

ORDINANCES OF ST EDMUND'S COLLEGE

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

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

In these Ordinances – the word ‘Fellow’ means a person holding a Fellowship under Statute D, titles ‘A’ to ‘D’. The word ‘Officer’ means an Officer specified in Statute C and Ordinances 7-8.
(Ordinance 35.1)

Membership and admission

Ordinance 1 *The Members of the College*

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

Ordinance 2*Admission to the College*

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

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

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

- 5) Where a notice is sent electronically, service of the notice shall be deemed to be effected by sending it to the last notified email address.

Ordinance 4 *Meetings of the Governing Body: Procedures*

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

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

The Council

Ordinance 5 *Meetings of the Council*

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

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

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

The College Officers

Ordinance 7 *The College Officers designated by Statute*

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

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

distributing minutes of these meetings according to Ordinances 3 and 5. He or she shall prepare the voting papers for secret ballots, act as scrutineer in elections and make proper minutes of all elections and appointments.

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

Ordinance 8

The College Officers not designated by Statute

- 1 Officers and appointments not designated by Statute shall include the Members of Council elected in class (b), the Admissions Tutor, the Careers Tutor, College Teaching Officers (College Lecturers), the Dean of Discipline, the Deputy Admissions Tutor, the Deputy to the Praelector, the Deputy Senior Tutor, the Development Director, the Director of the Von Hügel Institute, Directors of Studies, Elected members of the Tutorial Committee, the Fellow Archivist, the Fellow Librarian, the Fellows' Stewards, the Finance Tutor, the Green Officer, the Keeper of Works of Art, the PDRA Convenor, the Prizes Tutor, the Rooms Tutor, the Second Bursar, the Steward, and the Wine Steward. With the exception of the Members of Council, they shall be elected from among the Fellows by the Council.
 - 1) The Members of Council elected in class (b) shall, together with the members of Council in class (a), exercise their responsibilities as Trustees of the College under Statute A Chapters V and VI. Members of Council in class (b) shall be elected by the Governing Body in accordance with Statute A.
 - 2) The Admissions Tutor shall be responsible for processes and administration concerning the admission of students, and for meeting the targets set by Council for student numbers from year to year. The Council shall designate either the Senior Tutor or one of the Tutors as Tutor for Admissions. The Council may designate a Tutor for Undergraduate Admissions and a Tutor for Graduate Admissions. The

Admissions Tutor(s) shall normally be elected for a period of two years in the first instance, and thereafter for periods not exceeding five years.

- 3) The Careers Tutor shall be responsible for the dissemination of careers advice and opportunities from the Careers service to the junior members of the College.
- 4) College Teaching Officers (College Lecturers) shall be appointed by the Governing Body to undertake teaching and supervision of students in designated subjects and shall normally be expected to act as Director of Studies in their subject(s). The period of appointment of College Officers (College Lecturers) shall normally be for two years in the first instance, and thereafter for periods not exceeding five years.
- 5) The Dean of Discipline shall be responsible, in conjunction with the Senior Tutor, for the discipline of student members and for their proper behaviour within the College, and shall perform such duties as the Council may determine.
- 6) The Deputy Admissions Tutor shall assist the Admissions Tutor in his or her duties and shall deputise for the Admissions Tutor as necessary.
- 7) The Deputy to the Praelector shall assist the Praelector in his or her duties and shall deputise for the Praelector as necessary.
- 8) The Deputy Senior Tutor shall assist the Senior Tutor in his or her duties and shall deputise for the Senior Tutor as necessary. The Deputy Senior Tutor shall normally be elected for a period of two years in the first instance, and thereafter for periods not exceeding five years.
- 9) The Development Director shall be responsible for development activities of the College, including alumni relations and fundraising. He or she shall represent the College on the Cambridge Colleges' Development Committee. He or she shall be responsible for the support provided to the St Edmund's College Alumni Society. The Development Director shall normally be elected for a period of two years in the first instance, and thereafter for periods not exceeding five years.
- 10) The Director of the Von Hügel Institute shall be responsible for the overall direction and leadership of the Von Hügel Institute according to the provisions of Ordinances 32 and 33. The Director of the Von Hügel Institute shall normally be elected for a period of three years in the first instance, and thereafter for periods not exceeding five years.
- 11) Directors of Studies shall be appointed by the Council on the recommendation of the Senior Tutor after consultation with members of the Tutorial Committee. They will be expected to advise on the suitability for admission of applicants for mature and affiliated places, to arrange appropriate supervisors for mature and affiliated students once admitted, to give advice on examination entries and to provide written reports on individual mature and affiliated students when requested by the Senior Tutor.
- 12) Elected members of the Tutorial Committee.

- 13) The Fellow Archivist shall be responsible for the safe and efficient housing, listing and curation of the College Archives and their accessibility to appropriate persons. He or she shall be responsible for advising the Council which parts of the Archive shall be of specially restricted access.
- 14) The Fellow Librarian shall be responsible for the College Library and for library acquisitions.
- 15) The Fellows' Stewards assist with and are responsible for formal entertainment taking place in the College.
- 16) The Finance Tutor shall be responsible for the award of bursaries and grants, the support of students with financial difficulties and advising the Council on the process of collecting debts from junior members.
- 17) The Green Officer shall be responsible for the propagation of environmental policies of the College.
- 18) The Keeper of Works of Art shall be responsible for the cataloguing and care of works of art owned by, and entrusted to, the College for making available information about these works of art, for the promotion of art within the College and for chairing the Works of Art Committee.
- 19) The Post-Doctoral Research Associate Convenor shall be responsible for welcoming post-doctoral research associates to the College and for the co-ordination of events for them.
- 20) The Prizes Tutor shall be responsible for the collection of recommendations and the nomination of candidates for prizes.
- 21) The Rooms Tutor shall be appointed from among the Tutors and is responsible for allocating residential accommodation in College and sub-let houses, in consultation with the Senior Tutor and the Bursar. He or she shall endeavour to apply fair principles of seniority and priority of application in meeting preferences of members, according to the accommodation policy formulated by the Tutorial Committee.
- 22) The Second Bursar shall assist the Bursar in his or her duties and may deputise for the Bursar on the Bursar's Committee of the University. The Second Bursar shall normally be elected for a period of two years in the first instance, and thereafter for periods not exceeding five years.
- 23) The Steward shall be responsible for arrangements for formal entertaining in the form and at the level agreed by the Steward's Committee, the Finance and General Purposes Committee and the Council. He or she shall be responsible for the good order of the Senior Combination Room.
- 24) The Wine Steward shall be responsible for the ordering, purchasing, recording and serving of wine for the formal entertainment provided by the College within a budget determined by the Finance and General Purposes Committee.

- 2 With the exception of the Members of Council, College Teaching Officers (College Lecturers), the Director of the Von Hügel Institute, the Admissions Tutor, the Deputy Senior Tutor, the Development Director, and the Second Bursar (all of whose appointments or reappointments will be confirmed by the Governing Body), appointments to all College Offices not established by Statute shall be made annually by Council with effect from 1 October in each year. Election shall be by ballot with a simple majority of those present and voting.
- 3 Nothing in this Ordinance shall be construed so as to prevent the election of the same person to more than one office or the sharing of an office between more than one person.
- 4 Subject to the provision of the Statutes and of these Ordinances, the respective duties of the Officers of the College may be altered from time to time by the Council.
- 5 Delegated expenditure limits and bank mandate signatories shall be approved by the Finance and General Purposes Committee and the Council.

College Committees

Ordinance 9 *The College Committees*

- 1 1) The Council may set up such Committees as it considers necessary and shall determine their terms of reference and procedure. Their membership shall be on nomination from the Nominations Committee, confirmed by the Governing Body.
- 2) Nominations to membership of the Nominations Committee shall be made by the Council and confirmed by the Governing Body.
- 3) With the exception of *ex-officio* members, membership of committees shall normally be for three years in the first instance and appointees shall normally be eligible for re-appointment for periods up to three years.
- 2 1) Except insofar as they are governed by the Statutes and these Ordinances, ultimately the proceedings of every Committee or body acting under these Ordinances shall be determined by the Chairman, whose decision shall be final. A quorum shall constitute at least one-half of their membership.
- 2) Committees shall have the power to appoint sub-committees or *ad hoc* committees, subject to the approval of the Council directly to make recommendations on particular problems or points of details that may arise in their areas of interest or to deal on a regular basis with an aspect of their responsibilities. They shall have the power to co-opt temporary members from within the membership of the College to assist in the consideration of specific issues.
- 3) Committees shall produce minutes of their meetings and make them available to Council and the Governing Body. Minutes of sub-committees or *ad hoc* committees shall be presented to their parent committees.
- 4) Committees may treat items of business as reserved business to which members of Council in Class (c) shall not be privy. This shall be the decision of the Chairman.

However, members of Council in Class (c) may, if and to the extent that Council so determine, receive minutes of the decision taken by the Council or by any committee appointment by the Council.

- 5) No resolution of a Committee shall, unless the Council otherwise resolve, be acted upon until confirmed by the Council.

3 The College Committees shall be as follows:

- 1) The Academic Agreements Committee shall advise Council on academic agreements with other academic institutions.
- 2) The Careers and Enterprise Committee shall advise Council on the careers and entrepreneurial support given to student members of the College.
- 3) The Committee on Statutes and Ordinances shall advise the Council on revision to the Statutes and Ordinances of the College.
- 4) The Dean's Committee shall advise the Council on how best to develop the Roman Catholic tradition of the College within an ecumenical context.
- 5) The Development & Alumni Relations Committee shall advise the Council on the future development of the College in terms of its membership, development of the site, buildings and facilities, in the promotion of publicity and appeals, and for maintaining relations with the alumni, interacting with the Alumni Society and arranging alumni-related events.
- 6) The Estates Committee shall be responsible for oversight of the stewardship and maintenance of the existing Buildings, Gardens and Grounds of the College. The Estates Committee shall also be responsible for oversight of the development of new Buildings.
- 7) The Ethics Committee shall be responsible for considering the ethical aspects and implications of research that is likely to be undertaken under the aegis of the College.
- 8) The Faraday Committee is responsible for managing the Academic Agreement between St Edmund's College and the Faraday Institute. The Faraday Institute is independent of St Edmund's College and the Committee is not concerned with governance issues. The Committee seeks to discuss collaborative educational projects, maintain good relations, close connections and effective communication.
- 9) The Finance and General Purposes Committee shall be responsible for the financial affairs of the College, including financial strategy, the management of financial investments, the annual budget, the annual accounts and for prioritising significant new financial needs. Its responsibilities shall also encompass the scrutiny of monthly management accounts including kitchen accounts, the setting of room rents and meal charges, the recruitment and supervision of College Staff and any other matters arising with respect to the operation of the College.

- 10) The Investment Committee shall be responsible for advising on the policy for the investment of the College assets and maintaining oversight of the implementation of the policy by the appointed Manager.
- 11) The Library Committee shall be responsible for maintaining the Library as a resource for all members of the College and for overseeing policy with respect to Library matters, including staffing, and, with the advice of the College Archivist, shall be responsible for the general maintenance of, and for advising on access to, the Archive. The Archivist shall be *ex officio* a member.
- 12) The Nominations Committee shall be responsible for considering the need for new Fellows, preparing information on possible candidates for Fellowship, nominations for election to Fellowship, but excluding pre-doctoral candidates for Research Fellowships. It shall also be responsible for nominations to College Offices and membership of other committees of Council and for the recommendation of all categories of senior membership.
- 13) The Remuneration Committee shall be responsible for advising and making recommendations to the Council on matters of remuneration for College Officers and College Staff. The Remuneration Committee may have a sub-committee called the Regrading Committee.
- 14) The Staff Consultative Forum is responsible for making recommendations to Council on matters relating to staff issues.
- 15) The Steward's Committee shall be responsible for liaising with the College Kitchen on matters such as the variety and quality of food at all meals including formal meals and for the formal arrangements for College Guest Nights and Formal Halls. It shall also be responsible together with the Master for formal arrangements for College functions such as the Norfolk Commemoration and Garden Parties, and together with the Praelector for the receptions preceding or following Congregations.
- 16) The Tutorial Committee shall be responsible for the admission of new members, for student accommodation, for the welfare and discipline of student members, and for relations with University Boards, Faculties, and Departments on academic matters; also for advising Council how to respond to requests for relevant advice or information from the central bodies of the University. It shall also be responsible for appointing Directors of Studies and supervisors for undergraduate students. It shall be responsible for academic audit within the College. The Accommodation sub-committee of the Tutorial Committee shall be responsible for the preparation, review and implementation of the Accommodation policy of the College, which shall be approved by the Council and for the implementation of the policy.
- 17) The Von Hügel Institute Committee shall be responsible for advising the Director or Chair of the Institute on all matters relating to the activities of the Institute.

- 18) The Wellbeing and Safety Committee shall be responsible for oversight of health and safety matters in the College, for the preparation and review of the Health and Safety policy of the College which shall be approved by the Governing Body and for the implementation of the policy.
- 19) The Woolf Institute Committee is responsible for managing the Academic Agreement between St Edmund's College and the Woolf Institute. The Woolf Institute is independent of St Edmund's College and the Committee is not concerned with governance issues. The Committee seeks to discuss collaborative educational projects, maintain good relations, close connections and effective communication.
- 20) The Works of Art Committee is to advise Council with respect to acquisitions, loans, disposals and the most appropriate location of works of art, and the promotion of and support for art in College. When appropriate the wishes of other members of the College, donors, lenders and the insurers will need to be taken into account.

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

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

The Fellowship

Ordinance 10 *The Fellows*

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

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

Ordinance 11 *Officers and Fellows: Leave of absence*

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

Ordinance 12 *Emeritus Fellows*

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

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

Ordinance 13 *Life Fellows*

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

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

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

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

Ordinance 14 *Fellow Commoners*

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

Ordinance 15 *Visiting Fellows & Visiting Scholars*

- 1 Any University teacher or other scholar temporarily resident in the University may, in the manner prescribed by Statute D Chapter II Section 10 be elected into a Visiting Fellowship.
- 2 A Visiting Fellowship shall be held for such period as the Council may determine, normally not shorter than 8 weeks and not exceeding twelve months. A Visiting Fellow shall be eligible for re-election up to 5 years at a time.
- 3 A Visiting Fellow shall enjoy such privileges as the Council may determine, but he or she shall possess no voice or authority in the College.
- 4 A Visiting Scholarship shall be held for such period, normally not shorter than 8 weeks and not exceeding twelve months, as the Council shall determine. A Visiting Scholar shall be eligible for re-appointment up to 5 years at a time.
- 5 Visiting Scholars shall enjoy such privileges as the Council may determine, but he or she shall possess no voice or authority in the College.
- 6 Within 5 years of initial election or appointment, further periods in Cambridge for a Visiting Fellow or Visiting Scholar can be agreed by the Master subject to an updated CV being presented to the Nominations Committee and subsequent re-election or re-appointment at a meeting of the Governing Body (Visiting Fellow) or Council (Visiting Scholar).

Ordinance 16 *Honorary Fellows*

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

3 An Honorary Fellow shall enjoy such privileges as the Governing Body may from time to time determine, but shall possess no voice or authority in the College.

Ordinance 17 *Bye Fellows*

1 A Bye Fellow is a person whose election is deemed to be in the interests of the College in the manner prescribed in Statute D Chapter IX.

2 A Bye Fellow shall be elected for periods up to 3 years, as the Governing Body will determine. Bye Fellows shall be eligible for re-election.

3 A Bye Fellow shall enjoy such privileges as Governing Body may from time to time determine, but shall possess no voice or authority in the College.

Freedom of Speech

Ordinance 18 *Freedom of Speech*

There shall be Statement of Freedom of Speech drawn up in consultation with the Master and agreed by the Council. It shall outline the principles for members in relation to their right to freedom of speech.

Disciplinary matters

Ordinance 19 *College Discipline and Grievance Procedure for Fellows falling within Statutes C and D*

There shall be a Disciplinary Code and Grievance Procedure drawn up in consultation with the Master and agreed by the Council. It shall set out the procedure that will be followed by the College in relation to complaints about the conduct and behaviour of Fellows falling within Statutes C and D as well as the procedure for settling individual grievances raised by such Fellows.

Ordinance 20 *College Discipline and Grievance Procedure for Fellows falling within Statute E*

1 1) The offices of Master, Senior Tutor, Chair/Director of the Von Hügel Institute and College Teaching Officers are hereby designated as offices to which the Statute applies by virtue of Chapter 1, Section 3(1) of the Statute, and the holder of such an office is accordingly a person to whom the Statute 1.3(1) applies.

2) The person holding the office and appointment of Dean is hereby excluded under Chapter I, Section 3(1)(b) of the Statute, from the category of persons employed by the College to carry out teaching or research on the ground that the duties in that regard are of a limited nature, and accordingly such a person is not, by virtue of that office or appointment, a person to whom the Statute applies.

3) A person holding a Research Fellowship is not a person employed by the College to carry out teaching or research within the meaning of Section 3 of the article and

accordingly is not by virtue of that award a member of the academic staff to whom the Statute applies.

- 4) Where it is proposed that a College Officer who is not a member of the academic staff within the meaning of the Statute should be dismissed for good cause, the determination of such good cause shall be regulated by the provisions specified in Chapters III and IV of the Statute and in these Ordinances in respect of members of the academic staff, and (without prejudice to any other right of appeal they may enjoy) such College Officers shall have the same rights of appeal under Chapter V of the Statute as members of the academic staff, save that the provision of this sub-paragraph shall not confer any rights in respect of the termination of an appointment by expiry of tenure.
- 5) Where it is proposed that a College Officer who is not a member of the academic staff within the meaning of the Statute should be dismissed for medical incapacity, the determination of such medical incapacity shall be regulated by the provisions specified in Chapters III and IV of the Statute and in these Ordinances in respect of members of the academic staff, and (without prejudice to any other right of appeal they may enjoy) such College Officers shall have the same rights of appeal under Chapter V of the Statute as members of the academic staff, save that the provision of this sub-paragraph shall not confer any rights in respect of the termination of an appointment by expiry of tenure.

Ordinance 21

Hearings by a Disciplinary Committee under Chapter III of Statute E

- 1) If the Master has determined that a charge or charges against a member of the academic staff should be considered by a disciplinary committee, he shall summon a special meeting of the Governing Body forthwith to appoint such a committee under section 3 of Chapter III of the Statute.
- 2) In accordance with section 4 of Chapter III of the Statute, the Governing Body shall appoint three persons selected from the panel appointed annually by the Governing Body, and shall appoint one of the persons so selected to be chairman. If any person selected is unwilling or unable to serve on the committee, he shall immediately inform the Secretary of the Governing Body, and the Governing Body shall thereupon appoint another person to act in his place, but no replacement shall be made after a person has agreed to serve.
- 3) The Governing Body shall appoint:
 - i) a suitable person to act as secretary or clerk of the committee;
 - ii) a suitable person to formulate a charge or charges in writing and present, or arrange for the presentation of, the charges before the committee.
- 1) If, after a disciplinary committee has been appointed, a member of the committee becomes unable or unwilling to act, the remaining members shall continue to act, so long as there remain two members willing and able to act, but not otherwise. If

- more than one member becomes unwilling or unable to act, the Governing Body shall appoint a new committee to act *de novo* in the matter.
- 2) A decision of a disciplinary committee may be taken by a majority thereof. In the event that a disciplinary committee consists of two persons, the chairman shall have a second or casting vote.
- 3
- 1) The parties to a hearing by a disciplinary committee shall be:
 - i) the person charged;
 - ii) the person presenting the charges;
 - iii) any person who shall be added as a party by the committee on application or by its own motion.
 - 2) Any party to a hearing by a disciplinary committee shall be entitled to be represented by another person, whether such person is legally qualified or not, in connection with or at any hearing by the committee.
- 4
- 1) The fact that any person has been or is liable to be prosecuted in a court of law in respect of an act or conduct which is the subject of the proceedings before a disciplinary committee shall not affect the jurisdiction and powers of the committee under the Statute, but the committee shall consider the advisability of referring the matter to the police and if it so refers the matter, it shall adjourn its proceedings for such time as is reasonable in the circumstances to enable a prosecution to be undertaken.
 - 2) Evidence that a person has been convicted of an offence by or before any court of law, or that any court of law has found an offence with which he or she was charged proved, shall, for the purpose of proving that he or she committed the offence or was guilty of any act or conduct in respect of which he or she was so charged or convicted, be admissible in any proceedings before a disciplinary committee.
- 5
- The chairman of a disciplinary committee shall fix the date, time and place of the hearing, and the secretary of the committee shall, not less than 14 days (or such shorter period as may be agreed by him or her with the parties) before the date so fixed, send to each party a notice of hearing which shall contain information and guidance as to attendance at the hearing, the calling of witnesses and the bringing of documents, representation by another person and written submissions.
- 6
- 1) The person formulating the charges shall send to the disciplinary committee, the person charged and any other party who has been added, a copy of the charges, together with the other documents therein specified and a list of all witnesses the College proposes to call, with statements containing the evidence they are expected to give.
 - 2) The person charged and any other person who has been added shall forward to the disciplinary committee a note of any documents he wishes to present and a list of all witnesses he proposes to call, with statements containing the evidence they are expected to give.

- 3) It shall be the duty of the person formulating the charges to make any necessary arrangements for the summoning of witnesses, the production of documents and generally for the proper presentation of the case before the disciplinary committee.
 - 4) No new witness or documentary evidence may be introduced by the person presenting the charges without the consent of the disciplinary committee, and that consent shall not be given save for good reason; and if late introduction is allowed the person charged shall be allowed an adjournment sufficient to allow him to consider and respond to the new evidence and to introduce further evidence in rebuttal.
- 7
- 1) A charge shall not be determined without an oral hearing at which the person charged and his representative, if any, are entitled to be present.
 - 2) Any hearing of or in connection with any charges before a disciplinary committee shall take place in private, and only the parties to the hearing and their representatives shall be entitled to be present.
 - 3) Persons appearing at a hearing shall be entitled to make opening statements, to call witnesses, to cross-examine any witnesses called by another party and to address the disciplinary committee after evidence has been given.
 - 4) Subject to the provisions of the Statute and of these Ordinances, a disciplinary committee shall regulate its own procedure and any meeting may be adjourned at the discretion of the chairman. It shall be the duty of the committee and of the chairman to ensure that a charge is heard and disposed of as expeditiously as is reasonably practicable.
- 8
- A disciplinary committee shall not find a charge proved unless it is satisfied that the charge has been proved beyond reasonable doubt.
- 9
- 1) The secretary of the disciplinary committee shall keep a sufficient record of its proceedings and the decision of the committee shall be recorded in a document signed by the chairman which shall contain:
 - i) its findings of fact;
 - ii) the reasons for its decision; and
 - iii) its recommendations.
 - 2) The chairman shall have power by certificate under his hand to correct in documents recording the decisions of the disciplinary committee any clerical mistakes or errors arising therein from any accidental slip or omission.
 - 3) The secretary of the disciplinary committee shall send a copy of the decision of the committee, together with its findings of fact and its recommendations to the Master, the person charged and any person who shall have been added as a party.
 - 4) The disciplinary committee shall draw attention to the period of time within which any appeal should be made by ensuring that a copy of Chapter V (Appeals) of the Statute accompanies each copy of its decision sent to a party of the proceedings.

Ordinance 22

Hearings by a Medical Board under Chapter IV of Statute E

- 1) Where it appears to the Master or to an officer acting as his delegate that the removal of a member of the academic staff on medical grounds should be considered, he shall, in accordance with the requirements of Chapter IV Section 2.1 of the Statute, inform the member accordingly and seek the members consent in writing to the making of an application to the member's doctor for a medical report.
 - 2) If the member does not so consent, the Master or his delegate shall refer the case in confidence, with any supporting evidence, and any such evidence submitted by the member, to a medical board comprising one person nominated by the Governing Body, one person nominated by the member concerned (or, in default of the latter nomination, by the Master), and a medically qualified chairman jointly agreed by the Governing Body and the member (or, in default of agreement, to be nominated by the President of the Royal College of Physicians of London).
 - 3) The Governing Body shall appoint a secretary to the medical board upon the nomination of its chairman.
- 1) If, after a medical board has been appointed, a member of the board becomes unable or unwilling to act, the remaining two members shall continue to act, so long as there remain two members willing and able to act, but not otherwise. If more than one member becomes unable or unwilling to act, two further members shall be nominated by agreement by the Governing Body and the member (or in default of agreement to be nominated by the President of the Royal College of Physicians of London).
 - 2) A decision of the medical board may be taken by a majority thereof. In the event that a medical board consists of two persons, the chairman shall have a second or casting vote.
- 1) The parties to a hearing by a medical board shall be:
 - i) the member concerned; and
 - ii) a person appointed by the College to present the case to the board.
 - 2) The member concerned shall be entitled to be represented by another person, whether such person is legally qualified or not, in connection with and at any hearing by the board.
- The chairman of a medical board shall fix the date, time and place of the hearing, and the secretary of the board shall, not less than 14 days (or such shorter period as may be agreed by him or her with the parties) before the date so fixed, send to each party a notice of hearing which shall contain information and guidance as to attendance at the hearing, the calling of witnesses and the bringing of documents, representation by another person and written submissions.
- 1) The person presenting the case on behalf of the College shall send to the medical board and to the representative of the member concerned, but not to the member himself, a copy of the statement of the case and any supporting medical evidence,

together with any other documents therein specified and a list of all witnesses the College proposes to call, with statements containing the evidence they are expected to give.

- 2) The representative of the member concerned shall forward to the medical board a note of any documents he wishes to present and a list of all witnesses he proposes to call, with statements containing the evidence they are expected to give.
 - 3) It shall be the duty of the person presenting the case to make any necessary arrangements for the summoning of witnesses, the production of documents and generally for the proper presentation of the case before the medical board.
 - 4) No new witness or documentary evidence may be introduced by the person presenting the case on behalf of the College without the consent of the medical board, and that consent shall not be given save for good reason; and if late introduction is allowed the representative of the member concerned shall be allowed an adjournment sufficient to allow him to consider and respond to the new evidence and to introduce further evidence in rebuttal.
- 6
- 1) A case shall not be determined without an oral hearing at which the member's representative, but not the member him/herself is entitled to be present.
 - 2) Any hearing of or in connection with any case before a medical board shall take place in private.
 - 3) Persons appearing at a hearing by a medical board shall be entitled to make statements, to call witnesses, to question any witnesses concerning any relevant testimony and to address the board.
 - 4) Subject to the provisions of the Statute and of these Ordinances, a medical board shall regulate its own procedure and any meeting may be adjourned at the discretion of the chairman. It shall be the duty of the board and of the chairman to ensure that the case is heard and determined as expeditiously as is reasonably practicable.
- 7
- A medical board may require the member concerned to undergo medical examination at the College's expense.
- 8
- A medical board shall not determine that the member concerned should be required to retire on medical grounds unless it is satisfied that the case has been proved beyond reasonable doubt.
- 9
- 1) The secretary shall keep a sufficient record of the proceedings of the medical board; and the determination of the board shall be recorded in a document signed by the chairman which shall contain:
 - i) its findings of fact; and
 - ii) its determination and the reasons therefor.
 - 2) The chairman shall have power by certificate under his hand to correct in documents recording the determination of the medical board any clerical mistakes or errors arising therein from any accidental slip or omission.

- 3) The secretary of the medical board shall send a copy of the determination of the board together with its findings of fact, to the Master and to the member concerned.
- 4) The medical board shall draw attention to the period of time within which any appeal should be made by ensuring that a copy of Part V (Appeals) of the Statute accompanies each copy of its determination sent to the parties to the proceedings.

Ordinance 23

Appeals under Chapter V of Statute E

- 1) When an appeal is commenced under Chapter V of the Statute the appeal shall be heard and determined by the person who is the Visitor or, if he is unable or unwilling to act, by a person to be jointly agreed by the Governing Body and the appellant or, in default of agreement, to be nominated by the Commissary. The person so agreed or nominated shall be appointed by the Governing Body.
 - 2) A person appointed under the preceding paragraph shall be a person who holds or has held judicial office or who is a barrister or solicitor of at least ten years' standing.
 - 3) The person appointed shall sit alone unless he or she considers that justice and fairness will best be served by sitting as an appeal tribunal with two other persons appointed by the Governing Body on his or her nomination. In the latter event references to the person hearing the appeal shall be construed as references to the persons hearing the appeal.
 - 4) The other persons who may sit with the person appointed shall be:
 - i) one member of the Regent House of the University not being a Member of the College; and
 - ii) one other member.
- 2) 1) In accordance with Chapter V, Section 2(4) of Statute E the parties to an appeal shall be:
- i) the appellant;
 - ii) the Vice-Master; and
 - iii) any other person added as a party by the direction of the person hearing the appeal.
- 2) Any party to an appeal shall be entitled to be represented by another person, whether such person is legally qualified or not, in connection with or at the appeal.
- 3) In accordance with Chapter V, Section 2(2)(a) of Statute E no appeal shall lie against
- 1) a decision of the Governing Body under Chapter II, Section 3(2);
 - 2) the findings of fact of a disciplinary committee under Chapter III, or of a tribunal under Chapter VII, of the Statute, save where, with the consent of the person hearing the appeal, fresh evidence is called on behalf of the appellant at the hearing; or
 - 3) any medical finding by a board set up under Chapter IV, Section 2(3) of the Statute, save where, with the consent of the person hearing the appeal, fresh evidence is called on behalf of the appellant at the hearing.

- 4
- 1) An appeal shall not be determined without an oral hearing at which the appellant and his representative, if any, are entitled to be present.
 - 2) Any hearing of or in connection with an appeal shall take place in private, and only the parties to the appeal and their representatives shall be entitled to be present.
 - 3) Persons appearing at the hearing of an appeal shall be entitled to make opening statements and to address the person hearing the appeal; and they may, with the consent of the person hearing the appeal, call witnesses and cross-examine any witnesses called by another party.
 - 4) Subject to the provision of the Statutes and of these Ordinances, the person hearing an appeal shall regulate his own procedure; and he may set time limits for each state (including the hearing itself), may adjourn at his discretion, and may dismiss the appeal for want of prosecution. It shall be the duty of the person hearing the appeal to ensure that the appeal is heard and disposed of as expeditiously as is reasonably practicable.
- 5
- 1) Nothing contained in the modifications of the Statutes of the College by the University Commissioners under the Education Reform Act 1988 shall be taken as authorising the person hearing an appeal by a member of the academic staff against dismissal to allow such an appeal on any ground not recognised by law at the time of the making of the said Act as a ground for annulling or setting aside a dismissal of a member of the academic staff.
 - 2) The person hearing an appeal by a member of the academic staff against dismissal shall not have the power to make any order which would require any expenditure of money not authorised at or before the time of the decision to appoint the member concerned to the office or post from which he or she has been dismissed.
- 6
- The person hearing an appeal shall send his reasoned decision on the appeal, together with any findings of fact different from those come to by Governing Body as the appropriate body under Chapter II or by the Disciplinary Committee under Chapter III, as the case may be, to the Master and to the parties to the appeal.

Ordinance 24 *Grievance Procedures under Chapter VI of Statute E*

- 1
- 1) Where a grievance has been referred to a grievance committee under Section 5 of Chapter VI of Statute E, the committee shall comprise three Fellows of the College appointed by the Governing Body.
 - 2) The grievance shall not be disposed of without an oral hearing at which the aggrieved person and any person against whom the grievance lies shall have the right to be heard and to be accompanied by a friend or representative.
 - 3) The grievance committee shall inform the Governing Body whether the grievance is or is not well-founded and if it is well-founded the committee shall make such proposals for the redress of the grievance as it thinks fit.

Ordinance 25 *Hearings by a Tribunal under Chapter VII of Statute E*

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

Ordinance 26 *Appointment of an Alternate under Chapter I of Statute E*

- 1) In accordance with section 7(2) of Chapter I of the Statute the Governing Body shall appoint an alternate to act in place of any person who is designated to perform any duties or exercise any powers under the Statute or under these Ordinances if that person is himself involved in the matter in question.
- 2) In any case in which the Statute or these Ordinances specify particular qualifications that must be satisfied by a person designated to perform any duties or exercise any powers, a person shall not be appointed as an alternate unless he satisfies those qualifications so far as reasonably possible.

Ordinance 27 *Notices*

- 1) Any notice given under the provisions of the Statute or of these Ordinances shall be in writing; and any documents and notices required to be sent to a person shall be sent by post or delivered to that person at his last known address or to his authorised representative, or electronically.
- 2) A party may at any time by notice to the secretary of the disciplinary committee or medical board (or, in the case of an appeal, to the person appointed to hear the appeal) and to the other parties change his address for service under these Ordinances.

Junior Members

Ordinance 28 *The Association of Junior Members (known as The Combination Room)*

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

provisions of Part 9 shall prevail if there is any conflict with a provision in another Part of the Constitution.

Ordinance 29 *Constitution of the Association of Junior Members*

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

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

Ordinance 30 *Junior Members: Disciplinary Matters*

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

and agreed by the Council. It shall set out the procedure that will be followed by the College in relation to complaints about the conduct and behavior of Junior Members of the College.

- 2) The members of the College shall:
 - i) comply with the Ordinances and Standing Orders of the College, and with the instructions given by the Officers of the College in the performance of their duties;
 - ii) do nothing intended to disrupt or impede the activities and functions of the College, or to hinder the discharge of their duties by the Officers and employees of the College;
 - iii) not assault or intentionally or recklessly cause any personal injury to any other member or any employee of the College; and
 - iv) not intentionally or recklessly damage or deface or knowingly misappropriate any property of the Governing Body or of any member or employee of the College.
- 3) The Master and the Council shall each have power to forbid any member of the College charged with contravening sub-Ordinance 1.1) and 2.1) of this Ordinance to enter on or remain within the precincts of the College pending the determination of his or her case.
- 3
 - 1) The Senior Tutor shall draw to the attention of all student members that the Governing Body has adopted the guidance about racial and sexual harassment published in the Cambridge University Reporter (14 August 1991, pp 999-1001).
 - 2) Students shall be informed that behaviour involving physical violence and/or racial or sexual harassment is unacceptable and will be regarded with the utmost seriousness. Any student who feels he or she is being harassed should seek confidential advice from their Tutor, the Senior Tutor, the Dean or any Fellow named by the Council who has been trained in and has experience of dealing with cases of racial or sexual harassment.
- 4 Board of Discipline and Procedures
 - 1) A Board of Discipline of five members of the Governing Body shall be appointed at the first meeting of the Governing Body in each academic year. Neither the Master, the Vice-Master, the Senior Tutor, the Dean of Discipline, nor any Tutor shall be appointed a member of the Board.
 - 2) The senior Fellow appointed to the Board of Discipline who is a member of the Council, or failing that the senior Fellow appointed, shall be designated as Chairman of the Board of Discipline. Should the Chairman be unable to carry out any duties or fail to attend a meeting of the Board of Discipline the next most senior Fellow appointed who is available and/or present and is a member of the Council, or failing that is most senior, shall act as Deputy.
 - 3) The date, time and place at which a Board of Discipline will sit to review any

complaint received under the procedures of Statute F Chapter II shall be determined by the Chairman of the Board provided that the Board shall not sit on a day earlier than the twenty first day after the Chairman of the Board has received written notice of the complaint.

- 4) In cases of academic failure including failure in an examination the following arrangements will apply:
- i) the Senior Tutor shall take the advice of a meeting of the Tutorial Committee before advising the Chairman of the Board of Discipline of the failure of a student to achieve satisfactory progress. No member of the Board of Discipline shall be present during a discussion of academic failure by the Tutorial Committee;
 - ii) the decision of the Tutorial Committee shall be taken after reviewing all non-confidential supervision reports and normally receiving a brief written report from the Director of Studies;
 - iv) the Senior Tutor or his or her deputy shall inform the Chairman of the Board of Discipline or his or her deputy of the Tutorial Committee's decision. The Chairman of the Board of Discipline or his or her deputy shall write to the student, with a copy to the Senior Tutor or his or her deputy, on behalf of the Board of Discipline informing him or her of:- the Tutorial Committee's recommendation; the date, time and place of the meeting of the Board of Discipline; and the student's right to be present to be heard in his or her own defence, or to be represented by any member of the College of his or her choosing, or by a solicitor or barrister of his or her choice.

The Chairman of the Board of Discipline or his or her deputy shall also send to the student copies of the non-confidential Supervision Reports, the letter from the Director of Studies and any other documents considered by the Tutors when making their recommendation. This material will also be sent to members of the Board of Discipline.

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

- 5) The procedure for the meeting of the Board of Discipline in consequence of academic failure shall be as follows:
- i) The Chairman or his or her deputy and two Fellows shall constitute a quorum.
 - ii) The Senior Tutor or his or her deputy shall be asked to present the case on behalf of the Tutorial Committee, in the presence of the student and/or his

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

College Staff

Ordinance 31 *The College Staff*

- 1 Every person employed by the College, unless he or she is a College Officer, Fellow or Senior Member, shall have the status of College Staff.
- 2 The number of College Staff, the establishment and the allocation of College Staff posts shall be determined by the College Council after consultation with the Bursar.
- 3 The terms and conditions of employment of College Staff shall be determined by the Council in consultation with the Bursar. The Council may from time to time delegate such responsibility to such committees as it may designate.
- 4 The Council shall from time to time publish the policies governing the employment of College Staff:
 - 1) Rules governing the terms and conditions of employment of College assistants.
 - 2) Schedules specifying the rates of pay for each category of College Staff.
- 5 Each member of staff shall be appointed to a point or grade on the College's Salary Scale, which shall be published by the Council at least once per year.

6 Any proposal relating to the appointment of a person as College Staff shall be made by the Bursar. Every appointment, together with the terms and conditions proposed for that appointment by the Bursar, shall be in accordance with the policies as published under paragraph 4 above and shall require the approval of the Council. Every person to be appointed as a member of the College staff shall be informed in writing of the terms and conditions as so approved.

Research Institutes

Ordinance 32 *Research Institutes*

- 1 The Governing Body, advised by Council, may establish Research Institutes with agreed objectives, which shall constitute an integral component of the College, subject to the Statutes and Ordinances of the College and to the decisions of Council and the Governing Body.
- 2 A Research Institute shall be subject to supervision and triennial review by a College Committee constituted according to Ordinance. The Committee may review the objectives from time to time.
- 3 A Research Institute shall have a Director or Chair and other staff, including administrative staff. The Director or Chair shall hold office for three years in the first instance and shall be eligible for re-appointment for periods each of which may be up to five years. The Director or Chair shall be a College Officer, holding office under Ordinance 8. An Institute may nominate Research Associates and Senior Research Associates. Such nominations shall be referred to the Nominations Committee and recommended appointments confirmed by the Council. Where salaries or stipends are to be paid the approval of Council must be sought and given annually. The salaries or stipends shall be paid by the College.
- 4 An Institute may, subject to agreement by the Council, establish an Advisory Committee whose membership may include distinguished persons who are not members of the College.
- 5 A Research Institute shall produce annual Budgets subject to the approval of the Council. Annual Accounts shall be produced for inclusion in the College's audited accounts.
- 6 A Research Institute shall submit an Annual Report of its activities to the Council in the first instance and then to the Governing Body. This report may be published.
- 7 Institutes may organise Lectures, Conferences and Seminars within the agreed Budget, which may lead to publication. Subject to agreement by Council they may impose registration fees or seek sponsorship for such activities. They may only undertake fund-raising activities, or receive grants or donations, with the consent of the Council.
- 8 Institutes may be provided with office accommodation within the College, provided the annual rental, stipulated by Council, is paid. With the consent of the Council, they may lease office accommodation outside.
- 9 The Governing Body shall have the power to close an institute.

Ordinance 33 *The Von Hügel Institute*

- 1 There shall be a Von Hügel Institute with the following objectives:
 - 1) To foster significant and substantial academic work in the field of the relation of Christianity to Society.
 - 2) To preserve and develop the Roman Catholic tradition of the College as an important part of its life by research and analysis which informs Catholic social policy and practice.
 - 3) Through this and other research and scholarship to contribute to an understanding of and the promotion of a more just, inclusive, sustainable and peaceable society.
 - 4) In all to act in a broad ecumenical spirit with a view to fostering understanding between Christians, between people of different faiths and among all those who share a concern for a better society.
 - 5) The Institute shall be subject to triennial review by a College Committee constituted according to Ordinance.
- 2 There shall be a Director or Chair of the Institute and other permanent members who shall be Fellows of the College. They shall be appointed and re-appointed by the Governing Body with advice from the Council. They shall hold office for three years in the first instance and shall be eligible for re-appointment for periods of up to five years.
- 3 The Director or Chair shall receive a stipend to be determined by Council.
- 4 Administrative Officers may be appointed on salaries to be determined by the Council.
- 5 The Institute may nominate Research Associates or Senior Research Associates. Such nominations shall be referred to the Nominations Committee and approved by the Council.
- 6 There may be a number of centres established within the Von Hügel Institute, each devoted to a particular aspect of its research interests. Each centre shall have a Director who will be responsible to the Chair of the Institute.
- 7 There shall be a special endowment fund, the Von Hügel Institute Fund, which shall be administered by the Director or Chair in consultation with the Bursar. This fund shall be an integral part of the College's accounts and subject to annual audit. The annual income shall be made available by the Bursar to support the activities of the Institute.
- 8 The Institute shall pay a rent, to be determined by the Council, for the accommodation it occupies in College.
- 9 The Director or Chair of the Institute shall submit an Annual Report to the Council by 30 September each year. This report shall subsequently be considered by the Governing Body.

Benefactions and Academic Agreements

Ordinance 34 *Benefactors, Donors and Prizes*

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

- 2 The Development Office shall record the wishes or suggestions of Benefactors and Donors with a copy to the Bursar.
- 3 The Lattey Fund shall provide for an annual lecture to be given by a speaker selected by the Catholic Biblical Association in conjunction with the Master and Fellows of St Edmund's College and in close consultation with the Von Hügel Institute, whose Director, or a person designated by the governing body of St Edmund's shall be included in the selection committee. The Institute will undertake responsibility for all the practical arrangements associated with the lecture.
- 4 The Shackle Award shall provide from time to time for a G.L.S. Shackle Fellowship, tenable for up to one year, the holder of which undertakes to produce a scholarly paper on, or related to, the writings of the late G.L.S. Shackle and to give the G.L.S. Shackle Memorial Lecture.
- 5 A list containing details of Prizes, Scholarships and Awards that may be awarded to members of the College shall be compiled and maintained by the Tutorial Committee as an Appendix to these Ordinances.

Ordinance 35 *Commemoration of Benefactors*

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

Ordinance 36 *Formal Agreements with other Universities and Academic Institutions*

The College may enter into formal agreements with other Universities and Academic Institutions relating to students and academic co-operation. No agreement in relation to students intended for matriculation in the University shall conflict with the provisions of Statute F, Chapter I, section 3. Agreements shall be considered by Council and approved by the Governing Body.

The Ordinances: General

Ordinance 37 *The alteration of Ordinances*

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

Ordinance 38 *Interpretation*

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

Ordinance 39 *Entry into force of these Ordinances [and the Repeal of Former Ordinances]*

These Ordinances shall come into force on 1 October 2018 and on that day all Ordinances governing the College in force immediately before that day shall cease to have any effect.