Fellows who intimate in writing in advance to the Master that, if present, they would vote for a specified candidate, shall be held so to have voted.

5. The Fellow elected or appointed shall make the following declaration in the presence of at least four Fellows:

   Profiteor quod observabo omnia Statuta et laudabiles Consuetudines Collegii nostri, quamdiu in eo versatus (-a) fuerim: et quod Magistro sive Custodi huius Collegii obediens ero in omnibus lictis et honestis: et quod Collegii honorem et utilitatem, quantum in me est, meo consilio et auxilio juvabo. Ita do fidem.

6. After making this declaration, he shall be admitted by the Master, or by one of the Fellows named by the Master, with the following words:

   Auctoritate mihi commissa admitto te Socium huius Collegii in nomine Patris et Filii et Spiritus Sancti. Amen

7. Unless otherwise determined by the Governing Body after consideration by the Fellowship Committee, no person shall hold a Fellowship in Class A, B, or C beyond the 30 September next succeeding the attainment of the age of sixty-seven. The Governing Body may not make any such determination without fixing the date on which the fellowship will end if it is not renewed by a further determination of the Governing Body.

E. Duties and privileges of Fellows

1. Fellows holding their Fellowships in Classes A and F of Statute 31 shall normally be resident in Cambridge during Full Term. Fellows in this class are required to obtain permission from the Executive Body before accepting any work or other obligation involving their regular absence from Cambridge for more than one day in every fortnight of Full Term. Fellows in Class A shall inform the Master if they plan to be absent from Cambridge for longer than two week-days during Term or during the Christmas and Easter vacations, and for longer than two weeks during the Long Vacation.

2. Fellows in Classes B and C of Statute 31 shall inform the Master if they plan to be absent from Cambridge for more than five days during Term. They need not report any absences during the vacations.
3. Fellows in Classes A, B, C and F of Statute 31 shall request permission of the Executive Body, by written application to the Master, for sabbatical leave. At the request of the Fellow concerned, such leave may include a dispensation from the obligation to attend Governing Body meetings under Statute 10. A Fellow dispensed from this obligation shall continue, if a Trustee, to receive Governing Body and other papers relating to the governance of the College, but shall take no part in the general control and administration of the College during the period for which such a dispensation has been granted although he shall be entitled to attend and vote at any meeting convened in connection with the election of a Master and at any meeting of the Governing Body convened to consider any proposal to repeal, alter, or amend the Statutes under Statute 68.

4. Fellows in Classes A, B, C and F of Statute 31 who are planning an absence from College shall ensure that, after consultation between the Senior Tutor and the Fellow concerned, a recommendation is submitted to the EB for the appointment of a substitute or substitutes to cover their obligations for directing studies, supervisions, and any other academic or administrative duties in the College for which they are responsible.

5. Fellows in Classes A, B or C, if allotted a room or rooms in College, shall not be required to pay rent, rates or taxes. The Governing Body shall from time to time determine the amount payable to the College by such Fellows for the provision of utilities and cleaning services. Fellows in Classes E and F shall receive such allowances as the Governing Body may from time to time determine.

F. Fellows under Statute 31D (Statutes 38-39)

1. Any person holding a Fellowship for life under Statute 31D shall be entitled to vote in respect of changes in the Statutes of the College and for such changes the vote of such a Fellow shall be counted in reckoning any required majority; he shall also be entitled to vote on any other matter if the Governing Body so decide by a vote in which not less than two-thirds of those present concur; otherwise than as aforesaid a Fellow holding his Fellowship in this class shall not be entitled to vote as a Fellow of the College.

2. A Fellow holding his Fellowship under Statute 31D shall be entitled to dine at High Table without charge, but only on days when dinner is served there, and shall enjoy such other rights, privileges, and allowances (except for the voting rights herebefore conferred) as the Governing Body shall from time to time provide by ordinance or by order passed under and in accordance with the provisions of any such ordinance.

3. The provisions of this section shall apply to all persons (except those hereinafter expressly referred to) holding a Fellowship of the College on 1 January 1976 and to all persons first elected to a Fellowship after that date; provided that they shall not apply

   (a) to any person holding a Fellowship under Section D of Statute 9 (old Statutes), or
(b) to any other person holding a Fellowship under this Statute (other than Section D thereof) on 1 January 1976 who subsequently by virtue of holding or having held a Fellowship under Sections A or C thereof for 20 years in all becomes a Fellow for life under the provisions applicable thereto of Section D.

G. **College Officers (Statutes 43-48)**

1. The College Officers shall comprise the following:

   Vice-Master, Warden, President, Dean of College, Bursar and/or Treasurer, Steward of Estates, Domestic Bursar, Bursar for College Buildings, Bursar for Leckhampton, Kitchen Steward, Librarian, Praelector, Dean of Chapel and/or Chaplain, and as many Tutors (one of whom shall be the Senior Tutor), College Lecturers, Graduate Advisers, and such other officers as the Governing Body shall from time to time determine. The Governing Body may, if it so chooses, leave any of these offices unfilled. Offices may be held in plurality.

2. Any College Officer, as defined by paragraph 1 of this Ordinance, shall qualify for a Fellowship under Class A of Statute 31. If he is elected to such a Fellowship, the Fellowship shall depend upon his appointment as a College Officer and shall lapse if that appointment lapses.

[Ordinance 3 repealed 29 November 2004]

4. Appointment to the offices of Bursar, Treasurer, Senior Tutor, Librarian, Steward of Estates, Domestic Bursar, Bursar for College Buildings, Bursar for Leckhampton and, subject to the concurrence of the Senior Tutor on the Master's nomination, of Tutor shall be in accordance with the procedure prescribed under Statute 44.

5. Save as is provided in the Statutes and in paragraphs 6, 7, and 7a of this Ordinance College officers shall be appointed or reappointed by the Executive Body; and save as is provided in this Ordinance their salaries shall be determined by the Executive Body at appointment or reappointment. Save as is provided in the Statutes or in this Ordinance all appointments shall be made in the first instance for one year; and on reappointment tenure shall be during the pleasure of the Executive Body. Subject to the provisions of Statutes 46, 47, and 48 any officer may be removed from his office by the Executive Body with or without notice.

6. **The Warden** shall be appointed or reappointed for a period not exceeding five years by the Governing Body. He shall be responsible, subject to the general control of the Executive Body, for Leckhampton.

7. **The President** shall be appointed or reappointed for a period not exceeding three years by the Governing Body. He shall be generally responsible for the hospitality of the College and shall receive such allowance, if any, as the Executive Body may from time to time determine.

7a. **The Vice-Master** shall be appointed at the discretion of the Master, subject to the approval of the Governing Body, to assist the Master in the performance of his duties. He shall be appointed for one year in the first instance, and may be reappointed for one or more periods not exceeding one year each. He shall cease to hold office on the
death, retirement, resignation or removal of the Master. The Governing Body may appoint a Vice-Master to assist the Master’s Deputy during a vacancy in the Mastership.

8. *The Dean of Chapel, or Chaplain* if there be no Dean of Chapel, shall be responsible for religious instruction, and, in conjunction with the Precentor, if any, shall be responsible, subject to the general control of the Governing Body exercised through the Chapel Advisory Committee, for the conduct and arrangement of services in Chapel and, if there be no Precentor, for the Chapel music. He shall also be responsible for the selection of preachers in Chapel, subject to the concurrence of the Master and after consultation with the Precentor, if any, and the Senior Tutor.

9. Subject to the general control of the Governing Body, *the Precentor* shall be responsible for the Chapel music and, in conjunction with the Dean of Chapel (or Chaplain if there be no Dean of Chapel), for the conduct and arrangement of the services in Chapel.

10. The Dean of Chapel, the Chaplain and the Precentor shall each, if appointed, be appointed for three years in the first instance and may be reappointed for one or more periods not exceeding two years.

11. If there be a Dean of Chapel and a Chaplain, the Chaplain shall assist the Dean of Chapel, and shall be responsible for such duties as may be assigned by the Executive Body on the recommendation of the Dean of Chapel.

12. *The Dean of College* shall be responsible for the discipline of the College, subject to the general control of the Executive Body. He shall be appointed for two years in the first instance and may be reappointed for one or more periods not exceeding three years each.

13. *The Bursar* shall be responsible, subject to the general control of the Executive Body, for the general financial policy of the College, and for the investments and accounts of the College, save as is provided in Ordinance C1 and save for the accounts of the Senior Tutor. He may be reappointed for one or more periods not exceeding five years each. If in lieu of a Bursar there be a Treasurer, he shall have the same responsibilities and may be reappointed similarly.

14. *The Steward of Estates* shall be responsible, subject to the general control of the Executive Body, for the estates and properties of the College, save as is provided in Ordinance C1. He may be reappointed for one or more periods not exceeding five years each.

15. *The Domestic Bursar* shall be responsible, subject to the general control of the Executive Body, for the allotment to members of the College in statu pupillari of rooms in College and in hostels subject to the approval of the Senior Tutor, and for the furnishing and decorating of these subject to consultation with the Senior Tutor; for the furnishing and decorating of all other rooms in College. He shall also engage, dismiss, and determine the duties and salaries of all College servants, save for those specified in Section 17 of this ordinance, and save that the Chief Clerk, the Head Porter, and the Fellows’ Gyp shall be engaged and dismissed and their salaries shall be determined by the Executive Body. He may be reappointed for one or more periods not exceeding five years each.
16. *The Bursar for College Buildings* shall be responsible, subject to the general control of the Executive Body, for the fabric of the College and of its hostels. He may be reappointed for one or more periods not exceeding five years each.

17. *The Bursar for Leckhampton* shall, in consultation with the appropriate College Officers and subject to the general control of the Executive Body, be responsible for buildings and services at Leckhampton. He shall be appointed by the Executive Body for two years in the first instance and may be reappointed for one or more periods not exceeding three years each.

18. *The Kitchen Steward* shall be responsible, subject to the general control of the Executive Body, for the Kitchens and Buttery and for the work of the College Butler and his staff. He shall engage, dismiss, and determine the duties and salaries of all College servants employed in these departments, save that the Catering Manager and Butler shall be engaged and dismissed and their salaries shall be determined by the Executive Body. He shall be appointed for two years in the first instance, and may be reappointed for one or more periods not exceeding five years each.

19. *The Senior Tutor*, assisted by such Tutors (if any) as may have been appointed by the Executive Body as Tutor for Advanced Students and Tutor for Admissions, shall be responsible for the admission of persons *in statu pupillari* to the College subject to such general rules as the Executive Body may prescribe. He shall be responsible for the matriculation of all undergraduates and affiliated students, and, subject to the general control of the Executive Body and assisted by such other Tutors as the Executive Body may from time to time appoint, he shall exercise supervision over the industry, progress, and conduct of all members of the College *in statu pupillari*. He may be reappointed for one or more periods not exceeding five years each.

20. *The Tutors* shall carry out such duties in connection with undergraduate or graduate students as the Executive Body shall from time to time determine. They may be reappointed for one or more periods not exceeding five years each.

21. *The Librarian* shall be responsible for the College Library, the Butler Library, and the Lewis Collection, subject to the general control of the Executive Body, He may be reappointed for one or more periods not exceeding five years each.

22. *The Praelector Rhetoricus* shall be responsible for presenting candidates for degrees, for entering candidates for all University examinations, and for securing the signature of letters testimonial for candidates for Holy Orders.

23. *Praelectors* shall forward to the best of their ability in the College and University the study of the subject in respect of which they are appointed. They shall be appointed in the first instance for two years.

24. *College Lecturers* shall, in addition to conducting their own research, encourage the studies of all the members of the College *in statu pupillari* in their subject area. College Lecturers shall if required undertake at least six hours a week of teaching or equivalent duties for or on behalf of the College during Full Term, but shall not be required to undertake more than twelve hours’ teaching in any week. They shall undertake no work inconsistent with their giving so much teaching as is thus specified save with the permission of the Executive Body. They shall be responsible for undertaking any necessary examining in their subject for the College. Their stipends
shall be determined from time to time by the Executive Body except in so far as they are chargeable to any special benefaction.

25. The income arising from the benefaction of Sir Perceval Maitland Laurence, LL.D., former Honorary Fellow, after providing two Classical prizes shall be applied towards the payment of the stipend of a Lecturer in Classics and such Lecturer shall be known as the Laurence Lecturer.

26. The income arising from the benefaction of the Right Honourable Almeric Paget Baron Queenborough, former Honorary Fellow, shall be applied towards the payment of the stipend of a Lecturer in Economics or Politics and such Lecturer shall be known as the Almeric Paget Lecturer.

27. **Graduate Advisers** shall, in addition to conducting their own research, encourage the studies and promote the general welfare of such graduates as may be assigned to them or perform other such duties as the Governing Body may from time to time require.

H. **Other Appointments**

1. **Directors of Studies** shall be responsible for the direction of studies in the subject in respect of which they are appointed. They shall be appointed by, and at the discretion of, the Executive Body and shall receive such remuneration as the Executive Body shall from time to time determine. A Director of Studies shall be appointed for one year in the first instance and may be reappointed for one or more periods not exceeding three years each.

2. **Supervisors of Studies** shall be appointed by the Senior Tutor or Directors of Studies acting on his behalf in subjects in which they may appear to be required and shall receive such remuneration as the Executive Body may from time to time determine.

3. **Preceptors** shall be such Directors of Studies or Supervisors, not being Fellows, as the College may wish to honour for their academic distinction. They shall be appointed or reappointed annually by the Governing Body.

4. There shall be a **Sub-Librarian** who shall be a student responsible for assisting the Librarian, and such other assistant Librarians as the Executive Body may from time to time determine. The Sub-Librarian shall be appointed or reappointed annually.

I. **Scholars and Exhibitioners (Statute 49)**

1. There shall ordinarily be six Foundation Scholars. No person shall be elected a Scholar on the Old Foundation unless he is at least in his third term of residence. The Governing Body shall have power to give the title and status of Scholar on the Old Foundation to the holder of a Studentship without thereby entitling him to any emolument in addition to that of his studentship.

2. There shall be such Scholars and Exhibitioners as the Governing Body may elect.

3. There may be such Domus Exhibitioners as the Executive Body may elect annually.
4. Scholars and Exhibitioners shall be admitted to their Scholarships and Exhibitions (including Close Exhibitions) by the Master in the presence of at least two Fellows.

5. The emoluments of all Scholars and Exhibitioners shall be such as the Governing Body may from time to time determine.

6. The following appointments shall be made by the Executive Body in pursuance of the provisions of Statute 49, namely at least one Organ Scholar at a stipend of not more than £100 and Bible Clerks or Choral Exhibitioners at stipends of £40, or at such other stipends as the Executive Body may from time to time determine.

J. Prizes

1. The income arising from the benefaction of Sir Perceval Maitland Laurence shall be applied to provide two Prizes in Classics awarded on the annual examinations and any balance of income shall be applied towards the payment of a lecturer in Classics.

2. The Moule Prize for Translation from the Classics and the Fanshawe Prize for Classical Composition shall be awarded annually if there are candidates of sufficient merit.

3. The income arising from the benefactions of Sir Nicholas Bacon and of Edward Byles Cowell shall be applied to provide four prizes each which shall be awarded on the annual examinations in respect of subjects other than Classics.

4. In addition to the prizes provided under Sections 1, 2, and 3 of this ordinance there shall be the following prizes, namely prizes of books awarded as the Governing Body shall determine on the annual examinations; and two or more essay prizes awarded by the Executive Body on such conditions as they may from time to time determine.

5. The Executive Body shall have power to withhold, divide, or reduce the prizes awarded in accordance with this section or to award additional prizes.

K. Discipline (Statutes 50-52)

In accordance with the provisions of Statute 51 the Executive Body or a Committee appointed by it, shall have power in cases of discipline to remove from the College for a time or permanently or to deprive of title and emoluments members of the College in statu pupillari, and such action in any such case shall be taken by the Executive Body or its Committee on behalf of and instead of the Governing Body.

L. Audit (Statutes 58-60)

All accounts shall be audited and submitted each year to the Governing Body for approval at a meeting which shall be held not later than the Feast of Saint Andrew.

M. Grievances, Disciplinary Hearings and Appeals

1.1 The following ordinance is made in pursuance of the requirements of Statute 69 and references to “the statute” are references to that statute.
1.2 The expression “full-time” in this ordinance in relation to a College office means an office which is the principal source of remuneration of the office-holder (disregarding any office or employment held otherwise than in the College or the University); provided that, in respect of any particular appointment to an office, the Governing Body may resolve that the office is part-time only, either having regard to the duties and remuneration of the office, or where the office would not normally be the principal source of remuneration of the office-holder.

2. **Application of the Statute**

2.1 The office of College Lecturer is hereby designated as an office to which the statute applies by virtue of Section 3.1(a) of the statute when it is held full-time, and a full-time holder of that office is accordingly a person to whom the statute applies.

2.2 A person who is employed by the College in teaching or research on a part-time basis only and does not hold an office designated under paragraph 2.1 of this ordinance is hereby excluded from the scope of Section 3.1(b) of the statute on the ground that the duties in that regard are only of a limited nature and, accordingly, such a person is not by virtue of that employment, a person to whom the statute applies.

2.3 A person holding a Research Fellowship is not a person employed by the College to carry out teaching or research within the meaning of Section 3 of the statute and accordingly is not by virtue of that award a person to whom the statute applies.

2.4 The College may resolve that any other person employed by the College is to be regarded for the purposes of the statute as a person to whom the statute applies.

3. **Hearings by a Disciplinary Committee under Part III of the Statute**

3.1 If the Master has determined that a charge or charges against a person to whom the statute applies should be considered by a disciplinary committee, he shall summon a special meeting of the Governing Body forthwith to appoint such a committee under Section 15 of the statute and shall send written notification of the calling of this meeting to the person charged. The person charged shall not be entitled to attend the meeting.

3.2 The Governing Body shall appoint three persons selected from the panel constituted under Section 16 of the statute, and shall designate one of the persons so appointed to be chairman. The Governing Body may at the same time conditionally appoint a further person or persons from the panel to serve in place of any person who is unable or unwilling to serve on the committee. The person to be charged before the committee shall be notified or the appointments by the Master and shall be entitled within 2 days to object for good cause to any member appointed to serve on the committee. The Governing Body shall rule on any such objection and its decision shall be final. The Master shall forthwith send a copy of the statute and of these ordinances to the person to be charged.
3.3 Subject to paragraph 4.1 of this ordinance, if any person selected is unwilling or is
or becomes unable to serve on the committee, he shall immediately inform the
Master and, if no further person has already been conditionally appointed, the
Governing Body shall thereupon appoint another person to act in his place and
shall, where necessary, designate a new chairman. Any such appointment shall
be notified to the person charged, who shall be entitled to object, as provided in
paragraph 3.2 of this ordinance.

3.4. The Governing Body shall appoint

(i) a suitable person to act as secretary of the committee;

(ii) a suitable person, not being a member or chairman of the committee, to
formulate a charge or charges in writing and to present, or arrange for the
presentation of, the charges before the committee.

3.5. With the consent of the Master, the chairman may appoint a legal adviser to
assist the committee in such manner as the committee may decide, provided that
the committee shall alone make any findings, determinations and
recommendations.

4.1 If, after the committee has held its first meeting, a member of the committee
becomes unable to unwilling to act, the remaining members shall continue to act,
so long as there remain two members willing and able to act, but not otherwise;
where necessary, the Governing Body shall designate one of the remaining
members to be chairman. If more than one member becomes unwilling or unable
to act, the Governing Body shall appoint a new committee to act de novo in the
matter.

4.2 Decisions of the committee shall be taken by a majority thereof. Where there
remain only two members of the committee, any decision shall be unanimous.

5.1 The parties to a hearing by the committee shall be:

(i) the person charged;

(ii) the College, represented by the person appointed by the Governing Body
to present the case to the committee;

(iii) any person who shall be added as a party by the committee on application
or on its own motion.

5.2 Any party to a hearing by the committee shall be entitled to be represented by
another person, whether such person is legally qualified or not, in connection with
or at any hearing by the committee. The party wishing to be so represented shall
notify the chairman and the other parties in writing of the appointment or
dismissal of any representative on his behalf, and shall give notice whether any
papers or notices in connection with the case should be sent to that
representative in substitution for or in addition to the person charged.

6.1 The person presenting the charges shall send to the secretary of the committee
written notice of the charge or charges to be brought before the Committee and
the particulars thereof, and shall send with the notice a copy of any documents which it is proposed to produce and a list of all witnesses whom it is proposed to call, together with statements of the evidence that they are expected to give.

6.2 After consultation with the person charged and with the party presenting the charges, the chairman of the committee shall fix the date, time and place of the hearing, and he shall have power, if the circumstances require it, to cancel a hearing so arranged at any time before the commencement of the hearing, and to appoint a different date, time, and place.

6.3 Not later than 14 days (or such shorter period as may be agreed between him and the parties) before the date so fixed the secretary of the committee shall send to each party (a) a notice of the hearing which shall contain information and guidance as to attendance at the hearing, the calling of witnesses and the production of documents, representation by another person and the use of written submissions, and (b a copy of the charge or charges, together with a copy of the other documents and information specified in paragraph 6.1 of this ordinance.

6.4 Not later than 7 days before the date appointed for the hearing the person charged and any other person who has been added as a party shall forward to the secretary of the committee and to the other parties a copy of any documents he wishes to present and a list of witnesses he proposes to call, with statements of the evidence they are expected to give.

6.5 The proper presentation of the case before the committee shall be the responsibility of the person presenting the charges. The secretary of the committee shall summon witnesses and ensure that copies of documents submitted by the parties are put before the committee.

6.6 No new witness or documentary evidence may be introduced by the person presenting the charges or by the person charged beyond those of which notice has been given under paragraph 6.1 of this ordinance, without the consent of the committee and that consent shall not be given except for good reason. If such late introduction is permitted, the person charged or the person presenting the case shall be allowed an adjournment sufficient to allow him to consider and respond to the new evidence and to introduce further evidence in rebuttal.

7.1 The fact that any person has been or is liable to be prosecuted in a court of law in respect of an act or conduct which is the subject of the proceedings before the committee shall not affect the jurisdiction and powers of the committee under the statute; but the committee shall consider the advisability of referring the matter to the police and if the matter is so referred (by the committee or otherwise), it may adjourn its proceedings for such time as is reasonable in the circumstances to enable a prosecution to be undertaken.

7.2 Evidence that a person has been convicted of an offence by or before any court of law, or that any court of law has found an offence with which he was charged proved, shall, for the purpose of proving that he committed the offence or was guilty of any act or conduct in respect of which he was so charged and convicted be admissible in any proceedings before the committee.
8.1 A charge shall not be determined without an oral hearing at which the person charged and any other parties to the hearing are entitled to be present together with their representatives, if any. Where the person charged is unrepresented, he shall be entitled to be accompanied by another person who is not a witness in the proceedings.

8.2 The committee shall have power, if it thinks appropriate in the circumstances, to hear charges against two or more persons at the same hearing.

8.3 The committee may sit in camera or otherwise at the discretion of the chairman, provided that if the person charged so requests the committee shall normally sit in camera.

8.4 The committee shall have power to proceed with a hearing in the absence of the person charged or of his representative or of any witness and, notwithstanding the provisions of paragraph 8.1 of this ordinance, the chairman shall have power to exclude any person from a hearing if in his opinion such exclusion is necessary for the maintenance of order.

8.5 Each party to a hearing before the committee, or his representative, shall be entitled to make opening statements, to give evidence, to call witnesses to question any witness concerning any relevant evidence, and to address the committee after the evidence has been heard; provided that, if the person charged chooses to be represented by any other person, he shall not also be entitled to speak at the hearing otherwise than as a witness, without the consent of the chairman.

8.6 Subject to the provisions of the statute and of these ordinances, the committee shall regulate its own procedure. The chairman may set time-limits for each stage of the proceedings, and any meeting may be postponed or adjourned at the discretion of the chairman. It shall be the duty of the committee and of the chairman to ensure that a charge is heard and disposed of as expeditiously as is reasonably practicable.

8.7 The committee shall have power to dismiss a charge for want of prosecution.

9.1 The committee shall not find a charge proved unless it is satisfied that the charge has been proved on the balance of probabilities.

9.2 If the person charged chooses not to give evidence or refuses to answer any question, the committee, in determining whether the charge has been proved, may draw such inferences as appear proper from the failure of the person charged to give evidence or his refusal to answer any question.

9.3 If the committee finds a charge proved if shall give the parties an opportunity to address it in respect of the penalty to be recommended.

10.1 The secretary and the committee’s legal adviser, if any, shall be entitled to be present throughout the hearing and at each meeting of the committee, and the secretary shall keep a sufficient record of the proceedings of the committee.
10.2 The decision of the committee shall be recorded in a document signed by the chairman which shall contain

(i) its findings of fact;

(ii) the reasons for its decision; and

(iii) its recommendations.

10.3 The chairman shall have power by certificate under his hand to correct in documents recording the decisions of the committee any clerical errors arising from accidental mistakes or omissions.

10.4 The secretary of the committee shall send a copy of the document recording the decision of the committee to the Master, the person charged, the person presenting the charges, and any person who shall have been added as a party.

10.5 The committee shall draw attention to the period of time within which any appeal should be made by ensuring that a copy of Part V (Appeals) of the statute accompanies each copy of its decision sent to a party to the proceedings.

11. The College shall meet all proper costs of members of the committee and of its secretary and legal adviser, if any,

Hearings by a Medical Board under Part IV of the Statute

12.1 Where it appears to the Governing Body (or in any case of urgency the Master) that it is necessary to refer a case to a medical board under the provisions of Part IV of the statute, the Governing Body shall appoint a person to present the case to the board. The Master shall forthwith send a copy of the statute and of these ordinances to the person whose possible retirement on medical grounds is to be considered by the board, herein referred to as the person concerned.

12.2 When the board has been constituted under the provisions of Section 23.3 of the statute, the Governing Body shall appoint a secretary to the board on the nomination of its chairman.

12.3 With the consent of the Master, the chairman may appoint a legal adviser to assist the board in such manner as the chairman may decide, provided that the board shall alone determine the case referred.

13.1 If, after the board has been constituted, a member of the board (other than the chairman) becomes unable or unwilling to act, the remaining members shall continue to act, provided (a) that the party who nominated that member (or his representative) consent and (b) that there remain two members willing and able to act. In any other case the Master shall discharge the board and a new board shall be constituted in accordance with the provisions of Section 23.3 of the statute.

13.2 A decision of the board may be taken by a majority thereof. Where there remain only two members of the committee, any decision shall be unanimous.
14.1 The parties to a hearing by the board shall be:

(i) the person concerned; and

(ii) the College, represented by the person appointed by the Governing Body to present the case to the board.

14.2 The person concerned shall be entitled to be represented by another person, whether such representative is legally qualified or not, in connection with and at any hearing by the board. The appointment of such a representative shall be made in writing by the person concerned or by any person having authority in law to act on his behalf and the appointment may similarly be revoked in writing at any time. Notice of any appointment or revocation shall be given to the secretary of the board and to the person presenting the case. Service on the representative of any paper or notice in connection with the case shall constitute sufficient service upon the person concerned; and any consultation with the representative, and any action taken by the representative within the scope of his authority, shall be binding on the person concerned. References in this ordinance to the person concerned shall, where appropriate, refer to or include reference to his representative.

15.1 The person presenting the case shall send to the secretary of the board a written statement of the case and the relevant medical evidence, and shall send with the statement a copy of any documents which it is proposed to produce and a list of all witnesses it is proposed to call, together with statements of the evidence they are expected to give.

15.2 After consultation with the person concerned and with the person presenting the case, the chairman of the board shall appoint a date, time and place of the hearing, and he shall have power, if the circumstances require it, to cancel a hearing so appointed at any time before the commencement of the hearing and to appoint a different date, time, or place.

15.3 Not later than 14 days (or such shorter period as may be agreed by him with the parties) before the date appointed for the hearing, the secretary of the board shall send a notice of the hearing to each party and to any representative appointed under paragraph 14.2 of this ordinance. The notice shall include (a) information and guidance as to attendance at the hearing, the calling of witnesses and the bringing of documents, representation by another person and written submissions, and (b) a statement of the case, together with a copy of the documents and other information specified in paragraph 15.1 of this ordinance.

15.4 Not later than 7 days before the date appointed for the hearing the person concerned or his representative, shall send to the secretary of the board and to the person presenting the case a copy of any documents he wishes to present and a list of all witnesses he proposes to call, with statements of the evidence they are expected to give.

15.5 The secretary of the board shall summon witnesses and ensure that copies of documents submitted by the parties are put before the committee.
15.6 No new witness or documentary evidence may be introduced by the person presenting the case on behalf of the College or by the person concerned without the consent of the board, and such consent shall not be given save for good reason. If such late introduction is permitted, the person concerned shall be allowed an adjournment sufficient to allow him to consider the additional evidence and respond to it, and to introduce further evidence as appropriate.

16.1 The case shall not be determined without an oral hearing at which the person concerned and any other parties to the hearing shall be entitled to be present together with their representatives, if any. At any hearing at which the person concerned is present, he may be accompanied by another person, in addition to his representative if any, who is not a witness in the proceedings.

16.2 Any hearing before the board shall take place in camera.

16.3 The board shall have power to proceed with a hearing in the absence of the person concerned or of his representative and, notwithstanding the provisions of paragraph 16.1 of this ordinance, the chairman shall have power to exclude any person from a hearing if in his opinion such exclusion is necessary for the maintenance of order.

16.4 Each party to a hearing before a medical board, or his representative, shall be entitled to make an opening statement, to give evidence, to call witnesses, to question any witness concerning any relevant evidence and to address the board after the evidence has been heard; provided that, if the person charged chooses to be represented by any other person, he shall not also be entitled to speak at the hearing, otherwise than as a witness, without the consent of the chairman.

16.5 Subject to the provisions of the statute and of this ordinance, the board shall regulate its own procedure and any meeting may be postponed or adjourned at the discretion of the chairman. It shall be the duty of the board and of the chairman to ensure that the case is heard and determined as expeditiously as is reasonably practicable.

17.1 The board may require the person concerned to undergo medical examination at the College’s expense.

17.2 The College shall meet all proper costs of members of the board and of its secretary and legal adviser, if any.

18. The board shall not determine that a person should be required to retire from office by reason of incapacity on medical grounds unless it is satisfied that the incapacity has been proved on a balance of probabilities.

19.1 The secretary and the board’s legal adviser, if any, shall be entitled to be present throughout the hearing and at any meeting of the board and the secretary shall keep a sufficient record of the proceedings of the board.

19.2 The decision of the board shall be recorded in a document signed by the chairman which shall contain:

(i) its medical findings;
(ii) its other findings of fact; and

(iii) its determination and the reasons therefor.

19.3 The chairman shall have power by certificate under his hand to correct in documents recording the determination of the medical board any clerical errors arising from accidental mistakes or omissions.

19.4 The secretary of the board shall send a copy of the document specified in paragraph 19.2 of this ordinance to the Master, to the person responsible for presenting the case to the board, and to the person concerned.

19.5 The board shall draw attention to the period of time within which any appeal should be made by ensuring that a copy of Part V (Appeals) of the statute accompanies each copy of its determination sent to the parties to the proceedings.

Appeals under Part V of the Statute

20. When an appeal is commenced under Part V of the statute the Governing Body shall appoint to hear and determine the appeal a person jointly agreed with the appellant or, in default of agreement, a person to be nominated by the Visitor. The person so appointed shall be a person who holds or has held judicial office or who is a barrister or solicitor of at least ten years’ standing. Notice of the appointment shall be sent by the Master to the appellant.

21.1 In accordance with Sections 26.4 and 46 of the statute the parties to the appeal shall be:

(i) the appellant;

(ii) the Master (or, in the case of an appeal by the Master, the senior member of the Governing Body then in residence) acting on behalf of the College;

(iii) any other person added as a party by the direction of the person hearing the appeal.

21.2 The Master (or, in the case of an appeal by the Master, the senior member of the Governing Body then in residence), may appoint a suitable person as respondent to act in his place on behalf of the College in the matter.

22.1 The Master (or, in the case of an appeal by the Master, the senior member of the Governing Body then in residence), shall send to the person appointed to hear the appeal, to the appellant, and to any person appointed under paragraph 21.2 of this ordinance (a) copies of the record of the decision appealed against, (b) copies of the papers received by the body that earlier heard or considered the matter and (c) copies of the document recording the determinations of that body.

22.2 After consultation with the parties the person appointed to hear the appeal shall determine:
(i) the date, time and place of the hearing of the appeal;
(ii) whether any witnesses are to be heard and the extent of the matters (if any) on which oral evidence is to be permitted; and
(iii) whether he will sit alone to hear the appeal or will sit as chairman of an appeal tribunal in accordance with Section 29.3 of the statute;

and he shall inform the parties accordingly.

22.3 The parties are entitled to at least 21 days notice of the hearing of the appeal.

22.4 If the person appointed decides to sit as chairman of an appeal tribunal, he shall appoint two persons to sit with him, one of whom shall be a member of the Regent House of the University not being a Fellow of the College; and he shall inform the parties that he has done so. In this event references to the person hearing the appeal shall be construed as including the persons so appointed.

22.5 With the consent of the Governing Body, the person or tribunal hearing the appeal may appoint a legal adviser to assist him in such manner as he may decide, provided that the person hearing the appeal shall alone determine the appeal.

23.1 The appellant and the respondent shall each be entitled to be represented by another person, whether such other person is legally qualified or not, in connection with and at any hearing of the appeal; provided that if either party chooses to be so represented, he shall not also be entitled to speak, other than as a witness, without the consent of the person hearing the appeal.

23.2 The appellant and the respondent shall notify the person hearing the appeal and each other in writing of the appointment and of the dismissal of any representative, and shall give notice whether any papers or notices in connection with the case should be sent to the representative in substitution for, or in addition to, them.

24.1 Not later than 14 days before the date set for the hearing, the appellant and the respondent shall send to the person hearing the appeal and to each other a copy of any documents to be submitted at the hearing, a list of any witnesses to be called with statements containing the evidence they are expected to give, and a list of any legal authorities which it is intended to cite at the hearing.

24.2 The appeal shall not be determined without an oral hearing at which the appellant and his representative, if any, are entitled to be present.

24.3 The person hearing the appeal shall have power, if he thinks it appropriate in the circumstances, to hear appeals by two or more parties at the same hearing.

24.4 The hearing of the appeal may take place in camera or otherwise at the discretion of the person hearing the appeal, provided that if the appellant so requests it shall normally take place in camera.
24.5 The person hearing the appeal shall have power to proceed with a hearing in the absence of any of the persons entitled to be present and, notwithstanding the provisions of paragraph 24.2 of this ordinance, he shall have power to exclude any person from a hearing if in his opinion such exclusion is necessary for the maintenance of order.

24.6 The person hearing the appeal may agree to add any other person as a party to the appeal, if he is of the opinion that that step is desirable to give effect to the guiding principles stated in Section 1 of the statute.

24.7 Persons appearing at the hearing of the appeal shall be entitled to make opening statements and to address the person hearing the appeal. Any witnesses who are permitted to be called may be questioned concerning any evidence on permitted matters and shall be subject to cross-examination and re-examination on such evidence. Where a person seeks to adduce evidence, or to cite any legal authority, of which notice has not been given under paragraph 24.1 of this ordinance, the person hearing the appeal may, at his discretion, allow such evidence or legal authority to be adduced, but, if he does so, the other party shall be entitled to an adjournment sufficient to allow him to consider and respond to such evidence or legal authority as the case may be.

24.8 Subject to the provisions of the statute and of this ordinance, the person hearing the appeal shall regulate his own procedure. He may set time limits for each stage of the proceedings (including the hearing itself), may postpone or adjourn any meeting at his discretion, and may dismiss the appeal for want of prosecution. It shall be the duty of the person hearing the appeal to ensure that the appeal is heard and disposed of as expeditiously as is reasonably practicable.

24.9 In any exercise of a discretion the person hearing the appeal shall seek to give effect to the guiding principles stated in Section 1 of the statute. Any giving of a consent, or any exercise of a discretion, by the person hearing the appeal may be made subject to such conditions as he may think fit.

25.1 Nothing contained in the modifications of the statues of the College by the University Commissioners under the Education Reform Act 1988 shall be taken as authorising the person hearing an appeal against dismissal to allow such an appeal on any ground not recognised by law as a ground for annulling or setting aside a dismissal of a person to whom the statute applies.

25.2 The person hearing an appeal against dismissal shall not have the power to make any order which would require any expenditure of money not allocated at or before the time of the decision to appoint the member concerned to the office or post from which he has been dismissed.

26.1 The person hearing the appeal shall give written notice of his decision to the parties, together with his reasons and a statement of his findings of fact.

26.2 The person hearing the appeal (or the chairman in the case of an appeal tribunal) shall have power by certificate under his hand to correct in documents recording his decisions any clerical errors arising from accidental mistakes or omissions.
27. The College shall meet all proper costs of the person or persons hearing the appeal and of the legal adviser, if any.

28.1 When a grievance committee is constituted under Section 36 of the statute, the Governing Body shall appoint one of the members of the Committee to be chairman.

28.2 A grievance shall not be disposed of without an oral hearing at which the aggrieved person and any person against whom the grievance lies shall have the right to be heard and to be accompanied by a friend or representative.

28.3 It shall be the duty of the committee to consider and determine the grievance as expeditiously as is reasonably practicable.

28.4 The committee shall inform the Governing Body whether the grievance is or is not well-found, and if it is well-found the committee shall make such proposals for the redress of the grievance as it thinks fit.

28.5 The Governing Body shall consider the proposals of the committee at its next ordinary meeting. In reaching any decision upon the matter, it shall seek to give effect to the guiding principles stated in Section 1 of the statute.

Hearings by a Tribunal under Part VII of the Statute

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

Appointment of an alternate under Section 7.2 of the Statute

30.1 The Governing Body shall appoint an alternate to act in place of any person who is designated to perform any duties or exercise any powers under the statute or under this ordinance if that person is considered by the Governing Body to be himself involved in the matter in question.

30.2 In any case in which the statute or this ordinance specifies particular qualifications that must be satisfied by a person designated to perform any duties or exercise any powers, a personal shall not be appointed as an alternate unless he satisfies those qualifications.

Notices

31.1 Any notice given under the provisions of the statute or of this ordinance shall be in writing; and any documents and notices required to be sent to a person shall be sent by post or delivered to that person at his last known address or to his authorised representative. Where a document or notice is sent by post, it shall be
sent by the recorded delivery service, and proof of posting by recorded delivery service shall be sufficient proof of delivery.

31.2 A party may at any time by notice to the secretary of the disciplinary committee or medical board or tribunal (or, in the case of an appeal, to the person hearing the appeal) and to the other parties change his address for service under this ordinance.

31.3 Where this ordinance specifies time limits or prescribes periods of notice, “days” shall be taken as referring to calendar days, including public holidays.

**Interpretation**

32. In this ordinance, words importing the masculine gender shall include females.

**N CONSOLIDATED TRUST FUND SCHEME**

1. **Application of the Scheme**

This Scheme applies to:

(a) Such trusts administered by the College itself as the College shall from time to time determine;

(b) Such parts 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 a separate trust for the College; and

(c) Such further trusts as may be included from time to time in accordance with this Scheme.

2. **Property included in the Scheme: the Fund**

All the property held by the College to which the Scheme applies shall be administered by the College as a single Fund (which with all additions thereto is hereinafter called the Fund). In the general or comprehensive Accounts of the College the Fund shall be identified by the name of The Consolidated Trust Fund or any other distinctive name which the College may from time to time select as suitable.

3. **Yearly Valuation**

There shall be a yearly valuation of the Fund as at 1 July in each year, with power however for the College to substitute from time to time some other yearly date for 1 July. The date 1 July or such substituted date is hereinafter called 'the accounting date'. On each yearly valuation there shall be recorded the total value of the Fund, the proportion of the Fund which belongs to each of the separate trusts, the value of the shares of each separate trust, and the value or amount of reserves and provisions. Such yearly valuations shall be made in accordance with the following rules:

(a) Loans and mortgages comprised in the Fund shall (unless for special reason) be included at their face value and deductions in respect of loans and mortgages owing by the Fund shall be made at face value.
(b) Investments quoted on a Stock Exchange shall be revalued every year and shall be included at the mid-market price on the accounting date or if there is no published price on that date the mid-market price on the last day preceding the accounting date for which there is a published price.

(c) Land and any other assets not above mentioned shall be included in the first yearly valuation after acquisition at the price of acquisition. Thereafter such land or other assets need not be actually revalued more than once in every ten years (in the case of land) or once in every five years (in the case of other assets) but shall in years in which they are not actually revalued be brought into the yearly valuation at the respective figures at which they appeared in the preceding years subject to proper adjustment in respect of capital spent on improvements, partial realisation and like matters.

(d) All values and adjustments to values for the purpose of a yearly valuation shall be certified in the case of land by Chartered Surveyors nominated by the College and in the case of Stock Exchange investments and all other assets by the Auditors for the time being of the accounts of the College.

(e) The proportions in which the Fund is treated as belonging to the separate trusts shall be subject to proper adjustment where necessary in respect of any advance of capital out of or addition of capital to particular trusts.

(f) Reserve funds and provisions and accumulations of interest may be accounted for either as proportionate parts of the total assets or as amounts of money payable thereout according to convenience.

(g) Fractions of £1 may be disregarded or rounded off to the nearest £1.

4. Distribution of Income

Subject to the provisions hereinafter contained, and to appropriate adjustments in respect of capital withdrawn from or added to a particular trust between two accounting dates, the net income of the Fund (and of any reserve) shall be allocated to and periodically distributed among the separate trusts in proportion to the shares of the Fund for the time being belonging to such trusts respectively and any income placed to a reserve account shall be treated as belonging to the trusts concerned in the like proportion.

5. Definition of “income”

The College shall have power, subject to the provisions of this Clause, to determine the meaning of the term “income” for the purpose of this Scheme.

The College shall determine what part of the fair value of the property of the Fund shall be taken to comprise the income of the Fund having regard to the total return achieved or reasonably to be expected in the long term of the property of the Fund. For the purpose of this Clause, “fair value” shall mean the amount at which an asset could be exchanged in an arm’s length transaction between informed and willing parties, other than in a forced sale, and “total return” shall mean return in terms of both income, whether received or accrued, and capital gain, whether realised or unrealised.

In the exercise of its power under this Clause,
(a) The College shall have regard to the proper balance to be applied between the present and future needs of the College as a perpetual charitable foundation;

(b) The College shall exercise all reasonable care and skill in the exercise of its judgment;

(c) The College shall obtain and consider advice from a person whom the College believes to be qualified to give it by reason of that person’s ability in and experience of investment matters.

6. **Advances of Capital**

In the case of any trust by the terms of which capital is authorised to be advanced, advances by withdrawal of capital from the Fund may be made for any purpose authorised by such terms up to the value of the shares of the Fund for the time being belonging to such trust (or the less amount authorised by the said terms) and for the purpose of any such advance the values of the Fund and of the shares thereof at the date of the advance shall be treated as being those shown in the yearly valuation made as at the accounting date last before the date of the advance except that any addition to or withdrawal from the Fund made since such accounting date shall be taken into account and that in any case in which the College shall consider a new valuation to be required in fairness (by reason of recent change of general values or any other special circumstances) the Fund shall be valued as at the date of the advance in the same manner as is prescribed by Clause 3 of this Scheme. The shares of the separate trusts in the Fund shall be readjusted accordingly in the next yearly valuation. The provisions of this Clause shall apply (mutatis mutandis) in the same way to the withdrawal for any trust of money representing income belonging to such trust which may have been accumulated or left by way of addition to the Fund.

7. **Reserve Account**

The College in its absolute discretion may at or for any time or times when it shall consider such a course to be prudent and advisable retain and invest and place to a reserve account (for the purpose of eliminating or reducing fluctuations of income) such part or parts of the net income of the Fund (and of any reserve) as it may think expedient. And the College in its absolute discretion may at any time or times resort to and realise and apply any such reserve or any part or parts thereof for supplementing the actual income derived from the Fund by the Trusts concerned.

8. **Provision against Capital Depreciation or Reduction of Income on changes of Investment**

The College in its absolute discretion may at any time or times when it shall consider such a course prudent and advisable withhold from allocation to and distribution among the trusts concerned and retain in and invest as part of the capital of the Fund (as a provision against capital depreciation or reduction of income on changes of investment) such part or parts of the net income of the Fund as it shall think expedient.

9. **Unexpended Income of Trusts**

If the income of a trust to which this Scheme applies (or shall have been extended to apply) is more than the amount required for the purposes of the trust in that year the surplus not so required may, at the absolute discretion of the College, be applied as
income in any subsequent year or be invested and added to the capital of the Fund; and in the latter case the appropriate increase shall be made to the share of that trust in the Fund by reason of such addition in the next yearly valuation.

10. *Reimbursement of Expenses*

The College may retain for itself in or towards reimbursement of the expenses incurred by it in administration of the Fund any yearly sum not exceeding 4 per cent of the gross income for the time being of the Fund (and of any reserve).

11. *Payment of Costs*

All costs of valuation under Clause 3 or Clause 6 or Clause 13 of this Scheme and any other costs or expenses incurred from time to time in connection with the Fund or in or for the negotiation preparation completion or carrying out of this Scheme (and not otherwise provided for) may be paid out of the capital or income of the Fund and may in the absolute discretion of the College be paid wholly or partly out of income though usually or normally attributable to capital.

12. *Investment*

The Fund (and any reserve) may be invested within any investment or property of whatsoever nature and wheresoever situate as the College shall in its absolute discretion think fit and so that the College shall be empowered to transpose such investments in the same full and unrestricted manner.

13. *Extension of the Scheme: additions to the Fund*

The College in its absolute discretion may at any time or times extend this Scheme to any trust or trusts administered by or on behalf of the College, being trusts created after the coming into operation of the Scheme or excluded from the Scheme for other reasons, unless the terms of the trust expressly provide to the contrary or (in the case of Trusts not administered by the College) the consent of the trustees is withheld, or to any further property or money (or any accumulated income) which may belong to any trust already included in the Scheme. And on and for the purpose of any such extension as aforesaid the value of the Fund shall be decided and the shares thereof adjusted in accordance with the principles of Clause 3 of this Scheme.

14. *Commencement date*

This Scheme shall not come into operation until it has been approved by the Governing Body as an Ordinance, as specified in Statute 16. The Scheme will come in to operation from the date of such approval.

15. *The College’s Power to act and delegate*

The College shall for all the purposes of this Scheme act by the Executive 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.

16. *Holding of Investments*

Any investments comprised in the Fund may be held in the name of or under the control of the College or at the absolute discretion of the College in the name of or under the
control of any trust corporation as nominee for the College and in the latter case the College may out of the income or capital of the Fund remunerate any such nominee.

Additional Ordinance

Ordinance on Flying Flags from the College Flagpole

1. Flags will be flown from the College flagpole on festal and ceremonial days, subject to the discretion of the Master. The flags normally flown shall be the Union Flag and the banner of the arms of the College (the "College flag").

2. If either the Union Flag or the College flag is to be flown for a special occasion (eg a Fellow’s birthday) for which there is no precedent, the Master shall inform the Executive Body of his decision to authorize the flying of the said flag in such instances, and before authorizing the flying of the flag may take into account any advice received from members of the Executive Body on the matter.

3. For flags other than the Union Flag and the College flag:

   3.1 Any Fellow being a member of the Governing Body, or any elected representative of the Junior Combination Room or the Middle Combination Room, may propose that flags other than the Union Flag or the College flag be flown over the College. Such a proposal may be made at any time, although any proposal should normally be made at least one month prior to the date(s) the proposer(s) desire(s) the flag in question to be flown. Proposers should note that it cannot be guaranteed that the proposed flag, if displayed, will be flown on the date(s) requested.

   3.2 Proposals to fly flags other than the Union Flag or the College flag must be submitted in writing (email being sufficient) to the Master, who will then submit the proposal to the Executive Body.

   3.3 Proposals must describe the flag to be flown, including an image if possible; the group, cause, or principles the flag traditionally represents; a rationale for its display by the College; and suggested date(s) on which the flag will be flown.

   3.4 After the Master circulates the proposal to the Executive Body, members of the Executive Body shall have 48 hours after the dissemination of the proposal to raise questions. Absence of any objection or question in this time period shall be taken as consent to the proposal, and will result in the flying of the flag in question on the date(s) specified.

   3.5 Any member of the Executive Body may request discussion of the proposal at the next meeting of the Executive Body.

   3.6 If, after discussion, the Executive Body is satisfied by further explanation of the proposal and agrees unanimously that the proposal is acceptable, the flag in question will be flown as originally proposed.

   3.7 If, after discussion, the Executive Body is satisfied by further explanation of the proposal in principle, but one or more members wish to alter the proposed date(s) on which the flag shall be displayed, the question of date(s) shall be decided by the Master.

   3.8 If a proposal fails to secure the support of a simple majority of the Executive Body members present, the proposal will not be approved. However, if after discussion one or more members of the Executive Body are not satisfied by further explanation of the proposal, but a simple majority of the EB members present supports it, the proposal shall be presented at the next meeting of the GB.

   3.9 If, after discussion, at least two-thirds of the Governing Body members present and voting support the proposal, the flag in question will be flown as originally proposed.
3.10 If any member of the Governing Body wishes to alter the proposed date(s) on which the flag shall be displayed, the question of date(s) shall be decided by the Master.

3.11 If the proposal fails to be approved at either the Executive Body or the Governing Body, the flag in question may not be re-proposed for display for at least one year from the date the last proposal was submitted.

3.12 Once a precedent for flying a specific flag on a specific date or a given time frame has been set, any future requests to fly the said flag on that date or time frame shall be left to the discretion of the Master, with the general expectation that approval will be given *ceteris paribus*.

*Approved by the Governing Body, 20 June 2016*

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**Record of Amendments to the Ordinances (since 2008)**

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<tr>
<th>Subject; and nature of amendment</th>
<th>First reading</th>
<th>Second reading</th>
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<tr>
<td>Total Return (“Consolidated Trust Fund Scheme“): Section N added</td>
<td>28 April 2008</td>
<td>19 May 2008</td>
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<tr>
<td>Ex officio membership of the EB: Ordinance A.1(a) amended, and A.1(b) redrafted.</td>
<td>15 July 2009</td>
<td>16 November 2009</td>
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<tr>
<td>Benefits in kind: E2 deleted, and a new E2 substituted</td>
<td>22 February 2010</td>
<td>15 March 2010</td>
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<tr>
<td>Fellows’ leave: new E3 added</td>
<td>26 April 2010</td>
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<tr>
<td>Absences of Fellows: Section E revised</td>
<td>28 April 2014</td>
<td>19 May 2014</td>
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<tr>
<td>Composition of the Executive Body: Section A.1 and A.2 revised</td>
<td>23 June 2014</td>
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<tr>
<td>Duties of College Lecturers: G.24 revised</td>
<td>23 June 2014</td>
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<tr>
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