STANDING ORDERS

OF THE

COLLEGE OF SAINT JOHN

THE EVANGELIST

IN THE

UNIVERSITY OF CAMBRIDGE

November 2018

AIMS OF THE COLLEGE

Education

The College aims to admit as undergraduates and graduate students those who have the highest potential for benefiting from the education provided by the College and the University, regardless of their financial, social, religious or ethnic background. The College provides teaching facilities, support (including pastoral care) and social, recreational and sporting facilities to enable each of its students to realise as much as possible of their academic and personal potential whilst studying here.

Religion

The College aims to carry forward the tradition, continuous since its foundation, of being a place of reflection on matters of religious faith. The Chapel is maintained as a place of religious worship, in which the services are enriched by the College's outstanding choral tradition. The College seeks to support the emotional, mental and spiritual well being of all members of the community whatever their faith, tradition or none. The College maintains its historic connection with the work of the Church of England, particularly through its involvement as patron of a number of parishes.

Learning

The College aims to provide an environment, within its walls and more broadly, in which knowledge and understanding, together with ways of increasing them, may be passed on and in which their value may be appreciated.

Research

The College aims to promote research in two ways. It provides Research Fellowships for outstanding academics at the early stages of their career, whatever their discipline, with a social and intellectual setting, and also practical support, which will enable them to develop their research at a crucial early stage of their careers before they undertake the full teaching and administrative duties of an academic post. Similarly, it supports the research work pursued by its other Fellows, both in College and in their University departments and faculties.

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1. Governing Body

1.1. Membership of the Governing Body [A4]
[Any amendment to this Standing Order must be approved by the Governing Body]

The phrase "being graduates" in Statute XLIII(2) means "being graduates of Cambridge University".

1.2. Meetings of the Governing Body [A1]
[Any amendment to this Standing Order must be approved by the Governing Body]

A meeting of the Governing Body of the College shall be summoned in each Lent and Easter Term.

1.3. Attendance at Meetings of the Governing Body [A5]

(a) Fellows who are excluded from membership of the Governing Body for the purpose of amending Statutes by reason of the provisions of Statute XLIII(2) and Standing Order A.1.1. shall be invited to attend all meetings of the Governing Body for the purpose of amending Statutes, and shall be free to speak but not to vote at such meetings.

(b) The Chaplain shall be invited to attend all meetings of the Governing Body, other than meetings for the purpose of amending Statutes, and the Master shall have discretion to permit the Chaplain to speak but not to vote at such meetings.

1.4. Procedure for Voting at Meetings of the Governing Body [A16]
[Any amendment to this Standing Order must be approved by the Governing Body]

Voting shall be by show of hands, provided that at the discretion of the Chairman, or on the request of not less than three members present at the meetings, there shall be a roll call. The Secretary of the Council shall call the roll of the Governing Body in ascending order of seniority, and shall record whether each member voted for or against the motion, or abstained. The number of votes for or against the motion recorded in a roll call shall be announced to the meeting by the Chairman and shall replace the result of any previous vote by show of hands on the same motion.

2. Council

2.1. Election of Members of the Council [A3]
[Any amendment to this Standing Order must be approved by the Governing Body]

(a) Fellows elected at the annual election held in accordance with Statute IX(2) shall take office on 1 October next following their election.

(b) Written notice of the names of the Fellows nominated for election, together with the names of their several proposers and seconders, and written notice of their consent to be nominated, shall be given to the Master no later than noon on the day seven days before the day appointed for the election.

(c) The Master shall send notice of the names of the Fellows so nominated, together with the names of their proposers and seconders, to all the electors not less than two clear

days before the day appointed for the election and shall table each nomination when it is received.

(d) The time of polling shall be not less than one hour. In the case of elections held to fill casual vacancies, the time for voting may be reduced to not less than half an hour.

(e) The voting shall be by voting papers and each vote shall be read out as received. When the time set for polling has expired, the number of votes given to each candidate shall be read out and the result of the election declared.

(f) Where, for an election to fill a casual vacancy, the Master shall appoint under Statute IX(8) a day which coincides with the day appointed under Statute IX(2) for the annual election, or where the Master shall appoint the same day for elections to fill more than one casual vacancy, the procedure specified in this Regulation shall apply. The same period of voting shall be specified for all elections and the same voting papers shall be used, each elector being entitled to cast votes for as many candidates as there shall be vacancies in all the elections taken together. Fellows nominated, or their proposers and seconders, may include in their written notice given in accordance with Regulation (b) that they are not to be considered candidates for one or more of the elections to be held. Subject to such limitations (which shall be specified in the notice sent by the Master to electors under Regulations (c)), the vacancies in the various elections shall be filled in the order of candidates receiving the most votes, starting with vacancies in the annual election and proceeding to vacancies in the casual elections according to the length of period of office remaining in respect of each of those vacancies.

(g) Where the day for the annual election under Statute IX(2) coincides with the day for an election to fill a casual vacancy in respect of which the period of office remaining expires on 30 September next following that day, Regulation (f) shall apply by associating the casual vacancy with one of the vacancies to be filled at the annual election, and (subject to any limitation specified under Regulation (f)) these associated vacancies shall be jointly filled first by the candidate receiving the most votes. In determining the number of votes to be case by each elector, the associated vacancies shall count as one, unless any candidature shall have been limited to one only of them.

(h) In any election in which two or more candidates receive the same number of votes they shall be ordered according to their seniority on the roll of Fellows.

(i) When an election to the Council is held on the same day as an election to the office of President, the same period for voting shall be specified for both elections, and the voting papers for the two elections shall be clearly distinguished. Fellows nominated for the office of President may give notice in writing to the Master no later than noon on the day seven days before the day appointed for the election that they are not to be considered candidates for election to the Council unless elected President. Any such limitation shall be specified in the notice sent by the Master to electors under Regulation (c). The election to the office of President shall be declared first, and the Council election which is subsequently declared shall be in accordance with any such limitation.

(j) Where, after the close of nominations, a poll is unnecessary to determine the election to the Council of any candidate, then the result shall be declared without a poll being held.

2.2. Disqualification as a Charity Trustee [A26]

(a) A Fellow who has been convicted of any offence shall without delay inform the Master in person of the circumstances of the offence.

(b) A Fellow who has been adjudged bankrupt or whose estate has been sequestered and (in either case) who has not been discharged, or who has made a composition or arrangement with, or has granted a trust deed for, his or her creditors and has not been discharged in respect of it, or who has been removed from the office of charity trustee by order of the Charity Commissioners or by order of the High Court, shall without delay inform the Master of the circumstances of the matter.

Note: A Fellow in these circumstances may be disqualified from acting as a charity trustee, and thus as a member of the Council, by virtue of section 72 of the Charities Act 1993.

2.3. Declaration of interests by members of the Council [A39]

(a) Any member of the Council who has a material interest, not being an excluded interest in any matter of business before the Council shall declare that fact on each occasion that that business is under consideration. But that shall not apply to business solely for report which is not discussed by the Council.

(b) If the material interest in question is a pecuniary interest, then the member of the Council declaring it shall withdraw from any meeting at which the business is under consideration, and shall not speak or vote on the matter.

(c) If the material interest is not a pecuniary interest, then the member of the Council declaring it shall withdraw from any meeting at which the business is under consideration, and shall not speak or vote on the matter, unless the Council shall have resolved to the contrary.

(d) Any declaration of interest, and any resolution of the Council under paragraph (c) above shall be recorded in the Minutes of the meeting at which it is made. Where a member withdraws from a meeting in accordance with paragraph (b) and (c) above, that fact shall be recorded in the Minutes of the meeting.

(e) An interest is an excluded interest for the purpose of this Standing Order if

(i) it is an interest which arises from the holding of an office or position in the College, where the other persons holding such an office or position in the College have a similar interest; or

(ii) it is an interest arising from membership of a Faculty or Department in the University, or the holding of an office or position in the University, where the other members of the Faculty or Department or the other persons holding such an office or position in the University, as the case may be, have a similar interest.

(f) In particular, an interest which arises from a general review of College stipends is excluded, but shall only be so in the case of the Master and the Senior Bursar in relation to

an increase in their respective stipends in accordance with a general percentage stipend increase.

(g) A Fellow's interest in his or her election or re-election to a Fellowship or appointment or re-appointment to any paid office or position in the College is not excluded, but matters concerning appointment or re-appointment to any unpaid position in the College are excluded.

(h) Members of the Council, on election or re-election to the Council, shall register their material interests with the Council & Governance Administrator, who shall record that information in a register kept for the purpose. Members of the Council shall notify the Council & Governance Administrator of any new material interest occurring during the course of their membership whenever such new material interest occurs. The register shall include a statement of membership of any Faculty or Department in the University, and the holding of any office or position in the University. The register of interests shall be available for inspection in the Council & Governance Administrator's Office by any Fellow.

(i) Subject to paragraph (j) below, a material interest is any matter which may influence the judgment of the person possessing it, or may reasonably appear as capable of influencing that person's judgment, so that the judgment may not be exercised wholly and exclusively in the interests of the College.

(j) An interest shall not be a material interest unless the person having that interest either knew about it or should reasonably have been aware of it. Any position as a company director or charity trustee shall not constitute a material interest unless there is a reasonable possibility that the company or charity, as the case may be, may be engaged in any business, appeal, or transaction involving the College.

(k) If the Master considers that any member or members of the Council may have an interest which should be treated as a material interest for the purposes of paragraphs (a) to (d) above, then the Master may ask the Council to determine the matter. The Council shall then determine it in the absence of the member or members concerned, after hearing his, her or their views, and the Council's decision shall be binding on the member or members concerned. For the purpose of this paragraph, the Council may set aside the rules above relating to excluded interests.

(l) The above rules, with the exception of those contained in paragraphs (h) and (k) above, shall apply with necessary modifications to committees, working parties and other bodies constituted by the Council, as they apply to the Council, except in so far as they may be specifically disapplied by decision of the Council.

(m) Every Council agenda shall include an item 'Declaration of Interests'.

2.4. Representation of Junior Members at the Council [A7]

The Master shall invite the President of the J.C.R., the President of the S.B.R. and a member of the J.C.R. Committee nominated for the year, ordinarily the Secretary, to be present at meetings of the Council whenever the Minutes of the Committee of Senior and Junior Members of the College are to be received, and for the discussion of other items of business which are of direct concern to junior members, in particular discussion concerning

the amendment of Standing Orders relating to junior members. The Master shall, in consultation with the Council, determine whether particular items of business are of direct concern to junior members, it being understood that the President of the J.C.R. and the President of the S.B.R. may at any time bring items to the Master's attention.

2.5. Junior member access to Minutes and Note on Accounts [A8]

A copy of the abstract of the Council Minutes and of the annual Note by the financial officers on the accounts shall be sent to the President of the J.C.R. and the President of the S.B.R., for confidential use within their respective Committees.

3. Officers

3.1. Election of the President [A2]
[Any amendment to this Standing Order must be approved by the Governing Body]

(a) Unless elected to fill a casual vacancy, the President-elect shall enter office on 1 October next following the date of election.

(b) Written notice of the names of the Fellows nominated for election, together with the names of their several proposers and seconders, and written notice of their consent to be nominated, shall be given to the Master not less than six clear days before the day appointed for the election. Each nomination paper shall indicate the period of time for which the Fellow nominated intends to serve if elected, such period not to exceed that permitted by Statutes X(1) and XV(2) and to end on the last day of an academical year.

(c) The Master shall send notice of the names of the Fellows so nominated, together with the names of their proposers and seconders and the periods for which they intend to serve if elected, to all the electors not less than two clear days before the day appointed for the election and shall table each nomination when it is received.

(d) The time of polling shall be not less than one hour.

(e) The voting shall be by voting papers and each vote shall be read out as received. When the time set for polling has expired, the number of votes given for each candidate shall be read out and the result of the election declared. In the case of an equality of votes that Fellow gaining most votes who is senior on the roll of Fellows shall be declared elected.

(f) If a casual vacancy shall occur in the office of President, or shall be about to occur by written resignation communicated by the President to the Council and accepted by them, the Council shall appoint a day for the election of a successor and shall give not less than fourteen clear days' notice thereof. The day appointed for the election shall be not more than two months, exclusive of vacations, before the vacancy is to occur, and, in accordance with Statute X(1), shall be not more than three calendar months after the vacancy occurs. The election shall be conducted in accordance with the above rules, except that the time for voting may be reduced to not less than half an hour. A President elected to fill a casual vacancy shall enter office on the date of election or the date on which the vacancy occurs, whichever is the later.

(g) If at the close of nominations one candidate only is nominated for election, that candidate shall be declared elected without a poll being held.

3.2. Appointment of the Dean [A30]

Except as may otherwise be provided in any particular case, in the annual appointment, under Statute IX(11), of the Dean primarily responsible for College discipline, the Council will normally expect to re-appoint the Fellow who holds the office of Dean after consideration of his or her annual report; but re-appointment at the end of the fifth year after initial appointment will only be made following specific review, and re-appointment will not normally be made at the end of the tenth year after initial appointment.

3.3. Tenure of Offices [B2]

(a) Tutor
A Tutor shall not ordinarily be appointed to continue in office beyond twenty years, or if appointed or continued as Senior Tutor, beyond twenty-five years from the original date of appointment as Tutor.

(b) Tenure of Fellows under Title B
Statute XIX shall be so construed that if a Fellow under Title B with tenure under Section (3) or Section (4) is elected or appointed to one of the qualifying College Offices enumerated in Section (1), the provisions of Section (2) shall apply but without prejudice to any continuing tenure that there may be under Section (3) or Section (4).

(c) Construction of Statute XIV(2)
The requirement of Statute XIV(2), that a Lecturer shall not continue to hold his office after reaching the age of sixty-two years unless he shall again have been expressly appointed to continue in his office by the votes of not less than nine members of the Council, means that the tenure of the office shall not continue without such express re-appointment beyond the last day of September following the date on which the specified age is reached.

4. Committees

4.1. Committees

(a) Committees appointed by the Council shall be either standing committees or *ad hoc* committees.

(b) The standing committees shall have terms of reference, and ex officio and ordinary membership as specified in Appendix I to the Standing Orders. Except for the initial formation of a committee, each ordinary place on a standing committee shall be of four years' duration, ending on 30 September (unless otherwise specified). In the event of a casual vacancy occurring in the ordinary membership of a standing committee, it shall be filled by an appointment for the duration of the term of office remaining.

(c) The list of *ad hoc* committees, with the names of members and the terms of reference of each committee, shall be circulated to the Council in the Easter Term.

(d) Each standing committee shall keep a record of their meetings, and their minutes shall be communicated to the Council. Each standing committee shall have the right to report to the Council on matters within their terms of reference as they shall see fit.

(e) Each ad hoc committee shall report to the Council in response to their terms of reference, and may submit minutes or interim reports from time to time as they shall see fit.

(f) The recommendations of committees should normally remain confidential until confirmed by the Council.

(g) In preparing the agenda and papers for committee meetings, and in drafting the minutes or reports of committees, the chairman and secretary should have regard to information which may be exempt from disclosure under the Freedom of Information Act 2000. Where it appears that certain information may be exempt, the following practice should be adopted:

(i) if the potentially exempt information is unnecessary, it should be omitted;

(ii) otherwise it should be included as exempt annex to the agenda, paper, minutes or report concerned, reference being made to the nature of the exemption (for example confidential, commercial or personal);

(iii) fine judgments are not necessary – for example if a general category of items is judged to be potentially exempt, the fact that some items in that category may not be exempt should not prevent their inclusion in the exempt annex.

The disclosure of information concerning the proceedings of a committee in response to a request made in accordance with the Freedom of Information Act 2000 shall be the responsibility of the Freedom of Information Officer, and not of the chairman or secretary of the committee.

(h) Subject to paragraph (g) above, the secretary of each committee shall keep a single serial set of the minutes reports and papers of the committee, including those submitted, and this set shall be transferred regularly to the Archivist for storage in the College Archives.

(i) Unless otherwise determined by the Council each committee shall be chaired by whomever of the Master, the President, the Senior Bursar or the Senior Tutor (in this order of seniority) may be a member of the committee. The chairman and secretary of each committee shall be shown in the list of committees.

(j) Except with the leave of the Council, or of one of the officers named in paragraph (i) above, a College Officer who is granted leave of absence by the Council shall not attend any meeting of a committee during the period of leave.

(k) This Standing Order shall not apply to the Audit Committee.

(l) The provisions of paragraph (e), rather than paragraph (d), above shall apply in the case of the Fellows' Rooms Committee. The requirement to communicate minutes to the Council shall not apply to the following standing committees:

Disciplinary Committee
Junior Combination Room Committee
Samuel Butler Room Committee

(m) External members of College committees and similar bodies who act without remuneration (save for reimbursement of expenses) do so on the basis that no legal liability arises on their part and they will be indemnified in respect of any third party liability that might arise in the execution of their duties.

(n) The minutes of meetings of the following Committees, on which there is junior member representation, may be made available to junior members generally, but only after such minutes shall have been received by the Council: Co-Curricular, Health and Safety, Information Technology, Kitchen Consultative, Library and Records, Senior and Junior Members and Tourism in College.

5. Miscellaneous

5.1. Approval of matters on behalf of the Council [A31]

The Master shall be authorised to approve, on behalf of the Council, any recommendation of a person holding a qualifying College Office under Statute XIX(1) which the Council might have approved, provided that the Master considers that the matter requires an urgent decision or raises no substantial issue of policy, and provided that any such approval is reported to the next following meeting of the Council.

5.2. The Common Seal [A10]

(a) The Master, the Senior Bursar and the Senior Tutor shall be the keepers of the keys to the chest containing the Common Seal. Each keeper of a key, whenever he or she is absent from the College or is unable to attend a sealing, shall deliver the key to a deputy who is a Fellow, and shall notify the other keepers of the name of the deputy and of the period of absence. On return to the College, or after the sealing which the keeper was unable to attend, as the case may be, the keeper shall without delay recover possession of the key.

(b) Under paragraph (b) of section (3) of Statute XLIX the provisions contained in paragraph (a) of that section of the Statute in respect of the following classes of documents shall be suspended until further order:

(i) transfers and other instruments relating to stocks and shares and other securities;

(ii) conveyances of properties, the sales or purchases of which have been approved by or on behalf of the Council;

(iii) leases or tenancy agreements relating to College properties;

(iv) licenses, deeds of release, and grants of easements or other interests in land;

(v) agreements under U.S.S.;

(vi) deeds of consent and instruments of presentation as patron of benefices;

(vii) any document which the Master (or, in the absence of the Master, the President) shall have certified as proper to be sealed; provided that such certificate may require that the sealed document be held and not delivered until some future time or until some specified condition is satisfied.

(c) A register shall be kept by the Senior Bursar of the documents sealed. Before any sealing there shall be entered into the register a description of the document to be sealed, and a note of the Council Minute authorising the sealing or, where the transaction has not been authorised by the Council, of the sub-paragraph of paragraph (b) above within which the class of the document falls.

(d) Each keeper (or his or her deputy) shall first check the documents sealed against the list and against any other papers verifying the transaction, and shall initial the register as it is checked; the keepers shall then together witness the sealing and sign the register to that effect.

(e) Each key holder (or his or her deputy) shall him or herself unlock and relock the chest containing the Common Seal.

(f) From time to time, the Master shall check the presence in the chest containing the Common Seal of the keys to the chest containing the old Seal, and shall record that fact on the register.

(g) Whenever practicable, notice of an intended sealing of documents shall be given by the Senior Bursar by means of a note placed on the table in the Fellows' Lobby.

5.3. Membership of the College

(a) The following persons shall be admitted to membership of the College: any person elected Master, or a Fellow or Honorary Fellow, or appointed Chaplain or Lector in Modern Languages; persons admitted by the Tutors as junior members of the College; Visiting Scholars appointed under Standing Order B.4.1; the holders of Senior Studentships (including the Harper-Wood Studentship and the Naden Studentship); College Research Associates and Teaching Associates; Fellow Commoners, Fellow Benefactors; the Writer/Musician/Entrepreneur-in-Residence (and those in parallel offices).

(b) The Council has discretion to admit other persons to membership of the College, and to waive the fee.

(c) Membership of the College shall commence at the date of an unconditional admission recorded in the Council minutes or confirmed in writing by a Tutor, provided that the membership of a newly-appointed junior member shall only commence on first coming into residence.

(d) The names and particulars of a person admitted to membership of the College shall be entered into the Admissions Register of the College. The form of the Admissions Register shall from time to time be determined by the Council, taking advice from the Library and Records Committee.

(e) A person may be removed from membership of the College by order of the Council, and the fact of such removal shall be noted in the Admissions Register.

(f) The standard benefits of Membership of the College are:

(i) to gain access to College via the Forecourt or Cripps Lodges;
(ii) use of the College Library during staffed opening hours; application for borrowing privileges may be made to the Librarian;
(iii) receive copies of *Johnian News* and *The Eagle*;
(iv) receive periodic invitations to Johnian Dinners (in rotation according to year of admission to Membership of the College;
(v) to book a guest room, at the discretion of the Domestic Bursar, for his or her personal use (or, exceptionally for the use of other persons) at the normal charge; and
(vi) to book College catering facilities at the rate application to Members of the College.

(g) The following additional benefits apply only to holders of a Cambridge M.A. degree:

(i) to dine at the Fellows' Table (and take wine in the Green Room) three times a year (except Saturdays) at College expense, subject to the restrictions noted in Standing Order B.3.3(i);
(ii) to attend Wine Circles, if dining as above;
(iii) to be accommodated in College at College expense on the nights associated with the above dining privilege, subject to guest room availability, if not resident in Cambridge; and
(iv) to dine with a guest on certain nominated Fridays during Full Term.

5.4. Muniments and Records of the College

(a) The Librarian shall be responsible for the custody of the Archive Centre and its contents.

(b) All documents which relate to the title, description or specifications of the buildings of College property, or of the buildings of the College, shall be preserved by the College officer or other person having custody of such documents. When no longer required for immediate operational purposes, such documents shall be lodged by that person with the Archivist for storage in the Archive Centre.

(c) Tapes, films and other electronically-based media accepted as donations according to collection development principles established in the Archives, the Library and in other departments, shall normally be stored in either the Archive Centre or the Library.

(d) Recordings shall be made of speeches on special College occasions such as 80th/90th birthday celebrations for Fellows and special College dinners outside the regular calendar of dinners, unless the speaker asks that they should not be recorded.

(e) Information referred to in the Publication Scheme of the College made under the Freedom of Information Act 2000 should be disclosed in accordance with the terms of that Scheme. Other requests for information held by the College should be dealt with by the Freedom of Information Officer in accordance with the requirements of the Freedom of Information Act 2000.

(f) Non-exempt minutes of committees should ordinarily be made available within the College on request, as should committee papers except for those received in confidence or in relation to exempt business. As regards exempt and confidential material, access shall be determined by the Freedom of Information Officer. In the event of a dispute concerning his or her decision, the matter should be referred to the Council for determination.

(g) Until further order, the Freedom of Information Officer shall be the Head of Information Services and Systems. The Freedom of Information Officer may delegate some or all of his or her responsibilities to any College officer or member of the College staff, subject to such limitations and conditions as he or she may determine.

5.5. Address of the College [A25]

Except with the consent of the Council, the address of the College shall not be used by members of the College as the business address of companies in which they have an interest.

5.6. Government and Administration of St John's College School [A15]

(a) The Governors of St John's College School shall consist of (i) the Senior Bursar, the Dean of Chapel, the Director of Music; (ii) either the Master and two Fellows, or three Fellows, the Fellows being appointed by the Council after consultation with the Chairman of the Governors of the School (or the Governors in the case of the appointment of a Fellow who is currently Chairman); (iii) six persons, not normally Fellows of the College, appointed by the Council on the nomination of the Governors.

(b) Governors other than Governors specified in category (a)(i), shall be appointed, unless appointed to fill a vacancy, to serve for four years in the first instance. Governors shall be eligible for re-appointment, but will not normally be appointed to serve for a continuous period exceeding eight years. Any vacancy which might arise prior to the completion of a four year period of service by resignation, retirement, or otherwise shall be filled by an initial appointment for the remainder of the tenure of that vacancy or for no longer than four years, as determined by the Governors in order best to meet the needs of succession planning, with the option of re-appointment for a further four year term. The Governors shall elect a Chairman who shall hold office for three years and be eligible for re-election, but no person shall serve as Chairman for a continuous period of more than six years. A person whom the Governors have resolved to elect as Chairman may be re-appointed as Governor notwithstanding that his or her continuous period of service as a Governor will exceed eight years. The School Bursar shall act as Clerk to the Governors.

(c) If a Governor in category (a)(ii) or (iii) is absent for three successive Governors' meetings, then his or her place shall become vacant at the end of the third such meeting, unless the Governors shall by then have resolved the reason for absence to be sufficient.

(d) The Headmaster and the School Bursar shall be invited to attend all Governors' meetings (unless requested to withdraw for a particular item); the Headmaster and the School Bursar shall not be eligible for election as Governors and shall not be entitled to vote.

(e) The Governors shall be responsible for the educational policy and administration of the School, except that the appointment of the Headmaster shall be made by the Council on the recommendation of the Governors.

(f) The Governors shall also be responsible for the management of the finances of the School, and shall have authority to determine the level of fees except that, in the Governors having notified the Council of any change in the level of fees, the Council shall fix the proportion of the Choristers' fees which is met by the College. The Governors shall have authority to approve such expenditure as they deem necessary, provided it is within the financial resources of the School, except for expansion of pupil numbers and schemes for major improvement which shall be decided upon by the Council on the recommendation of the Governors.

(g) The Governors shall report to the Council each Lent Term on the affairs of the School, the Chairman presenting to the Council a written report incorporating a note on pupil numbers, the audited accounts of the School for the previous year and a summary of the Headmaster's termly reports to the Governors; the Chairman of the Governors and the Headmaster shall be invited to be present at the Council meetings of this item.

1. Appointment and Tenure of Fellows

1.1. Eligibility of candidates for Fellowships under Title A [A29]

(a) The eligibility of candidates for Fellowships under Title A shall be determined by a committee comprising the Master, the President and the Senior Bursar, provided that any doubtful cases of eligibility shall be referred to the Council for determination.

(b) Any person who holds a Fellowship at a Cambridge College (other than a Fellowship without stipend) shall be ineligible to apply for a Fellowship under Title A.

1.2. Order of Procedure for the Annual Election of Fellows under Title A [A13]

(a) Each member of the Council present shall make the statutory declaration:

"I do solemnly declare that I will vote for the persons who are, in my judgement, the most fit to be Fellows of the College, as a place of education, religion, learning and research."

(b) The Council shall consider the qualifications of candidates in order.

(c) The Council shall take a vote for each candidate in order on the question "that you are willing MN should be elected at this time", and shall record the number of votes given for each candidate.

(d) The Council shall take a vote on the question that each member of the Council shall cast not more than x votes in the vote taken under paragraph (e) below.

(e) The Council shall take a second vote for each candidate in order who has received at least seven votes in the vote taken under paragraph (c). Not more than x votes shall be cast by any member of the Council and the number of votes given for each candidate shall be recorded. The number of votes given for each candidate shall determine the candidate's order for the purpose of paragraph (h) below.

(f) If a group consisting of two or more candidates shall have an equality of votes in the vote taken under paragraph (e) above, then for each such group a third vote for each candidate in the group shall be taken, each member of the Council casting a single vote. The number of votes cast for each candidate shall be recorded, and shall determine the candidate's order within the group for the purpose of paragraph (h) below.

(g) The procedure of paragraph (f) shall be repeated as often as may be necessary to determine a single order for all candidates voted on under paragraph (e) above; provided always that a group of candidates with an equality of votes may be left unordered if all the candidates of such group are amongst the first x candidates in the order so far determined.

(h) The Master shall notify each of the first x candidate in the order determined under paragraphs (e), (f) and (g) above of the willingness of the Council to elect that candidate to a Fellowship. If that candidate shall decline election or if the willingness of that candidate to accept election is not communicated to the Master by noon on the day next but one after the Council meeting at which the procedure for election was carried out, then the offer shall lapse and the Master shall proceed to notify the candidate next in the order

determined under paragraphs (e), (f) and (g) above of the willingness of the Council to elect that candidate to a Fellowship. If that further candidate shall decline election or if the willingness of that further candidate to accept election is not communicated to the Master by noon on the day next but one after the offer to the earlier candidate lapsed, then the offer shall lapse and the procedure of offer shall be carried on in the same way until x candidates in all have communicated their willingness to accept election or until there remains no further candidate on whom a vote was taken under paragraph (e) above. Sunday shall not count for the purpose of this Standing Order. The election of the successful and willing candidates thus determined shall be recorded at the next available meeting of the Council.

(i) For the purposes of communication with candidates under paragraph (h) above it shall be sufficient for the Master to take such steps for the purpose of effecting communication as the Master shall consider appropriate; and such steps as the Master shall take shall be deemed to have been effective for the purpose of paragraph (h) above. For the purpose of communication by candidates with the Master it shall be sufficient for such communication to be in writing delivered to the Master's Lodge; and it shall be in the absolute discretion of the Master to accept any other form of communication.

1.3. Fellows under Title A who are Graduate Students

(a) The University Composition Fee of any Fellow under Title A who is a registered Graduate Student shall be met by the College if such fee is not waived by the University and if the Fellow is not in receipt of any emoluments from sources outside the College.

(b) A Fellow under Title A who is a full-time student with responsibility for a child, shall be treated as any other full-time student at the College having responsibility for a child, thus, one half of childcare costs shall be met as a matter of course, and, in cases of need, support up to 100% of the costs may be made available as determined by the President.

(c) The College will contribute to the cost of typing and binding a Ph.D. thesis submitted by a Title A Fellow (up to the sum specified in Schedule 1), provided it is so submitted within 4 years of registration as a Graduate Student.

1.4. Principles for the Election of Fellows under Title E [A24]

The following purposes may be considered:

(a) To secure a Fellow for College purposes other than those of a teaching or administrative office.

(b) To enable a Fellow who has previously held a teaching or administrative office to relinquish that office for the purpose of extended leave of absence or secondment elsewhere, or other good reason, while remaining a Fellow.

(c) To enable a Fellow who has previously held a Fellowship for not less than ten years and has reached the retiring age to remain a Fellow.

(d) To improve the balance of sexes in the Fellowship.

(e) To elect a person of exceptional academic excellence.

1.5. Seniority of Fellows who enter into their Fellowships on the same day [A17]

The phrase "seniority of degrees" in Statute XVII(4) means seniority of Cambridge degrees as determined by the order of degrees in the order of seniority of graduates prescribed by the University. Fellows who enter into their Fellowships on the same day shall take rank on the Roll of Fellows in the following order: first, Cambridge graduates according to the seniority of their degrees; then members of the University not being Cambridge graduates, according to the term in which they matriculated; then Fellows who were not before their entry into their Fellowships members of the University. In the case of two Fellows whose rank on the Roll of Fellows is not determined by these rules, the Fellow shall rank first whose surname comes before the other's in alphabetical order.

1.6. Title A Mentoring Scheme

Fellows under Title A shall, following their consultation with the Master, be assigned a mentor from within the Fellowship during the first term of their appointment. They may meet as frequently as desired, but at least once each year, during the Lent Term, to discuss their report, prior to its submission to the Council.

2. Facilities

2.1. The Master [B1]

(a) The College shall keep the interior of the Master's Lodge in a good state of repair and decoration.

(b) The College shall furnish the Master's Lodge, except in so far as the Master may otherwise prefer.

(c) The College shall provide all water, light and heat (including central heating, gas, electricity, and other fuel) used in the Master's Lodge.

(d) The College shall meet the cost of service in the Master's Lodge.

(e) The College shall provide secretarial assistance for the Master.

(f) The College shall maintain the Master's garden.

(g) The Master shall be entitled to an allowance, not exceeding the sum specified in Schedule 1 in any one financial year, in reimbursement of expenses incurred in connection with the duties of the office, including entertainment, and the Master shall certify to the Senior Bursar at the close of the financial year the amount, not exceeding that sum, which has been so expended.

2.2. Assignment of Fellows' Rooms

(a) A Fellow who desires to have rooms in College, or to change rooms, shall inform the Domestic Bursar who will bring the request before the Fellows' Rooms Committee.

(b) The assignment (under Statute XXIV(5)) of rooms to Fellows shall be made by the Council at their discretion on the recommendation of the Fellows' Rooms Committee, and

the tenure of all rooms shall be subject to the approval of the Council. In the assignment of rooms regard shall be had to the College duties of the Fellow, to whether the Fellow proposes to reside in College, and to the extent of the use the Fellow proposes to make of the rooms.

(c) The Fellows' Rooms Committee shall review a Fellow's tenure of rooms and report thereon to the Council if:

(i) the Fellow ceases to hold an office hitherto held or ceases to undertake specific duties hitherto assigned;

(ii) the Fellow ceases to reside, or wishes to take up residence, in College;

(iii) the Fellow attains an age of retirement specified in Statute XV or in the Statutes of the University;

(iv) the Fellow retires from his or her principal office in the University or College, and triennially thereafter.

(d) So far as may be practicable, rooms will be assigned to a Fellow who wishes to take up residence in College which are appropriate to that purpose, provided that the Fellow has not reached the retiring age specified in Statute XV(4).

(e) No Fellow or other person to whom rooms have been assigned shall make them available to others for an extended period, except by leave of the Council.

(f) Where accommodation in a College hostel or furnished let is allocated to a resident Fellow, on the recommendation of the Fellows' Rooms Committee, in lieu of rooms in College, that allocation shall be treated for financial purposes as if it were an allocation of rooms in College. Wherever practicable accommodation in a College hostel or furnished let in lieu of rooms in College will not continue beyond one year.

(g) A minimum of three two-room residential sets will be made available each year in order to guarantee accommodation for at least three resident Fellows under Title A in their first year. Any resident Fellow under Title A not accommodated in College during his or her first year will be so accommodated for the next two years. Resident Fellows under Title A remaining for a fourth (or subsequent) year shall where necessary be accommodated in a College hostel or furnished let in lieu of rooms in College.

2.3. <u>The Green Room</u>

(a) Honorary Fellows (if resident in Cambridge), Beaufort Visiting Scholars, College Research Associates, College Teaching Associates and Fellow Commoners shall be supplied on request with a cardkey enabling them access to the Green Room.

(b) The cost of providing newspapers, periodicals and reference books in the Green Room, shall be met by the College.

2.4. The Combination Room [B20]

(a) College Feasts and Entertainments
The bar in the Combination Room after Feasts and entertainments shall be closed no later than 1.00 a.m.

(b) Fires
The coal fires shall be the normal means of heating the Combination Room when it is occupied in winter (rather than the electric heaters used to produce rapid background heat when the room is unoccupied). When necessary both fires shall be lit.

(c) Security
At Wine Circles the presiding Fellow shall be responsible at the conclusion of the evening for the extinguishing of candles, the securing of the Combination Room and the notification of the Porters (but may pass on that responsibility to a Fellow who remains when he or she leaves).

2.5. The Fellows' Cellar

(a) The supply of wine from the Fellows' Cellar shall be subject to such directions as may be given by the High Table and Wine Committee, or by the Chairman or the Secretary of the Committee acting on their behalf.

(b) Wine from the Fellows' Cellar shall be available for use on College occasions. For the purpose of this Standing Order, the annual dinner of the Johnian Society, if held within the College, shall be regarded as a College occasion.

(c) Wine from the Fellows' Cellar shall be available to any person holding an entertainment allowance from the College to the extent of that allowance and if charged thereto.

(d) Wine from the Fellows' Cellar shall be available for purchase for their personal use, or for consumption at a function in College, by the Master, the Fellows, Chaplain, Honorary Fellows, Beaufort Visiting Scholars (including Colenso and Bleehen Visiting Scholars), Fellow Commoners and other senior visiting academics in parallel positions. Any such purchase shall be charged to the personal account of the purchaser.

(e) Purchases of vintage Port (excluding any on the current Wine list), and purchases of more than one dozen bottles of a single wine, shall not be made without the approval of the Chairman or Secretary of the High Table and Wine Committee.

(f) The High Table and Wine Committee shall be authorised to dispose of wine for which there is no obvious College use on an occasional basis, subject to a fair price being paid. The Committee shall not delegate that power of disposal.

2.6. Car Parking

(a) The following list of categories of persons and of individuals shall be issued on request with a cardkey enabling access to, and a permit to park cars in, the Forecourt and Cripps car parks:

Fellows.

Honorary Fellows (if resident in Cambridge).

Beaufort Visiting Scholars.

Spouses, widows and widowers of the above (who shall receive a restricted access key).

Members of the College staff approved by the Committee on Car Parking.

(b) The following list of categories of persons and of individuals shall be permitted to park cars in the Forecourt and Cripps car park:

Honorary Fellows (and their spouses, widows and widowers).

Those having dining privileges (on evenings when they dine).

College Teaching Associates (when giving supervision in the College).

Members of the College staff at the discretion of the Domestic Bursar.

Members of the College on the day of Congregation at which they proceed to a degree, except for those proceeding to degrees on days of General Admission.

Members of the College and the Fellows' guests occupying Guest Rooms.

Other persons when making visits to Fellows or Beaufort Visiting Scholars.

Such other persons as the Domestic Bursar may authorise for short periods.

(c) The Code of Practice for Parking Regulations Enforcement approved by C.M. 3259/8I of 24 March 2005, or as subsequently amended by the Council, shall apply.

3. Grants, Allowances and Charges

3.1. Grants and other assistance for Fellows, Lectors, and the Chaplain

(a) Teaching & Research Grants

Fellows, Lectors, and the Chaplain, can apply for grants and assistance under the Teaching & Research Grants scheme. Grants and assistance provided under this scheme is made on condition that they are wholly, exclusively and necessarily for the purpose of assisting in teaching or research or other duties of a College office.

(i) Research Grants

Fellows, Lectors, and the Chaplain, may apply for grants to assist with: research projects (including the cost of obtaining academic material); research visits (including travel expenses and, in the case of Fellows under Title A, assistance with the costs of extended periods of research from a base outside Cambridge); and to assist academic visitors coming to work with the applicant.

Applications may be made for bridging funding for research activities, either on a reimbursable or non-reimbursable basis, to cover a period until research funding becomes available from other sources.

Fellows-elect under Title A shall be permitted to anticipate or 'mortgage' their Research Grants in the period prior to their admission as Fellows.

Applications should be made on the Fellows Research Grant Form which shall include: the nature of the research activity; estimated costs; other sources of funds applied for, or to be applied for, and the results of the application if known; and the sum applied for from the College. The form should be returned to the Council & Governance Administrator.

(ii) Conference Grants

Fellows, Lectors, and the Chaplain, may apply for grants for the purpose of attending academic conferences.

Applications should be made on the Fellows Conference Grants Form which shall include information on: the subject of the conference; its duration and location; the part to be played by the applicant; the estimated cost of conference fees, travel, accommodation; meals (normally not more than two-thirds of the cost of which will be reimbursed); other expenditure; other sources of funds applied for or to be applied for and the result of the application, if known; and the sum applied for from the College. The form should be returned to the Council & Governance Administrator.

(iii) Book Grants

Fellows, Lectors, and the Chaplain, shall be eligible for reimbursement of the costs of books, periodicals, publications on CD-DVD and subscriptions & memberships fees (and in the case of Fellows in Music, including the Director of Music, CD/DVD recordings of music) which are required for College research, teaching or other College duties.

The total of Book Grants in any year shall not exceed the individual limit in Schedule 1.

Applications should be made on the Fellows Book Grant Form which should list titles and costs of items purchased. The form should be returned to the Council & Governance Administrator.

(iv) Printer Cartridges

Fellows, Lectors, and the Chaplain, may request reimbursement of the purchase cost of printer cartridges used for printing for academic purposes. The cost will be charged against the maximum sum specified in Schedule 1.

Applications for reimbursement of the cost of printer cartridges should be made on the Fellows Printer Cartridge Form. The form should be returned to the Council & Governance Administrator, together with a copy of the receipt.

(v) Secretarial Assistance

Secretarial assistance in the typing of correspondence, research papers, chapters of books and the like can in appropriate circumstances be made available to Fellows, Lectors, and the Chaplain.

Requests should be made in the first instance to the Fellows' Steward. Costs of work shall be charged against the maximum sum for secretarial expenses at the hourly rate specified in Schedule 1.

(vi) Maximum amounts

The limits for Teaching & Research Grants shall be as set out in Schedule 1, save that Fellows under Title A may apply to Council for Research Grants that exceed that cap. The limits set out above shall be reduced *pro rata* in the case of a person appointed for less than the whole academical year.

Amounts unused in one year may be carried forward and used in the following year (but no more than one years' carry-forward shall be allowed).

Teaching & Research Grants may be approved by the Council & Governance Administrator up to the annual limit specified in Schedule 1. Applications for grants in excess of this limit, made on an exceptional basis, will be referred to the Senior Bursar.

Grants in respect of travel shall be limited to costs incurred at the most economical rates reasonably available. This shall normally be taken to include 2nd class rail travel and economy class airfares, unless otherwise agreed. Travel insurance may be claimed so long as it is clearly associated with the research or conference trip and in the case of multi-trip annual cover, reimbursement will be made pro-rata.

All research and conference grants shall be reported annually to the Council.

(b) Research Enterprises, Workshops and Conferences Grants

Fellows can apply for grants and assistance under the Research Enterprises, Workshops and Conferences Grants scheme.

(i) Grants available

The Research Enterprises, Workshops and Conferences Grants scheme is to assist with the funding of research enterprises, research workshops and academic conferences based in whole or in part in College facilities (unless no suitable space is available) and organised and attended by at least one Fellow.

Fellows, either singly or jointly, who wish to initiate and develop such enterprises or events for which insufficient funds are available from other sources, may apply to the College for assistance.

Applications should be made on the Fellows Research Enterprises, Workshops and Conferences Form which should include: a description of the research enterprise, research workshop or academic conference including topics to be covered, attendees, duration and location; an estimate of income and expenditure for the event; information on other funding sources applied to, or to be applied for, and the outcome of such applications; and how the grant will be applied in supporting the event.

Fellows Research Enterprises, Workshops and Conferences Forms should be submitted to the President's Assistant. The Research Committee considers applications once each term and will make a recommendation to the Council.

(ii) Maximum amounts in respect of grants

Research Enterprises, Workshops and Conferences Grants shall not exceed £5,000.

(c) Computer Equipment

Fellows and the Chaplain may borrow computer equipment, including software, from the College, provided that the cost to the College of such equipment shall not exceed the maximum sum specified in Schedule 1 and that, in the case of Fellows (other than those under Title A) and the Chaplain, approved equipment of at least equal value shall be purchased by the Fellow or the Chaplain. Equipment may be owned jointly by the College and by the participating Fellow or the Chaplain. Repairs to equipment borrowed under this provision shall be at the expense of the Fellow or the Chaplain borrowing the equipment. Expenditure on equipment shall be deemed written off over a period of four years, with entitlement to the assistance being restored at the end of that period.

When the Fellowship or Chaplaincy of a borrower ceases and the borrower wishes to retain the equipment, the borrower shall be entitled to purchase the equipment belonging to the College under the scheme at a valuation representing the reasonable second-hand market value of the equipment as determined by the Computer Services Manager. In the event of disagreement as to the valuation, the matter shall be referred to the Council whose decision shall be final.

Applications should be made on the Fellows Computer Equipment Form which shall include a description of the item, its cost and the reasons for the purchase. The form should be returned to the Computer Services Manager.

3.2. Entertainment Allowances

(a) Fellows, College Officers, the Chaplain, and Beaufort Visiting Scholars, shall be entitled to reimbursement of expenditure on entertainment on behalf of the College, including entertainment of visiting University examiners and speakers at University functions, up to the maxima specified in Schedule 1 (reduced *pro rata* in the case of a person appointed for less than the whole academical year).

(b) Entertainment by Fellows arranged through the Catering Department and charged to their Entertainment Allowances shall be at the College Members price list.

3.3. Dining Privileges and Other Arrangements Relating to Meals

(a) Dining privileges shall be numbered as follows:

(1) To dine and lunch as often as desired, the number of meals at College expense in any quarter not to exceed the number of days for which the privilege is granted.

(2) To take three meals a week at the Fellows' Table, at College expense.

(2*) To take three meals a week at the Fellows' Table, at College expense.

(3) To take one meal a week, at the Fellows' Table, at College expense. This privilege applied on Monday to Fridays inclusive.

(b) Privilege 1 carries the further privilege of bringing two guests to dinner or lunch at own expense. Privilege 2 carries the further privilege of bringing one guest to dinner or lunch at own expense. Privileges 2* and 3 do not extend an invitation to bring a guest.

(c) On the initial grant of a dining privilege to a person new to Cambridge or the College, the Council shall, before granting the privilege, assure themselves that there is a Fellow willing and able to introduce the privilege holder to the College and to accompany him or her (or to arrange for another Fellow to accompany him or her) on the first few occasions of lunching or dining. The name of the sponsor shall be formally recorded.

(d) Dining privileges shall ordinarily be granted in accordance with the following principles:

Privilege 1: To Fellows-elect, Beaufort Visiting Scholars elected under Standing Order B.4.1., resident Fellow Commoners, Fellow Benefactors, and any Fellow who upon reaching the statutory retirement age from the University or College office is not re-elected by the Council to a Fellowship under Title D or E. Also to visitors who are former Fellows, or Fellows of sister foundations accommodated in College.

Privilege 2: To College Research Associates, College Teaching Associates, holders of College Senior Studentships, Directors of Studies appointed from outside the Fellowship, the Writer/Musician/Entrepreneur-in-Residence, College Lectors/Lectrices and non-resident Fellow Commoners. Also to former Fellows, resident in Cambridge, who, in the view of the Council, have contributed at least ten effective years of service to the life of the College.

Privilege 2:* To visitors who are former Beaufort Visiting Fellows and Scholars, and to other visitors who are accommodated in College.

Privilege 3: To Members of the College who are Heads or Fellows of other Colleges and/or holders of University teaching posts or comparable appointments, former Fellows resident in Cambridge, Members of the College holding University Post-doctoral appointments and other persons with standing privileges. Also to visitors other than Fellows who are not accommodated in College.

The Council shall have authority to vary these standard privileges in special cases.

(e) A list of persons having privileges shall be circulated annually to the Council for consideration and any necessary revision. Dining privileges shall be granted by the Council, or on their behalf under Standing Order A.5.1., or (in the case of privileges granted to persons under the ordinary provisions in paragraph (d), by the President.

(f) A member of a Standing Committee or of the Board of Directors of a limited company wholly owned by the College, who is not a Fellow or junior member and whose service on that Committee or Board is of a voluntary nature, will be granted an appropriate dining privilege, and additionally shall receive an invitation to the Cripps Feast and shall be entitled to lunch or dine on any ordinary occasion in connection with his or her service on that Committee or Board. A member of the Johnian Society Committee or of the J.S.U.S.A. Committee shall be entitled to lunch or dine on any ordinary occasion in connection with his or her service on that Committee.

(g) Members of the College who are post-doctoral research workers, departmental demonstrators in medical departments, or assistants in research and the like in University departments and institutions, and Post-Doctoral Researchers (as defined in Standing Order

B.6.2.) shall in addition to their dining privileges have the further privilege of dining at the B.A.'s Table at their own expense on any night of the week.

(h) Members of the College engaged in clinical training at the hospital and working for higher medical degrees who are not technically in residence may dine at the B.A.'s Table at their own expense on any night of the week.

(i) Except as the Council may otherwise provide in individual cases, members of the College who are not debtors of the College, who do not hold any other dining privileges, and who are not junior members, shall have the privilege of dining at the Fellows' Table three times a year but not on Saturdays (and of taking wine in the Green Room and at the Wine Circle) free of charge on such occasions, from the start of the academical year

(i) sixth after that of their admission to membership of the College, or

(ii) fifth after that of their admission to membership of the College as an Affiliated Student, or

(iii) third after that of their commencement as a member of the College of a graduate course, which expression shall include any course other than one normally leading to the B.A. degree,

whichever may be earlier; or, in the case of members of the College who have never been junior members, the start of the academical year next after that in which they last held any other dining privilege.

On specified Fridays during University Full Term, non-residential members of the College shall have the additional privilege of introducing a guest at College expense. A maximum of four Johnians and their guests will be permitted to dine under this provision.

(j) During the tenure of the Master, his or her spouse or partner shall be granted dining privilege 2. The spouse or partner of a former Master who holds a Fellowship under Title D shall be granted dining privilege 3.

Special occasions

(k) The privilege to dine and to bring guests, as defined above, does not apply in the case of College Feasts and Domus Evenings; except that (i) Fellow Commoners and Beaufort Visiting Scholars shall receive invitations to all Feasts during their term of residence (except for the Dinner to Members of the Foundation, which is restricted to members of the Foundation; and the Feast of St John the Evangelist, which is restricted to the Master, Fellows and Chaplain); (ii) Fellows-elect shall be invited to the Michaelmas Entertainment; (iii) College Research Associates shall receive invitations to the Second-Year Dinner; and (iv) College Research Associates and persons referred to in paragraph (g) above shall receive invitations to the Garden Party for Fellows, Graduate Students and their families.

(l) Replies to invitations to College Feasts and other special occasions shall not be accepted later than the day seven days before the day on which the occasion is to take place, or later than the date for reply (if after that) specified on the invitation. Invitations to Fellows shall be circulated electronically, in a consistent format and with a dedicated address for replies, except to those Fellows who register as not reading e-mail.

(m) On Domus Evenings dinner shall be followed by a dessert at College expense, and attendance at either part shall be limited to the Master, Fellows and the Chaplain, who shall not on those occasions introduce guests.

(n) The Entertainments Committee shall produce a methodology of working out the Calendar of Events, which shall be approved by the Council from time to time.

(o) Any Development Office or other new event in College to which the Master, Fellows or current junior members are invited, other than individually as guests, shall be approved by the Entertainments Committee at least six months in advance of the proposed date. In taking their decision, the Entertainments Committee shall consider the implications of including the event in their annual calendar. Every decision shall be subject to ratification by the Council.

(p) The Chaplain

For the purpose of Standing Orders relating to meals the Chaplain shall be regarded as a Fellow. As regards meals, former Chaplains shall be treated in the same way as former Fellows. A former Acting Chaplain who is resident locally shall be granted privilege 3, but shall further be entitled to exercise this privilege on a Sunday night.

(q) Honorary Fellows

Honorary Fellows shall have the same dining and lunching privileges as Fellows which shall include an invitation to the Port Latin Feast and the Cripps Feast but shall normally exclude an invitation to the other Feasts in the College calendar.

(r) Wine at the Fellows' Table

Wine shall be served as an alternative to beer at dinner at the Fellows' Table on every night of the week, the glass of each person taking wine to be replenished once during dinner.

(s) Fellows' Meals

(i) The cost of each Fellow's dinner taken at the Fellows' Table (or, with the consent of the President, taken at the Junior Members' Table) shall be charged to the College.

(ii) If, on any day when dinner in Hall or Combination Room is provided, a Fellow resident within the walls of the College is unable by reason of illness to dine in Hall or Combination Room, dinner may be sent to the Fellow's rooms and the cost charged to the College.

(iii) A Fellow shall be entitled to a maximum of 90 free dinners and/or lunches in each quarter of a year.

(iv) Fellows' meals in the Buttery chargeable to the College shall be restricted to the mid-day and evening service up to the maximum charge as specified in Schedule 1, with any excess being paid in cash. The meal so chargeable shall be solely for the Fellow. Meals for College guests of Fellows may be charged to that Fellow's entertainment allowance. Non-College guests' meals should be paid for in cash.

(t) Buttery Dining Room

In addition to resident junior members upon payment of the Kitchen Fixed Charge, the Buttery Dining Room may be used by:

(i) Holders of dining privileges 1 and 2;

(ii) Visitors accommodated in College; and

(iii) (on payment of a Kitchen Fixed Charge at the rate for married students) members of the College holding University Post-doctoral appointments.

(u) Visiting Speakers

Lunch or dinner, as appropriate, given to visiting speakers to College Societies shall be at College expense.

(v) Closing of the Kitchens

(i) The Domestic Bursar shall be permitted to close the kitchens and suspend service of dinner to Fellows on certain specified days during the year, namely 24, 25 and 26 December; the nights of the College May Week Concert and Ball; the occasion of the Staff Christmas Party; and the occasion of the additional staff holiday, provided that he gives notice to all Fellows of the suspensions of service of lunch and of dinner at least 14 days in advance of each occasion.

(ii) Any additional closure of the kitchens, other than for reasons of emergency, shall require the express approval of the Council. Such approval shall not be given unless the Council are satisfied that adequate alternative arrangements have been made for the provision of Fellows' lunch and dinner during the period of closure. At least one month's notice of the period of closure, and of the alternative dining arrangements, shall be given to all Fellows and to other members of the College then in residence or otherwise likely to be affected by the interruption to normal service.

3.4. Charges for Fellows' Rooms and Service

A Fellow resident in College, not being a retired Fellow, shall be liable for one-third of the charges associated with his or her rooms, and a retired Fellow who is resident in College shall be liable for two-thirds of the charges. In each case the remaining sum shall be credited to the Internal Revenue Account from the Endowment Account. In the case of non-resident Fellows, the whole of the charges associated with the Fellow's rooms shall be met by the Endowment Account.

4. Visiting Scholars

4.1. Beaufort Visiting Scholars

(a) Beaufort Visiting Scholars [formerly known as Overseas Visiting Scholars] shall be elected by the Council on the recommendation of the Research Committee, to whom Fellows shall make nominations of persons engaged in academic work, normally in a university or comparable institution.

(b) Nominations of candidates, not based on personal knowledge, must be associated with a recommendation from a senior member of the nominee's University known personally to the sponsoring Fellow.

(c) All visitors shall normally be in residence for one or two terms and not over the long vacation. There shall be six places available for each period. The Committee will meet once each term to recommend visitors for the available places. Preference will be given to candidates other than those who have spent significant lengths of time in Cambridge within the last ten years.

(d) Election as a Beaufort Visiting Scholar shall be based on the contribution which the visitor will make to academic work and to the College, the benefits to the visitor and to the visitor's home institution, and the period for which those benefits will accrue.

(e) Nominees would normally be expected to be on personal sabbatical leave from their home institution during the period of their visit. Those who will already be in Cambridge on a full funded programme of research would not normally be considered for a Beaufort Visiting Scholarship.

(f) The nominating Fellow of a Beaufort Visiting Scholar must be in residence in Cambridge throughout the period of the visit, must ensure that adequate facilities for the work of the visitor will be available, and must be prepared to play a special role in looking after the visitor.

(g) A Visiting Scholar (and their spouse/partner) occupying a 1-bed property will be accommodated in or near the College free of charge. A Visiting Scholar requiring a larger property will be offered family accommodation, for which rent will be payable at a subsidised rate. If the family accommodation does not include a room that can conveniently be used as a study (for example, because of the family arrangements) the Scholar will be provided with a separate study in College or in a College Hostel, unless study provision is made by a University Department. The period of residence in College accommodation is usually limited to the term(s) of visit agreed on the scheme.

(h) All Beaufort Visiting Scholars shall be entitled to apply for an allowance for approved research expenses (including the purchase of books and travel for the purpose of research during the period of their stay) to a maximum sum specified in Schedule 1. Not more than one-third of the maximum sum allowed shall be spent on the purchase of books.

(i) Leave of absence will not normally be granted to Beaufort Visiting Scholars.

(j) In addition to the places referred to in paragraph (c) above, there shall be one Beaufort Visiting Scholarship designated the Colenso Visiting Scholarship. It shall be open to persons engaged in academic work in southern Africa (which, for this purpose, shall comprise South Africa, Namibia, Lesotho, Swaziland, Botswana, Zimbabwe, Zambia, Malawi, Mozambique, Angola, Tanzania, Uganda and Kenya). A Colenso Visiting Scholar shall receive a maintenance grant, which shall be reduced in respect of any emoluments received from other sources by a reduction equal to whichever is the lesser of:

(i) the other emoluments received; or

(ii) the percentage of the College maintenance grant equal to the percentage by which the other emoluments received are reduced from the normal total emoluments received.

In addition, the Colenso Visiting Scholar's return tourist or economy class travel expenses shall be reimbursed, and (where the appointment is for three terms) for his or her spouse, to the extent that those travel expenses are not met by grants from other bodies.

(k) In addition to the places referred to in paragraph (c) and (j) above, there shall be one Beaufort Visiting Scholarship designated the Bleehen Visiting Scholarship. It shall be open to persons who wish to work on material in the Genizah Collection (that is related to matters of daily living, especially such issues as medical and health care, including dietary practices, charitable activity, daily tasks, etc., all of which are relating to Professor Bleehen's work and interests). A Bleehen Visiting Scholar shall receive a maintenance grant, which shall be reduced in respect of any emoluments received from other sources by a reduction equal to whichever is the lesser of:

(i) the other emoluments received; or

(ii) the percentage of the College maintenance grant equal to the percentage by which the other emoluments received are reduced from the normal total emoluments received.

In addition, the Bleehen Visiting Scholar's return tourist or economy class travel expenses shall be reimbursed. The Genizah Research Unit will provide working space and resources to the Bleehen Visiting Scholar.

4.2. Fellow Commoners

(a) The Council shall consider nominations from Fellows of school-teachers, or other persons, for admission as Fellow Commoners, either to reside normally for one term or to hold the position for longer in a non-resident or largely non-resident capacity.

(b) Fellow Commoners when resident shall be accommodated free of charge and shall have dining and lunching privileges as specified in Standing Order B.3.3.(d).

(c) The status of Fellow Commoner shall terminate at the conclusion of the period of tenure specified by Council at the time of election.

(d) Resident Fellow Commoners are eligible to receive an expenses allowance as specified in Schedule 1.

5. Fellow Benefactors

(a) The Council shall, from time to time, determine the minimum level of financial donation to the College necessary to qualify for the status of Fellow Benefactor, and shall include this amount in Schedule 1.

(b) The Council may offer the status of Fellow Benefactor and membership of the College to any person or persons in recognition of:

(i) a donation at the minimum level or above; or

(ii) a structured and documented agreement to make such a donation over a specified timeframe.

(c) A Fellow Benefactor shall be given Dining Privilege 1 and invited to the Cripps and St John ante Portam Latinam Feasts, as well as offered occasional overnight accommodation at College expense.

(d) A Fellow Benefactor shall be entitled to wear the Fellow Benefactor's gown at events in College when academical dress is worn.

(e) The Council may decide to withdraw the status of Fellow Benefactor should the donation not materialise as determined in (b)(ii) above, or should it judge that the Fellow Benefactor has brought the College into disrepute.

6. Post-Doctoral Researchers

6.1. College Research Associates

(a) The Council will expect to appoint through advertisement six College Research Associates each year, maintaining a broad balance between the Arts and Sciences. Those eligible to apply (i) shall be post-doctoral researchers in a Faculty or Department or in a place recognised by the University as a research institution where graduate students may work for research degrees of the University; (ii) shall normally be within six years of completing the requirements for the Ph.D. degree; and (iii) shall hold an award made in a national or international competition.

(b) The tenure of the Research Associateship shall be for five years from the date of appointment or for the remaining period at that date of the tenure of the award referred to in paragraph (a)(iii) above, whichever shall be shorter.

(c) Research Associates shall be granted membership of the College.

(d) The Council may, at its discretion, appoint as a College Research Associate any Fellow under Title A who, at the end of their tenure, continues to reside in Cambridge and holds a distinguished national or international post-doctoral Fellowship. The length of tenure of such a College Research Associate, together with any other conditions, shall be as the Council shall determine. Any such College Research Associate will be regarded as supernumerary to those appointed under (a) above.

6.2. Post-Doctoral Researchers

(a) Members of the College who take up post-doctoral positions in the University will be appointed as Post-Doctoral Researchers.

(b) The tenure of the position of Post-Doctoral Researchers shall normally be coterminous with the appointment in the University held at the time of application up to a maximum of five years. Cases for an extension of tenure within that period may be considered by the Research Committee when a Post-Doctoral Researcher continues to work within the University in a comparable post.

(c) Post-Doctoral Researchers shall have dining and lunching privileges as specified in Standing Order B.3.3(d).

7. Cambridge Colleges East European Hospitality Scheme

[Standing Order Repealed]

Scheme abolished

8. Visitors

8.1. Applications by Fellows for the Accommodation of Visitors in College

(a) For periods of up to 3 nights visitors shall be accommodated in guest rooms and applications shall be made by the sponsoring Fellow directly to the Accommodation Officer.

(b) For periods of 4 or more nights applications shall be reported to the Council by the sponsoring Fellow through the President.

(c) Visitors may not normally be accommodated for more than 1 week in a College guest room during term time.

(d) No Fellow shall book a guest room except for his or her personal guest, or for an academic visitor to the University for whom the Fellow is responsible. If any Fellow wishes to book a guest room in connection with any business purpose not relating directly to the College or to the University, the consent of the President shall be obtained before the booking is made. In cases where the President considers it desirable, the Council shall be consulted.

(e) The sponsoring Fellow shall be charged the normal guest room charge and cost of breakfast for his or her visitor, unless the visitor is engaged on academic or professional business associated with the College or the University, is staying not more than 7 nights and is not receiving financial support for the visit, in which case accommodation and breakfast shall be at College expense.

(f) The Council shall consider applications for the charge to be at College expense on an *ad hominem* basis in the light of special circumstances.

8.2. Applications from Honorary Fellows, Former Fellows and Members of the College for Accommodation on Their Own Behalf

(a) Applications shall be dealt with through College Officers or sponsoring Fellows on the basis of the regulations laid down in Standing Order B.8.1. and as provided below.

(b) A guest room, if available, may be booked by a member of the College not in resident in Cambridge on a night when he or she intends to exercise the privilege of dining at the Fellows' Table, and shall be provided without charge in respect of that member.

(c) A guest room may, at the discretion of the Domestic Bursar, be booked by a member of the College not in residence for his or her personal use (or, exceptionally, for the use of other persons), and shall be provided at the normal charge; but such booking shall only be

permitted if the Domestic Bursar is satisfied that a reasonably sufficient number of guest rooms is likely to be available for bookings by resident members.

9. Miscellaneous

9.1. Fellows' Addresses

Every Fellow shall register with the Senior Bursar a place of address to which all notices are to be sent.

9.2. Portraits of Fellows

(a) Portraits of Fellows may be commissioned by the Council in order to record in a visual and visually pleasing way those Fellows who have contributed over a significant period to the life of the College. In determining which Fellows are to be portrayed, the Council will have regard to their seniority, their contribution to the College, and their distinction, academic or otherwise, the weight attaching to those considerations varying from case to case, according to the judgment of the Council.

(b) Where the Council have determined that a portrait of a Fellow shall be commissioned, the artist and the medium to be employed shall be agreed through consultation between the Fellow and the Librarian, referring to the Library and Records Committee as required. That consultation shall have regard to uniformity of size and presentation so far as that is desirable for the exhibition of the portraits of Fellows as a group. Expenditure shall normally be limited to the sum specified in Schedule 1.

(c) A portrait drawing of the President for the time being will be commissioned during his or her period of office, if one has not already been executed prior to his or her election. The Council may on occasion commission a further portrait of a Fellow who has previously been portrayed.

(d) The cost of portraits shall be met by the College, and they shall be the property of the College. When not displayed they shall be kept in the Library or Archives Centre and shall be in the charge of the Librarian.

(e) The Council may commission portraits of Honorary Fellows and senior members of the College staff on the same basis as in the case of Fellows.

1. Organisation

1.1. Size and Composition of the College [C13]

The Senior Tutor shall report by the division of each term on the size and composition of the junior membership of the College as at the twenty-first day of Full Term.

1.2. Teaching Establishment [B24]

(a) There shall be a College teaching establishment determined by the Council.

(b) A College Lecturer shall be counted a member of the establishment. A College Supervisor with a specified number of hours a week teaching duties shall be counted a member of the establishment *pro rata* as those duties compare with duties of six hours a week.

(c) The holder of a Lectureship held jointly with another College may be counted a member of the establishment *pro rata* to the teaching normally carried out for the College.

(d) The establishment shall consist of a number of posts, each assigned to a Tripos subject. The number of posts assigned to a subject shall be reviewed on the occurrence of any vacancy in that subject.

(e) Within the establishment, a number of posts shall be established for an indefinite period (the permanent posts). These posts in each subject shall be agreed by the Council, and shall be equal to the quota calculated in accordance with paragraph (j) and (k) below. Other posts shall be established for a single tenure, or subject to the mortgaging of a future vacancy (the temporary posts).

(f) The Council shall from time to time determine an overall number of posts (including both permanent and temporary posts) which shall represent the desirable size of the establishment. The Council may however establish posts in excess of this number.

(g) When elections are made to the establishment, and in particular to temporary posts, account may be taken of:

(i) impending retirements;

(ii) a change in the nature of a subject;

(iii) balance of sexes and age distribution;

(iv) the availability of a candidate of exceptional academic excellence; and

(v) College needs other than teaching (e.g. the need for a Tutor).

Temporary posts created for any of the reasons set out above shall normally be assimilated to permanent posts when it becomes practicable as vacancies arise.

(h) The normal teaching duties for a College Lecturer are six hours per week for twenty weeks in the year if the Lecturer is also a University officer, and twelve hours a week

otherwise, and the Lecturer counts one or two against the establishment, as the case may be.

(i) The Senior Tutor, after consultation with the annual meeting of Teaching Fellows and with Directors of Studies, shall report to the Council each Lent Term on:

(i) the teaching performed during the preceding year, including (1) statistics on the teaching performed by each member of the establishment, both for the College and for other colleges, (2) similar statistics on the teaching performed by other Fellows, Lecturers and Supervisors on fixed stipend who are not members of the establishment, Lectors and Senior Students, and (3) statistics on the teaching provided for undergraduates of the College, analysed by subject;

(ii) the composition of the establishment, including a list of its members, the number of posts in each subject, with impending retirements, expiring tenures, mortgages and one-tenure posts indicated;

(iii) an assessment of teaching needs, taking account of impending Tripos changes and new Triposes; and

(iv) recommendations for changes in the number of established posts in each subject.

(j) In making recommendations, the Senior Tutor shall take into consideration the quota obtained by dividing by twelve the number of students reading each Tripos subject, averaged over the last three years, fractions greater than or equal to 0.4 being rounded up to 1 and fractions less than 0.4 being rounded down to 0.

Note: This gives the number of posts needed in the establishment on the assumption that undergraduates receive two supervisions per week in pairs, half of which are given by members of the establishment. This "quota" is intended to be a basis for comparison, which is acknowledged to be less appropriate in some subjects than in others.

(k) Where a Tripos subject comprises a number of component subjects, recognised as such by the Council for the purpose of this Standing Order, then the quota shall be calculated for each component as provided in paragraph (j) above, where each student is counted as a fraction of a student corresponding to the number of component subjects in which he or she is examined at the end of the year. The quota for the Tripos subject shall then be the sum of the quotas for the various component subjects.

(l) In the case of any proposed appointment the Senior Tutor shall report on the likely extent of College teaching available for the person concerned, the likely extent of reciprocal teaching exchange arrangements with other colleges, and the overlap in expertise with College Lecturers already in post.

1.3. Education Forum [A43]

(a) There shall be an Education Forum for the discussion of academical performance, educational policy and other educational matters affecting the College. Meetings of the Education Forum shall be held on at least two occasions in the Michaelmas and Lent Terms

and on at least one occasion in the Easter Term. The Tutors and Teaching Fellows will be expected normally to attend meetings of the Education Forum.

(b) One of the meetings of the Education Forum in the Lent Term shall be designated the annual meeting of Teaching Fellows.

(c) With such exceptions as the Senior Tutor may determine, meetings of the Education Forum shall take place at lunchtime, with a buffet lunch being provided at College expense for those attending.

2. Admissions

2.1. Admission for the Purpose of Part-time Courses [C16]

Members of the College reading for Part-time Master's or Ph.D. degree may be permitted by the Tutors to return into residence for such periods as may be required by the regulations, but applications for admission to the College from others for the purpose of pursuing such courses shall be declined.

2.2. Undergraduate Admissions Complaints Procedure [A38]

(a) All enquiries about undergraduate admissions decisions shall be dealt with on an individual basis with the candidate or school concerned. Complaints should be communicated to the College as soon as is reasonably practicable.

(b) Specific concerns and complaints about the admissions process shall be investigated by the Admissions Tutor or by the Senior Tutor, as appropriate, who will consult interviewers and other persons where necessary.

(c) Complainants will be asked to put all specific concerns in writing after seeking advice, where appropriate, from the author of the school's reference supporting the application.

(d) Where it appears, after the investigation of a complaint, that a procedural error has occurred, consideration will be given to what steps (if any) should be taken to reconsider the matter, and what steps (if any) should be taken to avoid similar errors occurring in the future. A report on each complaint shall be made to the Admissions Committee, which shall comprise all the Tutors.

(e) A written account of the findings and any action taken shall be provided by the Admissions Tutor to the complainant in respect of every formal complaint received.

(f) A note on the findings after investigation into complaints shall be sent to the Director of Admissions for the Cambridge Colleges.

(g) A complainant who is dissatisfied with the response provided to a formal complaint may ask that the Master review the matter. Any such request should be made promptly after receiving the written response to the complaint. The Master's decision in the matter shall be final.

3. Fees, Examinations and Academic Progress

3.1. College Fees

(a) A College fee at the rate specified in Schedule 1 shall be paid by every member of the College *in statu pupillari* for each term in respect of which he or she is liable to pay an undergraduate University Composition Fee. But a student on the course for the Modern and Medieval Studies Tripos or for the Oriental Studies Tripos shall not be liable to pay a College fee in respect of a term during which he or she is engaged in a period of study abroad in connection with that course. (Special arrangements apply in relation to ERASMUS and C.M.I. students.)

(b) Graduate students who are required to pay a graduate University Composition Fee are not required to pay a separate College fee.

(c) If the University remits or reduces its fee in case of hardship, the Tutors may make a Praeter grant to cover all or part of the College fee.

(d) No Praeter grant under paragraph (c) above shall be made on the ground that no use has been or will be made of the facilities provided by the College.

3.2. Approved Examinations [G3]

(a) Approved examination means a Qualifying or Tripos Examination, the LL.M. and Mus.B. Examinations, any Preliminary Examination, or an examination, based on not less than four courses, taken at the Massachusetts Institute of Technology during an approved exchange year.

(b) The following shall be regarded as equivalent to a First Class in an approved examination:

(i) a mark of distinction in Part III of the Mathematical Tripos or in any Section of the Mus.B.

(ii) in the case of Part I of the Modern and Medieval Languages Tripos, either

(A) a First Class in one language in Part I, the mark in which, together with the mark in another language in either a Tripos Examination or two papers of a Preliminary Examination, is in aggregate not less than the sum of the minimum First Class mark in the first language and the minimum Class II(1) mark in the second; or

(A) marks in Preliminary Examinations for Part I in two languages totalling not less than 260 and including a mark of not less than 140 in one language.

(iii) in relation to an examination for students taken at the Massachusetts Institute of Technology, a Grade Point Average of not less than 4.7.

(iv) (For the award of prizes) a mark of distinction in the published list of successful candidates for any Diploma or Certificate Examination or for Parts

I, II or any section of Part III of the Final M.B. or of the Final Veterinary Examination, or a performance in an unclassed preliminary examination judged to be of First Class standard.

3.3. Degree Fees

A fee shall be charged to members of the College presented for degrees, other than degrees taken by junior members at General Admission, for which there shall be no fee.

3.4. Academic Progress [C4]

Diligent Study and Satisfactory Progress

(a) Junior members of the College are required to study diligently and make satisfactory progress in their studies.

(b) If, on the basis of evidence available to his or her Tutor and Director of Studies or Course Director of Research Supervisor or other person responsible for oversight of his or her academic work, it appears that a junior member of the College is failing to study diligently or to make satisfactory progress in his or her studies, the Tutor, working with these other responsible persons, will make reasonable efforts to address the problem through consultation, discussion and advice as may seem most appropriate to the Tutor, drawing upon the support services of the College and the University. In the case of junior members who are graduate students, and where primary responsibility for ensuring satisfactory academic progress lies with their Faculty, Department or other University institution, if the Tutor subsequently considers that the failure to study diligently and/or to make satisfactory progress persists, the College will support any further steps taken by the appropriate University institutions to ensure that the issue is addressed. In the case of junior members who are undergraduate students, if the Tutor subsequently considers that the failure to study diligently and/or make satisfactory progress persists, the matter shall be referred to the Tutors and subsequent proceedings shall accord with the provisions (c) to (e) below.

(c) If the Tutors consider it necessary to explore the matter further, the junior member shall be invited to appear before the Tutors, at a time specified by them. The Senior Tutor shall write to the junior member concerned, at least seven days before the date appointed, setting out in detail the concerns in question and shall send him or her in confidence a copy of the papers at least 48 hours before the meeting. A junior member attending such a meeting is entitled to be accompanied by an adviser. That adviser shall be a resident member of the College or a member of the College staff and shall be chosen by the junior member, subject always to an individual's availability and willingness to serve. If the junior member is advised by a Tutor, that Tutor shall withdraw when the Tutors deliberate on their decision in accordance with paragraph (d). In reaching their decision, the Tutors may seek advice in whatever form they see fit from relevant Directors of Studies, other Fellows, Supervisors, and other appropriate persons. The appointment of an adviser shall not compromise the right of the junior member to address the Tutors directly, or to put before them any matters that he or she wishes to be taken into consideration.

(d) After considering the matters raised under paragraphs (b) and (c), and all relevant circumstances known to them, the Tutors may recommend or impose on the junior member reasonable measures designed to remedy the situation; or they may decide to take no further action. The reasonable measures available to the Tutors may include the following:

(i) a requirement to complete a specified number of supervision assignments to a specified standard by specified dates:

(ii) a requirement to sign for attendance at lectures;

(iii) a requirement to pay for missed supervisions; and

(iv) a requirement to take and pass College tests or examinations at a specified standard.

The Tutors may recommend that the junior member seek specialist help in study skills or other areas. Advice on alternative courses within and outside the University that in the opinion of the Tutors might prove more suited to the junior member may also be given. The decision of the Tutors, including any measures imposed, shall be communicated to the junior member in writing, within five days of the meeting.

(e) If it appears to the Tutors that, without reasonable cause, any measures imposed are not fully complied with to their satisfaction, then the matter shall be provisionally deemed as conduct contrary to Statute XXXVII(1) and shall be referred by the Tutors in writing to the Dean of Discipline for investigation and determination in accordance with Standing Order C.4.2(b)(v) (Discipline). The junior member shall be notified in writing that the Tutors have taken this step. If the junior member was advised by a Tutor at the meeting held under (c), then that Tutor may take part in the Tutors' deliberations on the matter, but shall withdraw when the decision is taken on whether to refer the matter to the Dean of Discipline. If the Dean of Discipline determines that the facts may justify temporary or final removal of the junior member from the College, he or she shall prefer a charge or charges before the Disciplinary Committee, which shall hear the case in accordance with Standing Order C.4.2. If not so satisfied, the Dean of Discipline shall take no further action, but shall report his decision in writing to the Tutors and to the junior member within five days of the completion of the investigation, or within twenty-eight days of the matter being referred to him, whichever is the sooner. The opinion of the Tutors or the Dean of Discipline as to the appropriate penalty to impose shall not bind the Disciplinary Committee or the Council.

Examination Failure

(f) Undergraduate members of the College are required to take and pass the appropriate University examination at Honours standard in each year of residence. In a case where the appropriate University examination is one which is not necessary for the purpose of proceeding to an Honours Degree, the Tutors, after consultation with the relevant Director of Studies, may substitute a College examination if the University examination appears to them to be unsuitable, or alternatively may exempt the undergraduate from taking the examination if this appears to them to be desirable either in the interests of his or her academic progress or on the ground of personal hardship to him or her.

(g) If an undergraduate member of the College fails to attain the Honours standard or to be allowed Honours in a University examination, or fails to pass a College examination at the Honours standard, then he or she shall not remain in residence unless he or she can show sufficient reason why in all the circumstances he or she should be permitted to remain. If an undergraduate member wishes to show such reason, he or she shall notify his or her Tutor in writing of that fact not later than seven days after publication of his or her examination result, or within such longer period as may be permitted by the Senior Tutor.

The junior member will be invited in writing by the Senior Tutor to appear before the Tutors at a time specified by them. A junior member attending such a meeting is entitled to be accompanied by an adviser. That adviser shall be a resident member of the College or a member of the College staff, subject to an individual's availability and willingness to serve. If the junior member is advised by a Tutor, that Tutor shall withdraw when the Tutors deliberate their decision in accordance with paragraph (h). The appointment of an adviser shall not compromise the right of the junior member to address the Tutors directly, or to put before them any matters that he or she wishes to be taken into consideration.

(h) After considering the matters raised under paragraph (g), and all relevant circumstances known to them, the Tutors may permit the junior member to remain in residence, either unconditionally or subject to such conditions as they may consider appropriate. Otherwise, the junior member shall withdraw from the College. The Tutors' decision will be communicated to the junior member in writing, within five days of the meeting.

(i) If a junior member is dissatisfied with the decision of the Tutors under paragraph (h), he or she may apply for the matter to be considered by the Council. Such application must be made in writing through his or her Tutor not later than seven days after the decision of the Tutors, or within such longer period as may be permitted by the Master.

A further year in residence

(j) No junior member of the College who is qualified to proceed, or has proceeded, to a first degree (not being an affiliated student or a graduate student who has not yet completed the course for which he or she was admitted) shall be permitted to remain in residence for a further year without the consent of the Tutors. Such consent shall not be granted unless the junior member concerned has, in the opinion of the Tutors, studied diligently and achieved a standard in his or her University examinations which the Tutors consider appropriate for the purpose. In reaching their decision, the Tutors may seek advice in whatever form they see fit from relevant Directors of Studies and from the junior member's Tutor.

(k) Where consent is refused under paragraph (j), the junior member may apply to his or her Tutor, not later than seven days after notification of the refusal of consent, or within such longer period as may be permitted by the Senior Tutor, for the matter to be considered further by the Tutors. The junior member will be invited in writing by the Senior Tutor to appear before the Tutors at a time specified by them. A junior member attending such a meeting is entitled to be accompanied by an adviser. That adviser shall be a resident member of the College or a member of the College staff, subject to an individual's availability and willingness to serve. If the junior member is advised by a Tutor, that Tutor shall withdraw when the Tutors deliberate on the matter. The appointment of an adviser shall not compromise the right of the junior member to address the Tutors directly, or to put before them any matters that he or she wishes to be taken into consideration.

(l) After considering the matters raised and all relevant circumstances known to them, the Tutors shall determine whether or not to grant their consent either unconditionally or subject to such conditions as they may consider appropriate. Their decision shall be communicated to the junior member in writing, within five days of the meeting.

(m) Where consent is refused under paragraph (l), the junior member may apply for the matter to be considered by the Council. Such application must be made in writing through

his or her Tutor not later than seven days after the decision of the Tutors, or within such longer period as may be permitted by the Master.

Referrals to Council

(n) Where a matter is referred to the Council under paragraphs (i) or (m) above, or paragraph (p) below, the Senior Tutor (or a deputy for the Senior Tutor) shall report in writing to the Council on the case. The Master shall make a copy of that paper available to the junior member in confidence at least forty-eight hours before the meeting. The junior member shall be given the opportunity of addressing the Council and may put before them any matters that he or she wishes to be taken into consideration. A junior member attending such a meeting is entitled to be accompanied by an adviser. That adviser shall a resident member of the College or a member of the College staff and shall be chosen by the junior member, subject to an individual's availability and willingness to serve. A Tutor who has participated in the processes described in paragraphs (h) or (l), and any Director of Studies who has participated in the process described in paragraph (j) above shall not normally be eligible to advise the junior member concerned at the Council, although the Master may decide otherwise at the request of the junior member concerned.

(o) After considering the issues raised in accordance with paragraph (n), and all relevant circumstances known to them, the Council may either permit the junior member to remain in residence, or may require him or her to withdraw from the College. Permission to remain in residence may be granted either unconditionally or subject to such conditions as the Council may consider appropriate.

Breach and Variation of Conditions

(p) Where under the foregoing provisions of this Standing Order a junior member is permitted to remain in residence subject to conditions and one or more of the conditions set is not satisfied, then, unless the breach of condition is referred by the Senior Tutor to the Tutors and waived by them, or the junior member concerned decides to withdraw from the College forthwith, the matter shall be referred to the Council for their consideration in accordance with the procedure set out in paragraphs (n) and (o) above. The Senior Tutor shall not be obliged to refer a breach of condition to the Tutors for their consideration, but may, after consultation with the junior member's Tutor, decide instead to refer it directly to the Council.

(q) Conditions for remaining in residence imposed by the Tutors under this Standing Order may be varied by them from time to time as they may see fit. The variations shall be communicated to the junior member in writing. If a junior member is dissatisfied with such variation, he or she may apply for the matter to be considered by the Council. Such application must be made in writing through his or her Tutor not later than seven days after the decision of the Tutors, or within such longer period as may be permitted by the Master.

Miscellaneous Regulations

(r) The Senior Tutor shall report annually to the Council on all cases considered by the Tutors under the foregoing provisions of this Standing Order, on other cases of examination failure, and on cases of junior members who have withdrawn from residence during the course of the preceding academical year.

4. Discipline

4.1. Persons *in statu pupillari* [C14]

(a) The term "junior member" in the Standing Orders shall mean a person *in statu pupillari* as defined in Standing Order C.4.2..
(b) Any member of the College who is a sabbatical officer of C.U.S.U. shall be designated as *in statu pupillari.*

4.2. Disciplinary Procedure

Preamble
The disciplinary procedure of the College relating to persons *in statu pupillari* (as defined below) has a three-stage structure. Most disciplinary offences are minor and will be dealt with by the Dean of Discipline through relatively informal procedures. When there is a more serious offence or there is appeal from a decision of the Dean the matter will be considered by the College Disciplinary Committee. If there is the possibility that the accused may be removed temporarily from the College or there is appeal from a decision of the Disciplinary Committee, then the matter will come before the Council.

(a) Interpretation

(i) For the purposes of Statute XXXVII, and throughout this Standing Order unless stated otherwise:

(A) A "person *in statu pupillari*" includes any member of the College, not being a Fellow, who has been studying in the College during the last three years; or such other member of the College who has been so designated by the Council. For the purpose of this paragraph, a person is studying in the College if he or she is engaged in, or intermitting from, a course of study in the University and is assigned a Tutor. Persons who are in residence in the College with a view to matriculating are also *in statu pupillari* for the purpose of this Standing Order.

(B) "Accused person" means the person *in statu pupillari* who has been accused of conduct contrary to the provisions of Statute XXXVII(1).

(C) "The Dean" means the Dean appointed by the Council to superintend the discipline of members of the College *in statu pupillari*, or a deputy appointed in accordance with Statute XI(2) during his or her absence, or a deputy appointed to deal with a particular case under paragraph (b)(iii) below.

(D) "The Master" means the Master, or the President acting in the Master's absence under Statute XXXVII(1).

(E) "Removal from the College" means prohibition from the premises of the College, and from such other premises within three miles of the College as may be specified by the Council; where the term "premises" shall include any hostel or other place used as a residence for students.

(ii) Where this Standing Order provides for actions to be carried out within certain time periods, the College will use all reasonable efforts to comply with those time limits. Where the College is unable to comply with such time limits, it will provide the student with reasons for any delay, together with a revised deadline by which the actions will be carried out.

(iii) The fact that a student has been or is liable to be prosecuted in a court of law, in respect of an alleged offence shall not affect the powers of the College to proceed under the provisions of this Standing Order. Evidence that an offence has been found proved by a court of law shall, for the purposes of proving that the person committed the offence, be admissible in proceedings in the College.

(iv) The fact that a student has been or is liable to be subject to University disciplinary proceedings in respect of an alleged offence shall not affect the powers of the College to proceed under the provisions of this Standing Order.

(v) Any student whose conduct is considered under this Standing Order shall be presumed innocent until the allegations have been considered in accordance with the procedure prescribed below. This provision shall not stand in the way of the College authorities taking such interim measures as are necessary for preservation of good order, pending investigation of the case.

(vi) A summary flowchart of the procedure set out in this Standing Order can be found in Appendix II. In the event of conflict between the terms of this Standing Order and the summary flowchart, in all cases this Standing Order shall prevail.

(b) <u>The Dean</u>

(i) Reports concerning a person *in statu pupillari* that he or she may have engaged in conduct contrary to the provisions of Statute XXXVII(1) may be made to the Dean by any person, and shall, if possible, be made in writing.

(ii) Any person making such a report should identify themselves. The Dean will not normally consider anonymous reports, but may at his or her discretion in exceptional cases justifying such action, withhold from the accused person the name of the complainant.

(iii) On becoming aware of a possible case of conduct contrary to the provisions of Statute XXXVII(1), either through receipt of a report or otherwise, the Dean shall investigate it as soon as possible. The Dean shall be entitled to appoint a deputy, to be approved by the Master, to deal with any particular case. If the Dean has been personally involved in the events giving rise to the report, he or she shall not investigate the report but shall refer it promptly to the Master, who shall appoint a deputy to deal with the particular case.

(iv) The process used by the Dean to undertake his or her investigation shall be subject to his or her reasonable discretion depending on the circumstances of the case, but shall typically involve the following steps being taken:

(A) The Dean shall inform in writing the person whose conduct is under investigation that his or her conduct is being considered under this Standing Order.

(B) The person whose conduct is under investigation shall attend a meeting with the Dean if so required. He or she may respond to the matters brought forward against him or her in writing as well as in person and may bring forward any evidence he or she thinks appropriate.

(C) The Dean may interview the person whose conduct is under investigation and others such as (without limitation) the writer of the report, other students and members of staff as appropriate. Normally such interviews shall be informal and private. But the person whose conduct is under investigation may, if he or she so desires, be accompanied by a resident member of the College or a member of the College staff. The Dean may, at his or her discretion, arrange for the attendance of the Dean's secretary or a designated substitute for the purpose of taking a record of the meeting. The Dean's secretary or designated substitute shall not participate in the Dean's deliberation. The Dean may also arrange for the attendance of another Fellow at the meeting.

(v) Having undertaken the investigation, the Dean shall decide:

(A) that it is not beyond reasonable doubt that an offence has been committed: or

(B) that it is beyond reasonable doubt that an offence has been committed and either:

(1) it is deserving of a penalty other than temporary or final removal from the College, or

(2) it may be deserving of the penalty of temporary or final removal from the College.

(vi) Where the Dean decides that a case does not deserve temporary or final removal from the College, the Dean may impose such penalty or combination of penalties as he or she considers appropriate, from among the following:

(A) reasonable reparation proportionate to the damage caused;

(B) the making of an apology;

(C) exclusion from particular College facilities or accommodation for a specified period;

(D) community service within the College not exceeding 20 hours per term;

(E) gating, that is reporting to a person nominated by the Dean at specified times;

(F) attendance at a meeting with a Fellow or a member of the College staff or at a specialist workshop or training session where he or she may review his or her conduct;

(G) an individual fine (up to a maximum specified from time to time in Schedule 1);

(H) a ban on the accused persons consuming alcohol on College premises.

(vii) The Dean may also, at his or her discretion, not determine a penalty him or herself but prefer a charge or charges before the Disciplinary Committee. In all cases in which the Dean considers the facts may justify temporary or final removal from the College, the Dean shall not determine the penalty, but shall prefer a charge or charges before the Disciplinary Committee, which shall hear the case. The Dean's opinion as to the appropriate penalty shall not bind either the Disciplinary Committee or the Council.

(viii) The Dean shall inform in writing the accused person of his or her decision within five days of the completion of the investigation, or within 28 days of a complaint being made, whichever is the sooner.

(ix) An accused person shall have the right to appeal to the Disciplinary Committee against either or both of the finding of fact or the penalty imposed by the Dean.

(x) Notice of appeal must be made in writing to the Chair of the Disciplinary Committee through the accused person's Tutor (or in case of conflict another Tutor) within seven days from the date of the decision of the Dean.

(xi) Any notice of appeal must specify the grounds of the appeal. Accused persons may appeal a decision only on one or more of the following grounds:

(A) irregularity in process;

(B) an error in a finding of fact or the coming to light of fresh evidence which was not available and/or presented at the time of the Dean's decision;

(C) that the penalty imposed was excessive or inappropriate.

(xii) If the accused person gives notice of appeal from a decision of the Dean then any penalty imposed shall be suspended pending the determination of the appeal.

(xiii) The Dean shall be responsible for the administration of penalties mentioned in (vi) above, whether imposed by the Dean, by the Disciplinary Committee or by the Council.

(xiv) The Dean's secretary shall ensure that written records of disciplinary decisions, whether made by the Dean, by the Disciplinary Committee or by

Council, are maintained. The Dean shall report annually to the Council on discipline within the College.

(c) Composition of the Disciplinary Committee

(i) The Council shall appoint annually a panel of eight Fellows, one of whom shall be designated as Chair of the Disciplinary Committee. Members shall normally serve on the panel for four years with the possibility of renewal for a further four years. In making such appointments the Council shall have due regard to the desirability of the panel comprising at least two male and at least two female Fellows. At least one Fellow appointed each year shall possess a legal qualification. If any member of the panel shall take leave of absence during the year (other than short leave under Standing Order N.2.6(m)), the Council shall as soon as practicable appoint a replacement for him or her.

(ii) The senior members of the Disciplinary Committee shall be drawn from this panel, provided that the Chair of the Disciplinary Committee shall have power to include one senior member who is a Fellow with a legal qualification, whether or not he or she is on the panel.

(iii) The S.B.R. Committee shall appoint annually a panel of four graduate junior members of the College from among whom the graduate member of the Disciplinary Committee shall be drawn, if such a member is required. In appointing the panel the Committee shall have regard to the desirability of including at least one person of each sex.

(iv) The J.C.R. Committee shall appoint annually a panel of four undergraduate members of the College from whom the undergraduate member of the Disciplinary Committee shall be drawn, if such a member is required. In appointing to the panel the Committee shall have regard to the desirability of including at least one person of each sex.

(v) If a casual vacancy shall arise in the membership of any of the panels, the respective appointing body shall have power to fill such vacancy, subject to taking account of the desirability of including a sufficient number of persons of each sex.

(vi) The Disciplinary Committee shall be composed of the Chair and two other senior members, unless the accused person whose case is before the Disciplinary Committee requests that the case be heard also by junior members. If the accused person requests that the case by heard also by junior members, the Disciplinary Committee shall be composed of the Chair, two other senior members, one graduate member and one undergraduate member.

(vii) Each member of the Disciplinary Committee shall, before sitting on a case, declare whether he or she has previously been involved in the allegations being considered, or otherwise might have a conflict of interest. In the case of such previous involvement or conflict of interest, another panel members shall be appointed in their place by the Chair of the Disciplinary Committee.

(viii) Where in any particular case the Chair of the Disciplinary Committee considers that there is good cause why he or she should not or cannot sit in that case, then that member of the panel of senior members who is senior on the roll of Fellows and able to act shall act as Chair for all purposes in connection with that case.

(ix) It shall be the duty of the Chair to constitute the Disciplinary Committee in accordance with these Regulations.

(x) There shall be an Assistant to the Chair of the Disciplinary Committee whose role shall be to provide administrative support to the Chair of the Disciplinary Committee and to maintain records of the proceedings of the Committee. The Chair of the Committee may, at his or her discretion, arrange for the attendance at the hearing of the Chair's Assistant, or a designated substitute, for the purpose of taking notes of the hearing. The Assistant shall not participate in the deliberations of the Committee. The Assistant shall forward the records of the Committee's decision to the Dean's secretary for storage.

(d) Hearings before the Disciplinary Committee

(i) The Chair of the Disciplinary Committee shall determine the date and time for any hearing by the Disciplinary Committee, which shall be held as soon as practicable. The Assistant shall give the accused person and the Dean seven days' notice in writing of the time, date and venue of the hearing and of the allegations being considered.

(ii) The notice shall:

(A) be accompanied by copies of any documents, including those which have been obtained in the course of the Dean's investigation, that are to be submitted by the Dean to the Disciplinary Committee as evidence;

(B) state the names of any witnesses whom the Dean intends to call to give evidence at the Disciplinary Committee hearing.

(iii) An accused person whose case is before the Disciplinary Committee must attend the hearing at the date and time notified unless, on the prior application of his or her Tutor, the Chair is satisfied that attendance at that date and time would cause unreasonable hardship, in which case another date and time for a hearing shall be arranged.

(iv) At least five days before the hearing, the accused person shall inform the Assistant whether he or she intends to be accompanied at the hearing (as provided for in (v) below) and, if so, of the full name of the accompanying individual. The accused person shall also inform the Assistant of the names of any witnesses whom the accused person intends to call to give evidence at the Disciplinary Committee hearing. The accused person shall forward to the Assistant by this time any documents which he or she wishes to submit to the Disciplinary Committee as evidence. The Assistant shall forward promptly any such documents to members of the Disciplinary Committee and the Dean.

(v) Disciplinary proceedings before the Disciplinary Committee shall be private save that the accused person shall be entitled to be accompanied by not more than one person chosen from among the following:

(A) the accused person's Tutor;

(B) the other Fellows;

(C) the Chaplain;

(D) the resident junior members of the College.

(vi) The accused person may ask the person chosen under paragraph (v) above to exercise on his or her behalf the rights set out below in (viii).

(vii) If either the accused person or the Dean does not attend the hearing and fails to submit in advance an explanation for their non-attendance which, in the opinion of the Chair, is reasonable, then the Disciplinary Committee may at its discretion proceed with the hearing in the party's absence, provided it is first satisfied that due notice of the meeting was given to the absent party.

(viii) The procedure before the Disciplinary Committee shall be subject to the Chair's discretion, but will typically include the following stages:

(A) The Dean shall be entitled to appear in person, to state the case for disciplinary action and to call witnesses.

(B) The accused person shall be entitled to appear in person to state his or her case and to call witnesses.

(C) Witnesses may be questioned by members of the Disciplinary Committee and the other party and re-examined.

(D) The parties shall withdraw while the Disciplinary Committee considers the case in private.

(ix) The Chair shall within five days of the hearing inform the accused person and the Dean, in writing, of the Disciplinary Committee's decision and of their reasons for it.

(x) Where, after hearing a case, the Disciplinary Committee concludes that any charge is not established beyond reasonable doubt, it shall acquit the accused person of that charge and if a penalty has been imposed by the Dean in respect of that charge it shall be annulled.

(xi) Where, after hearing a case arising from an appeal from a decision of the Dean, the Disciplinary Committee concludes that any charge or charges are established beyond reasonable doubt, then:

(A) the Disciplinary Committee may dismiss the appeal and let stand the penalty imposed by the Dean; or

(B) if the Disciplinary Committee consider it appropriate it may vary, mitigate, or increase the severity of the penalty imposed by the Dean, or make such further order as it sees fit. In doing so the Disciplinary Committee shall consider any matters put forward in mitigation.

(xii) Where, after hearing a case referred to it by the Dean under (b)(vii) above, the Disciplinary Committee concludes that any charge or charges are established beyond reasonable doubt then the Disciplinary Committee may impose such penalty as it sees fit, short of temporary or permanent removal from the College, or make such further order as it sees appropriate.

(xiii) If on hearing a case either arising from an appeal from a decision of the Dean or referred to it by the Dean under (b)(vii) above, the Disciplinary Committee decides that a penalty involving temporary or final removal from the College should be imposed, the Chair shall within five days and in writing inform the accused person, the Dean and the Master of the Disciplinary Committee's recommendation and of their reasons for it. The Master shall summon a meeting of the Council for the purpose of re-hearing the case as if the accused person had appealed against the penalty recommended by the Disciplinary Committee; provided that the accused person may still appeal against the Disciplinary Committee's finding of fact as well as the recommended penalty.

(xiv) The accused person shall have the right to appeal to the Council against both a finding of fact and a penalty imposed or order made by the Disciplinary Committee.

(xv) If the accused person give notice of appeal from a decision of the Disciplinary Committee against a particular penalty imposed or order made by the Disciplinary Committee then that penalty or order shall be suspended pending the determination of the appeal.

(xvi) Notice of appeal shall be given by the accused person in writing through his or her Tutor to the Master within five days from the receipt of notice of the decision of the Disciplinary Committee.

(xvii) Any notice of appeal must specify the grounds of the appeal. Accused persons may appeal a decision only on one or more of the following grounds:

(A) irregularity in process;

(B) an error in a finding of fact or the coming to light of fresh evidence which was not available and/or presented at the time of the Disciplinary Committee's decision;

(C) that the penalty or order imposed by the Disciplinary Committee was excessive or inappropriate.

(e) <u>Hearings before the Council</u>

(i) The Master shall determine the date and time for any hearing by the Council, which shall be held as soon as practicable, and give the accused person and the

Dean seven days notice in writing of the time, date and venue of the hearing and of the allegations being considered.

(ii) At least five days before the hearing the accused person shall inform the Master whether he or she intends to be accompanied at the hearing (as provided for in (iii) below) and, if so, of the full name of the accompanying individual. The accused person shall also inform the Master of the names of any witnesses whom he or she intends to call to give evidence at the Council hearing. The accused person and the Dean shall forward to the Master any documents, in addition to the letter from the Chair of the Disciplinary Committee and the documents forwarded with it, which they wish to submit to the Council as evidence. The Master shall forward promptly any such documents to members of the Council and the Dean.

(iii) The accused person shall be entitled to be accompanied by not more than one person chose from among the following:

(A) the accused person's Tutor;

(B) the other Fellows;

(C) the Chaplain;

(D) the resident junior members of the College.

(iv) The accused person may ask the person chosen under paragraph (iii) above to exercise on his or her behalf the rights set out below in (viii).

(v) An accused person whose case is before the Council must attend the hearing at the date and time notified unless, on the prior application of his or her Tutor, the Master is satisfied that attendance at that date and time would cause unreasonable hardship, in which case an alternative date shall be arranged.

(vi) If either the accused person or the Dean does not attend the hearing and fails to submit in advance an explanation for their non-attendance which, in the opinion of the Council, is reasonable then the Council may at its discretion proceed with the hearing in the party's absence, provided it is first satisfied that due notice of the meeting was given to the absent party.

(vii) Any appeal to the Council shall take the form of a re-hearing, but such re-hearing shall relate only to such matters as are appealed against. Where the appeal is only against the penalty imposed or order made, no re-hearing shall be necessary in respect of the facts of the case, except where they relate to the proportionality of the penalty or order subject to appeal.

(viii) In the hearing before the Council of any appeal, the Dean and the accused person shall have the same rights as are specified above for hearings before the Disciplinary Committee. The Master at his or her discretion may arrange for the attendance of the Head of the Master’s & President’s Offices or a designated substitute, for the purpose of taking notes of the proceedings. The Head of the Master’s & President’s Offices shall not participate in the

deliberations of the Council. The Head of the Master's & President's Offices shall forward the records of Council's decision to the Dean's secretary for storage.

(ix) If any of the following Fellows are members of the Council, they shall withdraw from the deliberations of the Council in hearing an appeal:

(A) the Dean;

(B) the Tutor of the accused person;

(C) any fellow accompanying and advising the accused person either in the hearing by the Disciplinary Committee or in the hearing by the Council;

(D) any member of the panel of Fellows who was involved in the hearing by the Disciplinary Committee;

(E) any Fellow who appeared as a witness in the hearing by the Disciplinary Committee.

(x) If the Council concludes that any charge is not established beyond reasonable doubt, they shall acquit the accused person of that charge and annul any penalty imposed or order made.

(xi) If the Council concludes that any charge is established beyond reasonable doubt, then the Council:

(A) may dismiss the appeal, in which case the penalty imposed or order made by the Disciplinary Committee shall stand; or

(B) may vary, mitigate or increase the severity of a penalty imposed or order made by the Disciplinary Committee. The Council may also exercise the power it has, under Statute XXXVII(1) to deprive a Scholar of his or her Scholarship or to inflict temporary forfeiture of the emoluments and amenities thereof. The Council shall consider any matters put forward in mitigation;

(C) may exercise the power it has under Statute XXXVII(1) to impose an order of temporary or final removal from the College. The Council shall consider any matters put forward in mitigation.

(xii) The Master shall notify in writing within seven days the accused person, the Dean and the Chair of the Disciplinary Committee of the outcome of any appeal considered by the Council.

(xiii) The Council's decision shall be final and there shall be no further right of appeal within the College's procedures.

(xiv) A Completion of Procedures letter shall be issued by the College on the Council's decision being communicated under paragraph (xii) above.

If the accused person remains dissatisfied, they may avail themselves of the opportunity of an independent review by the Office of the Independent Adjudicate for Higher Education (the "OIA"), subject to the OIA's Rules of the Student Complaints Scheme as amended from time to time. The OIA will not normally consider a complaint unless it is made to the OIA within three months of a Completion of Procedures letter being issued. Further information on the OIA's Student Complaints Scheme may be obtained by reference to the OIA's website: www.oiahe.org.uk.

5. Library

5.1. Library Rules

(a) Opening Hours

The Working Library (or 'New Library') is open to members of the College twenty-four hours a day. The Library is normally staffed from 9am to 5pm on Mondays to Fridays throughout the year. Except by special arrangement with the Librarian, the Old Library is open only during staffed hours.

(b) Access to the Building

(i) Outside staffed hours, entry to the Working Library is by University or College card. It is an offence to enter or leave the Library using a card issued to another person. It is also an offence to let any unauthorised person into the Library building without the Librarian's permission.

(ii) The Rare Books Reading Room and the Old Library are normally locked and alarmed outside staffed hours. Fellows are asked, if at all possible, to restrict their visits to the Old Library to staffed hours. If they wish to work in or to take visitors into any part of the Old Library at other times they are requested to make an appointment in advance with the Head Porter, who will try to ensure that a member of his staff is available to disable and reset the alarm systems.

(iii) Non-members of College wishing to consult collections in the Old or Working Libraries should normally apply in advance to the Librarian. At the Librarian's discretion they may work in the Library by appointment during normal staffed hours.

(c) Borrowing Arrangements

(i) No book or other item kept in the Upper Library, and no manuscript or other item from the Special Collections held in the Lower Library or other secure storeroom, shall be removed from the Library without the prior approval of Council, except that the Librarian may agree, under suitable conditions, to the removal of a book or item by a Fellow for use within the day, but not overnight.

(ii) Unbound periodicals and other rare or fragile materials held in the Library collections may not normally be borrowed.

(iii) Borrowing privileges are as follows:

(A) Fellows and the Chaplain may borrow up to forty, the books to be returned once a year or immediately if needed by another reader. In

respect of audio-visual items and maps borrowed by Fellows, the regulations in d. e. and f. below shall normally apply.

(B) Every current junior member, College Research Associate, College Teaching Associate, College Post-Doctoral Researcher and any other resident member not a Fellow may borrow up to specified limits on the numbers of items in different formats, as advertised by the Library on its Website and in published Guides.

(C) During Full Term, books are issued to resident undergraduates and resident senior members other than Fellows for one week. A loan may be renewed for a further week if the item is not required by another reader. Up to four such renewals are permitted. Books are issued in Full Term to resident graduate students, College Research Associates, College Teaching Associates and to Post-Doctoral Researchers for four weeks and may not be renewed. Books borrowed by graduates, College Research Associates, College Teaching Associates or Post-Doctoral Researchers may be recalled after one week if requested by another reader.

(D) Audio-visual items (CDs, DVDs, and other equivalent media in the collections) are issued to all those enjoying borrowing privileges for one week in Full Term. A loan may be renewed up to four times if the item is not required by another reader.

(E) Maps are issued to all those enjoying borrowing privileges for two weeks in Full Term. A loan can be renewed up to four times if the item is not required by another reader.

(F) Vacation borrowing. All those enjoying borrowing privileges under (B) above may borrow up to their quota during the Christmas, Easter and Long Vacations, provided that all items previously borrowed have been returned. Items borrowed over vacations are to be returned by the first Friday of the following Full Term and may not be renewed at that time.

(G) Other members of College have no borrowing privileges. However, the Librarian has the discretion to permit the loan of books and other items to members of the College or others who do not enjoy borrowing privileges.

(iv) It is an offence to borrow items using a card issued to another member of College.

(d) Return of Borrowed Items

Books which have been borrowed from the Library must be returned to the Library issue desk during staffed hours, or to the appropriate returns box at other times. Maps must be returned to the issue desk during staffed hours, and should not be left in a returns box.

(e) Late Returns and Lost Items

Junior members, College Research Associates, College Teaching Associates and Post-Doctoral Researchers who exceed the time limit for borrowing will be fined. The fine for

the late return of any item is 25p per item per day for all items other than CDs and DVDs, for which the fine is 50p per item per day. The fine for the late return of a recalled item may be set by the Librarian at up to £1 per day. A junior member, College Research Associate, College Teaching Associate or Post-Doctoral Researcher who loses or who does not return a borrowed item will normally be charged the full replacement cost of the item, including any binding or administrative costs. These fines will from time to time be reviewed by the Librarian, new rates to be approved by the Library and Records Committee and the Council.

(f) Conduct in the Library

(i) Food and alcoholic drink must not be brought into the building. Food purchased from vending machines within the Library may be consumed only in such parts of the building as the Librarian shall from time to time designate for this purpose.

(ii) Books which have been removed should be returned to a reshelving trolley or to the correct place on the shelves.

(iii) Bags and coats must be left in the cloakrooms on the Ground Floor, or in personal lockers.

(iv) It is forbidden to mark, underline or write in books or journals, or in any other way to damage or deface an item in the Library's collections.

(v) Mobile devices may be used in the Library on silent setting only.

(vi) While in the Library, readers are expected to conduct themselves in ways that take account of the needs of others in a shared, and often unstaffed working environment. In particular, they should avoid loud conversations, and should leave workspaces in such a state that others can make use of them. Behaviour or actions which interfere significantly with the use of the Library by other members of the College constitute an offence against this rule.

(g) Use of Special Facilities

(i) Seminar Room. The Library Seminar Room can be booked by members of College for classes and meetings. Such meetings may be held there at any time, although access for non-members of College is available only during staffed hours. General Library rules apply.

(ii) Audio-Visual Room. General Library rules apply.

(iii) From time to time, responding to perceived need and to reasonable requests from readers, the Librarian may designate spaces within the Library as reserved for silent study, for academic group activity or for other academic purposes. Such arrangements will be clearly advertised, and identified by adequate signage.

(h) Loan of Library materials for display outside the College

(i) Items from the Library collections lent for display outside the College must be insured by the exhibitor. The Librarian shall verify insurance arrangements before any item is loaned.

(ii) Any permission granted for a loan shall be on the condition that, before an item is lent, arrangements for the security, transport and the environmental conditions under which it will be displayed shall be approved by the Librarian.

(iii) The cost of any valuation required of an item requested for loan, and of any transport or other costs necessitated by the loan, shall normally be met by the borrower.

(i) Photography and Reproduction of College Pictures, Books and other items held in the College Library

(i) When an application is made for a photograph of a College picture, book or other items in the College collections, all costs incurred in responding to the request shall normally be bourne by the applicant.

(ii) All negatives and digital masters shall be retained by the College and kept in the Library.

(iii) Applications for leave to reproduce or publish such photographs, and any other Library materials, shall be considered on their merits by the Librarian, his decision reflecting the College's wish to encourage scholarship and facilitate the dissemination of information contained in its collections. The relevant fee in Schedule 1 shall normally apply. A list of applications approved by the Librarian during the year shall be brought to the Council at the end of the Easter Term.

(j) Copies of College publications

Copies of publications originating within the College shall be deposited in the Library by the author, editor or other publisher.

5.2. Library Weeding Procedure

(a) From time to time, the Librarian may initiate a process of deaccessioning or 'weeding' books in particular subjects held in the Working Library. No book shall be deaccessioned from the Old Library collection without the minuted approval of the Library and Records Committee.

(b) The Librarian shall seek approval from the relevant Directors of Studies that such a process is appropriate and desirable. The Librarian and the Directors of Studies must also agree the extent of any review: whether it will cover the entire Working Library stock in a subject; whether it will be confined to books published before a specific date; and whether it will include or be limited to books held in the Basement stacks.

(c) The Librarian shall then identify books for disposal, having regard to their academic currency currently measured by the latest Tripos reading lists, their relevance, if any, to the history of the College, their associations with members of the College past and present, the borrowing history of the books, and the availability of the titles in other Cambridge Libraries. Library staff will establish that at least one copy of every book on the list is held in either the University Library or in a Faculty or Departmental library within the University. If in doubt as to the desirability of particular disposals, the Librarian shall consult the relevant Director of Studies and, at his/her discretion, any other Fellow working in the relevant subject.

(d) The Librarian shall oversee all disposals of books. All College Library stamps in these volumes shall be cancelled before disposal. No book shall be given or sold to a Director of Studies or other Fellow recommending its disposal. No book shall be retained by the Librarian, nor will any book be given or sold to any current or former member of Library staff.

Periodicals

(e) Shorter runs of journals no longer taken by the Library may be considered for disposal in accordance with paragraphs (a) to (d) above. However, except where a specific disposal policy is agreed by the Library and Records Committee at the time of the original subscription, complete or substantial paper runs of periodicals will normally be retained by the Library. In exceptional cases the Library and Records Committee may consider written recommendations from any Fellow for the disposal of a complete or substantial run of a periodical if:

(i) the proposal is initiated by, or has the written support of the relevant Directors of Studies;

(ii) the proposal has the support of the Librarian; and

(iii) there is at least one complete paper run of the periodical held in the University Library.

If the proposal fulfils these criteria, members of the Library and Records Committee must satisfy themselves that no member of the College is likely to be seriously inconvenienced by the disposal.

(f) The Librarian will oversee the disposal of periodicals, subject to the conditions governing disposal of individual books.

6. Exchanges

6.1. Exchange of Students with Collegio Ghislieri of Pavia [H4]

(a) The College shall offer each academical year either (i) to have in residence for the year a member of Collegio Ghislieri of Pavia or (ii) to have in residence during July and August up to four members of Collegio Ghislieri, all charges in respect of accommodation and meals to be at College expense, in return for the eight months Collegio Ghislieri offers St. John's free of charge.

(b) If in any year there are insufficient Johnians to take up the whole eight months, the Head of the Department of Italian shall be asked to suggest candidates from other Colleges.

(c) The exchange shall be advertised within the College during the Lent Term, with a deadline for applications at the beginning of the Easter Term, the Senior Tutor to take recommendations from the Tutors to the Council after consulting the Head of the Department of Italian.

6.2. Exchange of Students with the University of Heidelberg [H6]

The College shall offer in each of the years 2006-2016 to have in residence a member of the University of Heidelberg, the College to meet the University and College fees if necessary. In return, the University of Heidelberg will admit a member of St John's and provide an appropriate maintenance grant for each ten-month period.

6.3. Queen Mary College, University of London: Robert Tong Bursary [H5]

St John's College and Queen Mary College shall each offer free accommodation and access to facilities, for one student from the other College, for six weeks during the summer.

7. Visitors

7.1. Guests and Visitors [C10]

(a) For the purpose of this Standing Order a guest is defined as a person accommodated in College overnight and a visitor as a person who is present in College but does not intend to sleep there.

(b) The host shall ensure that a guest or visitor does not cause disturbance, inconvenience or annoyance to any other member of the College or any member of the College staff, and does not otherwise infringe the rules of the College.

(c) (i) A guest may be accommodated in one of the College guest rooms, or, by special arrangements applicable at certain College hostels, in a vacant room at a hostel.

(ii) Provided that the undergraduate records the name of his or her guest in the book provided for that purpose at the Forecourt Porters' Lodge, an undergraduate may accommodate a guest in his or her own room on Friday or Saturday nights, or on other nights if a guest room is not available. The total number of nights an undergraduate may have a guest in his or her room is limited to eight per term (five in the Long Vacation period of residence). For an undergraduate residing in College or a hostel outside Full Term or the Long Vacation period of residence the number of nights the undergraduate may entertain a guest in his or her room overnight shall be one for each week or part of week the undergraduate remains in residence.

(iii) The number of consecutive nights for which any one person may be accommodated by an undergraduate as a guest is limited to three and the total number in any one term or the Long Vacation period of residence is limited to five.

(iv) A graduate may not accommodate a guest in his or her room for more than three nights in any fourteen days.

(v) The accommodation of an unauthorised guest is forbidden.

(vi) Children under 16 shall not be accommodated in College at any time.

(vii) A guest may only be accommodated in College when the host is in residence.

(d) (i) A visitor who arrives after midnight shall either be escorted into College by the host or met by the host at the gate.

(ii) A visitor who leaves the College after 2 a.m. shall be escorted to the gate of the College by the host.

(iii) The name of a visitor who is present in College after 2 a.m., together with that of the host, shall be entered in books provided for that purpose at the Forecourt or Cripps Porters' Lodges.

7.2. Junior Academic Visitors and Visiting Graduate Students

(a) Junior Academic Visitors

Applications for accommodation in College or in a College hostel may be made by junior academic visitors at the rate of charge applicable to junior members. For this purpose a junior academic visitor is a student of another university, undergraduate or graduate, who wishes to pursue an academic purpose approved by the Senior Tutor, and who is sponsored by a Fellow the College who will accept responsibility for the visitor for the period of his or her stay.

(b) Visiting Graduate Students

Students who have been invited by Fellows of St John's to visit their laboratory or research group may be eligible for Visiting Graduate Student status and therefore, as well as being eligible for College Graduate accommodation at the rate of charge applicable to junior members, will be granted access to some other College facilities. Candidates for this scheme must be graduate students of another university, or graduates of a university about to embark on a graduate course. Fellows who wish to apply for their students to be given this status should apply to the Tutor for Graduate Affairs using the application form available on the Fellows' Section of the College Website.

7.3. Visits to the College [H2]

The Admissions Tutor may arrange visits to the College as follows:

(a) By parties of sixth form students, and may provide for their entertainment and overnight accommodation in College, if necessary, at College expense.

(b) Provided each occasion is approved by the Tutors beforehand, by parties of schoolteachers, on not more than two occasions in each academical year, at College expense, including dinner and lunch and overnight accommodation.

1. Scholarships and Studentships

1.1. Scholarships [G1]

(a) The Scholars of the College under Statute XXIX are those persons holding Scholarships awarded under this Standing Order or under Standing Order D.1.3(a) (Benefactors' Scholarships).

(b) A student who is placed in the first class in an approved examination or who is judged to have reached first-class standard in an unclassed University or College preliminary examination or who has achieved a distinguished performance in the examination for the M.Phil. degree may be elected or re-elected to a Scholarship. In addition to scholarships paid from the Scholarship and Exhibition Fund, the following Scholarships may be awarded:

(i) Any subject (Davidson, Alfred Hall Prior, McAulay and Whytehead).
(ii) Classics (Henry Arthur Thomas).
(iii) Computer Science (Gummer).
(iv) For the study of Hebrew of the sacred scriptures or kindred dialects (Rogerson).
(iv) Engineering (Townsend).
(v) Medieval History (Mullinger).
(vi) Mathematics (Baylis and Horne).
(vii) Medicine (Humphrey Davy Rolleston).
(viii) Biological Sciences (Lister).
(ix) Physical Sciences or Engineering (United Steel Companies).
(x) Theology (Nowell-Rostron).
(xi) Candidates who are blind (Donald Phipps).
(xii) Sons of clergymen of the Church of England (Hamlet Horace Mayor).
(xiii) Classics or Theology (surplus income of the H.P.V. Nunn Fund).
(xiv) Sons of English-born parents, preference being given to Cornishmen (Henry John Borrow).
(xv) Former pupils from: King Edward VI Upper School, Bury St Edmunds (Spalding), Durham School (Baker), Latymer School, Edmonton (Latymer), Exeter School (Vidal), King's School, Grantham (Newcome), Hereford Cathedral School (Duchess of Somerset), Manchester Grammar School (Patchett and Duchess of Somerset), St John's School, Marlborough (Duchess of Somerset), Oakham School (Johnson), Oundle School (Munsteven), The King's School, Peterborough (Munsteven), Pocklington School (Dowman), Sedbergh School (Lupton and Hebblethwaite, and E. Taylor), Shrewsbury School (Shrewsbury), Stamford School (Marquess of Exeter), Sutton Valence School (Robins), Uppingham School (Johnson), Westminster School (Marquess of Salisbury).
(xvi) Milford Docks: 3 awards a year for men who are resident and who have been educated in the immediate area of Milford Haven; 3 awards a year for men who are resident and who have been educated in the 'Old County of Pembrokeshire'; 2 of these awards are to be designated respectively the C.A.V. Smith award and the Gordon S. Driver award and the remainder to be designated Directors' awards.

(c) Tenure of Scholars who are reading for approved examinations shall be for one year. Tenure of all other Scholars who are registered Graduate Students shall be for the normal minimum duration of the course subject to satisfactory academic progress. In any case, the tenure of a Scholar who is a registered Graduate Student shall cease when the Scholar ceases to be a registered Graduate Student.

(d) The annual emoluments of Scholars shall be as follows:

(i) for Benefactors' Scholars, a payment equal to the value of a Wright Prize on coming into residence;

(ii) for Scholars who are registered Graduate Students, a payment equal to the value of a College Prize at the end of each academical year in which no Approved Examination is taken, subject to the approval by the Tutors of a report on the work of the Scholar during that academical year;

(iii) other Scholars shall receive no payment by way of emoluments, but shall instead be awarded prizes at an appropriate level.

(e) On his or her admission to a Scholarship, every Scholar shall be presented with a certificate, bearing the College crest and signed by the Master, the President and the Senior Tutor, in the following terms: [FULL NAME] RITE ADMISSUS EST IN SCHOLAREM COLLEGII DIVI JOHANNIS EVANGELISTAE.

(f) Scholars are required to study diligently. Scholars reading for University examinations are required to demonstrate satisfactory progress in their studies by taking and passing the appropriate University examination (or in certain circumstances, with the consent of the Tutors, a College examination instead) in each year of residence. The satisfactory progress of all other Scholars shall be demonstrated by suitable reports on their work.

(g) In cases where a Scholar or Scholar-elect is out of residence or otherwise intermits his or her studies, then the tenure of the Scholarship shall be for whatever period is appropriate disregarding the period of intermission, and the emoluments of the Scholarship shall be suspended for such period of intermission.

1.2 Scholarship and Students Benefactions [E26]

(a) Schemes for awards under any trust fund held by the College shall provide for awards to be made by the College. Only in the case of awards in which the selection is made by the College will admission to the College follow consequent upon the award.

(b) Any involvement of an outside body in selection for any award to be held at the College shall cause no expectation to be raised that any particular nominee of the outside body will be accepted for admission by the College. In these cases the College's normal admission procedures will apply.

(c) Any award under a trust fund held by the College shall be funded in full from current, accumulated or anticipated income from that trust fund, unless the award is made under a general scheme approved by the Council such as the Benefactors' Scholarship competition.

(d) Before accepting any scholarship or studentship trust fund to be held by the College, the Council shall satisfy themselves that sufficiently wide residual purposes are provided for in the trust instrument reasonably to ensure that the income from the fund can be usefully spent for the foreseeable future.

(e) The advice of the Tutors on a scheme of selection of junior members of the College shall be considered by the Council before the acceptance of any scholarship or studentship trust fund to be held by the College which relates to junior members.

(f) Any scheme for the selection of graduate students for awards under a trust fund held by the College shall normally follow the general arrangements for the Benefactors' Scholarship competition, but regard shall be had to any preference or other requirements of the trust before an election is made.

1.3. Conditions of Eligibility, Tenure and Emoluments of Specific Studentships and Scholarships [G8]

Conditions of eligibility, tenure and emoluments of studentships and scholarships regularly offered by the College shall be in accordance with the following paragraphs:-

(a) Benefactors' Scholarships

Eligibility

Offered annually to persons, not being members of the College who have taken an approved examination for the purpose of eligibility for election to a Scholarship under Standing Order D.1.1., who are:

(i) applicants to the College for admission as Graduate Students intending to register as candidates for the Ph.D. degree;

(ii) members of the College engaged in study for the M.Phil. degree in those subjects in which a Distinguished Performance classification does not exist, or which will count towards the requirements of the Ph.D. degree;

(iii) applicants to the College for admission as Graduate Students for the M.Phil. degree; and

(iv) applicants to the College for admission to read for the full time Master of Advanced Study who are not entitled to Student Support.

Emoluments relevant to their courses of study may be awarded annually to Scholars elected under Standing Order D.1.1. who are qualified as under 8(a)(i), (iii) or (iv) above.

Tenure

For the normal minimum duration of the course subject to satisfactory academic progress. In the case of awards under 8(a)(iii) or (iv) the Scholarship is renewable for three years subject to satisfactory academic progress if the distinguished performance standard exists and is achieved in the M.Phil. Examination or a distinction is obtained in the Master of Advanced Study, as the case may be. In any case, the tenure of a Scholar who is a registered Graduate Student shall cease when the Scholar ceases to be a registered Student.

Emolument
The maintenance figure shown in Schedule 1, together with University and College approved fees and other approved expenses in accordance with the principles for E.P.S.R.C. studentship awards.

(b) Meres Senior Studentship for Medical Research
Offered from time to time when sufficient funds are available, under the designation Meres Research Associateship in Medical Research.

Eligibility
Awarded for medical research in any field approved by the Council. Candidates need not be medically qualified. Preference shall be given in respect of one of the Studentships to students at the College who were educated at Oakham School.

Tenure
Up to 3 years, renewable exceptionally for a further period or further periods up to a maximum total tenure of 5 years.

Emolument
Not exceeding the maximum of the scale for University Lecturers in the University. Research expenses of up to £12,500 a year may also be claimed.

(c) Naden Studentship for Research in Divinity
Offered from time to time when sufficient funds are available.

Eligibility
Awarded to a graduate of a University approved by the Council for research in a subject within the scope of the Faculty of Divinity in the University of Cambridge, the topic to be approved by the Council.

Tenure
1 year, renewable exceptionally for a further period or further periods up to a maximum total tenure of 3 years.

Emolument
Not exceeding place one of the scale of Assistants in Research in the University. A study room in College may be provided, if no alternative is available in a Faculty of Department, the cost of which will be charged against the Naden Fund.

(d) Harper-Wood Studentship for English Poetry and Literature
Eligibility
Offered annually to graduates from any University of Great Britain, Ireland, the Commonwealth or the United States of America. Applicants must be at an early stage of their career and must satisfy the Council that they intend (i) to pursue some subject of study or research within the field of English Poetry and Literature which would preferably enable them to engage in creative writing, and (ii) to spend all or part of their tenure of the studentship in some foreign country of their choice, subject to the approval of the Council.

Tenure
1 year, not renewable.

Emolument
Not exceeding the current national Research Council maintenance grant. Grants amounting in total to not more than the same sum may be made to assist a student to spend part of his or her period of study abroad.

Visit to the College
Harper-Wood Students shall be invited to visit the College, at College expense, either during or immediately after their tenure, to give one or more talks about their experience.

(e) Norman Laski Senior Studentship
Offered from time to time when sufficient funds are available.

Eligibility
Awarded to a graduate of any University for advanced study or research in Applied Mathematics, Economics, Engineering, Land Economy, Management Studies, Social and Political Sciences, or related fields of study, preferably study or research related to business or management.

Tenure
1 year, renewable exceptionally for a further period or further periods up to a maximum total tenure of 3 years.

Emolument
Not exceeding place one of the scale for Assistants in Research in the University. A study room in College may be provided, if no alternative is available in a Faculty or Department, the cost of which will be charged against the Laski Senior Studentship Fund.

(f) Dr William Elgar Buck Memorial Studentship
(i) awarded as a Benefactors' Scholarship in accordance with Order D.1.3.(a), subject also to the conditions of eligibility which follow, or

(ii) offered from time to time on the following conditions when sufficient funds are available.

Eligibility
Awarded for advanced study or research, in the University of Cambridge as a member of the College, in medicine or surgery or in some branch or branches of natural science, preferably related or contributory to medicine or surgery. A candidate shall at the time of election be an undergraduate or a graduate student of any Australian University admitted to membership of the Association of Universities of the British Commonwealth preference being given to a candidate who at the time of election is an undergraduate or graduate of the University of Adelaide and either a member of St. Mark's College in the University of Adelaide or a former pupil of the Collegiate School of St. Peter, Adelaide.

Tenure
1 year, renewable exceptionally for a further period or further periods up to a maximum total tenure of 3 years.

Emolument
Not exceeding place one of the scale for Assistants in Research in the University.

(g) McMahon Law Studentships

(A) Students
Eligibility
Members of the College who *bona fide* intend to prepare themselves for practice in the profession of the law, and intend to commence a course for the Bar or Law Society final examinations or for the Common Professional Examination, shall be eligible to apply for election before 30 June each year. A member of the College who has been placed in the first or upper second class (or is judged to have reached that standard) in each Approved Examination taken may be elected to a studentship, but the McMahon Law Studentships Committee may recommend for election a member of the College who has not met that condition if they consider that an exception should be made in his or her case. A student who at the time of election is neither a member of an Inn of Court nor articled to a solicitor shall either:

(i) within three months from the date of election apply for admission as a student to an Inn of Court; or

(ii) enrol as a student with the Law Society within three months, unless already so enrolled; or

(iii) take suitable steps, similar to (i) or (ii) above, to the satisfaction of the Council in relation to entry to the legal profession of Scotland or Northern Ireland.

Tenure
3 years.

Termination
A student shall cease to hold the studentship if in the opinion of the Council the student shall cease *bona fide* to prepare for or engage in practice as a barrister or solicitor or shall be guilty of disgraceful conduct.

Emolument
(i) each student shall receive an annual emolument, as defined in (ii) to (v) below;

(ii) a student's emolument during the first year of tenure (which shall correspond with the academical year) shall be defined as the fees payable by the student to a teaching institution and examination fees, together with a maintenance grant determined in accordance with (iii) below; but there shall be deducted therefrom all prospective earnings, private income, grants, scholarships and similar awards;

(iii) the maintenance grant shall equal the sum of the fee support grant received by the student in his or her last undergraduate year, and the means-tested loan entitlement of the student in that year;

(iv) only in exceptional cases shall any emolument be paid after the student has qualified as a barrister or solicitor;

(v) the Committee shall have discretion to vary the above rules in any case in which they think it is just and fair to do so;

(vi) in addition to any entitlement under (i) above, a student who has been placed in the first class in an approved examination or who is judged to have reached first class standard in an unclassed University or College preliminary examination shall in the first year of tenure receive the prize specified in Schedule 1;

(vii) provided always that the Senior Bursar shall be authorised to reduce *pro rata* the level of all emoluments, subject to such exceptions as may be recommended by the McMahon Law Studentships Committee on grounds of hardship, where the income of the McMahon Fund is insufficient to meet all emoluments in full.

Evidence

A student shall undertake to notify the McMahon Law Studentships Committee of any material change of circumstance that may occur during the course of any year of tenure, and the emolument in respect of that year shall be varied in the light of such change of circumstance. A student receiving an emolument shall supply such evidence as may be required by the Committee, and shall certify the correctness of the evidence supplied. Evidence supplied by a student shall include (where applicable) evidence of the means assessment of the student in respect of his or her last undergraduate year, evidence from any solicitor employing or to employ the student of any grant, stipend or other sum to be paid to or on behalf of the student during the course of any year of tenure, and evidence from the pupil master of the student of any grant or other sum to be paid to the student.

(B) Supplementary Fund

The income of the Supplementary Fund may be used to supplement the McMahon Fund for the award of Studentships in accordance with Order D.1.3.(g)(A) above. In exceptional cases, awards or grants may be made for research or post-graduate work in Law, or to assist members of the College intending to practice outside the United Kingdom. These awards or grants shall be made by the Council, who may determine the emolument and the period of tenure of the award on the recommendation of the McMahon Law Studentships Committee

(h) Ann Fry Hebrew Studentship

Offered from time to time when sufficient funds are available.

Eligibility

Awarded to a graduate for the encouragement of study or research in some aspect or aspects of the language, literature, religion and history of the Hebrew and Jewish people.

Tenure

1 year, renewable exceptionally for a further period or further periods up to a maximum total tenure of 3 years.

Emolument
As determined by the Council, having regard to seniority.

(i) Rolleston Clinical Scholarships
Eligibility
Offered annually to candidates not already members of the College or the University who propose to apply for admission to the University of Cambridge Clinical School.

Tenure
2 years and 1 term subject to satisfactory academic and general progress; with intermission of the award for the duration of any intercalated course for the Ph.D. degree.

Emolument
The same value as a College Scholarship, subject to such deduction as the Council may determine in respect of any income of the student other than the maintenance grant.

(j) The Douglas Chivers Studentship
Offered from time to time when sufficient funds are available.

Eligibility
Awarded for postgraduate research in Shakespearean studies to men or women who propose to register as Graduate Students in the University of Cambridge and become candidates for the Ph.D. degree.

Tenure
Up to 3 years subject to satisfactory academic progress.

Emolument
Not exceeding the current national Research Council maintenance grant plus fees.

(k) Senior Research Studentships
Eligibility
Offered from time to time for research at senior post-doctoral level. Students will be required to carry out up to 6 hours College teaching a week and 16 lectures a year, or equivalent duties, any College teaching to carry additional remuneration at intercollegiate rates.

Tenure
5 years, renewable for a further period or further periods up to a maximum total tenure of 10 years.

Emolument
Equivalent to the National University Lecturer scale, age linked.

(l) H.S. Davies and R.M. Jackson Studentship

Offered annually, on the recommendation of an Executive Committee established by the Benefactor and approved by the College.

Eligibility

Awarded to a graduate of a University in the United States of America intending to read as an affiliated Student for the B.A. degree; preference to be given to the fields of English; Anglo-Saxon, Norse and Celtic; Modern and Medieval Languages; Oriental Studies; Economics; History; Architecture; Classics; and Music.

Tenure

2 years.

Emolument

Maintenance at the same level as Gates Scholarships for Affiliated Students; University and College approved fees; and one round trip return fare from the U.S.A. to the U.K.

(m) Luisa Aldobrandini Studentship

Offered annually, on the advice of an Advisory Committee in Rome.

Eligibility

Awarded to a person who has obtained the Laurea from one of the Universities in Rome, selected from amongst those students accepted for admission to the College for a course of graduate study leading to the M.Phil. or Ph.D. degree.

Tenure

Up to 3 years.

Emolument

A maintenance grant at the rate provided by the Arts and Humanities Research Board, an allowance towards the cost of one return journey between Cambridge and Rome, University and College approved fees.

(n) Mary Gray Studentship

Offered from time to time.

Eligibility

Awarded to a pupil or former pupil of Diocesan College, Rondebosch, South Africa, for undergraduate or postgraduate study at the College in any subject, but with a preference for those admitted to study Jurisprudence, Theology or Russian.

Tenure

Up to 3 years.

Emolument

For an undergraduate student, a maintenance grant equal to the maximum rate of Student Support (grant plus loan) available to an undergraduate student from England, an allowance towards the cost of one return journey between Cambridge and the student's home, and University and College approved fees. For a graduate student, the same emoluments as a Benefactors' Scholar.

1.4. General Regulations Concerning Studentships [G7]

(a) Students shall be elected by the Council and shall reside within the University or at another place approved by the Council. Senior students shall not ordinarily be accommodated in College.

(b) A studentship shall not, without the consent of the Council, be tenable with a Fellowship at any college, or with any studentship or scholarship awarded by any other college or by the University of Cambridge, or with any salaried post.

(c) A student who is a candidate for a degree or other qualification in the University of Cambridge and who is not already a member of the College shall become a member of the College before entering upon the emoluments of the studentship. The Council shall in each case determine whether a student who is not a candidate for a degree or other qualification shall become a member of the College.

(d) The Council shall determine the period of tenure of a studentship at the time of electing each student, and shall determine the emolument having regard to the circumstances of the student and to any emolument to be received, or received previously whilst in residence, from other sources.

(e) A report shall be made on the progress of the work of each student by the end of each year of his or her tenure, or by such other date as may be specified. The Senior Bursar may withhold the payment of the emolument of a student if a report has not been received by the required date until such time as a report is forthcoming and has been approved by the Council.

(f) The Council shall determine the occasions when particular studentships are advertised, and the maximum emolument to be offered.

(g) Where an age limit is specified in respect of any studentship, the Council will consider any application from a candidate setting out the reasons why exceptionally the age limit should be extended in his or her case, and, in appropriate cases, will extend the age limit as they may see fit; provided that no extension will be granted where that would be contrary to the provisions of the trust governing the studentship.

(h) Senior Research Students shall be offered pensionability under U.S.S. Other Senior Students shall be offered pensionability under U.S.S. if their work is undertaken within the auspices of a Faculty or Department and the University is willing to employ them in an unestablished capacity.

(i) In this Standing Order the terms "student" and "studentship" shall respectively include "Benefactors' Scholar" and "Benefactors' Scholarship".

1.5. Sizarships and Additional Emoluments [G10]

(a) Additional emoluments may be paid by the Council under Statute XXXI(5) to a member of the College who, after proceeding to the B.A. degree, remains in residence for a further year to read for a fourth year course, provided either that the member is a Scholar or is elected to a Sizarship. Eligibility for election to such a Sizarship shall require the approval of the Tutors and the certification of the Director of Studies concerned that a

position in order of merit within the Second Class close to a First Class was attained in the examination taken at the end of the third year of residence.

(b) In exceptional circumstances, on the recommendation of the Tutors and the relevant Director of Studies where appropriate, Sizarships providing additional emoluments may be awarded to candidates from overseas for undergraduate courses.

(c) The additional emoluments referred to above shall ordinarily provide a total emolument including payments from other sources to amount to University and College fees, together with a sum equal to the maintenance grant which would have been received under the principles of assessment used for L.E.A. awards. They may also include a further sum, made available either by way of additional grant or by way of loan, not exceeding the maximum rate of student loan for the academical year in question.

1.6. Instrumental Awards [G11]

The College shall participate in the scheme offered by a group of Cambridge Colleges to make instrumental awards, the value to be as specified in Schedule 1.

2. Access Awards

2.1. Access Exhibitions [G13]

[Standing Order Repealed]

Scheme suspended

2.2. Access Studentships [G14]

[Standing Order Repealed]

Scheme suspended

2.3. Top-up student funding [E29]

(a) The Research Awards and Grants Committee may make awards for top-up funding for students applying for admission to a course of study at the College.

(b) Top-up funding will be provided for up to two Domestic Research Studentships per year which are awarded to students already holding conditional places at the College.

2.4. Entrance Awards for Candidates Ineligible for L.E.A. Grants [G12]

(a) The Council may offer entrance awards from time to time in individual cases approved by the Tutors to candidates who are ineligible for L.E.A. grants and who obtain two grades S in the Sixth Term Examination Papers.

(b) The emolument shall ordinarily consist of the amount of the University and College fees, together with a maintenance grant means tested on L.E.A. principles. They may also include a further sum, made available either by way of additional grant or by way of loan, not exceeding the maximum rate of student loan for the academical year in question.

3. Grants

3.1. Grants to Junior Members [E34]

(a) The Senior Bursar on the recommendation of a Tutor shall have authority to make book or other grants to individual medical students of the College from the Rolleston Fund.

(b) In the case of holders of Studentships the Research Awards and Grants Committee shall have authority to adopt principles of payment similar to those followed by the Research Councils.

(c) The Senior Bursar shall report to the Council the names of those to whom grants have been made.

3.2. Awards [G9]

(a) Kenneth Craik Research Award

(i) The Award shall be made to assist persons engaged in post-graduate research, preferably in Physiological Psychology. Elections to the Award shall be made annually by the Council. The persons to whom the Award is made shall not be required to become a member of the College and need not reside in the University, but shall deliver a lecture in Cambridge during the year of the Award and shall be encouraged to spend a few days in Cambridge on the occasion of the lecture.

(ii) The Award shall be a piece of plate engraved with the arms of the College and inscribed "Kenneth Craik Award", with the year of the Award. The expenses of the holder in visiting Cambridge for the purpose of the lecture shall be charged on the Fund, and the Council may approve a grant for the purpose of research by the holder.

(iii) Any income of the Fund not required to provide the Award may be applied by the Council in any other manner in assistance of persons engaged in post-graduate research, preferably in Physiological Psychology. Each year the Craik Award Committee will advise whether any of the persons selected for the award of Benefactors' Scholarships propose to study within the field of Psychological Psychology, and, where funds permit, such Scholars will be supported from the Fund.

(b) Bonney and Dr. Philip Frank Hutchins Awards

(i) One or more Awards may be made by the Council each year each to assist a student of the College, not yet of standing to proceed to the M.A. degree, to carry out some investigation in Geology or Petrology, the subject of which shall be approved by the relevant teaching officers of the College.

(ii) The value of each Award shall be determined by the Council having regard to the costs relevant to the investigation and to the annual income and unexpended balances of the funds.

(c) Sir Joseph Larmor Awards

(i) Awards shall be made in or after the end of the Easter Term of each academical year by a Committee which shall consist of the Tutors, the Deans, the Chaplain, and not fewer than three junior members of the College selected by the Tutors, preferably from among resident holders of the Award.

(ii) In making their recommendations the Committee shall take account of intellectual qualifications estimated on a wide basis, of moral conduct and of practical activities, and shall select not fewer than four undergraduate members of the College whom they deem most worthy on any or all of these grounds.

(iii) Each Award shall be a piece of plate engraved with the Arms of the College and inscribed 'Sir Joseph Larmor's Plate', with the year of the Award, together with a sum of money as specified in Schedule 1. Books purchased with the money may be stamped with the Arms of the College.

(d) Cooper Award

(i) One or more Awards may be made by the Council each year to assist students of the College, not yet of standing to proceed to the M.A. degree, to attend conferences or to carry out fieldwork in Earth Sciences, the subject of which shall be approved by the relevant teaching officers of the College.

(ii) The value of each Award shall be determined by the Council having regard to the costs relevant to the conference or fieldwork and to the annual income and unexpended balance of the fund.

(e) Hinsley Award

(i) One or more Awards may be made by the Council each year to provide assistance in their studies to members of the College reading History at undergraduate or graduate level. Recommendations for such Awards may be made at any time by the teaching Fellows in History, based on the academic distinction and promise of the recipients and on their need for financial assistance. In making their recommendations, preference will be given to assisting work on Diplomatic History.

(ii) The value of each Award shall be determined by the Council having regard to the advice received from the teaching Fellows in History, and to the annual income and unexpended balance of the Fund.

(f) Elliott Fund

(i) The award of scholarships, studentships or other grants (whether or not in the nature of scholarships or studentships) to students of the College may be made by the Council from the Kenneth Walter Elliott Fund.

(ii) In deciding to make an award from the Fund, the Council shall give preference to mature students of the College and to students of Criminology or Law.

(iii) The value of each award shall be determined by the Council.

(g) Phipps Fund

(i) Awards from the Donald Phipps Fund shall be made only for the education and maintenance at the College of blind members of the College. In determining eligibility for an award from the Fund, the Council shall have regard to the definition of blindness contained in the Royal Charter of Incorporation of the Royal National Institute for the Blind and in any Regulations made by the Department of Education and Employment.

(ii) The income of the Fund shall be available for the award of one or more Donald Phipps Scholarships, of such value as the Council may from time to time determine, to any eligible member of the College in residence who has acquitted him or herself well in any University Examination.

(iii) Any part of the income of the Fund not required for the purposes of paragraph (ii) may be applied to make grants to any eligible student of the College, whether or not the holder of a Donald Phipps Scholarship, to meet the costs of books, apparatus or equipment or of clerical or technical assistance or in such other ways as the Council may judge appropriate for his or her education and maintenance at the College.

(iv) Any part of the income of the Fund not required for the purposes of paragraphs (ii) or (iii) may be used for the education and maintenance at the College of any blind member of the College, by the award of a Studentship, Senior Studentship, grant, or in any other way that the Council may judge appropriate. The name of Donald Phipps shall be attached to any Studentship or Senior Studentship awarded from the Fund.

(v) Any unexpended income of the fund in any year may, at the discretion of the Council, be applied as income in any subsequent year or invested and added to the capital of the Fund.

3.3. Learning and Research Fund

(a) The Tutors shall be permitted to make grants to resident junior members of the College to the appropriate maximum annual value specified in Schedule 1 to meet up to half of the cost of the purchase of approved books, periodicals, software, hardware, equipment or teaching aids or the full cost of approved course-related activities (such as conferences, workshops, summer schools, summer research programmes or language courses) to the extent that sufficient money cannot be obtained from other sources. For students in residence who are graduates, the maximum value shall be calculated as the sum of the relevant values over the whole period of the course for which the College graduate fee is payable and shall apply over the whole of that period.

(b) A student in residence who is studying for the Ph.D. degree and who is paying the College continuation fee specified in Schedule 1 may receive a grant provided (i) that it is for a purpose directly assisting the completion of the student's dissertation, and (ii) that the total of all grants received during the whole course for the Ph.D. degree does not exceed the sum of the maximum values available over the period of the course during which the College graduate fee has been paid.

(c) The Senior Bursar shall have authority to pay these grants from appropriate funds in the light of the circumstances in each case and of the balances in the funds.

3.4. Grants for Travel and other Extra-curricular Activities [G6]

Grants for Extra-curricular Activities

(a) Each resident junior member may apply through his or her Tutor for financial assistance for purposes of general educational benefit in the broadest sense. If the purpose is of a kind approved by the Tutors, then a grant may be authorised not exceeding one-half of the estimated expenditure incurred (net of other grants or assistance received) and not exceeding a figure equal to the sum of the maximum grants specified in Schedule 1 for the academical years extending over the normal expected duration of the student's course (this maximum for future years of the course being taken as that for the current year) less the total of grants received during the student's course under this scheme or under previously existing schemes for similar purposes.

(b) For the purposes of this Standing Order, the normal expected duration of an undergraduate course shall be taken to be three years. Where it is clear that a fourth undergraduate year will occur (but only then) the expected duration of the course shall be taken to be four years. In the cases of Medicine, Veterinary Medicine and Architecture the total course shall be taken to consist of separate undergraduate and postgraduate parts, that for Clinical Medicine being of two and one half years' duration.

Travel Exhibitions

(c) In the case of any grant under paragraph (a) above for travel and associated costs (not being a grant made from the Tutors' Course and Conference Fund), the grant shall be made in the form of a Travel Exhibition.

(d) Johnian Society Travel Exhibitions shall be awarded, the number and maximum value of such Exhibitions being determined by the Society.

(e) Grants may be made from:

(i) the Farmer Fund to assist undergraduate geographers;

(ii) the Sloley Fund to assist students who are engaged in the study of pre-classical Archaeology, to travel, or to undertake and assist in excavations, or to visit archaeological sites, museums or other places of archaeological interest in connection with their study;

(iii) the Scullard Fund to assist students who are engaged in the study of ancient history and/or early Church history, to travel or to visit churches, museums or other places of historical interest in connection with their study;

(iv) the Glyn and Ruth Daniel Travel Fund for Archaeology to assist students of the College below the status of M.A. to travel and visit archaeological sites in Europe and the Mediterranean countries;

(v) the C.W. Brasher Travel Fund to assist students to travel, preference to be given to those travelling to some wilder part of the world;

(vi) the Hanley Fund for the purpose of travel, preference being given to students of agriculture, agricultural science and medicine, or some branch or branches of natural sciences relating to one of those subjects; and

(vii) the Wilberforce and Clarkson (Williams) Travel Fund for members of the College (whether or not in residence) to engage in approved educational, medical or other approved NGO/charitable project work in Africa.

(f) Any award made under paragraph (d) or (e) above shall be additional to any grant made under paragraph (a) above, but the value of such award shall be taken into account in calculating the estimated net expenditure incurred for the purposes of paragraph (a).

4. Hardship

4.1. Tutors' Praeter Fund [E17]

(a) Grants or loans may be made on behalf of the Council from the Tutors' Praeter Fund to junior members of the College in need at the discretion of their Tutors.

(b) Transfers shall be made to the Tutors' Praeter Fund each year as follows:

(i) the amount of grants made from the Tutors' Praeter Fund to Scholars in the previous year, from the Scholarship and Exhibition Fund; and

(ii) a sum from the Surplus Income of Trusts Fund.

5. Prizes

5.1. General Prize Regulations [G4]

(a) No prize shall be awarded unless there is a candidate of sufficient merit.

(b) Subject to Regulations (c) and (d) a College Prize shall be awarded to a candidate placed in the First Class of any subject included in the current Schedule of Approved Examinations.

(c) A Wright Prize shall be awarded in place of a College Prize to a candidate whose performance in the First Class in an Approved Examination is judged to have been of special merit, or who has achieved distinctions in both sections of Part III of the Final M.B. or of the Final Veterinary Examination.

(d) A Named Subject Prize shall be awarded, in place of a Wright Prize or a College Prize, to the best candidate who is placed in the First Class and who is qualified as to both subject and year under the relevant regulations.

(e) Named Year Prizes shall be awarded to the candidates who, being of special merit, are the best candidates in the College in each year, irrespective of subject, and may be awarded in addition to any other prize.

(f) A Prize awarded for the best performance in certain papers of, or in a dissertation for, an Approved Examination shall be awarded only if the performance in those papers, or that dissertation, is of First Class quality.

(g) The values of prizes shall be determined by the Council from time to time.

(h) Unless otherwise specified, the value of a prize shall be paid by cheque. A person awarded a prize may purchase books up to the value of the prize, which may be stamped with the College Arms, and have a descriptive plate inserted.

(i) Any prize may be divided when the Council, or other body of persons charged with awarding a prize, thinks fit.

(j) When the income from a Prize Fund in any year in which the prize is awarded is insufficient to meet the value of the prize, the income may be supplemented from the general revenues of the College to the extent needed to meet that value.

(k) When the income from any Prize Fund exceeds the value of the prize, the Council, at their discretion, may award one or more extra prizes in appropriate subjects so far as the income allows.

(l) In any year in which there is no candidate of sufficient merit to receive a Named Subject Prize, or there is any unexpended income (after application of Regulation (j) above) the income of the relevant Fund may be used for the awarding of College or Wright Prizes in the appropriate subject or subjects.

(m) For the purposes of all Prize Regulations, in the case of an Affiliated Student time shall be counted as if the commencement of the student's course was the beginning of the student's second year of residence.

(n) The Senior Tutor shall ensure that all prizes for which persons must declare their candidature by application or by the submission of work shall be sufficiently advertised on the College Website. The adjudication of Essays submitted for Named Essay Prizes, except the Master’s Prizes, shall be in the hands of at least two persons, one of whom shall normally be the Director of Studies in the relevant subject, who shall be responsible for setting or approving the topics for such Essay Prizes and co-opting one or more further adjudicators.

(o) No writings, or portion or portions thereof, which have been submitted for any prize, may be submitted for any other prize awarded by the College at any time, nor may they be submitted for the same prize in subsequent years.

(p) Where an age limit is specified in respect of any prize, the Council will consider any application from a candidate setting out the reasons why exceptionally the age limit should be extended in his or her case, and, in appropriate cases, will extend the age limit as they may see fit; provided that no extension will be granted where that would be contrary to the provisions of the trust governing the prize.

5.2. Schedule of Prizes [G5]

Year or Examination	Name	Number to be awarded when more than one, and notes
Agricultural subjects		
Tripos in 3rd year	Meldrum	For the best performance in papers and/or a dissertation connected or associated with Agriculture in Geography Part II, in Land Economy Part II, or in Natural Sciences Part II Plant Sciences or Zoology
Applied Physics Research	Barton	As many as required. For research, *inter alia*, to Johnians elected Title A Fellows
Archaeology & Anthropology		
any	Goody	1b See also Social and Political Sciences
any	Lorimer	1b For Ancient History. See also Classics, History and Oriental Studies
Classics		
Part I	Graves	
Part II	Graves	
any	Lorimer	1b For Ancient History. See also Archaeology & Anthropology, History and Oriental Studies
Part II	Hawksley Burbury	For the best dissertation in Part II
Computer Science		
Part II	Hockin	
Economics		
Part I	Carter	
Part II	Carter	
Electrical Sciences		
Part IIA & Part IIB	Hockin	
Part IIB	Cargill	1b (May be awarded with the Hockin Prize) See also Engineering and Manufacturing Engineering
Engineering		
Part IIA & Part IIB	Hockin	In field of Applied Physics
Part IIB	Cargill	1b (May be awarded with the Hockin Prize) See also Electrical Sciences and Manufacturing Engineering

English		
Part I	Chivers	For performance in Shakespeare paper
Part II	Hart	For the best dissertation in Part II
History		
Part II	Benians	
2nd	Hutton[a]	
2nd or 3rd and any research year	Mansergh[a]	2 Essays will be limited to a maximum of 10,000 words. Where there are suitable candidates, one prize will be awarded to an undergraduate and one to a Graduate Student; otherwise both prizes may be awarded in the same category.
Part I	Mullinger	
any	Lorimer	1[b] For Ancient History. See also Archaeology & Anthropology, Classics and Oriental Studies
Part I	Pollard	For candidates in the Historical Tripos
Part II	Pollard	who obtain the highest marks in the overseas (including Commonwealth) history papers. To be additional to other prizes if awarded.
Land Economy		
any	Cox	if not awarded for Modern & Medieval Languages
Law		
Part IB	Abdullah Yusuf Ali	
Part IB	A.J. Jacovides	For International Law
Part II	Winfield	
Part IB or II	Malcolm	For an undergraduate who has obtained at least a class 2i standard and who, in the judgment of the Senior Tutor, the Tutor for Lawyers and the Director of Studies in Law, has, through his or her own efforts, most improved his or her academic performance
LL.M.	A.J. Jacovides	For International Law
Manufacturing Engineering		
Part IIB	Cargill	1[b] See also Electrical Sciences and Engineering
Mathematics		
Part IA	Leathem	
Part IB	Lapwood-Towle	
Part II	Adams Memorial	For distinction in Pure Mathematics

Part II	Hockin	For distinction in Applied Mathematics or Theoretical Physics
Part III	Dirac	For distinction in Theoretical Physics
Modern & Medieval Languages		
any	Cox	
Medical Sciences		
Part I	Diver[e]	1[b] See also Natural Sciences. For candidates intending to qualify as doctors
Part II	Northcott	1[b] See also Natural Sciences. For candidates intending to qualify as doctors
Natural Sciences		
Part I	Diver[e]	1[b] See also Medical Sciences. For candidates intending to qualify as doctors
Part I	Hollinshead-Howles[e]	May be awarded with the Hockin Prize
Part II & Part III Physics	Hockin	Including Theoretical Physics
Part II & Part III Matrls Sciences	Hockin	
Part IB	Constable	For candidates including Chemistry A and Chemistry B, or Biochemistry and Molecular Biology and one of Chemistry A or B, among their subjects
Part II & Part III Chemistry	Constable	
Part II & Part III Biochemistry	Constable	
Part IB	Hockin	For distinction in Physics
Part II	Northcott	1[b] See also Medical Sciences. For candidates intending to qualify as doctors
1st or 2nd	Constable[a]	Open to any undergraduate of the College. The subject, within the physical sciences, to be approved by the relevant Director of Studies. Essays will be limited to a maximum of 3,000 words.
Part III Physics	Dirac	
any	J.P. Read	For an outstanding performance in any Part
Organ		
any	Runnett[d]	
Oriental Studies		
any	Lorimer	1[b] For Ancient History. See also Archaeology & Anthropology, Classics and History

Philosophy

Part IB	Newcome	
Part II	Newcome	

Philosophy of Science

any	Miller[a]	The essay shall not normally exceed 10,000 words and must be presented in typed or printed form.

Reading of Lessons in Chapel

any	Wilson	3

Scientific Research

	Humphreys	As many as required. For research, *inter alia*, to Johnians elected Title A Fellows.

Social and Political Sciences

any	Goody	1[b] See also Archaeology and Anthropology

Theology

Part I	Nowell-Rostron[e]	
Part II	Nowell-Rostron	
2nd	Nowell-Rostron[a]	

General

any	College	As many as required.
Any	Wright	As many as required.
Research	Blackman	As many as required. For research, *inter alia*, to Johnians elected Title A Fellows.

Year Prizes

1st	Johnston	2
1st	Gaskell	2
2nd	Earle	2
2nd	Quass	2
3rd	Hughes	4
4th	Cunningham	2 Open also to a graduate of another University taking a fourth year exam in the first year of residence.
4th	Johnstone	1 For the best student, being of special merit, in Part III of the Mathematical Tripos; failing which, for a student taking a fourth year examination or the examination for the M.Phil. degree.

Prizes for essays and other original contributions

any	Master's[a]	3[c] Awarded by the Master, with such other adjudicators as the Master may appoint.

any	Douglas Adams[a]	For a piece of humorous writing. Awarded by a panel of adjudicators.
Prizes for photography and art		
Any	Photography[f]	Awarded by the Council on the recommendation of a panel of Fellows and others chaired by the Librarian.
Any	Art[g]	Awarded by the Council on the recommendation of a panel of Fellows and others chaired by the Librarian.
Prizes for sport		
Any	Jim Williams[h]	Awarded by the Head Groundsman, after consultation with the Captains of the Rugby, Football, Hockey, Cricket and Tennis Clubs, to the member of one of those Clubs who is considered to have made the most significant contribution to one or more of those sports.

Notes to Schedule

a. Essay Prize

b. These prizes may be awarded in two or more subjects: the number of prizes shown is the combined total for all subjects.

c. Prizes shall be awarded in the following categories as the Master may determine:

(a) in each year, candidates shall be invited to write on one of a number of topics proposed by the Master. The writings submitted may be in prose or in verse, published or unpublished, but should not exceed 5,000 words in length; or

(b) candidates shall be invited to submit any results of research or works of scholarship of a nature falling outside that specified in regulation (a) above.

Each candidate shall be required to certify that the submission:

(i) is his or her own original and unaided work; and

(ii) has not been submitted in any University examination nor been a successful entry for a University Prize.

d. The prize is to be awarded biennially to the winner of an organ competition open to all resident junior members of the University. Holders of the prize in previous years shall be ineligible to compete. The adjudicators shall be the Director of Music and two persons from outside the College selected by the Brian Runnett Committee.

e. Awarded in each case to the best student in Part IB of the relevant Tripos provided the student is of Wright Prize standard, failing which it shall be awarded to the best student in Part IA of the same Tripos provided the student is of Wright Prize standard. If no candidate for either Part IB or Part IA is of such standard, the prize shall be awarded to the

best student in the First Class in Part IB, failing which to the best student in the First Class in Part IA.

f. Three prizes each year shall be awarded, one for each of (i) the best black and white print, not less than 8 x 10 inches, (ii) the best colour photograph, which may be a transparency or a print of not less than 8 x 10 inches, and (iii) the best photograph of the College or College life.

g. One prize each year shall be awarded for (i) a painting in any medium, (ii) a drawing or (iii) a print made by any method. One prize each year shall be awarded for the best entry in a category of sculpture and applied arts to include jewellery, pottery and textiles.

h. The prize to comprise a piece of silver engraved with the recipient's name, the name of the College, the year and the name of the Prize, and to be awarded at the Colours Dinner in the Easter Term.

E – CLUBS AND SOCIETIES

1. Clubs and Societies: Financial Support [E28]

(a) Clubs and Societies shall only be eligible to receive financial support from the College where a written constitution exists ensuring that the purpose of the club or society is for the benefit of members of the College, and that a Senior Treasurer is appointed; where membership is open widely to members of the College; and where no financial reward is received by members of the club or society in connection with their activities therefore. Such Clubs and Societies may hold events, as approved by the Senior Treasurer, at the current Junior Members' price list.

(b) No Club and Society in the College shall hold any account with a bank or building society unless a written constitution exists ensuring that the purpose of the club or society is for the benefit of members of the College; that a Senior Treasurer is appointed; and that the Senior Treasurer shall have power to give directions relating to the application and management of the funds of the club or society, and to give instructions, by his or her sole authority, relating to any bank or building society account; provided always that provision may be made in the constitution for concurrent arrangements for the application and management of funds, and for appeal to the Council from any decision of the Senior Treasurer.

(c) Every Club and Society to which paragraph (a) or (b) of the Standing Order applies shall ensure that the Domestic Bursar has a current copy of the constitution, and is informed of the identity of the Senior Treasurer for the time being. The constitution of these Clubs and Societies are reproduced in Appendix III.

2. The Junior Combination Room and the Samuel Butler Room [C2]

(a) The Constitution of the Junior Combination Room shall be approved by the Council, and no amendment to the Constitution shall be of any effect until such approval is given. The Constitution is reproduced in Appendix III.

(b) The Constitution shall be reviewed by the Council during the course of the academical year 1999-2000, and during the course of every fifth academical year thereafter. At each review the Council shall satisfy themselves that the Constitution makes satisfactory provision to secure the following matters:

(i) that the Junior Combination Room is governed in a fair and democratic manner and in a financially accountable way;

(ii) that each junior member has the right to choose not to be a member of the Junior Combination Room;

(iii) that no junior member exercising that right shall be unfairly disadvantaged thereby with regard to the provision of services or otherwise;

(iv) that appropriate offices in the Junior Combination Room are identified as major offices, and that election to those offices is by ballot in which all members of the Junior Combination Room are entitled to vote;

(v) that all elections are fairly and properly conducted;

(vi) that no elected officer of the Junior Combination Room shall receive payment in connection with his or her services (other than the reimbursement of expenses properly incurred), and that no person shall hold office who is not a person *in statu pupillari* who is engaged in (and not intermitting from) a course of study in the University.

(c) Any junior member who is dissatisfied in his or her dealings with the Junior Combination Room, or with any decision of the Junior Combination Room Committee, or with any election, vote or other proceeding under the Constitution of the Junior Combination Room, or who believes him or herself to be unfairly disadvantaged by reason of having exercised the right not to be a member of the Junior Combination Room, shall, if a member of the Junior Combination Room, first address the complaint to the President of the Junior Combination Room Committee, or shall, if not a member of the Junior Combination Room, first address the complaint to his or her Tutor. The person receiving the complaint shall investigate it and shall seek to resolve the matter. If the matter is not resolved to the satisfaction of the complainant, or if the nature of the complaint is such that, in the view of the Dean, it is appropriate that it be addressed to the Dean in the first instance, then the complainant may address the complaint to the Dean, who shall investigate it and shall either resolve it to the satisfactory of the complainant, or report on the complaint with recommendations for its resolution to the Council. The determination of the matter by the Council shall be final.

(d) If it appears to the Dean, whether on receipt of a complaint or otherwise, that a breach of the Constitution of the Junior Combination Room has, or may have, occurred, then the Dean may investigate the matter and, in addition to any disciplinary action which the Dean may take against individual junior members, the Dean may set aside any nomination, vote, election, appointment, or other act made, or purporting to be made, under the Constitution of the Junior Combination Room and may issue such instructions (whether or not in accordance with the provisions of the Constitution of the Junior Combination Room) to rectify the situation as the Dean may consider appropriate. Any person aggrieved at any decision of the Dean made under this paragraph of this Standing Order may ask the Master that the matter be considered by the Council. The determination of the matter by the Council shall be final.

(e) Two senior members, one of whom shall normally be a Tutor, shall be appointed annually by the Council to the J.C.R. Committee, who shall appoint one of the two senior members to the office of Senior Treasurer of the Committee. The Senior Treasurer shall, on behalf of the Council, monitor the financial management of the Junior Combination Room.

(f) The J.C.R. Committee shall be responsible for the social management of the Junior Combination Rooms.

(g) The provisions of paragraphs (a) to (d) above shall apply to the Samuel Butler Room as they apply to the Junior Combination Room, except that the references to junior members in paragraphs (c) and (d) above shall be taken to refer to junior members who are graduate students (including affiliated students). The Constitution of the Samuel Butler Room is reproduced in Appendix III to the Standing Orders.

(h) The Senior Treasurer of the Samuel Butler Room, who shall be a senior member of the College, shall, on behalf of the Council, monitor the financial management of the Samuel Butler Room.

(i) The S.B.R. Committee shall be responsible for the social management of the Samuel Butler Room and the Peter Nichols Room.

3. Entertainment of New Students by the J.C.R. and S.B.R. Committees [E24]

The College shall meet the expenditure each Michaelmas Term on the entertainment of new students by the J.C.R. Committee and of new graduate students by the S.B.R. Committee.

1. Residences Rules and Policies

1.1. Residence in Vacations [C3]

(a) Any junior member residing in College or a College hostel shall be deemed to be 'resident in College' for the purposes of all College rules relating to residence in College, and reference to residence in College in this Standing Order shall include residence in a College hostel.

(b) Undergraduates shall not reside in College during vacations except in special cases approved by the Senior Tutor, except that:

(i) Scholars, not being graduate students, resident in College may continue in residence on payment of normal charges during the Christmas and Easter vacations provided that written notice of their intention to do so is received by the Domestic Bursar one week before the end of the preceding Full Term;

(ii) Affiliated Students may reside in College on payment of normal charges during vacations with the approval of their Tutors;

(iii) Tutors may, at their discretion, on academic grounds or for reasons of hardship, allow undergraduates to reside in College on payment of normal charges during the Christmas and Easter vacations provided that written notice of application to the Tutor is received by the Domestic Bursar one week before the end of the preceding Full Term;

(iv) Tutors may permit junior members to reside in College on payment of normal charges during the Long Vacation period of residence provided that written notice of application to the Tutor is received by the Domestic Bursar one week before the end of the Easter Full Term; and

(v) Choral and Organ Students may reside during the Choir Period of Residence, or when they are required to undertake a Choir engagement.

(c) An application for special leave to reside in College during the vacation must be received by the Senior Tutor one week before the end of the preceding Full Term. Such an application will be considered if

(i) the relevant Director of Studies certifies that it is to attend a University course, or to prepare for or take a University of College examination, or for work or involvement in research or some other project within the University which is explicitly relevant to the course of study of academic development of the student concerned;

(ii) it is by a member of the J.C.R. Committee engaged in activities in support of the College, such as Open Days or the reception of new students, or by a member of the Yearbook editorial team;

(iii) it is to enable participation in a University or College ceremony, Open Day, summer school, or some other official admissions activity, or in a major artistic performance within the University, which is relevant to the College's

interests (such as admissions), and is recommended in writing by a relevant senior member; or

(iv) the Tutor concerned recommends that the family, health or personal circumstances of the applicant make it desirable that he or she should be in residence; personal circumstances will not include the inconvenience of travel arrangement, other than in exceptional circumstances involving overseas students.

Leave will not be granted to enable participation in, or training for, sporting contests.

(d) The Senior Tutor shall be authorised to approve the residence in College of an undergraduate during the vacation where written notice under paragraph (b) above or an application under paragraph (c) above was not received in time, provided that the Senior Tutor is satisfied that it was not reasonably practicable to give the notice or submit the application, as the case may be, in time.

(e) The Senior Tutor shall report to the Council at their first meeting each Term all consents to applications under paragraph (c) above, specifying the category into which they fall, and all approvals under paragraph (d) above, in relation to the preceding vacation.

(f) In any case where residence in a vacation is permitted under paragraph (b) or (c) above, some other accommodation may be allocated to the undergraduate concerned than that which he or she occupies during Term.

(g) Undergraduates not residing in College but staying in Cambridge during vacations shall be excluded from College facilities, with the exception of the Library and the Chapel, except in special cases with the approval of the Tutors as a body.

(h) The above rules relating to undergraduates shall also apply to any graduate who is reading for a Tripos examination.

(i) No junior member shall stay in a guest room or in the rooms of any other junior member unless with the consent of a Tutor or allocated those other rooms during the vacation.

(j) Rooms are for the use of those to whom they have been allocated only, and their use on a regular basis by other persons, whether or not members of the College, is not permitted.

(k) No junior member who is either keeping a term by residence or research or is resident in College shall be in any gainful occupation except in special cases with the approval of the Tutors as a body.

(l) Notwithstanding the above rules, College hostel accommodation (if available) may be let to any junior member during the Long Vacation by the Domestic Bursar at the bed and breakfast charges applicable to non-members of the College. In such cases paragraph (k) above shall not apply. Such junior members shall be treated as coming within the ambit of paragraph (g) above, except that they may use the Buttery Dining Room for breakfast.

1.2. Parties [C6]

(a) The permission of the Dean shall be required by anyone wishing to hold a party or meeting for more than 12 people and all such gatherings shall end not later than midnight.

(b) Dancing is not permitted in the rooms of junior members.

1.3. Rules [C7]

In addition to Standing Orders which regulate the conduct of junior members, the provisions of the Orange Book (General Information for Junior Members) and of the Green Book (Advice on Health and Safety) shall be observed by all junior members. The Senior Tutor and Domestic Bursar are responsible for overseeing the periodic updating and review of the Orange Book seeking advice from other College Officers and reporting back to the Council as appropriate. Should provisions in the rules laid down in the Orange Book and in the Green Book conflict with Standing Orders, the provisions of the Standing Orders shall apply.

1.4. Posters [C8]

The permission of the Dean shall be required to display posters in the College other than on the junior members' notice boards.

1.5. Firearms

Firearms shall not be kept in College.

1.6. Spouses and Partners of Junior Members [C15]

The Domestic Bursar may issue de-activated Buttery Dining Room cards to the spouses or partners of junior members, for the purpose of access to the Samuel Butler Room and to lavatory and laundry facilities in College, and may issue cards activated for use in the Buttery Dining Room to the spouses and partners of junior members on payment by the junior member concerned of a Kitchen Fixed Charge of 10% of the undergraduate rate.

1.7. Smoke-Free Policy

Introduction

1. The College takes the view that smoking in the workplace is a fire risk, contravenes health and safety regulations and is a health hazard to its members, staff and visitors as a result of passive smoking. This policy recognises that the Health Act 2006 expressly bans smoking in all public places and workplaces and recognises the potential for confusion in the implementation of this policy caused by e-cigarettes which are therefore included in the policy.

The Policy

2. The College is a community with large numbers of resident members. This policy is designed to ensure that those who live and work here and who do not smoke are not affected by the smoking of others. This means that smoking and the use of e-cigarettes is prohibited in all rooms inside any building on the main College site and hostels (including common rooms).

Smoking and the use of e-cigarettes is also prohibited in all work vehicles at all times, and in any private vehicles being used on College business when another member of staff is being conveyed.

Amplification

3. This legislation applies to all visitors to the College. Therefore members and staff who meet visitors are required to ensure that they comply with this policy.

4. Smoking and the use of e-cigarettes in Courts or outside buildings is permitted. However those doing so are strictly asked to ensure that their smoke does not enter adjacent buildings through doors or windows, and to refrain from dropping cigarette ends. Should problems occur, that area, although outside, may be declared a smoke-free area.

The areas on the College site currently designated as smoke-free are the foyer area outside the Library, Kitchen Lane and Cripps roof.

5. In the event of any breach of this policy, members of College and staff may be subject to disciplinary action: members of the public may be asked to leave the College.

6. The College Nurse is available to offer advice, support and encouragement to those who would like to give up smoking. For free advice and practical support for those people wishing to give up smoking please see:
www.nhs.uk/LiveWell/Smoking/Pages/stopsmokingnewhome.aspx.

7. This policy will be periodically reviewed and any problems arising or raised may result in a reconsideration.

8. Any queries relating to the policy should be raised with the Domestic Bursar.

1.8. College Picture Loan Scheme [E25]

(a) The pictures shall be in the care of the Domestic Bursar, who will:

(i) store in Chapel Court any unloaned pictures and the whole collection during the Long Vacation;

(ii) keep a record of the whereabouts of loaned pictures;

(iii) arrange for the return of the pictures at the end of the Easter Term; and

(iv) arrange for the display of the pictures at the beginning of Michaelmas Full Term and for registering the loan of pictures.

(b) Pictures may be borrowed for one academical year.

(c) Pictures may only be hung in rooms in College, College hostels or College lodgings.

(d) The cost of repairing any damage to a picture will be charged on the borrower’s College bill. The sum specified in Schedule 1 will be charged on the borrower's bill for any irreparably damaged or lost pictures.

1.9. Music

(a) Unamplified musical instruments may be played in junior members' rooms between the hours of 1 p.m. and 11 p.m. on Saturdays, and 1 p.m. and 9 p.m. on other days.

(b) The New Music Room in First Court, and the music practice rooms in the Fisher Building, are available for music practice by members of the College Music Society between 8 a.m. and 12 midnight on any day, subject to the following conditions:

(i) The Music Society shall, in consultation with the Director of Music, maintain lists of members entitled to book the Fisher Building practice rooms, of those entitled to book the New Music Room, and of those entitled to use the Steinway piano in the New Music Room and the Boston piano in Music Practice Room 4, and shall issue cards to members indicating the level of entitlement. Those cards shall be produced by members when making bookings and when signing out keys to the rooms from the appropriate Porters' Lodge.

(ii) No individual may book the New Music Room for more than two hours on any day, without special permission from the Music Society Committee.

(iii) Drums or any other instrument audible outside the immediate vicinity may not be played in the New Music Room after 10 p.m.

(iv) No food or drink may be taken into the New Music Room or the music practice rooms at any time.

(v) The New music Room may only be booked for musical use. Any requests for its use by non- members of the Music Society must be submitted to the Chairman of the Society for possible approval by the Music Society Committee.

(vi) During vacations the above arrangements shall continue to apply, except that the Catering Department may exceptionally suspend the availability of the Fisher Building practice rooms, or of the New Music Room, on occasions when conference activities in the Fisher Building Foyer or the Old Music Room would be disturbed by their continued use. At least seven days' notice of any such suspension shall be given.

(c) Music practice by groups or individuals using amplified equipment is not permitted except in the Band Practice Room located in the Cripps basement.

1.10. Pianos [E39]

(a) The Director of Music, shall be responsible for the management of pianos in College; shall keep under review the location and condition of pianos and other musical instruments owned by the College; shall make arrangements for their repair and maintenance within an annual budget approved by the Council; and shall supervise arrangements for their use.

(b) The loan of pianos for performances outside the College is not permitted. The loan of the harpsichord may be permitted by the Council where there is a clear College connection evident from the application. Any such loan shall be on the conditions that insurance arrangements to the satisfaction of the Senior Bursar are made, that all costs associated with the removal and return of the harpsichord and with its tuning are met, and that such other conditions as may be specified by the Director of Music are observed.

1.11. Displays of works of art [H8]

Sympathetic consideration will be given to applications to host displays of work of reputable artists, either connected with the College or living locally. The costs of setting up, running and dismantling such an exhibition shall normally be met by the artist. The Library Exhibition Area will normally be regarded as the venue of first choice for such art displays.

1.12. Academical Dress in Hall [C5]

Academical dress shall be worn when dining in Hall.

1.13. Access to the College [E19]

(a) The College shall be closed to visitors after 5.30 p.m. each day, but within the period of operation of the tourist control system the Head Custodian shall have discretion to extend the time of access to the College to 6.30 p.m.

(b) Access to the College after 10.00 a.m. shall be through the Forecourt or Cripps Porters' Lodges only, and only members of the College or persons having business in the College shall be permitted to enter.

(c) The Domestic Bursar shall write annually to the corresponding officers of each College and to the Heads of University Departments advising them of the system for the admission of tourists and other visitors to the College, and informing them of the categories of person to be admitted without charge.

(d) The Domestic Bursar shall be authorised, in the interests of the security of the College, to close the College or regulate admission to the College according to such arrangements as he or she may see fit. The Domestic Bursar may delegate that authority to any officer of the College or to any member of the College staff in writing specifying the terms of that delegation. Any exercise of authority under this paragraph shall be reported without delay to the Master and shall be reported to the next following meeting of the Council.

2. College Bills

2.1. Payment of Accounts

(a) Junior members shall pay their accounts at the start of each academical year before they are allowed into residence or into possession of College accommodation. Those arriving out of office hours may be accommodated on a temporary basis pending payment of their accounts on the next available day.

(b) Junior members shall pay their accounts not later than Friday next but one after the beginning of Full Term in the term in which they are presented. Queries regarding accounts or inability to pay should be notified to the College Office not later than Friday next after the beginning of Full Term, or as soon as is practically possible thereafter. Administrative charges, as specified in Schedule 1, shall be levied on those junior members who fail to pay by the due date without such notification. Interest shall be charged thereafter on unpaid balances at the rate of 4% over bank base rate, but administrative or interest charges may be remitted on the recommendation of the Tutor concerned.

(c) A junior member who has not paid his or her College account as required above shall not be permitted to remain in residence, unless, in the opinion of the Tutor concerned, there are mitigating circumstances.

(d) A junior member who is unable to pay his or her College account shall, at the earliest opportunity, notify his or her Tutor, who shall consider whether mitigating circumstances exist to justify late payment.

(e) Mitigating circumstances shall be taken to exist for the purposes of this Standing Order, where the non-payment relates only to sums due to be paid to or on behalf of the junior member by a United Kingdom public authority, or by some other reliable source approved by the Tutors.

(f) Nothwithstanding the rules above, no person accepted for admission to the College shall be denied temporary accommodation until that person has had the opportunity to put forward mitigating circumstances to his or her Tutor.

(g) A junior member who is not already a member of the University and who is unable to pay his or her College account shall not be permitted to matriculate. Where it appears that such a junior member will be unable to pay by the division of term, and there are mitigating circumstances, the Tutor concerned shall apply to the Council of the University for a dispensation from the requirement of Statute G, IV, 1 of the University to allow matriculation to be deferred.

(h) The Senior Tutor shall circulate to the Council before the end of Full Term a list of all junior members who have not paid their accounts.

(i) The list circulated to the Council shall indicate those who, in the opinion of the Tutors, may reasonably plead mitigating circumstances, and the junior members so indicated shall not be recorded in the Minutes.

(j) Unless the Council find mitigating circumstances, the College shall decline to provide a Certificate of Residence for the term and shall not permit any junior member, whose account is unpaid, and where any of the charges relate to University of College fees, to return into residence until the account has been paid. In the case of an account unpaid that owes only charges that are not University or College fees, the College shall not permit any junior member to return into accommodation, until the account has been paid, but a certificate of residence will be provided. In the case of Graduate Students, the College will ask the Board of Graduate Studies to deprive them of that status, where any of the charges relate to fees, until their outstanding accounts be paid. In the case of an account unpaid that owes only charges that are not fees, the student will not be allowed to return into accommodation, until the account has been paid.

(k) Where the Council find mitigating circumstances, and a time for payment has been allowed which has not yet expired, the sanctions referred to in paragraph (j) above shall apply if payment is not made by the due date, unless the Tutor of the junior member concerned permits an extension of time. The Senior Tutor shall report to the Council any action taken under this paragraph.

(l) An administrative charge, as specified in Schedule 1, shall be levied on those junior members who, needing to keep a term by residence, fail to provide the required evidence for keeping term and then fail to respond promptly to a first reminder.

(m) Automatic charging to College accounts in respect of schemes by which voluntary contributions might be made to external organisations is not permitted.

3. Buildings

3.1. Repairs to College Buildings [E2]
[Any amendment to this Standing Order must be approved by the Governing Body]

(a) No portion of the carved, as distinct from the dressed, stonework of the College buildings, nor any ornamental work, of whatever material, more than fifty years old, shall at any time be renewed or altered without a definite mandate *ad hoc* from the Council, and, in important cases, the Council shall first take the sense of a College meeting on the proposal.

(b) No work shall be permitted on the Combination Room, except in case of urgency, without the approval of the Governing Body.

3.2. Universities UK Code of Practice for Student Accommodation [E43]

The College shall adopt the Universities UK Code of Practice for the Management of Student Housing, made under the provisions of the Housing Act 2004.

4. Sports Facilities

4.1. Maintenance of Sports Buildings [E40]

The College will undertake all necessary repairs and maintenance of the Lady Margaret Boathouse, the Sports Pavilion and the Squash Courts, as in the case of other College buildings.

4.2. Punts [H3]

Punts shall not be moored to any part of the College grounds other than within the lake.

G – CHAPEL

1. Rules for the Use of the Chapel

(a) The Rules for the Use of the Chapel shall be as specified below. Use of the Chapel may be granted by the Dean of Chapel, and shall be reported to the Council.

(b) The fees to be charged for the use of the Chapel shall be as specified in Schedule 1.

(c) The concessionary rate of fee specified in Schedule 1 shall be charged in cases approved by the Dean, who will normally approve concerts and similar events organised by University societies, charities or local schools. The Dean may at his discretion waive the fee, and will normally do so in respect of concerts and similar events organised by College societies or the College School. The Dean will normally waive or reduce the fee (apart from payments to cover the cost of actual services provided, such as the provision of additional seating, the tuning of Organ, etc.) where the use is by a charity or similar organisation, is for an activity open to the public free of charge, apart from a voluntary collection, and is for a purpose considered to be of an educational or cultural nature.

(d) In the case of a concert or similar event organised other than for commercial purposes by a member or members of the College not qualifying for the concessionary rate of fee under paragraph (c) above, the fees for the use of the Chapel (except that for additional seating) shall be waived to the extent that there is insufficient profit from which they can be paid. Where the profit is given to a charitable or similar cause, the concessionary rate of fee shall be charged; and in such a case the Council may at their discretion waive the fees. A member of the College wishing to benefit from this rule shall submit an account to the satisfaction of the Senior Bursar after the event has taken place to enable the proper level of fee to be determined.

(e) No fee shall be charged by the College in respect of any service in Chapel except as provided for by Standing Order G.4.(e) for a marriage or blessing, or in any other case where a fee is approved by the Council.

(f) In the case of a service or organ recital arranged at the request of a conference accommodated in College a fee will normally be charged at the concessionary rate specified in Schedule 1, unless the event is considered to be in the nature of a concert, in which case a fee at the full rate will be charged. In other cases of special services arranged at the request of outside organisations the level of fee will be determined as appears appropriate in the circumstances.

2. Rules for the Use of the Chapel

Applications

1. Use of the Chapel may be granted by the Dean of Chapel, and shall be reported to the Council. Applications should be made in good time (normally not less than three months in advance) on an application form which can be obtained from the Chapel Clerk.

2. Use of the organ is granted by the Director of Music of the College. Permission will not normally be granted to persons who are not Fellows or Associates of the Royal College of Organists, or holders of other recognized qualifications at the discretion of the Director of Music. Where use of the organ is requested this must be indicated on the application form and the name of the person playing the organ must be given for approval by the Director of Music of the College.

Fees charged

3. The fee for the use of the Chapel covers:

(i) the use of the Chapel for one performance and for a reasonable time beforehand and afterwards for the audience to be admitted and to depart;

(ii) the use of the Chapel for a rehearsal not exceeding three hours on the day of the performance, provided that a request for a rehearsal is included in the application and that the Chapel remains open to visitors during the rehearsal;

(iii) the attendance of the Chapel Clerk for the period of the performance and rehearsal; and

(iv) the provision of heating and lighting.

4. The fee is determined as follows:

For an evening concert	See Schedule 1
For a daytime concert	See Schedule 1
For a commercial recording	See Schedule 1
For a second or subsequent performance	two thirds of fee for first performance
For each additional three hour rehearsal	See Schedule 1
For a recital	See Schedule 1

5. Additional fees are charged as follows:

For the use of the Organ	See Schedule 1
For the use of the Chamber Organ	See Schedule 1
For provision of additional seating (per seat)	See Schedule 1
For recordings using Chapel Webcasting Equipment	See Schedule 1
For music performance licence fees	See Schedule 1

6. VAT (where applicable) is payable in addition to all fees.

7. Fees must be paid within 14 days of receiving an invoice and should be paid by crossed cheque made payable to St John's College, Cambridge and sent to the Finance Department, St John's College, Cambridge CB2 1TP.

Publicity and ticket sales

8. All responsibility for publicity and ticket sales lies with the organisers and not with the College. Publicity material may not be displayed in College, nor tickets sold in advance in College except with the consent of, and in accordance with arrangements approved by, the Domestic Bursar. Ticket prices and numbers of tickets must be indicated on the application form and may not be varied except with the consent of the Dean.

Seating and equipment

9. The capacity of the Chapel with standard seating configuration is 245. The capacity with additional seating is 430, or 530 if the Ante Chapel is used.

10. All arrangements involving special furniture or equipment in the Chapel must be approved by the Dean in consultation with the Domestic Bursar where necessary, and

arrangements for bringing and removing such furniture and equipment must be similarly approved. The provision of additional seating must be arranged through the Chapel Clerk at the charge specified in Schedule 1.

Stewards

11. Six stewards must be present throughout each performance, or such larger number as the Dean may require, and no member of the public shall be admitted until the required numbers of stewards are present. Stewards shall be conversant with the emergency procedures for the Chapel, copies of which should be obtained from the Chapel Clerk. Gangways must be kept free from obstruction at all times, and organisers, stewards and performers must comply at once with any instructions given by the College staff on grounds of safety.

Recording

12. Recording, whether sound or audio-visual, and photography are permitted only with the written consent of the Dean. Such permission is not normally given and may be subject to an additional fee.

Organisers' liability

13. Organisers must take every care to avoid damage to the fabric or contents of the Chapel, and must indemnify the College in respect of the cost of making good any damage that occurs, howsoever caused.

14. The College accepts no liability for (i) injury to persons participating in or attending a concert or any similar event in the Chapel, or (ii) loss of or damage to property brought into the Chapel in connection with a concert or any similar event, howsoever such injury, loss or damage may have occurred. The organisers must indemnify the College in respect of any damages for such injury, loss or damage which may become payable by the College in connection with a concert or any similar event.

15. Organisers and any person or company contracted by them must provide the College with evidence of third party liability insurance cover to the value determined by the Investment Property Manager. Evidence must be provided at the time of booking and bookings will not be confirmed by the College until satisfactory evidence is received.

16. Organisers must provide the College with the information required to complete and return the music performance licence form to the Chapel Clerk within seven days of the Concert.

Miscellaneous

17. Smoking in the Chapel is prohibited at all times. No food or drink shall be brought into the Chapel. Requests for service of refreshments in the Ante Chapel or Chapel Cloisters must be made at the time of booking.

18. Car parking in the College is not available in connection with concerts or similar events in the Chapel. The access to the College of vehicles for the purpose of loading or unloading equipment or for any other purpose must be approved by the Domestic Bursar in advance.

19. Dressing rooms and rehearsal rooms (other than the Chapel) are not available in College.

20. These rules shall not be varied except with the written consent of the Dean.

3. Funerals and Memorial Services in the Chapel [F13]

(a) The use of the Chapel for a funeral or a memorial service shall require the consent of the Council.

(b) The Chapel will be made available for the funeral of a deceased person who was a Fellow or the spouse or child of a Fellow or a resident junior member or a full-time permanent member of the College staff at the time of his or her death. It may be made available, at the discretion of the Council, for the funeral of a deceased person who was a regular Chapel attender with strong College connections. In other cases the Chapel will not normally be made available for a funeral.

(c) The Chapel will be made available for a memorial service for a deceased person who was a Fellow or a resident junior member at the time of his or her death. It may be made available, at the discretion of the Council, for a memorial service for a deceased person who was an Honorary Fellow, or a senior member of the College staff at the time of his or her death, but will not normally be made available in other cases.

(d) The officiant at a funeral or memorial service in the Chapel shall be the Dean or a person authorised by the Council or by the Dean acting on their behalf.

(e) No fee shall be charged for the use of the Chapel for a funeral or memorial service unless the Council shall so decide in any specific case.

4. Marriages and blessings in Chapel

(a) The use of the Chapel for a marriage or blessing may be granted by the Dean of Chapel and shall be reported to the Council.

(b) Consent shall normally be given to members of the College in residence, to full-time College staff, and to the children of Fellows. Members of the College who have been out of residence for more than five years will not normally be granted the use of the Chapel, other than in exceptional circumstances and with the agreement of the Dean. In order to avoid disturbance in College during the examination period, consent will not normally be given for the penultimate Saturday or Sunday of Easter Full Term.

(c) Unless the Dean decides otherwise in a particular case, consent to the use of the Chapel for a marriage or blessing shall not imply an offer of the services of the Choir or the Director of Music or Organ Students, or of facilities for a reception in College in connection with the marriage or blessing. Such services and facilities shall be matters for further arrangement.

(d) The officiant at a marriage or blessing in the Chapel shall be the Dean or a person authorised by the Dean.

(e) No fee shall be charged for the use of the Chapel for the marriage or blessing ceremony of a member of the College in residence or a full-time member of the College staff. In other cases for the use of the Chapel for a marriage or blessing ceremony a fee shall be charged as specified in Schedule 1.

(f) For the purposes of this Standing Order a junior member shall be treated as being in residence until the end of the academical year in which he or she ceases to be in residence.

5. Annual College Retreat [E31]

(a) The College shall meet the expenses of an annual College Retreat organised by the Chaplain, up to the maximum sum specified in Schedule 1.

(b) Those expenses shall include the expenses of the Chaplain and of any other person appointed by the Chaplain to assist in connection with the Retreat. They shall also include (in the case of a married Chaplain) one-half of the expenses of the Chaplain's family who attend the Retreat.

(c) The Chaplain may make grants to junior members of up to one-half of their costs in attending the Retreat, as he or she may see fit, provided that the total expenditure for the Retreat does not exceed the sum in Schedule 1.

H – CHOIR

1. Choral and Organ Studentships [G2]

Examinations for Choral and Organ Studentships shall be held jointly with other colleges in September, and the Senior Tutor shall be authorised to prepare a notice each year for publication.

2. Elections to Choral Studentships [F11]

A member of the College, admitted in the ordinary way, who might otherwise be a Volunteer in the Choir and who, in the opinion of the Director of Music, should be given a permanent place in the Choir, may be elected by the Council to a Choral Studentship.

3. Organ and Choral Students: Tuition and Lessons [F2]

(a) The Director of Music shall decide whether Organ Students require organ tuition and Choral Students require singing lessons and shall approve the teacher and the fee proposed.

(b) The College shall meet the cost of approved tuition and lessons for each Organ Student and each Choral Student up to the maximum sums specified by the Council from time to time.

4. Choir Duties and Emoluments [F8]

(a) The Organ and Choral Students and the Choristers shall perform such duties as may be specified by the Director of Music in connection with choral services in the Chapel, with Choir engagements approved by the Council and with other events in which the Choir have traditionally engaged or which may be specified by the Council. Those duties shall include participation in such practices and rehearsals as the Director of Music may determine, and such travel, at the College's expense, as may be involved in any Choir engagement.

(b) In addition to the annual emoluments of Organ and Choral Studentships, the Organ and Choral Students shall be paid Choir performance fees as may be approved by the Council from time to time. Payments shall be made termly in arrear.

5. Choir Performances

A schedule of all Choir commitments beyond regular Chapel services shall be submitted by the Choir Advisory Committee to the Council each Term for approval.

6. Transport of Choristers [F5]

On dark evenings in the Michaelmas and Lent Full Terms the Choristers shall be transported from the School for Evensong in Chapel, and back, by bus.

7. Choir visits to College Livings [F12]

The Council will consider requests from College livings for visits by the Choir on the basis that

(a) such visits shall be at College expense;

(b) they shall be for the purpose of participation in a religious service (requests for visits for participation in concerts being considered on the same basis as other such applications);

(c) they shall be considered having regard to the Choir programme and with care that they should not impose appreciable additional pressure on the members of the Choir (and are therefore likely to be occasional only); and

(d) they may take place at times when there would otherwise be a sung service in the Chapel.

8. Rules for Choir Fees

Fees Payable to the College

1. Contracts Contracts relating to the Choir, or to any Choral Student or Chorister singing as a member of the Choir, shall be agreed by the Dean of Chapel on behalf of the College.

2. Fee to be charged for the services of the Choir The fee agreed by the College for a Choir engagement shall be not less than the minimum sum as may be approved by the Council from time to time, plus such further sum as may be necessary to cover any costs associated with the engagement. The minimum sum shall be increased by 25% if the engagement is to be recorded for public broadcast by an external promoter or agency. The minimum fee for a series of engagements on tour shall be 75% of the rate for Choir engagements specified by the Council from time to time.

Income derived from sponsorship or from a source such as the Barrère Fund shall be taken into account in calculating whether sufficient income is available to meet the minimum fee.

3. Value Added Tax Any fee charged to an outside body for the services of the Choir will include V.A.T. at the standard rate stated by HMRC on the date of the engagement. If the outside body is registered for V.A.T. and is fully taxable, any V.A.T. charged by the College will be recoverable by the outside body as input tax, so that the effective cost to them is exclusive of V.A.T. An additional cost for V.A.T. will be incurred, however, where the outside body is not registered, or is registered but partially exempt. The minimum fee is exclusive of V.A.T.

4. Costs associated with an external engagement The costs associated with any external Choir engagement will include all travel, accommodation, subsistence costs, insurance, the cost of any licence and any other costs falling on the College in consequence of the engagement (unless otherwise reimbursed).

5. Contract division to be disregarded All fee income is payable to the College. Its application is determined by the College according to these rules, and does not depend on any division of fees specified in the contract for the engagement.

6. Waiver of Choir fee The Council, on the recommendation of the Choir Advisory Committee, may exceptionally authorise the participation of the Choir in an event without, or at a reduced, fee.

7. Fees for recordings The Director of Music will negotiate the best possible contract for the Choir with the recording company concerned. The general principle of any

financial model should be that income will be based on projections such that all of the College's costs will be met. The Director of Music will make recommendations via the Senior Bursar and the Choir Advisory Committee to the Council for approval.

Fee proposals for the Director of Music will be made on a recording by recording basis. The Choir Advisory Committee will, after consultation between the Dean of Chapel and Chairman of the Choir Advisory Committee, make a recommendation to the Council for approval.

The division of fee income

8. Payments to the Director of Music The sums agreed by Council from time to time represent the basic level of performance fees to be paid to the Director of Music as a pensionable emolument in respect of Choir engagements. For unique events which do not fit this structure, the Choir Advisory Committee will, after consultation between the Dean of Chapel and Chairman of the Choir Advisory Committee, make a recommendation to the Council for approval.

When any concert/service in the above schedule is recorded for public broadcast, the Director of Music shall receive the fee specified by the Council above, increased by 25%.

Where services are broadcast by an external body (e.g. B.B.C. from the Chapel, the Director of Music should receive a fee as specified by Council from time to time. Chapel Services that are Webcast should be regarded as part of normal Chapel routine.

9. Clergy fees Where the recording of a regular service involves members of the College clergy, then they shall each receive a fee as specified by Council from time to time.

10. Fees for substitute members of the Choir Where the Director of Music agrees to the substitution of some other person for a member of the Choir in respect of a Choir engagement, that person shall receive a fee as specified by the Council from time to time and (except where the absence is for illness or some other grave cause) that sum shall be deducted from the annual sum paid to the member of the Choir for whom he is substituting.

Special rules for tours

11. Persons accompanying tours The rules for persons accompanying the Choir are as follows:

(a) Two persons from the School known to the Choristers should accompany the Choir on all tours, and so should a person with nursing or First Aid qualifications.

(b) A Fellow of the College or the Chaplain shall accompany the Choir on a tour.

9. Choir: Long Vacation Residence [F3]

(a) The Organ and Choral Students shall be required to be in residence from the first day of the Long Vacation to the Friday next but one after the day of the Johnian Dinner, but with the possible extension of that period by a further four or five days to accommodate recordings or other engagements approved by the Council, and the days and times of Choral services during that period of residence shall be determined by the Dean of Chapel.

(b) Organ and Choral Students who are required to be in residence during the Choir Period of Residence and other dates outside of Term shall be credited with a maintenance grant at the daily rate specified by the Council from time to time. Any room charges incurred outside of Term will be met by the College.

10. St John's Singers [F10]

[Standing Order Repealed]

St John's Singers disbanded

11. Safeguarding and Child Protection Policy for the Supervision and Care of the Choristers

The College Safeguarding and Child Protection Policy for the supervision and care of the Choristers (Standing Order J.7) will be reviewed annually by the Choir Advisory Committee during the Lent Term.

12. Disclosure and Barring Service checks

The College shall meet the cost of Disclosure and Barring Service checks in connection with appointment of personnel to posts within the Chapel and Choir Department. In addition, the Dean of Chapel may request the checking of any other person who comes into regular contact with the Choristers.

All such offers shall be subject to the satisfactory result of such checks, and all such appointments shall be subject to continuing fitness in that regard.

13. The Herbert Howells Trust [F16]

The administration of the Herbert Howells Trust shall be charged to a standing committee to be known as the Herbert Howells Trust Committee.

14. The Choir Association of St John's College, Cambridge

There shall be The Choir Association of St John's College, Cambridge, with a constitution as shown in Appendix III.7 to the Standing Orders.

I – CATERING AND CONFERENCES

1. College Entertainment

1.1. Dinners for Fellows and Junior Members [C11]

(a) The entertainment associated with these dinners shall cease at 11.30 p.m. and the Combination Room and Hall shall then be cleared.

(b) After these dinners soft drinks and one further glass of wine shall be available in the Combination Room.

1.2. Entertainment of Graduands [B31]

(a) Members of the College proceeding to degrees, other than that of Master of Arts, shall be invited to lunch with two guests at College expense.

(b) Members of the College eligible to proceed to the degree of Master of Arts will be encouraged to do so in person at one particular congregation in the year, normally the March congregation, and those proceeding on that occasion shall be invited to lunch with one guest at College expense and a second guest at their own expense.

(c) Members of the College proceeding to the degree of Master of Arts at congregations other than that referred to in paragraph (b) shall be invited to lunch at College expense, but without guests.

(d) On the occasions of the March and May congregations, the lunch shall be a buffet lunch in the Hall.

(e) On the occasion of other congregations, the lunch will either be at the Fellows' Table or elsewhere (either served at table or a buffet lunch), depending on the number or graduands attending.

(f) When the lunch is a buffet lunch, there shall be no separate reception of graduands before it.

(g) Fellows will be notified of the arrangements for lunch on the occasion of each congregation, and may attend at College expense.

(h) The above arrangements shall not apply to the congregation for General Admission.

1.3. Food and Drink in the College Grounds

(a) Except as permitted by this Standing Order, or by decision of the Council, food and drink shall not be consumed in the Courts or grounds of the College.

(b) From the beginning of Easter Full Term until the beginning of Michaelmas Full Term:

(i) it is permissible to walk across the grass on the Upper and Lower Paddocks;

(ii) drinks may be taken from the Buttery Bar onto the Kitchen Bridge;

(iii) meals may be taken from the Buttery Dining Room on the Backs between the hours of 12 noon and 2 p.m., and between 6 p.m. and 8 p.m.;

(iv) picnics are allowed on the grass on both the Upper and Lower Paddocks, but barbequing is not allowed; and

(v) frisbee and croquet may be played on the Lower Paddock, but no other games will be permitted.

(c) Any person consuming food or drink in the College as permitted by this Standing Order shall immediately afterwards return all crockery and cutlery and any glasses, cans and wrapping material to the Buttery Dining Room.

(d) The provisions of this Standing Order are subject to any restrictions and conditions as may be imposed by the Domestic Bursar or the Dean of Discipline.

2. Use of College Facilities

2.1. Use of the Combination Room [B20]

(a) Permission for use of the Combination Room shall be granted to a Fellow by the Council for the following events, where, for the purposes of (viii) and (ix) below, Saturday evenings in Full Term, and Saturdays outside Full Term, shall be considered as not normally affecting the daily life of the Fellowship:

(i) Dinners and desserts organised by a group of Fellows for example to welcome new Fellows, or to honour Fellows who relinquish their Fellowship, or who cease to hold a College Office.

(ii) Receptions following College lectures, or lectures sponsored by the College.

(iii) On the application of a senior officer of the Society, a concert given, once a year, by the College Musical Society for Fellows and their guests and for junior members and their guests.

(iv) Dinners to mark the retirement of a member or members of a Faculty or Department, provided that one of those being honoured is a Fellow or former Fellow and that the Dinner is organised by the Fellow who requests the use of the Combination Room.

(v) Receptions following a Faculty based lecture, in exceptional circumstances only and when there is a strong College connection.

(vi) The May Ball.

(vii) The Staff Christmas Party.

(viii) Wedding receptions, on the occasion of a Fellow's wedding or of the wedding of a child of a Fellow, or receptions, lunches or dinners to mark some other special personal occasion, provided that they are at a time which does not affect the daily life of the Fellowship.

(ix) The annual meeting of the Johnian Society, and of the Old Johnian Henley Fund Committee, provided that they are at a time which does not affect the daily life of the Fellowship.

(x) An annual dinner of the Governors of St John's College School.

(b) Permission shall normally be granted for use of the Combination Room by those College Societies contained in a list prepared by the Tutors in consultation with the Dean of Discipline. When revising this list, the Tutors and the Dean of Discipline shall have regard to the conduct of those attending the equivalent dinners in recent years, among other considerations, and they may refuse to include Societies with a poor record in that respect.

The list current comprises the following Societies: Adams Society (Mathematics); Eagles Club and Flamingoes Club jointly Economics Society; History Society; Humanities Society; Larmor Society (Natural Sciences); Medical Society; Palmerston Society; Parsons Society; Purchas Society (Geography); St John’s Picturehouse; Wilkes Society (Computer Science) and Winfield Society (Law). Revisions to the list shall be reported by the Senior Tutor to the Council from time to time.

Permission will be granted in accordance with the following rules:

(i) Dinners and Desserts shall take place for any Society not more frequently than once a year.

(ii) Application shall only be received from a Fellow who is a senior member of the Society. It is normally expected that the applicant shall act as host at the dinner and be present. Where that is not possible, the applicant shall identify another Fellow willing to act in that capacity in the application made to the Council. The host shall be responsible for the event, its organisation, and the conduct of those dining.

(iii) The event shall be for members and guests of the Society only, except that the Society may permit any member to be accompanied by a personal guest, subject to such rules limiting numbers as the Society may determine. In additional to the responsibility of the host Fellow referred to at rule (ii) above, the Society shall be responsible for the behaviour of those attending, and in addition individual hosts shall be responsible for the behaviour of their personal guests.

(iv) The event shall end at 11.00 p.m.

(c) Permission for use of the Combination Room shall not be granted for the following events:

(i) Dinners for bodies of examiners.

(ii) Dinners or teatime meetings of University or City Societies.

(iii) Luncheons or lunch time meetings, except as provided in sub-paragraph (a)(viii).

(d) In any case not covered by the above rules the use of the Combination Room shall not be granted except on the application of the Master or of a Fellow, and shall not normally be granted where such use would affect the ordinary use of the Combination Room by the Fellowship. In deciding whether to grant such use, the Council shall have regard to the College connection with the proposed event.

2.2. Use of the Hall, Wordsworth Room and Parsons Room

(a) Applications for use of the Hall shall be made to the Council, except that the Domestic Bursar may authorise use of the Hall outside Full Term; or for lunch on Wednesdays in connection with conference use, or on Saturday evenings during Full Term.

(b) In the case of applications by College or University Clubs or Societies, the approval for the use of the Hall, Wordsworth Room or Parsons Room must be obtained from the Dean and the Domestic Bursar, and at least one Fellow, or resident senior member of the University approved by the Dean, must be present until the end of the function. Functions in this category during Full Term shall begin not later than 8 p.m. The Dean will not normally give permission for such functions during the Examination Period as defined in Standing Order I.2.9.

2.3. Wilberforce Room [B15]

(a) The room may be reserved by Fellows and those who hold dining privileges 1 or 2.

(b) The room shall not be reserved for sherry parties or meetings of Societies.

(c) On the application of a Fellow or those who hold dining privileges 1 or 2 the room may be reserved for use by a junior member of the College for a luncheon or dinner provided that the Fellow or senior member is to be present throughout the function.

(d) Reservations shall be made through the Accommodation and Bookings Office.

2.4. Public Rooms

(a) The public rooms of the College are defined as: The Old Music Room, the Wordsworth Room, the Parsons Room, all the following rooms within the Fisher Building: the Palmerston Room, the Boys Smith Room and Annex, the Castlereagh Room and Annex, the Drawing Room, the Dirac Room and Annex, and all the following rooms within the Old Divinity School: Main Theatre, Central Hall, Arthur Quiller-Couch Room, Lightfoot Room, Teaching Room 1 and Teaching Room 2.

(b) The Domestic Bursar is to monitor the use of the public rooms of the College.

(c) Booking

(i) Public rooms shall be booked through the Accommodation and Bookings Office, or via the on-line bookings system.

(ii) Public rooms are an amenity primarily reserved for use by members of the College, but this does not preclude their use by University Societies or other outside bodies in accordance with the following rules:

(A) Bookings may be made through the Accommodation and Bookings Office in respect of the Old Music Room, the Wordsworth Room, the Parsons Room, all the following rooms within the Fisher Building: the Palmerston Room, the Boys Smith Room and Annex, the Castlereagh Room and Annex, the Drawing Room, the Dirac Room and Annex, and all the following rooms within the Divinity School: Main Theatre, Central Hall, Arthur Quiller-Couch Room, Lightfoot Room, Teaching Room 1 and Teaching Room 2, for use by University Societies or other outside bodies during vacations and during the periods between Term and Full Term. For University Societies the rooms must be booked by a current member of the College, who must be present and take responsibility for the function.

(B) Bookings may be made through the Accommodation and Bookings Office in respect of the Wordsworth Room, the Parsons Room and the Old Music Room for use by University Societies or other outside bodies during Full Term, for up to two occasions per room per week, providing that the Parsons Room and the Wordsworth Room are not both booked by University Societies or other outside bodies at the same time.

(C) All public room bookings made by junior members of the College which involve the hosting of a party or dinner are subject to the Dean's approval. The Dean will not normally give permission for such use during the Examination Period as defined in Standing Order F.2.9.

(d) <u>Palmerston Room</u>

(i) The Palmerston Room may be booked for discothèques by the J.C.R. Committee, through the Accommodation and Bookings Office, on eight occasions during the year (Michaelmas Term 3, Lent Term 3, Easter Term 2), on Fridays or Saturdays. Detailed regulations for the conduct of such events will be provided by the Accommodation and Bookings Office.

(ii) The Palmerston Room and the foyer area may be booked by Jazz at John's, through the Accommodation and Bookings Office, on one Friday each term.

(iii) Applications for the use of the Palmerston Room by junior members for other special functions should be made to the Dean through the Accommodation and Bookings Office. Junior member bookings of the Palmerston Room have priority during term time, except over special events such as Open Days, etc.

(iv) The above facilities are available on Friday evenings until midnight and on Saturday evenings until 1 a.m.

(e) <u>Old Music Room</u>

(i) The Old Music Room is available for use as a multi-purpose meeting and reception room, provided that bookings during term shall not be of a kind which might inhibit the musical use of the New Music Room.

(ii) Applications for the use of the Old Music Room should be made to the Accommodation and Bookings Office.

(f) Charges

(i) All public rooms, with the exception of the Old Music Room when used for parties, are free of charge to all members of the College.

(ii) For public rooms booked by others, and for the Old Music Room when used for parties, the charges shall be as shown in Schedule 1.

(iii) The Domestic Bursar may offer a concessionary fee (of 50%) to charities when booking public rooms.

The hire charge for the use of a room or other facility in College for a charitable purpose may be waived by the Domestic Bursar if a specific request is made.

The Domestic Bursar shall report such consents to the Charities Committee annually.

(g) Fisher Building Computer Room

The Fisher Building Computer Room may be used for staff training during the Long Vacation, for not more than three consecutive days in any seven-day period, provided that seven days' warning is given before any such use.

2.5. Use of College Grounds

(a) The College grounds may be used in the manner shown in the following paragraphs. The Domestic Bursar shall have authority to approve the use in accordance with this Standing Order.

(b) All use of the College grounds shall comply with the requirements of the Premises Licence.

(c) The Backs Receptions may be held on the north eastern corner of the Paddock in the vicinity of the Kitchen Bridge between the hours of 6.30 p.m. and 9.00 p.m. for no more than 250 (unless the Hall is available for a wet weather venue) or 500 (when Hall available as a wet weather venue). Receptions may not be held during the Examination Period as defined in Standing Order I.2.9. Light, unamplified, background music, within the constraints of the Premises Licence, is permitted.

(d) Fellows' Garden Bookings may only be made by a Fellow and shall be notified to the Dean and the Domestic Bursar through the Catering Office. The Fellow making the booking shall be present throughout the occasion; but that responsibility may be passed on to another Fellow whose name shall be notified to the Catering Office.

(e) Scholars' Garden The following shall apply:

(i) The Scholars' Garden may be booked for parties between 10.00 a.m. and 10.00 p.m. from the last day of Easter Full Term until the day before the date of General Admission. The Scholars' Garden shall not be available for parties during

the Examination Period as defined by Standing Order I.2.9. Applications by resident members of the College for the use of the Scholars' Garden for parties between the last day of the Examination Period and the date of General Admission shall be made to the Accommodation and Bookings Office, after obtaining the permission of the Dean in accordance with Standing Order F.1.2(a). Such applications may be made on behalf of a College or University Society, but the resident member concerned shall take responsibility for the event and shall be present throughout the occasion. The period of permission shall not exceed four hours, to include the setting up and taking down of any arrangements. All admission to parties shall be by invitation only and shall not be subject to a charge levied on entry.

(ii) Applications at other times shall be made to the Domestic Bursar and shall be for receptions between the hours of 12 noon and 3.00 p.m., and 6.30 p.m. to 9.00 p.m.

(iii) Events shall be for no more than 200 people. Light, unamplified, background music, within the constraints of the Premises Licence, is permitted.

(f) College Courts Courts may be used in the following manner:

(i) Chapel Court Cloisters: In connection with Chapel events, and for wedding receptions out of Term.

(ii) Lower River Court: In connection with conferences, out of Term. Light, unamplified, background music, within the constraints of the Premises Licence, is permitted. No more than 2 such events in any given 7 day period will be permitted.

(iii) First Court: In conjunction with pre-lunch and pre-dinner receptions in the Old Music and Parsons Rooms, for no longer than 30 minutes.

(iv) New Court Cloisters: In the event of wet weather, if the Hall is unavailable, between the Eagle Gate and I New Court for no more than 250 people.

(g) Marquees Marquees are permitted to be used in the Scholars' Garden and Upper River Court, out of Term. The size, construction and length of time of the siting of any marquee shall not be such as to cause long term damage to the grass.

(h) Music Light, unamplified, background music, within the constraints of the Premises Licence, is permitted on the Backs, in the Scholar's Garden and Lower River Court only.

(i) May Ball The above guidelines do not apply to the May Ball for which an application shall be made to the Council in accordance with the May Ball guidelines.

(j) In case of any doubt, or in exceptional circumstances, the Domestic Bursar shall consult the College Council.

2.6. College Licensing: Sales of liquor under the terms of the Licensing Act 2003

(a) Under the Licensing Act 2003 the College is required to obtain a Premises Licence to regulate all licensable activity within the College, and to nominate a Designated Premises Supervisor who is responsible for the oversight and control of all such activity.

The Domestic Bursar is the Designated Premises Supervisor, and holder of a Personal Licence.

(b) Sale and supply of alcohol

As Designated Premises Supervisor and the holder of a Personal Licence the Domestic Bursar is responsible for the oversight and control of the sale and supply of alcohol on College premises.

(c) College Bars

Any Bar in the College shall be under the management of the Domestic Bursar, for sales to:

(i) Members of the College, for consumption by members and their *bona fide* accompanied guests. (A junior member shall not be accompanied by more than three guests on any occasion.)

(ii) College employees.

(iii) College guests.

(iv) Those attending courses or conferences in the College.

(v) Alcohol shall not be sold or supplied to persons under the age of 18 years, nor for consumption by such a person.

(vi) The Domestic Bursar may authorise the operation of bars by junior member, subject to such rules and conditions as may be specified by the Domestic Bursar or by the Council. Detailed rules for the conduct of such bars will be provided by the Catering Manager.

(vii) Sales shall be permitted to University Faculties, Departments, Clubs and Societies holding dinners or other functions in College.

(viii) Sales shall be permitted to diners and other non-residents at dinners and other functions.

The Bar opening hours shall normally be 12.00 noon to 2.00 p.m. and 6.00 p.m. to 11 p.m. (6.30 p.m. to 10.30 p.m. on Sundays), although the Domestic Bursar shall be authorised to vary these occasionally.

(d) May Ball

In the supply of liquor, the May Ball Committee shall act under the supervision of the Domestic Bursar.

(e) Other licensable activity

The Premises Licence contains an operating schedule specifying the areas licensed and the activities for which they are so licensed. This is held by the Catering Manager who should be consulted by an organiser of a planned activity.

(f) Other licences (e.g. Performing Rights Society, Phonographic Performance Licence)

Any person or body, including any member of the College acting on his or her own behalf, or on behalf of another person or body, shall be responsible for ensuring that all necessary

licences are in place in relation to any activity organised by or on behalf of that person or body on College premises. The Domestic Bursar shall have authority to designate what person or persons shall be responsible for ensuring that any specified licence is in place.

The Domestic Bursar shall further have authority to prohibit an activity from taking place on College premises if evidence of licensing is not produced on request which the Domestic Bursar regards as sufficient. In the case of a junior member activity, the Dean shall have a concurrent jurisdiction with that of the Domestic Bursar under this Standing Order; and a disciplinary offence shall have been committed by any junior member responsible for ensuring that a necessary licence is obtained should the activity take place without the benefit of such a licence.

2.7. May Balls [E27]

(a) No May Ball shall take place without the consent of the Council, application for which shall be made by the May Ball Committee before the end of the Michaelmas Term preceding the event in question.

(b) Guidelines for the May Ball shall be approved annually by the Council before consent is given under paragraph (a) above. The Domestic Bursar shall present the Guidelines to the Council for approval, after consultation with the May Ball Committee.

(c) The Guidelines shall include provisions for ensuring the following purposes: (i) the control of the maximum number of tickets, the persons to whom tickets may be sold, the transfer of tickets, and the issue of complimentary tickets; (ii) the control of publicity for the event in question; (iii) the safety of persons involved with or attending the event; (iv) the avoidance of damage to the College buildings and grounds; (v) the prevention of noise nuisance; (vi) the adequacy of insurance cover; (vii) the security of the event; and (viii) the clearing and cleaning of the College after the event. Such time limits as may be considered appropriate shall be set in connection with various steps which are required by the Guidelines to be taken.

(d) The Guidelines for each event shall be observed by the May Ball Committee. Notwithstanding the Guidelines and notwithstanding any consent of the Council, the Domestic Bursar may give such directions as he or she may see fit in the event of any breach or likely future breach of the Guidelines or where it appears to the Domestic Bursar that such directions are necessary to ensure the safety of any person or the protection of College property; provided that the Domestic Bursar shall report any directions given under this paragraph to the Council.

(e) The May Ball Committee shall report to the Council for their first meeting in the Michaelmas Term following each May Ball. The report shall include such information as may be required by the Guidelines, and shall include details of problems identified, together with proposed solutions for future years.

(f) Junior members who live out of College and are not in possession of a May Ball ticket may not be in College between 5.00 p.m. and 8.00 a.m. on the night of the May Ball.

(g) Junior members residing in College but not in possession of a May Ball ticket may not have a guest in College between 5.00 p.m. and 8.00 a.m. on the night of the May Ball.

(h) Junior members residing in College but not in possession of a May Ball ticket may enter and leave the College by way of the Cripps Porters' Lodge but may not partake of any of the facilities of the Ball.

(i) Junior members residing in College, and their guests, who are in possession of a May Ball ticket may not enter the College after 5.00 p.m., and may not be moving around the College site between 5.00 p.m. and 9.00 p.m. save for the purpose of leaving the site.

2.8. Conferences accommodated in College

(a) The Domestic Bursar shall have discretion as to the booking of conferences during vacations and on Wednesdays during term without reference to the Council.

(b) Except as provided in paragraph (a) above, conferences shall be accommodated in term only in exceptional circumstances and with permission of the Council, save that the Domestic Bursar shall have discretion in the case of conferences which overlap with up to three days of term.

2.9. The Examination Period

For the purpose of the use of College facilities, the Examination Period shall be defined as the period between the third and the last Fridays of Easter Full Term.

J – MISCELLANEOUS COLLEGE POLICIES

1. Sponsorship [A28]

Any proposal for the sponsorship of any activity associated with the College shall require the approval of the Council before it is agreed with the intending sponsors. Applications to the Council for the approval of sponsorship proposals shall include details of the sum to be paid and other benefits to be provided by the sponsor; the ways in which it is proposed that the sponsor's name or product is to be advertised and associated with the activity concerned; any use which is proposed of photographs or recordings of the College or members of the College in connection with the sponsorship; and any special terms and conditions associated with the sponsorship.

2. Data Protection Policy

(a) The College complies with the General Data Protection Regulation 2018, and corresponding current UK legislation.

(b) The Council shall appoint a Data Protection Officer, in conformity with current legislation. Until further notice, operational responsibility for the management of matters relating to data protection shall rest with the Head of Information Services and Systems.

(c) College Departments will review and update at least once a year returns made under the 2017 College-wide data audit, sending the results of such reviews in writing to the Head of Information Services and Systems. In so doing, the Head of Department will confirm that the Department has observed the retention/disposal arrangements detailed in those returns and reviews.

(d) Data Protection Statements and Privacy Notices detailing data processing and data sharing undertaken by and in the College shall be published and maintained on the College Website, by the Head of Information Services and Systems.

(e) The College's Data Protection Officer and the Head of Information Services and Systems will work with the Office of Intercollegiate Services, and directly with the University and other Colleges, to ensure that Data Protection Statements, Privacy Notices and other relevant communications and internal processes are as consistent and as accessible as possible.

3. Publications [A23]

The authorship of any article published by a member or members of the College for distribution in the College or University shall be clearly associated with the article. Any publication by a member or members of the College for distribution in the College or University shall contain the names of any editor or editors, who shall be responsible (jointly with the author) for any article appearing therein. Authors and editors of any such publication must not include defamatory or offensive material.

4. College Environmental Policy [A44]

The Environmental Policy of the College shall be as follows:

(a) The College will, on a continuing basis, seek to minimise, and where possible to eliminate, any harmful impact of its activities, to which end the College will

(i) take steps to inform itself of the environmental effects of its activities;

(ii) consider possible measures to reduced harmful effects; and

(iii) put in place such measures that its principles of appraisal rate sufficiently highly;

(b) An Environmental Committee will be constituted as described in Appendix XVI;

(c) Implementation of the policy shall, where possible, be through existing College structures, all committees to have responsibility for gathering information about the environmental impact of those College activities that are their concern, for appraising and implementing relevant measures, and for reporting on those matters to the Council through the Environmental Committee; and

(d) In appraising any proposed measure the following factors shall be taken into account:

(i) impact on the environment;

(ii) cost;

(iii) practicality; and

(iv) reputational effect and educative value.

5. Applications for Photographs of College Pictures [H1]

[Standing Order Repealed – now including within S.O. C.5.1]

6. Flying of the College Banner and the Union Flag

(a) The College Banner or the Union Flag shall be flown on the following days:

Queen's Accession	U
Easter Day	B
Queen's Birthday	U
St George's Day	U
Commemoration of Benefactors	B
St John Ante Portam Latinam	B
Ascension Day	B
Whit Sunday	B
Queen's Official Birthday	U
Duke of Edinburgh's Birthday	U
Honorary Degrees	B
Trinity Sunday	B
General Admission	B
Admission of Vice-Chancellor	B
Prince of Wales Birthday	U
Christmas Day	B
St John the Evangelist	B

Remembrance Sunday	U
Remembrance Day	U
Congregation of the Regent House at which degrees may be conferred	B

(b) The Union Flag shall be flown at half mast on those days of mourning nationally upon which the Queen indicates that Union Flags should be flown at half mast.

(c) The College Banner shall be flown at half mast on the day of a Fellow's, Honorary Fellow's, permanent member of staff's or resident junior member's death and for seven days thereafter, and on the day of the funeral if that is not within the seven days. A copy of the Master's obituary notice concerning the death shall be displayed on the screens at the Great Gate when the banner is flown. This rule shall take precedence over those in paragraphs (a) and (b) above.

(d) No other flags or banners shall be flown on the main College site.

7. Chapel and Choir Department: Safeguarding and Child Protection Policy for the Supervision and Care of the Choristers and Probationers

The Chapel and Choir Department Safeguarding policy is separate from St John's College Children and Vulnerable Adults Safeguarding Policy, and related to activities within the Chapel and Choir Department only.

St John's College fully recognises the responsibility it has under section 157 of the Education Act 2002 to have arrangements in place to safeguard and promote the welfare of the Choristers and Probationers who sing in the College Choir. With regard to the provisions we make for safeguarding and safer recruitment within the Chapel & Choir Department, the College takes into account the nature and age range of the Choristers and Probationers, and other significant features relating to their activities with the College Choir.

In line with Keeping Children Safe in Education (Sept 2016), safeguarding and promoting the welfare of children is defined for the purposes of this policy as: "protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes".

The College Officer with responsibility for Safeguarding matters within the Chapel & Choir Department is the Dean of Chapel. The Dean of Chapel is an *ex-officio* Governor of St John's College School, with special responsibility for Safeguarding and Child Protection and Prevent.

The College will work closely with St John's College School to ensure that the children feel secure whilst in our care and that they feel able to talk about any concerns they may have and that they will be listened to.

The Chapel & Choir Department will adopt and follow the terms of St John's College Policy insofar as it relates to the Choristers and Probationers when involved in activities with the Choir.

8. Health and Safety Policy Statement

In recognition of the responsibilities placed upon employers by the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work regulations 1999 (and all other relevant legislation), it is College policy to meet all statutory requirements relating to health and safety. The College will apply the appropriate standards to ensure the health, safety and welfare of all College Fellows, junior members, staff, visitors, contractors and members of the public who are, or may be, affected by our activities.

The College recognises its duty to ensure the safety and welfare of the choristers and probationers whilst in the care of the College in accordance with current statutory requirements in force for the care of children whilst in an educational establishment.

The Council of the College bears the legal responsibility for all matters of health, safety and welfare within the College and ensures that statutory requirements are met and appropriate standards applied through specialist College officers. The executive authority for the development and implementation of the health and safety policy is delegated to the Domestic Bursar as the Health and Safety Officer. It is a core management function and must be integrated into all other management policies and practices, including planning.

The College will monitor health and safety policies and arrangements annually, review them as appropriate, and develop them in consultation with employee and student safety representatives. This function will be carried out by the Health and Safety Committee, in conjunction with the monitoring of policy implementation, and consultation on all matters affecting the health and safety of Fellows, junior members and staff.

The management of health and safety is an integral part of good management at all levels of College organisation. This includes the provision of:

(a) Safe and healthy working conditions.

(b) Arrangements for the operation, design and maintenance of safe systems of work.

(c) Properly maintained and guarded machinery.

(d) Information, instruction, training, and supervision appropriate to College activities.

(e) Arrangements for consultation with Fellows, junior members and staff and their representation on relevant committees dealing with health and safety matters.

(f) Arrangements for the management of visitors and outside contractors.

Heads of Department are responsible for the proper implementation of health and safety practices, procedures and risk assessments. Heads of Department are responsible for compliance with College and statutory requirements in the management and control of risk. Health and Safety audits will be undertaken on an annual basis in line with the updating of risk assessments or as determined by the Health and Safety Committee.

By assessing capabilities and providing training as appropriate, the College will ensure that all members of staff are competent to carry out their work without risk to themselves or others, and that those staff who manage or supervise others are aware of relevant legislation and good practices, in order to manage health and safety effectively.

All College employees have a responsibility to take care of their own health and safety and that of others who may be affected by their acts or omissions. They must comply with statutory obligations, College policies and rules, and work safely in accordance with any instructions and training received. They must also report hazards, dangerous activities and failures in safety arrangements in line with College policy.

All junior members will receive written guidance on health and safety matters and will receive specific instruction as appropriate.

All junior members taking part in College controlled activities must take care of their own health and safety and that of others. They must comply with legislation, College policies and rules, and instructions from staff. Accidents and incidents must be reported to a member of staff who will take immediate action if possible to mitigate the risk and then ensure the matter is reported, recorded and investigated as per College policy.

This policy statement will be subject to periodic review in the light of experience and developments in national health and safety legislation and needs to be read in conjunction with the College's Health and Safety policy.

K – FINANCE

1. Expenditure of College Officers [E11]

Expenditure of the following character may be incurred without reference to the Council by the Bursars or any other administrative officer in respect of the services placed in their charge:

(a) payments which the College are legally obliged to make;

(b) regular payments of a practically obligatory character, such as salaries and wages, pensions, etc.; and

(c) cost of services, such as water, gas, electric light, consumable supplies for kitchen, buttery, etc.

2. College Bank Account [E18]

(a) The Senior Bursar shall be empowered:

(i) to overdraw the College Consolidated Bank Account to a limit specified in Schedule 1; and

(ii) to make short-term loan deposits.

(b) The Senior Bursar and the Domestic Bursar shall severally be empowered to sign cheques or other authority authorising drawings on the College Consolidated Bank Account to a limit, in respect of each cheque or other authority, specified in Schedule 1. The Senior Bursar shall be empowered to approve other signature arrangements in relation to the College Consolidated Bank Account which are consistent with the limits set by this Standing Order.

(c) Any cheque or other authority exceeding the limit specified in Schedule 1 shall require, in addition to the signature of the Senior Bursar or the Domestic Bursar, the signature of the Master, or, in the absence of the Master, of the President.

(d) Notwithstanding paragraph (c) above, the Senior Bursar shall be empowered to authorise transactions concerning short-term loan deposits exceeding the limit specified in Schedule 1; provided that the repayment of such deposits is restricted to a bank account in the name of the College.

3. Payments to Departments [E4]

[Standing Order Repealed]

Scheme for Fellows suspended, scheme for students replaced.

4. Loan Arrangements with Aquila Investments Ltd and St John's Innovation Centre Ltd [E30]

The Senior Bursar shall have authority to make loans from time to time to Aquila Investments Ltd and to St John’s Innovation Centre Ltd for the purposes of the business of these two companies.

5. Inter-Collegiate Committee on College Accounts [A42]

The Senior Bursar shall represent the College as a member of the Inter-Collegiate Committee on College Accounts constituted under Statute G, III, 2 of the University.

6. Appeals

(a) The Senior Bursar, on behalf of the Council, may reject appeals where they do not fall within the Council's policy guidelines. The Senior Bursar shall report such rejections to the Charities Committee at the next meeting, who shall report such matters to the Council.

(b) The Senior Bursar, on behalf of the Council, may make gifts of raffle prizes or other small gifts in kind in response to appeals. The Senior Bursar shall report such gifts to the Charities Commitee annually.

(c) The Livings Committee, on behalf of the Council, may make gifts from the Advowson Fund in response to appeals, and shall report such gifts to the Charities Commitee annually, who shall report such gifts to the Council.

L – INVESTMENTS

1. College Investments [E15]

(a) The Senior Bursar shall have authority to agree to the purchase and sale of shares or other securities, and to enter into any agreement or other transaction concerning any investment of the College.

(b) The Senior Bursar may delegate the authority granted under paragraph (a) above to investment managers whose appointment on behalf of the College is approved by the Council.

(c) UBS Wealth Management (UK) Ltd and Partners Capital shall be appointed investment managers on behalf of the College until further order.

(d) The Senior Bursar shall have authority to act on behalf of the College in all matters concerning the College's capacity as a shareholder.

2. College Estates [E1]

(a) The Senior Bursar shall have authority to enter into any contract for the sale of an interest in land, not being a contract for the sale of a freehold interest in land (other than such a sale or purchase under the House Purchase Scheme).

(b) The Senior Bursar shall have authority to elect to waive exemption from Value Added Tax in respect of any land owned by the College.

3. Consolidated Trust Fund [E21]

Under Clause 13 of the Scheme made by the College on 23 April 1955, under the Universities and Colleges (Trusts) Act 1943, the Senior Bursar may, subject to any direction in Statutes, Trusts and Orders of the Council, extend the Scheme to funds received after 1 August 1978, with effect from 1 July next following receipt of the funds, and at that date to include the assets of the funds in the Consolidated Trust Fund.

4. Surplus Income of Funds [E16]

The Senior Bursar may, subject to any directions in Statutes, Trusts and Orders of the Council, apply surplus income of funds in any subsequent year, add such income to the capital of the relevant fund, or transfer sums from one fund or account to another fund or account.

5. Ethical Investments Policy

The College shall not engage financially with any company whose practices are considered to be in conflict with the purposes or aims of the College as a place of education, religion, learning and research. The Council, while having regard to the need to adhere to the requirement of charity law to maximise the income of the College, will seek to ensure that investments are not made that are judged likely to alienate the members or benefactors of the College.

M – DEVELOPMENT

1. Membership of the Johnian Society [E32]

A fee as specified in Schedule 1 for life membership of the Johnian Society shall be charged to all persons on admission to membership of the College.

2. Johnian Dinners [B19]

Except as the Council may otherwise provide in individual cases, members of the College who are not debtors of the College, shall be invited to Johnian Dinners in rotation according to their year of admission to membership of the College.

3. Addresses of members of the College [A22]

(a) Details of the addresses of the lodgings of resident junior members shall not be provided for publication in the *Complete List of Members of the University in Residence with their Addresses.*

(b) A record of the last known addresses of members of the College shall be kept by the Biographical Office.

(c) No address of a member of the College shall be communicated to any person except with the permission of that member, or in accordance with the following rules.

(d) The address of a member of the College shall be communicated as follows, except where a contrary instruction has been received from that member:

(i) to the University Development Office, for such purposes as have been specified in writing by the College;

(ii) to the Johnian Society, for the purposes of the Society, including publication in the *Register of Members* published by the Society;

(iii) to the old School Association of the member, for the purposes of the Association;

(iv) to such other persons, and for such purposes, as the Master or the Senior Tutor may authorise.

(e) The address of a member of the College shall be communicated to a College officer for use in connection with the duties of that officer.

(f) Stamped mail to a member of the College will normally be forwarded to the last known address of that member indicating that it has been forwarded by the College. Where a request is received to forward a large quantity of mail, the authorisation of the Senior Tutor shall be sought.

4. Cambridge in America [E38]

The levy on donations charged by Cambridge in America on U.S. gifts received through them shall be met from the Composition Fund.

5. Gifts to the College

(a) The acceptance of any gift by the College shall be by decision of the Council (or the Master acting on their behalf under Standing Order A.5.1.).

(b) The following gifts, or prospective gifts, before acceptance by the College, shall be referred for consideration by the Gifts Committee, namely

(i) any gift of £5M or more;

(ii) any gift of £1M or more where the donor wishes to remain anonymous;

(iii) any gift of £1M or more where the donor wishes to impose a significant restriction;

(iv) any gift likely to attract significant public attention; or

(v) any gift of a potentially controversial nature.

(c) In any such case, the Development Director shall prepare a confidential written report for the Gifts Committee, who shall make a recommendation to the Council on the acceptance of the gift.

1. General Policies

1.1. Relocation Expenses [E6]

The College shall reimburse the removal expenses of persons appointed to a Departmental Headship or other key post in the College as designated by the Domestic Bursar, and of Fellows under Title A and full-time members of the academic staff of the College, in accordance with a scheme approved from time to time by the Council.

1.2. Medical Expenses

[Standing Order Repealed]

Medical Expenses Scheme closed end September 2016.

1.3. House Purchase Scheme

The College will normally be prepared to make available funds for the purchase of an equity share in a dwelling subject to the following regulations. Prospective participants are strongly urged to take independent financial and legal advice before entering the scheme.

i. The scheme is available to Fellows and the following paid staff of the College: Accommodation and Bookings Officer, Boat Club Manager, Investment Property Manager, Catering Manager, Chapel Clerk, Choir Administrator, College Nurse, Computer Systems Manager, Deputy Catering Manager, Deputy Superintendent of Buildings, Assistant Manager (Hospitality), Fellows' Butler, Head of Finance, Head Porter, Superintendent of Housekeeping, Head of Master's & President's Offices, Human Resources Manager, Student Services Manager, Superintendent of Buildings. Also up to six shared ownership leases are available to staff of St John's College School. It is effected through a shared ownership lease, the College purchasing the freehold or a head lease of the property and granting a long lease of an equitable proportion of the property to the participant. In the event of a discrepancy between these regulations and the terms of the lease, the terms of the lease shall prevail;

ii. (a) The scheme shall only be available in respect of property within twenty miles of the College;

(b) With the approval of the Council, a staff post may be advertised offering the benefit of the scheme to a successful applicant not already living within twenty miles of the College in respect of property within that distance;

(c) With the approval of the Council, the scheme shall be available on terms approved by the Council to any person who, on appointment to the College staff, is already a participant in a similar scheme operated by the previous employer and has to leave that scheme;

(d) A participant in the scheme may move to a new property (subject to the appropriate distance requirement) and remain within the scheme;

(e) The participant shall occupy the property as his or her principal place of residence and shall not sublet the property or any part thereof, but this condition may be modified, on a temporary or permanent basis, provided that, in the view of the Senior Bursar, the College's interest is sufficiently protected by such modification;

iii. The participant will normally be responsible for insuring the property and the cost of this insurance shall be borne by the participant;

iv. Participants in the scheme shall be required to first discharge any loan outstanding under any College house loan scheme;

v. The sum provided by the College to purchase a share of the property shall not exceed the lesser of:

(a) the upper limit specified in Schedule 1; or

(b) 75% of the value of the property to be purchased or refinanced, as determined by the mortgagee's mortgage valuation or, should the College exercise the right to undertake its own valuation, the College valuer.

vi. For a participant in the service of the College, the College shall charge rent from the date on which money has been provided by the College at an initial rate of 1.25 per cent per annum of the sum provided. For a participant in the service of the School, the College shall charge rent from the date on which money has been provided by the College at the market rate per annum of the sum provided. Payments will normally be made by bankers' standing order, or may be deducted from the stipend or salary paid to the participant;

vii. At the first review date (which will occur up to one year after the date of the Lease) the rent will be reviewed by indexing the initial rent by the change in the Consumer Price Index All Items published by the Office of National Statistics, as defined in the Lease;

viii. The participant shall each year have the opportunity of buying for cash or by extending a mortgage any proportion of the total value of the property as indexed by the house prices indices defined in the lease, subject to a minimum of £10,000;

ix. The participant shall pay all legal charges incurred in connection with the scheme;

x. Any proportion of the value of the property which still belongs to the College shall be purchased by the participant within two years of leaving the College other than by retirement or within two years of leaving the School as the case may be;

xi. A participant who retires from the service of the College may thereafter continue to reside in the property, paying rent on the same basis as before retirement;

xii. On the death of a participant, a surviving partner may continue to reside in the property, paying rent on the same basis as before the death;

xiii. A participant who ceases to be in the service of the College other than retirement or the School for whatever cause and who does not leave the scheme immediately may continue to rent any proportion of the value of the property which belongs to the College at the higher of (i) Barclays Bank base rate and (ii) the rent on the same basis as before ceasing to be in the service of the College or the School as the case may be;

xiv. The College may terminate the scheme at any time by giving not less than one year's notice to all participants.

xv. The Senior Bursar shall consult the Council specifically (and shall not deal with the purchase under delegated powers) in any case where there appears to be a bridging element in the arrangements, in any case where the purchase by the College is proposed of the present home of an intending participant for lease back under the scheme, and in any case where a participant wishes the College to purchase further equity in the property.

xvi. The Council will be willing to consider approving the commutation of rent or other sums due under the scheme in consideration for the purchase by the College of further equity in the property.

1.4. House Loan Scheme

[Standing Order Repealed]

House Loan Scheme abolished in October 2008, as it no longer obeys legislation.

1.5. Bridging Loans

[Standing Order Repealed]

1.6. Salary Sacrifice Scheme

1. The Scheme shall have effect from 6 April 2005.

2. The Scheme shall apply to all persons ("Eligible Persons") holding office in, or employed by, the College.

3. An Eligible Person may agree with the College, in accordance with the Scheme, to accept a reduction in his or her remuneration ("the Reduction ") in return for the College providing a childcare benefit (the "Benefit"). He or she may similarly agree with the College, in accordance with the Scheme, to give up or vary the Benefit in return for the College removing or varying the Reduction in remuneration.

4. An agreement between the College and an Eligible Person for the provision of a Benefit in return for the acceptance of a Reduction may be terminated by either party on four weeks notice or such lesser period as may be agreed.

5. A Reduction shall not be of such sum as would reduce the remuneration of the Eligible Person to less than the minimum wage. A Reduction shall be effective for all

purposes, excluding pension contributions for those in USS and CCFPS, which will be based on notional salary.

6. A Benefit shall take the form of either

(a) the full or partial provision of childcare by the College at Wolfson Court Nursery (being a workplace nursery); or

(b) the provision of childcare by the College otherwise than at Wolfson Court Nursery, up to a limit of £55 a week (243 per month) if your employment earnings are not more than the higher rate threshold; up to £28 a week (£124 per month) for higher rate earners; up to £22 a week (£97 per month) for additional rate earners.

7. Where the limit set in 6(b) above applies, the Reduction shall not exceed that amount however many children may be involved. However another Eligible Person may also receive a Benefit in return for a Reduction up to the same limit in respect of the same child.

8. A Benefit shall be provided only in the respect of a child who satisfies the conditions of sections 318 and 318A to 318D of the Income Tax (Earnings and Pensions Act) 2003 (as substituted by the Finance Act 2004).

[Thus the child must be the child or stepchild of the Eligible Person and be maintained wholly or partly at the expense of the Eligible Person, or must be resident with the Eligible Person and be a person in respect of whom the Eligible Person has parental responsibilities. A person is to be considered a child until the last day of the week in which falls the 1 September following the child's 15th birthday (or 16th birthday if the child is disabled).]

9. A Benefit of type (b) of paragraph 6 above shall only apply to qualifying childcare, as defined in section 318C of the Income Tax (Earnings and Pensions Act) 2003.

[Thus the childcare must be registered or approved childcare

- *by a person registered under Part 10A of the Children Act 1989;*
- *by a school or establishment within an exemption from registration under paragraph 1 or 2 of Schedule 9A to that Act;*
- *(for care out of school hours after the child's 8th birthday) by a school on school premises or by a local authority;*
- *by a childcare provider approved by an organisation accredited under the Tax Credit (New Category of Child Care Provided) Regulations 1999 (S.I. 1999, No. 3110);*
- *wholly or mainly in the child's home by a childcare provider approved in accordance with the Tax Credits (Approval of Home Child Care Providers) Scheme 2003 (S.I. 2003, No. 463); or*
- *by a domiciliary care worker under the Domiciliary Care Agencies Regulations 2002 (S.I. 2002, No 3214).*

But childcare is not qualifying childcare if it is provided by the partner of the Eligible Person; or by a relative (by blood, half-blood or marriage) of the child wholly or

mainly in the child's home or the home of a person having parental responsibility for the child.]

10. A Benefit of type (a) or (b) of paragraph 6 above shall take the form of a payment by the College to the childcare provider on terms agreed with the childcare provider wholly or partly to meet the cost of the childcare. In no circumstances will payment be made by the College to the Eligible Person or to any person other than the childcare provider in respect of, or wholly or partly in substitution for, a Benefit.

11. Eligible Persons wishing to accept a Reduction in return for a Benefit should consult the Human Resources Manager. The Human Resources Manager is willing to give advice on the advantages and disadvantages of salary sacrifice, but the Eligible Person is responsible for taking his or her independent advice in relation to those advantages and disadvantages.

12. Employees must notify the College of any change in circumstances in relation to the child or childcare.

13. Further information and guidance about tax and NI contributions on employer-supported childcare can be found at http://www.hmrc.gov.uk/specialist/salary_sacrifice.pdf Attention is drawn to the HMRC leaflet IR115 (Income Tax, National Insurance Contributions and Childcare), issued April 2003 which can be found on that site.

1.7. Residential Accommodation Letting Policy

(a) The College's stock of operational residential accommodation outside the College is for the purposes of:

(i) the accommodation of students of the College;

(ii) where provision within the College is not available, the accommodation of Fellows in lieu of rooms in College in accordance with Standing Order B.2.2(f);

(iii) the accommodation of new Fellows with partners/families in accordance with paragraph (b) below; and

(iv) the accommodation of persons for whom residential accommodation is provided by the College as part of their terms of employment or in connection with their temporary presence in Cambridge.

(b) A Fellow who is not able to submit a request under Standing Order B.2.2(a) for residential rooms in College because the Fellow has a partner/family with whom he/she wishes to reside, may, up to the fourth anniversary of his/her entry into the Fellowship, submit a request to the Head of Human Resources for the payment of a non-pensionable housing allowance. The housing allowance shall be the lower of (i) the rate specified in Schedule 1 and (ii) 50% of the actual rent being paid by the Fellow, and shall be paid to assist the Fellow in renting accommodation either from the College at market rent or privately during the period commencing one month prior to his/her entry into the

Fellowship and expiring on the fourth anniversary of his/her entry into the Fellowship. The property must be within twenty miles of the College.

(c) Lettings of College operational residential accommodation outside the main College site to Fellows (other than under paragraph (b) above), to College Research Associates and to members of the College staff shall be on the following terms (but without prejudice to interest in existence at the time of approval of this Standing Order):

(i) Lettings shall be on assured short-hold tenancies for one year and shall be for a total period of not more than one year save that in the case of a College Research Associate, the total period may, subject to continuing availability, extend to the whole of that tenure; and

(ii) Lettings shall be at market rent.

(d) Where spare capacity exists, lettings may be made to students of other Colleges or to other Colleges for occupation by their students on assured shorthold tenancies, or on licences, at the student accommodation rate for a period not exceeding one year.

(e) Lettings of operational residential accommodation shall be made to other persons only where

(i) the person concerned is regarded as being closely analogous to those in a category described above (in which case the treatment shall be that appropriate to the category concerned); or

(ii) the letting is considered necessary to fill spare capacity (in which case the letting shall be on an assured short-hold tenancy at the market rent for a period not exceeding one year).

1.8. Payment of Council Tax for Occupants of Official Residences [D8]

(a) In respect of employees of the College who are provided with College accommodation as being necessary for the proper performance of their duties, the College shall, with effect from 1 April 1993, make payment direct to the City Council for any monies owed in respect of Council Tax for the property.

(b) Any such person leaving the employment of the College but, exceptionally, remaining in the property, shall become liable to the College for any payments in respect of Council Tax.

1.9. Mobile Telephones [D9]

A person employed by the College may make personal use of a mobile telephone provided by the College in connection with his or her employment, provided that the employee shall reimburse to the College the full cost of such private use.

2. Academic Staff and College Officers

2.1. Conditions of Tenure of Fellowships under Title A [B7]

(a) A Fellow under Title A will be invited to inform the Council as soon as may be after election what work he or she proposes to undertake during the first year of tenure and where he or she proposes to reside, and will be offered temporary accommodation in College, if available, at the usual charges, during the Long Vacation before admission.

(b) A Fellow under Title A shall submit to the Council before the division of the Lent Term the following statements:

(i) in both the first and second years of tenure, a statement of the place in which the Fellow proposes to spend the ensuing year of tenure and a report on the research or study being undertaken;

(ii) in the third or subsequent year of tenure, a report on the work the Fellow has been pursuing and the names of not more than three persons acquainted with it to whom the Council, if they so wish, may apply for information.

(c) The Council will be prepared to excuse a Fellow from residence after the first year when they are satisfied that the research can be better undertaken elsewhere.

(d) A Fellow under Title A will be excused from her research by reason of maternity for a period not less than the period of statutory maternity leave.

(e) An extension of tenure will normally be granted to a Fellow under Title A who has been excused from her research by reason of maternity during the period of her tenure. The extension will be to the division of the Lent Term in the case of a single period of maternity, to the end of the Easter Term in the case of two periods, and to the end of the academical year in the case of three periods.

2.2. Code of Practice for the Appointment and Reappointment of Full-Time College Lecturers

The full-time office of College Lecturer is a College post intended to be equivalent in experience and capability to, as a minimum, a University Lectureship. The first three years of an appointment are treated as probationary. The expectation is that with satisfactory service, the postholder may expect reappointment on an indefinite basis at the end of the third year.

A. Initial appointment

1. In considering the need to establish a full-time College Lectureship in the College with duties of 12 hours teaching a week in a particular subject, the Council will review the position in the relevant Faculty and will undertake such consultation within the Faculty as they may consider desirable. They may then, after receiving the advice of the Tutors and having regard to the guide-lines on the teaching establishment of the College, establish an office of College Lecturer in the subject in question. They will seek to ensure that a clear understanding is obtained of the needs of the Faculty concerned, will provide for Faculty representation on the appointments committee, and will seek to ensure that opportunity for

University lecturing and access to Departmental facilities will be available to the person appointed.

2. The post will normally be advertised, including the following details:

(a) Subject (and possibly field within subject)

(b) Tenure: employment for the fixed term of three years with the possibility of reappointment on an indefinite basis according to this Code of Practice

(c) Duties: to reside in Cambridge as determined by the Council and to undertake 12 hours teaching a week, with the possible substitution of lecturing in the University for up to 3 hours teaching a week

(d) Emolument: a point in the range Point 49 to Point 57 of the University Single Spine, the initial place on the stipend scale to reflect postdoctoral or equivalent experience in a teaching post in higher education, pensionable under U.S.S., and with the usual privileges of a Fellow

(e) Application: details of experience, publications and qualifications, and the names of two referees.

The three year term in (b) above reflects the terms of Statute XIV(2).

3. Letters of appointment and a formal contract of employment will specify the duties, conditions and privileges as in 2 above, but will include further detail, for example:

(a) a requirement to teach for other colleges on the direction of the Director of Studies in return for teaching provided for St John's by Fellows of other colleges;

(b) a requirement to interview and examine for the College; and

(c) conditions made by the Council as to outside work, e.g. for the University.

4. The post is included in the scheme of Personal development review within the College. Personal development review is for the purpose of the guidance and support of the post-holder and will not be taken into account in considering whether a reappointment should be made.

B. <u>Reappointment after three years</u>

1. The Council will consider the question of reappointment, beginning in the Michaelmas Term of the <u>third</u> year of tenure, and will receive the following evidence:

(a) from the Lecturer, a *curriculum vitae*, a list of publications, an outline of future plans and aspirations and the names of at least two referees;

(b) from the Tutors, on the short and long term teaching need in the subject, and on the quality and extent of the teaching and other College activities of the Lecturer; and

(c) reports from the referees cited by the Lecturer, and from another referee or referees chosen by the Council.

2. The Council will consider, in the light of the evidence described in 1 above, the academic excellence of the Lecturer; and whether his or her performance is of a standard equivalent to a University Lecturer. After such consideration, the Council may either

(i) decide that the evidence is satisfactory and that they are minded to offer reappointment as College Lecturer on an indefinite basis in the fourth year of tenure; or

(ii) agree that they cannot so decide on the evidence available, in which case the Master shall so inform the Lecturer and seek from the Lecturer any further evidence or observations which he or she wishes the Council to consider in relation to the issue of reappointment.

3. Where, after consideration of the further evidence, if any, described in 2(ii) above, it appears that the outcome of the review might be that the Lecturer will not be offered reappointment as College Lecturer on an indefinite basis in the fourth year of tenure, the following steps will be taken prior to the Council making a decision. The Lecturer will be provided with a written summary of the evidence. The Lecturer will be invited to a meeting of the Council where his or her reappointment and possible termination of his or her appointment will be discussed. At that meeting the Council may either decide

(i) that the evidence is satisfactory and that they are minded to offer reappointment as College Lecturer on an indefinite basis in the fourth year of tenure; or

(ii) that the evidence is not sufficient to offer reappointment as College Lecturer on an indefinite basis, but they will nevertheless offer reappointment as Lecturer for a limited further fixed term of not more than one year (a) to bridge a gap for the individual if he or she has expectations of a post from a date after the end of the present tenure, or (b) to help the individual in his or her search for a post; or

(iii) that the evidence is not satisfactory and that they are not minded to reappoint under (i) or (ii) above.

4. After the meeting, the Lecturer will be informed in writing of the Council's decision and, if the Council's decision is not to reappoint the Lecturer in accordance with 3(i), such notification shall indicate the aspects of the evidence which the Council regarded as unsatisfactory and the Lecturer will be offered the right to appeal. The Lecturer must inform the Master in writing within fourteen days of receipt of the Council's decision if he or she wishes to appeal and set out the basis of the appeal. The Lecturer will be invited to a meeting with an appeal committee established for such purpose to discuss the appeal. The appeal committee will inform the Lecturer of the decision as soon as reasonably practicable after the meeting. The appeal committee's decision will be final.

C. Appointment to special levels of stipends for full-time College Lecturers

1. This procedure applies to each full-time College Lecturer in respect of whom the Council have decided, under the Code of Practice for the appointment and reappointment of full-time College Lecturers to reappoint on an indefinite basis. The purpose of this procedure is to determine whether the Lecturer should be appointed to one of the special levels of stipend designated for that office, which are as follows:

(a) the special level of stipend in recognition of sustained contribution to the College;
(b) the first special level of stipend in recognition of research excellence; and

(c) the higher special level of stipend in recognition of research excellence.

2. At five-yearly intervals a College Lecturer to whom this procedure applies shall be asked by the Master if he or she wishes to be considered for appointment to any of the special levels of stipend. On receipt of such a request the Council shall follow this procedure. In any other case, and at any other time, the Council may decide, subject to the consent of the Lecturer concerned, that this procedure shall be followed.

3. If the application is for consideration only of the special level of stipend in recognition of sustained contribution to the College, then the Master shall ask the Lecturer to submit a *curriculum vitae* and any other material which he or she wishes to be considered, including (should he or she so wish) the names of two referees familiar with the Lecturer's work. References shall be obtained from those referees (if any).

4. After considering the evidence, including any further evidence that they may wish to obtain, the Council will determine the application, as they may in their absolute discretion see fit. In making their determination, the Council will have regard to the whole contribution of the Lecturer to the College during the tenure of his or her Fellowship over a sustained period.

5. If the application includes consideration of one or both of the special levels of stipend in recognition of research excellence, then the Council shall appoint an *ad hoc* committee to consider the case of the Lecturer, which shall comprise the Master and three other persons, who shall normally hold Professorships in the University or be of similar status, as the Council may see fit. The committee will ordinarily include at least one person who is not a Fellow of the College.

6. The Master shall ask the Lecturer to submit a *curriculum vitae*, a list of publications and any other material which he or she wishes to put forward to the committee for consideration, and shall ask the Lecturer to nominate two referees familiar with his or her work.

7. References shall be obtained and considered by the committee from the referees nominated by the Lecturer and from such other referees (being not less than two) as the committee may decide.

8. The committee shall recommend to the Council either that the Lecturer shall be appointed to one of the special levels of stipend in recognition of research excellence, or that he or she shall not be so appointed. In determining their recommendation in respect of

appointment to the first special level, the committee shall have regard to whether, in their opinion based on the evidence before them, the Lecturer is of a standard that would justify his or her appointment to a Readership in the University. In determining their recommendation in respect of appointment to the higher special level, the committee shall have regard to whether, in their opinion based on the evidence before them, the Lecturer is of a standard that would justify his or her appointment to a Professorship in the University.

9. The Council shall decide either to approve or disapprove the recommendation of the committee, or to take such other steps as they may in their absolute discretion see fit.

10. If the Council decide not to appoint the Lecturer to either of the special levels of stipend in recognition of research excellence, then they will determine whether or not to appoint the Lecturer to the special level of stipend in recognition of sustained contribution to the College, having regard to the whole contribution of the Lecturer to the College during the tenure of his or her Fellowship over a sustained period.

11. The Master shall notify the Lecturer of the decision of the Council, and shall offer such guidance to the Lecturer in relation to that decision as the Master may consider appropriate and helpful to the Lecturer.

12. References or other material obtained in consequence of this procedure may be considered at a later date in connection with this procedure, but no reference shall be considered more than five years after it was written.

13. No Minute shall be made of any decision of the Council under this procedure in the event that the appointment of the Lecturer to the special level of stipend designated for that office is not approved.

14. The Council may at any time, of their own motion, appoint a College Lecturer to the special level of stipend in recognition of a sustained contribution to the College, having regard to the whole contribution of the Lecturer to the College during the tenure of his or her Fellowship over a sustained period.

15. The teaching duties of a College Lecturer who is appointed to one of the special levels of stipend shall be as determined from time to time by the Council for that level. In each case, the Lecturer shall be required to fulfil in addition such duties of teaching, examining and research, and such incidental duties (including participation in the interviewing of candidates for admission, attendance at Open Days and meetings of Teaching Fellows, and the provision of advice to students and to the Tutors, etc.), as the Council may prescribe, and shall act as Director of Studies if appointed to that post.

16. Until further order, the teaching duties of a College Lecturer who is appointed to one of the special levels of stipend shall be as follows:

(a) the special level of stipend in recognition of sustained contribution to the College: 9 hours a week;

(b) the first special level of stipend in recognition of research excellence: 6 hours a week; and

(c) the higher special level of stipend in recognition of research excellence: 4 hours a week.

17. The teaching duties of a College Lecturer who is appointed to one of the special levels of stipend may be varied from time to time by the Council, but will not be increased beyond the level specified in paragraph [D16] above without the consent of the Lecturer. In the case of such a variation the Council may determine that the calculation of stipend shall remain on the basis of teaching duties specified in paragraph [D16] above.

2.3. College Lecturers and College Supervisors

(a) The stipend scale for College Lecturers who are not full-time in the sense of Standing Order N.2.12.(b) shall comprise three points. Progression up the scale shall be at three-year intervals. The initial placing of a College Lecturer on the stipend scale shall correspond to the number of complete years previous postdoctoral or equivalent experience in a teaching post in higher education. In the case of a College Lecturer appointed from a date later than the start of the academical year, the placing on the stipend scale and progression up it shall be reckoned as it the appointment had commenced at the start of that year.

(b) The actual stipend of a College Lecturer (which shall be paid quarterly in arrear) shall equal one quarter of the annual rate for the appropriate point on the stipend scale, plus the College Lecturer supervision rate for teaching actually done during the preceding quarter, less the College Lecturer supervision rate for that quarter for the supervision of students in pairs for a number of hours a week for the preceding term (which shall be taken to be for eight weeks in each of the Michaelmas and Lent Terms, and for four weeks in the Easter Term) equal to the Lecturer's teaching duties. For the last quarter of the academical year an adjustment shall be made if the number of hours teaching during the course of the year exceeded by more than 60 hours the Lecturer's teaching duties for the year. Hours in excess of that amount shall be paid at the intercollegiate supervision rate instead of the College Lecturer supervision rate. When on paid leave of absence, the actual stipend of a College Lecturer shall be at the annual rate for the appropriate point on the scale.

(c) A College Lecturer or College Supervisor shall conduct such teaching as may be required by the relevant Director of Studies up to the amount of his or her teaching duties and additionally shall perform such other incidental duties as may be reasonably required (including participation in the interviewing of candidates for admission, attendance at Open Days and meetings of Teaching Fellows, and the provision of advice to students and to Tutors, and conducting examinations).

(d) Appointments to the office of College Supervisor shall be made by the Council and shall be for periods of three years at a time. The duties of the office shall be to supervise within the College and to perform any other duties which are incidental to the office of College Lecturer. An appointment may be for a specified number of hours teaching duties a week, or may be without specification of hours of teaching duties. No duties shall attach to a College Supervisorship during any period of leave of absence of the holder from a concurrently held University office.

(e) The payment to College Supervisors for the supervision of members of the College shall be at the College Supervisor supervision rate. That rate shall be derived from the intercollegiate supervision rate by multiplying that rate by the quotient of the annual

stipend for a College Lecturer at the placing on the scale appropriate to the College Supervisor concerned by two hundred and forty times the intercollegiate supervision rate for the supervision of a student in a class of two.

(f) The hourly rate for the supervision of members of the College in a class of six or more shall be in proportion between the hourly rate for a class of six or more derived as in paragraph (e) above and the hourly intercollegiate supervision rate for a class of six or more which the number of members of the College in the class bears to the number of non-members.

(g) Payment for each interview (other than a Tutorial interview) of an applicant for admission as an undergraduate shall be made equal to one half of the hourly intercollegiate supervision rate for a class of one. Payment for conducting examinations arising from an obligation to an external body, or imposed as a requirement for a junior member to be allowed to remain in residence, or for the assessment of a student in the absence of a suitable University examination shall be made at the rate currently payable by the University to a person who is not a University officer for acting as a Tripos Examiner.

(h) Fellows under Title C shall normally be required as a condition of tenure to hold the College office of College Lecturer or College Supervisor.

2.4. Teaching Duties [B28]

(a) Subject to the following provisions of this Standing Order, the teaching duties of a College Lecturer who is not full-time in the sense of Standing Order N.2.12.(b) shall be 6 hours a week. Those of a College Lecturer who is full-time in the sense of that Standing Order shall be 12 hours a week, reduced in the case of the holder of a Newton Trust Lectureship to 9 hours a week. The teaching duties of a Fellow under Title C who is a College Supervisor shall be 3 hours a week..

(b) On initial appointment, the teaching duties of a College Lecturer with little or no prior teaching experience may be reduced for such period as the Council may determine after considering the advice of the Senior Tutor.

(c) The Council will consider applications for variation of teaching duties provided that the application is made not later than the beginning of Full Term of the term next preceding the first term in respect of which the variation is to apply. Such applications will be determined after considering the advice of the President, the Senior Tutor and the Director or Directors of Studies concerned. A reduction by 1 or 2 hours a week will normally be granted to a College Lecturer at any time after the completion of three years' service in that office. A reduction by 1 hour a week will normally be granted to a College Supervisor at any time after the completion of three years' service in that office or that of College Lecturer.

(d) In the case of a variation of teaching duties approved under this Standing Order, the pensionable stipend of the College Lecturer concerned shall be varied for the period of variation according to the College Lecturer supervision rate for teaching in pairs.

2.5. Payments to Acting Directors of Studies and Acting Tutors

(a) An Acting Director of Studies appointed for a full year, shall receive the full amount of the appropriate annual stipend.

(b) An Acting Director of Studies appointed for one or two terms shall receive for each term one-third of the appropriate annual rate.

(c) In the case of an Acting Tutor appointed for the Michaelmas or Easter Terms the actual dates of the period of appointment shall be minuted, to reflect the duties which will be performed in the particular case.

(d) An Acting Tutor shall receive payment at the point on the Tutorial stipend scale determined in accordance with paragraph (e) below *pro rata* for the period of appointment, or *pro rata* for a three-month period for each term of service, whichever shall be greater.

(e) Periods of service as an Acting Tutor or as a Tutor shall be taken into account in determining the point on the Tutorial stipend scale for the holder of either one of those offices.

2.6. Leave of Absence

(a) Subject to paragraphs (h)(ii) and (j) below, when any person in receipt of a pensionable stipend from the College is on leave of absence granted by the Council, the College shall ordinarily continue to pay the College portion of the superannuation contribution payable in respect of that stipend, and the person concerned shall continue to be liable for his or her portion of the contribution.

(b) The Council shall consider applications by Lecturers and Directors of Studies for leave of absence, provided that such leave shall not ordinarily be granted unless:

(i) the application is made not later than the beginning of Full Term of the term next preceding the term (or first term) in respect of which leave is desired (although the Council may accept shorter notice in cases where the period of leave applied for is substantially less than one term);

(ii) the Council are satisfied that proper provision can be made for teaching or direction during the period of leave applied for;

(iii) the period of leave applied for does not exceed one term for every six terms of College or University service previously given, or three terms in all, whichever be the less; account not to be taken of service given more than six years before the beginning of the term (or first term) in respect of which leave is desired;

(iv) the applicant undertakes effectively to give up all administrative and teaching duties in Cambridge during the period of leave.

(c) A Lecturer who has been appointed to undertake a specified amount of teaching at a fixed stipend, shall ordinarily continue to receive that stipend during the period of leave, provided:

(i) that the Lecturer proposes to devote the period of leave primarily to study or teaching;

(ii) that the Council may withhold or reduce that stipend as they think fit on account of any grant made in respect of the period of leave, or of remuneration for work of any sort undertaken during that period; and the Lecturer shall furnish full particulars of any such grant or remuneration;

(iii) that, if the Lecturer holds a University teaching office, the Council may, as they think fit, withhold or reduce the College stipend if the stipend of the University teaching office is not paid in full during the period of leave.

(d) A College Lecturer who is a Reader and who is granted leave by the General Board to substitute residence during the period 1 July to 31 August in place of residence during Term, shall normally be paid a stipend for the period which is reduced by the cost of casual supervision in place of the Lecturer's teaching duties during the period.

(e) The Council shall in each case determine whether a Director of Studies shall continue to receive his or her stipend during the period of leave.

Other College Officers

(f) The Council shall also consider applications for leave of absence from persons holding the non-teaching office of Bursar, Dean, Tutor, Steward, Librarian, Director of Music, Praelector or Chaplain.

(g) In any case in which the officer is also a College Lecturer or the holder of an office in the University specified in Schedule J to the Statutes of the University, leave shall ordinarily be granted, with payment of stipend during the period of leave, in respect of the non-teaching office on the same principles and simultaneously with leave granted under paragraph (b) above.

(h) In any other case,

(i) leave with payment of stipend will only be granted when such leave is judged by the Council to be in the interests of the College; and

(ii) leave without payment of stipend will only be granted when the Council are satisfied that the grant of leave will not involve the College in any additional cost; that proper provision can be made for execution of the duties of the office during the period of leave applied for; and that the benefit to the officer in receiving leave outweighs any disadvantage to the College in granting it.

(i) Illness or other urgent cause

Applications for leave of absence on the ground of illness or other urgent cause will in all cases be considered in the light of the particular circumstances, and the Council will make such arrangements in regard to emoluments as seem to them appropriate.

(j) Leave other than for reasons of maternity, illness or previous service

In considering applications by College officers for leave of absence for one or more terms, other than for reasons of maternity or illness or under paragraph (b), (g) or (h) above, the Council will apply the following principles:

(i) the grant of leave must not involve the College in any additional cost;

(ii) the leave shall normally be unpaid and the College portion of the superannuation contribution shall not normally be paid;

(iii) the leave will normally be limited to a maximum of three years at any one time, and the total extent of such leave will be limited to a maximum of six years during the whole of an officer's academic career within the College;

(iv) leave will not be granted which will result in a continuous period of leave in excess of one year except in the respect of a College Lectureship; and

(v) the Council shall decide in each case whether the academical terms included within the period of leave are to be reckoned as terms of service.

(k) Maternity leave

(i) Female College officers will be granted maternity leave in accordance with their statutory entitlement to such leave, but such leave will be on full pay (to include any Statutory Maternity Pay) for the first 18 weeks of such leave.

(ii) An officer shall not undertake any work for the University or any other employment for any period of her maternity leave during which she is receiving pay.

(iii) Employer's contributions to U.S.S. will be continued for the period of paid leave. During any period of unpaid leave the officer may maintain her U.S.S. contributions by paying both the employer's and the employee's contributions.

(iv) A term which includes maternity leave will be reckoned as a term of service for the purpose of paragraph (b)(iii) above.

(v) If an officer does not return to her office after the period of maternity leave, or returns but does not continue in her office for a period of at least three months, the College may claim from her pay that which she has received in excess of the amount to which she was statutorily entitled. The amount deducted will be all the excess if she does not return, two thirds of the excess if she returns and continues in employment for one month, and one third of the excess if she returns and continues in employment for two months. In circumstances where the member of staff is not certain whether she will return to her office after maternity leave, she may opt to hold over any pay in excess of her statutory entitlement and to receive it in full once she has returned to her office for three months.

(l) Paternity leave

Male College officers will be granted up to two weeks' paternity leave in accordance with their statutory entitlement to such leave, but such leave will be on full pay provided that satisfactory arrangements can be made to cover the absence at no additional cost to the College.

(m) Short leave of absence

(i) This paragraph applies to applications for short leave of absence from College Lecturers, Directors of Studies and Tutors, and from Fellows under Title A;

(ii) an absence of two nights or less shall not require permission;

(iii) an application for leave of absence of between three and fourteen nights during Full Term shall be made on the form for short leave to the Senior Tutor, who, if satisfied that satisfactory arrangements exist for the discharge of the responsibilities of the applicant during the period of leave requested, may approve the request, and shall otherwise refer it to the Council for determination;

(iv) the Senior Tutor shall not approve a request if a cumulative total period of leave exceeding twenty-eight nights within a single Full Term would result;

(v) an application for leave of absence of between fifteen and twenty-eight nights during Full Term shall be made on the form for short leave to the Senior Tutor, who shall refer it to the Council for determination;

(vi) an application for leave of absence which would result in an absence for a cumulative total period of leave exceeding twenty-eight nights in Full Term shall be made on the College Application for Academic Leave form, which should be submitted to the Senior Tutor. Such an application shall not normally be made later than the beginning of Full Term of the term next preceeding the term (or the first term, if the application is more than one term's leave) in respect of which leave is desired;

(vii) a term during which an officer is absent for more than twenty eight nights during Full Term shall not count as a term of service for the purpose of paragraph (b) above; and

(viii) the Senior Tutor shall report to the first Council meeting after the end of each Full Term, listing, for each officer granted leave, the dates of leave granted, the destination and purpose of the period away, and the cumulative total number of nights away during the preceding Full Term.

(n) Leave of absence of more than twenty eight nights

An application for leave of absence of more than twenty eight nights shall be made on the College Application for Academic Leave form, which should be submitted to the Senior Tutor. A Fellow who is also applying for leave within the University should also complete the University Application form, sending that to the Senior Tutor at the same time.

2.7. Residence Requirements for College Officers [B23]

(a) Unless excused from this requirement by the Council or subject to some other requirement of residence determined by the Council, the holder of a qualifying College Office as specified in Statute XIX(1) and the holder of any College Office which shall have been so designated by the Council shall have his or her principal place of residence within twenty miles of the College, and for the whole of each Full Term, unless granted leave of absence by the Council, shall usually be in Cambridge for a substantial part of the working day.

(b) The Offices of Chaplain, Librarian and Director of Music are designated for the purpose of this Standing Order.

2.8. Personal Development Review

(a) Personal Development Review is intended to be a supportive and creative review of progress, development and expectations. It is not a form of assessment. A review should include discussion of the different roles currently played in the College and the possibility of taking up other College roles should also be explored. It should focus on longer-term development, rather than day-to-day- business.

(b) The following shall be subject to biennial review: the Master, Dean of Discipline, Tutors, College Teaching Officers and any other Fellow principally employed by the College (other than those College Officers who participate in the Staff Development Review Scheme). Other Fellows who hold University offices may choose to be included within the scheme of review in relation to their College roles and, if they so wish, their activities outside the College. Reviews shall be initiated by the President and should to take place within three months of this notification.

(c) Fellows under Title A shall be subject to annual review. The review shall in those cases be initiated by the Master when the Fellow is asked for his or her annual report to the Council.

(d) A review will normally involve a single meeting, but the person reviewed may suggest a follow-up meeting after six months.

(e) The person to be reviewed shall invite either one or two Fellows to act as reviewers and shall inform the President of that choice before the review takes place. The President's Assistant will approach potential reviewers on request. The person to be reviewed should bear in mind that the best advice about career development is likely to come from those who have already made successful progress in their own careers; for example, a Professor in the same or a cognate subject who has served as a Tutor or Director of Studies may be particularly helpful.

(f) The President's Assistant shall assist the person to be reviewed in setting a date and time for the meeting. The person to be reviewed shall, if he or she wishes, prepare an updated structured *curriculum vitae* to form the basis for the review discussion, and shall send that document to the reviewer or reviewers in advance of the review, via the President's Assistant if convenient. A list of publications (or, for those whose duties do not include research, a report of work accomplished) may also be included at the option of the person to be reviewed. A Fellow under Title A may also include a copy of his or her annual report to the Council. The format of the review meeting shall be agreed by those present. An Aide Memoire form, which is intended as a guideline and prompt for what might be discussed at the review meeting will be available from the President's Assistant and from the College website. A Record of Review form will also be available.

(g) The reviewer(s) must confirm to the President that the meeting has taken place. The President shall at the last meeting of the Easter Term report to the Council the names of the persons reviewed during the academical year, together with the names of their reviewers.

(h) The Record of Review shall be completed by one of the reviewers immediately after the review meeting and must be signed by the reviewer(s) and by the person reviewed. A copy of the Record of Review shall then be sent to the Master, who, in countersigning and returning the document to the person reviewed, may comment in writing on the same form.

Copies of the Record of Review shall be kept by the person reviewed and by the reviewer or reviewers until the next review, but no other copies shall be retained.

2.9. Pensionability of College Offices [B29]

(a) The part-time offices in the College which are pensionable under U.S.S. shall be those of Master, President, Senior Tutor, Admissions Tutor, Tutor for Graduate Affairs, Tutor, Dean, College Lecturer, Director of Studies and Praelector.

(b) No employers' contribution shall be paid in respect of any officer or any other person employed by the College after he or she has achieved a total of forty years' pensionable service.

2.10. Pension Supplementation [B16]

The College shall adopt, in the case of Officers remunerated entirely by the College, a scheme of supplementation of pensions analogous to the scheme for supplementation of superannuation benefits (see University Ordinances).

2.11. Intellectual Property Rights [B34]

The College does not wish to assert any rights of ownership over intellectual property created by Fellows in the course of their academic work by reason of their having received financial support from the College or having created the intellectual property in question in the course of any employment or office in the College.

2.12. Academic Staff [A32]

(a) The expression "employed" in Statute LVIII means "employed under a contract of employment".

(b) The expression "full-time" in Statute LVIII 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 Council may resolve that the office is part-time only, having regard to the duties and remuneration of the office, and where the office would normally not be the principal source of remuneration of the office-holder.

(c) The offices of Librarian**,** Director of Music and Chaplain shall be designated until further order as offices whose holders are academic staff for the purpose of Statute LVIII.

(d) Except as may otherwise be provided in any specific case, any person (not being a member of the academic staff under Statute LVIII(3)(a)(i)) employed by the College in teaching or research on a part-time basis only shall be excluded from the scope of Statute LVIII on the ground that that person's duties in that regard are only of a limited nature.

(e) Except as may otherwise be provided in any specific case, no person shall be employed by the College under a contract of employment in respect only of holding a Fellowship, or a Scholarship or Studentship or any like award paid for out of the

endowment income of the College, or out of any trust fund held by the College, or out of any funds external to the College.

(f) The members of the academic staff of the College are accordingly: the Master; those persons holding full-time a qualifying College Office or an office specified in paragraph (c) of this Standing Order; and Lectors employed by the College to carry out teaching or research.

2.13. Discipline of Academic Staff [A33]

(a) Where the Master has determined under Statute LVIII(14) that a matter be considered by a Disciplinary Committee, the Master shall report that fact to the next following meeting of the Council, who shall without delay appoint a Disciplinary Committee from the panel of Fellows appointed under Standing Order C.4.2., and shall designate one member of the Committee (who may or may not be Chairman for the purposes of Standing Order C.4.2.) as Chairman of the Committee ("the Chairman"). The Council shall further appoint and instruct a suitable person ("the presenting officer") to fulfil the duties prescribed by Statute LVIII(17). The Council, after consultation with the Chairman, may appoint a suitable person, not being a member of the Committee, to act as legal advisor to the Committee.

(b) Where it appears to the Council, on application made under this paragraph or otherwise, that a matter which is, or which is to be, the subject of proceedings before a Disciplinary Committee involves any act or conduct in respect of which the member of the academic staff whose case is under consideration ("the defendant") is liable to be prosecuted in a court of law, the Council shall consider whether action under Statute LVIII (including any appointment under paragraph (a) above) shall be stayed for such time as is reasonable to enable a prosecution to be undertaken, and may, at their discretion, direct such a stay. At any time after the appointment of a Disciplinary Committee, the Chairman, or the defendant or the presenting officer, in either case with the consent of the Chairman, may apply to the Council for a direction under this paragraph.

(c) As soon as reasonably practicable after the date of his or her appointment, the presenting officer shall send to the defendant and to the Chairman notice of the charge or charges to be made against the defendant ("the charge") together with a copy of Statute LVIII and of this Standing Order.

(d) The Chairman, after consultation with the defendant and with the presenting officer, shall determine the date and time of a meeting of the Disciplinary Committee for the purpose of an oral hearing of the case, and shall send notice of the date, time and place of the meeting to the defendant, to the presenting officer and to the members of the Disciplinary Committee.

(e) Not later than seven days before the date set for the hearing, the presenting officer shall send to the defendant and to the members of the Disciplinary Committee a copy of the charge, together with any documents therein specified; a list of all witnesses the College proposes to call, with statements containing the evidence they are expected to give; and a copy of any other documents which the College proposes to put in evidence.

(f) The defendant shall be entitled to be represented by another person, whether such other person is legally qualified or not, in connection with the case and at any hearing of it

by the Disciplinary Committee; provided that if the defendant chooses to be represented at any hearing by any other person, then the defendant shall not also be entitled to speak, other than as a witness, at that or any subsequent hearing, without the consent of the Chairman. The defendant shall notify the Chairman and the presenting officer in writing of the appointment and of the dismissal of any representative on his or her behalf, and shall give notice whether any papers or notices in connection with the case should be sent to that person in substitution for, or in addition to, the defendant.

(g) The defendant, any person appointed to represent him or her, and the presenting officer shall be entitled to be present at any hearing of the case by the Disciplinary Committee, and any other person may be permitted to attend at the discretion of the Chairman; provided that no one who is neither a member of the Disciplinary Committee nor the legal advisor to the Committee shall be present when the Committee are considering their decision or discussing a point of procedure or when the Chairman shall so direct. Where the defendant is unrepresented, he or she shall be entitled to be accompanied at the hearing by another person who is not a witness in the proceedings.

(h) Both the defendant and the presenting officer may call such witnesses as they may see fit, and any witness called may be questioned concerning any relevant evidence and shall be subject to cross-examination and re-examination; provided that the presenting officer may not call any witness of whom notice has not been given under paragraph (e) above, and may not seek to adduce at any hearing any evidence of which such notice has not been given, without the consent of the Committee, which shall not be given save for good reason. Where consent for new evidence is given, the defendant shall be allowed, on request, an adjournment sufficient to allow him or her time to consider and respond to the new evidence.

(i) The normal order of proceedings at a hearing of the Disciplinary Committee shall be as follows. The presenting officer shall make an opening statement, and shall then call his or her witnesses in turn; the defendant's representative (or the defendant if unrepresented) shall then make an opening statement, and shall call the defendant's witnesses in turn; the presenting officer shall then make a closing statement; and finally a closing statement shall be made for the defence. Members of the Committee may ask questions of any witness, such questions normally being asked after re-examination. The order of proceedings at a hearing, where any other person is added under paragraph (k) below as party to the case before the Disciplinary Committee, or where charges against more than one person are heard concurrently under paragraph (t) below, shall be determined by the Chairman.

(j) 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 proved an offence with which he or she was charged, shall, for the purpose of proving that that person 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.

(k) The Chairman may agree to add any other person as party to a case before a Disciplinary Committee; provided that the Chairman shall not so act unless he or she is of the view that that step is desirable in order to give effect to the guiding principles of Statute LVIII(1). Such other person shall receive from the presenting officer the papers specified in paragraph (e) above, shall have the right to present evidence and to examine and cross-examine witnesses and shall, with the consent of the Chairman, be entitled to be

represented by another person, whether such other person is legally qualified or not, in connection with the case and at any hearing of it by the Disciplinary Committee.

(l) The Chairman and the presenting officer shall seek to ensure that the case is heard and determined as expeditiously as is reasonably practicable.

(m) The Chairman shall keep a record of the proceedings of the Committee.

(n) The Chairman shall send a document recording the decision of the Disciplinary Committee on the case (together with their findings of fact and the reasons for their decision regarding the case and their recommendation, if any, as to the appropriate penalty) to the Master, the defendant, the presenting officer and any person who shall have been added as a party by the Disciplinary Committee. The Chairman shall send to the defendant a copy of Part V of Statute LVIII relating to appeals.

(o) The Chairman shall have power, by certificate under his or her hand, to correct any clerical mistakes or errors in the record of proceedings kept under paragraph (m) above or in the document recording the decision of the Disciplinary Committee arising from any accidental slip or omission.

(p) The Chairman may postpone, adjourn and reconvene any hearing of the Disciplinary Committee. The Chairman may vary any time limit in connection with the consideration of the case by the Disciplinary Committee, and may permit any departure from the rules or procedure set out in this Standing Order, and may exclude any person, including the defendant, from any hearing by the Committee if, in the opinion of the Chairman, such step is necessary in the interests of good order.

(q) In any exercise of a discretion the Chairman shall seek to give effect to the guiding principles set out in Statute LVIII(1). Any grant of a consent, or any exercise of a discretion, by the Chairman may be made subject to such conditions as the Chairman may see fit.

(r) In any case where any person is designated to perform any duties or exercise any powers in connection with the reference of a case to a Disciplinary Committee, and that person is him or herself involved in the matter in question, or in any other case judged by the Council to be good and sufficient for such person to be replaced, the Council may appoint an alternate or substitute to act in his or her place; provided that, after the commencement of any hearing of the case by a Disciplinary Committee, the composition of the Committee shall not be varied without the recommencement of the hearing *de novo*; and provided that, in any case of urgency, the Master may act on behalf of the Council in connection with this paragraph. A meeting of a Disciplinary Committee, whether for a hearing or for any other purpose, shall be valid and effective provided that the Chairman is present. Any decision of a Disciplinary Committee shall be taken by a majority of the votes of those members present, and, in the case of equality of votes, the Chairman shall have a second or casting vote. If any member of a Disciplinary Committee is absent for any material part of a hearing of a case, then that member shall not participate further in the consideration of the case. An alternate or substitute may be appointed for the Chairman provided that the foregoing rules in this paragraph are observed.

(s) In any matter investigated by the Council under Statute XXV in respect of a Fellow who is not a member of the academic staff, or in any case in which the Council are

considering the removal from office of a Fellow during the period for which the Fellow was appointed to that office, the Council may, and shall, if the Fellow so requires, conduct their investigation under that Statute by reference of the matter to a Disciplinary Committee as if that Fellow were a member of the academic staff. The Committee shall report their conclusions and recommendation to the Fellow concerned and to the Council, who, before reaching their final decision in the matter, shall give the Fellow the opportunity of commenting in writing on the Committee's report.

(t) The Council may, after consultation with the Chairman, determine that charges against more than one member of the academic staff may be heard concurrently by the same Disciplinary Committee. They may further determine that charges against one or more members of the academic staff shall be heard concurrently with charges against one or more members of the College *in statu pupillari* or with charges against any Fellow who is not a member of the academic staff. In such a case the Disciplinary Committee shall be deemed, in relation to any member of the College *in statu pupillari*, to be constituted concurrently as a Disciplinary Committee under Standing Order C.4.2. and shall proceed, so far as is consistent with this Standing Order, having regard to the rules of Standing Order C.4.2.; and, in relation to any Fellow of the College who is not a member of the academic staff, the proceedings shall be under paragraph (s) above.

2.14. Removal of Academic Staff on Medical Grounds [A34]

(a) Where the Council are of the view that a Medical Committee should be appointed for the consideration of a case of a member of the academic staff ("the person referred") under Part IV of Statute LVIII, they shall at the same time appoint a suitable person ("the presenting officer") to present the case on behalf of the College to the Committee.

(b) The person referred, or any person having authority in law to act on behalf of the person referred, shall be entitled to appoint another person ("the representative"), whether such other person is legally qualified or not, to act on behalf of the person referred in connection with the case and at any hearing of it by the Medical Committee. Notice of such appointment shall be given in writing to the presenting officer, and such an appointment shall be unconditional unless the notice of appointment specifies conditions which are acceptable to the presenting officer. The presenting officer shall confirm receipt of the notice of appointment and the acceptance or otherwise of any conditions. Where any conditions are not accepted by the presenting officer, the person referred may refer the matter in writing to the Chairman of the Medical Committee ("the Chairman"), whose decision shall be final. Any appointment of a representative may be revoked by notice in writing to the presenting officer. Service on the representative of any paper or notice in connection with the case shall constitute sufficient service on the person referred; and any consultation with the representative, and any action taken by the representative within the scope of his or her authority, shall be binding on the person referred. References in this Standing Order to the person referred shall, where appropriate, refer to or include reference to his or her representative.

(c) As soon as reasonably practicable after the date of his or her appointment, the presenting officer shall send to the person referred and to the Chairman notice of the reason why the College considers that the removal of the person referred on medical grounds should be considered together with a copy of Statute LVIII and of this Standing Order.

(d) The Chairman, after consultation with the person referred and with the presenting officer, shall determine the date and time of a meeting of the Medical Committee for the purpose of an oral hearing of the case, and shall send notice of the date, time and place of the meeting to the person referred, to the presenting officer and to the members of the Medical Committee.

(e) Not later than seven days before the date set for the hearing, the presenting officer shall send to the person referred and to the members of the Medical Committee a copy of the communication referred to in paragraph (c) above, together with any documents therein specified; a list of all witnesses the College proposes to call, with statements containing the evidence they are expected to give; and a copy of any other documents which the College proposes to put in evidence.

(f) Both the person referred and the presenting officer may call such witness as they may see fit, and any witness called may be questioned concerning any relevant evidence and shall be subject to cross-examination and re-examination; provided that if, at the commencement of the hearing of the case, the person referred has appointed a representative, then the person referred shall not also be entitled to speak, other than as a witness, at that or any subsequent hearing, without the consent of the Chairman; and provided that the presenting officer may not call any witness of whom notice has not been given under paragraph (e) above, and may not seek to adduce at any hearing any evidence of which such notice has not been given, without the consent of the Chairman, which shall not be given save for good reason. Where consent for new evidence is given, the person referred shall be allowed, on request, an adjournment sufficient to allow him or her time to consider and respond to the new evidence.

(g) The order of proceedings at a hearing of the Medical Committee shall be determined by the Chairman.

(h) The Chairman and the presenting officer shall seek to ensure that the case is heard and determined as expeditiously as is reasonably practicable.

(i) The Chairman shall keep a record of the proceedings of the Committee.

(j) The Chairman shall send a document recording the decision of the Medical Committee to the Master, the person referred and the presenting officer. The Chairman shall send to the person referred a copy of Part V of Statute LVIII relating to appeals.

(k) The Chairman shall have power, by certificate under his or her hand, to correct any clerical mistakes or errors in the record of proceedings kept under paragraph (i) above or in the document recording the decision of the Medical Committee arising from any accidental slip or omission.

(l) The Chairman may postpone, adjourn and reconvene any hearing of the Medical Committee. The Chairman may vary any time limit in connection with the consideration of the case by the Medical Committee, and may permit any departure from the rules set out in this Standing Order, and may exclude any person from any hearing by the Committee if, in the opinion of the Chairman, such step is necessary in the interests of good order.

(m) In any exercise of a discretion the Chairman shall seek to give effect to the guiding principles set out in Statute LVIII(1). Any grant of a consent, or any exercise of a

discretion, by the Chairman may be made subject to such conditions as the Chairman may see fit.

(n) In any case where any person is designated to perform any duties or exercise any powers in connection with the reference of a case to a Medical Committee, and that person is him or herself involved in the matter in question, or in any other case judged by the Council to be good and sufficient for such person to be replaced, the Council may appoint an alternate or substitute to act in his or her place; provided that, after the commencement of any hearing of the case by a Medical Committee, the composition of the Committee shall not be varied without the recommencement of the hearing *de novo*; and provided that, in any case of urgency, the Master may act on behalf of the Council in connection with this paragraph. A meeting of a Medical Committee, whether for a hearing or for any other purpose, shall be valid and effective provided that the Chairman is present. Any decision of a Medical Committee shall be taken by a majority of the votes of those members present, and, in the case of equality of votes, the Chairman shall have a second or casting vote. If any member of a Medical Committee is absent for any material part of a hearing of a case, then that member shall not participate further in the consideration of the case. An alternate or substitute may be appointed for the Chairman only in accordance with the rules for the appointment of the Chairman contained in Statute LVIII(23)I and only provided that the foregoing rules in this paragraph are observed.

(o) The Chairman may, with the consent of the Council, appoint a person to act as a legal advisor to the Committee, who may accompany or assist the Committee as the Chairman may decide, provided that the Committee alone shall determine the case referred.

(p) The College shall meet all proper costs of the members of the Committee and of any person appointed as legal advisor under paragraph (o) above.

2.15. Grievances of members of the Academic Staff [A36]

(a) If a member of the academic staff has a grievance then he or she should seek to resolve it with the appropriate College officer or other authority in the College. If such action does not suffice to resolve the grievance, or if, in the circumstances of the case, it is not reasonable to expect another course to be followed first, the member of the academic staff concerned may refer the grievance to the Master.

(b) When a grievance has been so referred, the Master shall seek to resolve the matter promptly and fairly. The Master may seek the advice of the Council regarding the grievance, and shall do so at the request of the person aggrieved.

(c) Where a grievance has been considered by the Council under paragraph (b) above, the person aggrieved may refer the matter to the person who is the Visitor, who shall deal with it in any way which appears to him to give effect to the guiding principles set out in section (1) of Statute LVIII; provided that 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. The person who is the Visitor shall inform the Council whether the grievance is or is not well found, and if it is well found shall recommend such action as he sees fit for its redress.

(d) If the person who is the Visitor is unwilling or unable to act, the matter shall be referred to and dealt with in his place by a Grievance Committee of three members of the Council constituted by the Council.

2.16. Appeals by members of the Academic Staff [A35]

(a) Where an appeal is instituted under Part V of Statute LVIII, the Council will appoint the Bishop of Ely to hear and determine the appeal under that Statute. If, the Bishop of Ely shall be unwilling or unable to accept appointment, or if there shall be a vacancy in the Bishopric, then the Council shall appoint instead a person who is not employed by the College who holds, or has held, judicial office or who is a barrister or solicitor of at least ten years' standing.

(b) On receiving from the Master the notice of appeal, the Council shall make an appointment under paragraph (a) above (of "the person appointed"), and shall appoint a suitable person ("the presenting officer") to act on behalf of the College in the matter. The presenting officer shall ensure that notice of the appointments and copies of the papers received by the body which earlier heard or considered the matter, of the document recording the decision of that body, and of the decision appealed against are sent to the person appointed and to the appellant.

(c) The person appointed shall notify the appellant and the presenting officer if he or she intends to sit alone to hear and determine the appeal, or of the other persons with whom he or she intends to sit.

(d) The person appointed, after consultation with the appellant and with the presenting officer, shall determine the date and time of the hearing of the appeal, and shall send notice of the date, time and place of the hearing to the appellant and to the presenting officer. The person appointed, after consultation with the appellant and with the presenting officer, shall determine whether any witnesses are to be heard and the extent of matters (if any) on which oral evidence is to be presented ("permitted matters").

(e) Not later than seven days before the date set for the hearing, the appellant and the presenting officer shall send to the persons 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.

(f) The appellant or the presenting officer ("either party") shall 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 represented at any hearing by any other person, then that party shall not also be entitled to speak, other than as a witness, at that or any subsequent hearing, without the consent of the person appointed. Each party shall notify the person appointed 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, the party.

(g) Each party and their representatives shall be entitled to be present at any hearing of the appeal, and any other person may be permitted to attend at the discretion of the person

appointed; provided that no one other than the persons hearing the appeal shall be present when they are considering their decision or when the person appointed shall so direct.

(h) The order of proceedings at the hearing of the appeal shall be determined by the person appointed.

(i) Any witness called may be questioned concerning any evidence on permitted matters and shall be subject to cross-examination and re-examination on such evidence. Where either party seeks to adduce evidence, or to cite any legal authority, of which notice has not been given under paragraph (e) above, the person appointed may, at his or her discretion, decline to allow such evidence, and may, on application, allow the other party an adjournment sufficient to allow him or her time to consider and respond to such evidence or legal authority as the case may be.

(j) The person appointed may agree to add any other person as party to an appeal; provided that the person appointed shall not so act unless he or she is of the view that that step is desirable in order to give effect to the guiding principles of Statute LVIII(1). Such other person shall have the right of audience at the hearing of the appeal, and the right to examine and cross-examine witnesses, and shall, with the consent of the person appointed, be entitled to present evidence on permitted matters and to be represented by another person, whether such other person is legally qualified or not, in connection and at any hearing of the appeal.

(k) The person appointed shall seek to ensure that the case is heard and determined as expeditiously as is reasonably practicable. The person appointed shall send the reasoned decision required by Statute LVIII(31) to the Master, to the appellant and to the presenting officer.

(l) The person appointed may postpone, adjourn and reconvene any hearing of an appeal. The person appointed may vary any time limit in connection with the consideration of an appeal, and may permit any departure from the rules set out in this Standing Order, and may exclude any person from any hearing of an appeal, if, in the opinion of the person appointed, such step is necessary in the interests of good order

(m) In any exercise of a discretion the person appointed shall seek to give effect to the guiding principles set out in Statute LVIII(1). Any grant of a consent, or any exercise of a discretion, by the person appointed may be made subject to such conditions as the person appointed may see fit.

(n) In any case where any person is designated to perform any duties or exercise any powers in connection with the reference of an appeal, and that person is him or herself involved in the matter in question, or in any other case judged by the Council to be good and sufficient for such person to be replaced, the Council may appoint an alternate or substitute to act in his or her place; provided that, after the commencement of any hearing of an appeal, the identity of the persons hearing the appeal shall not be varied without the recommencement of the hearing *de novo*; and provided that, in any case of urgency, the Master may act on behalf of the Council in connection with this paragraph. A meeting of the persons hearing an appeal, whether for the hearing itself or for any other purpose, shall be valid and effective provided that the person appointed is present. Any decision of the persons hearing an appeal shall be taken by a majority of the votes of those persons, and, in the case of equality of votes, the person appointed shall have a second or casting vote. If

any person hearing an appeal is absent for any material part of a hearing of an appeal, then that person shall not participate further in the consideration of the appeal. An alternate or substitute may be appointed for the person appointed provided that the foregoing rules in this paragraph are observed. In this paragraph any reference to the Council shall also be read as referring to the person appointed in connection with any person appointed by him or her.

(o) The person appointed, at his or her discretion, may set time limits in connection with an appeal and dismiss an appeal where the appellant fails to meet those time limits. The person appointed, at his or her discretion, may consolidate two or more appeals to be heard together, and may hear an appeal with any other matter concerning the College, whether that other matter is within the jurisdiction of the person appointed in that capacity or as Visitor of the College. The person appointed, at his or her discretion, may correct any error in the proceedings appealed against or in the appeal itself, if satisfied that such error is accidental and of a minor nature. The person appointed, at his or her discretion, may, in the absence of any other persons hearing the appeal, hold preliminary hearings, may give directions, and may rule on preliminary issues of either a substantive or procedural nature.

(p) If the person appointed decides to sit alone, then he or she may nevertheless be accompanied and assisted by a legal adviser in such manner as the person appointed may decide, provided that the person appointed alone shall determine the appeal.

(q) The College shall meet all proper costs of the persons hearing the appeal.

2.17. Retirement Policy for Academic Staff

Purpose

The purpose of this policy is to provide a statement of the College's approach to retirement of members of the academic staff.

The College believes that a clear policy will assist members of the academic staff in planning for their retirement, or for an extension of their working lives, and will allow for effective succession and activity planning within the College.

This policy applies to the Master and Fellows of the College, who, as a group, are responsible for the achievement of its purposes and for its governance and to any person employed by the College under a contract of employment to do work of an academic nature (collectively referred to as "members of the academic staff" in this policy).

The use of the term "members of the academic staff" is used solely for the purpose of this policy and should not be confused with the use of the term "academic staff" in Standing Order N.2.12 or Statute LVIII.

The equal and consistent treatment of this group underlies the policy, which, though framed to reflect and support the academic nature of those purposes, applies equally to Fellows whose role within the College is not of an academic nature but whose function is necessary to ensure that the College's academic functions are fulfilled.

Statement of policy

For members of the academic staff, other than the Master, the College operates a retirement age which is at the end of the academical year in which the member of the academic staff

reaches the age of 67; however, if it is judged to be in the interests of the College to do so, a member of the academic staff may be appointed on a year-to-year, or shorter term, basis as a casual supervisor beyond that age, or may be appointed to continue their duties for a fixed-term period. The retirement age for the Master is the end of the academical year in which the Master reaches the age of 70.

The aims of the policy are:

To align the academic employment pattern of the College with that of the University: The Collegiate University, though comprising separate and legally independent corporate entities, depends for its success in the achievement of its common academic purposes on a unified approach to academic employment.

To ensure inter-generational fairness and to provide opportunities for career development to those at an early stage of their academic career: This encompasses the aims of promoting access to employment for younger people, the efficient planning of the departure and recruitment of staff, and sharing out employment opportunities fairly between the generations.

To promote innovation in research and knowledge creation: Within an academic community, a balanced mix of staff across a range of generations provides for the transfer of experience across generations, training and support for the new members of the team and the injection of new ideas to invigorate the academic dialogue that is essential to the development of ideas and to the progress of knowledge.

To complement rights of academic freedom and autonomy: The principle of academic autonomy and freedom is a recognised social purpose and this is supported by a policy that avoids disputes about an employee's fitness for work over a certain age and the potential consequent need to dismiss employees on the ground that they are no longer capable of doing the job.

To ensure that the College continues to work towards a diverse workforce: This aim is exemplified by the equal opportunities policy adopted by the College and the University.

Continuation of employment

If a member of the academic staff does not want to retire on the normal retirement date, he/she can request to continue working after the normal retirement date.

Procedure

The Master will write to a member of the academic staff between twelve and eight months before the normal date of retirement to notify him/her of the normal retirement date and to outline the procedure to be followed should the individual wish to request to work beyond the retirement date.

The options open to the member of the academic staff at this stage are as follows:

to retire at the retirement age (or earlier subject to giving notice); or
to request continuation of his/her employment on a fixed-term basis, full or part-time, after the normal retirement date.

An application to continue working must be made in writing to the Master no less than six months before the normal retirement date is reached. This should set out the reasons why the individual wishes to apply for extended employment and should provide details of the work they would wish to undertake beyond the retirement date along with the preferred period(s).

Consideration of requests

Applications to work beyond the retirement date will be considered by the Master and judgement will be made against the criteria below.

The Master may meet with the individual to discuss their request further. The member of the academic staff may bring a companion to this meeting. The Master will also seek the views of the Senior Tutor.

Criteria for evaluating requests to work beyond the retirement age

Any continuation of existing duties, and the period of such continuation, will be considered in the light of the aims of policy as described above. Work will only be offered in exceptional cases, where a specific teaching or other need exists, which the person concerned can fulfil and which it is judged best to fulfil in that way. In considering a request the following criteria will be taken into account:

(a) Is the appointment of a member of the academic staff the best way of meeting the College's need for the work?

(b) Could the College's need be met in as satisfactory a way by appointing a non-retired person?

(c) Is the appointment of a member of the academic staff to meet a temporary need?

(d) Is the appointment in the financial interests of the College?

(e) Does the appointment assist in the strategic planning of the College?

(f) If the member of the academic staff is retiring from employment by the University, has he or she applied to the University for the continuation of employment, and with what result?

Outcome

The member of academic staff will be advised in writing of the decision as soon as reasonably practicable.

Where the employment of a member of the academic staff is extended beyond the normal retirement date, the employment will be in a fixed-term capacity normally for a period of twelve months unless otherwise stated. However, the College may continue to rely on retirement as a reason for ending the employment relationship at the end of this extended period of employment, including where there have been successive extensions.

So far as the Statutes of the College permit, the term of engagement of the member of the academic staff will be the same as those of other persons engaged by the College with like duties.

If the request to continue working is refused, or retirement is postponed for a more limited period that the individual had requested, the letter will confirm the date on which retirement will take place. The individual will be able to appeal against this decision (see Appeals Procedure section below).

Appeals procedure
Where a member of the academic staff is dissatisfied with the outcome of a request for extended employment, he/she will have a right of appeal. Any appeal should be made in writing to the Master within five working days of the outcome of the request being received and should set out the grounds of appeal.
The appeal will be considered by an Appeal Committee appointed by the Council consisting of a Chair and four other Fellows from the Council.

A meeting will be set up within a reasonable period to discuss the appeal. The member of the academic staff may bring a companion to an appeal meeting.

The decision of the Appeal Committee will be notified to the member of the academic staff as soon as reasonably practicable after the meeting and will be final.

Further procedures
Where the employment of a member of the academic staff is extended beyond the normal retirement date in accordance with this policy, the above procedures will apply, *mutatis mutandis*, to the end of the fixed term extension of employment.

Reporting
The operation of this policy, the maintenance of a retirement age and the specific retirement age will be kept under review. The College may amend this policy as appropriate to ensure its compliance with legislation and to maintain an effective set of procedures.

3. Assistant Staff

3.1. Application of General Terms and Conditions of Employment

The general terms and conditions of employment for members of the College staff shall be as set out in the standard 'Contract of Employment' for assistant staff.

3.2. Heads of Departments

The term "Head of Department" in relation to a member of the College staff shall refer to the person named in their contract of employment as being the Head of Department, or (where there is no such person) to the College officer above that member of staff. Heads of Departments are responsible for the proper running of their Departments and for matters such as arranging, supervising and recording hours of work, overtime and holidays as required.

3.3. Staff Meals

(a) Catering Staff and Porters are entitled to all meals when on duty to the maximum charge specified in Schedule 1.

(b) Other employees are entitled to have lunch at College expense in the Buttery Dining Room, to the maximum charge specified in Schedule 1 (with any excess being paid in cash), on days when their normal duties involve working before and after the lunch break, and to part-time staff on days when they work not less than a full morning of four hours. The meal so chargeable shall be solely for the employee and not for guests, nor made up of part meals for other than the employee.

3.4. Safety

A copy of the General Statement of Policy on Health and Safety at Work issued by the College, required by the Health and Safety at Work Act 1974, will be issued to each employee.

In the event of an accident or injury to an employee during the course of duty the Head of Department must be notified immediately and a report must be made to the College Nurse for entry in the record book. The College Nurse, when available, will deal with minor accidents but in the case of major accidents a doctor should be called immediately.

Note: Attention is drawn to sections 7 and 8 of the Health and Safety at Work Act 1974 which are as follows:-

"7. It shall be the duty of every employee while at work:

(a) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and

(b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

8. No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions."

3.5. Pensions

A review of supplementary pensions shall be made every year.

3.6. U.S.S. Members of the College Staff

The following posts are eligible for membership of U.S.S.:

Academic Services Librarian
Special Collections Librarian
Technical Services Librarian

3.7. College staff establishment

There shall be an establishment of the permanent members of the College staff, which shall be reviewed annually by the Council and changes to which shall require the approval of the Council. The Financial Officers shall be authorised to engage on their own authority casual or temporary members of the College staff supernumerary to the permanent establishment.

3.8. Retirement and long service

(a) Members of the College staff who retire with at least five years' service may be invited to the Christmas Parties and Staff Outings.

(b) A party of relevant Fellows and colleagues will normally be held to mark 25 years' service by a member of the College staff.

3.9. Articles of Apprenticeship

The Domestic Bursar shall be empowered to sign articles of apprenticeship on behalf of the College.

SCHEDULE 1

[October 2018]

MASTER, FELLOWS & OTHER SENIOR MEMBERS

Fellows Rooms Service Charge	
Category 1 Resident	£2,648
Category 2 Resident	£1,864
Category 3 Resident	£1,780
Category 4 Resident	£1,728

Grants to Fellows and others	
Annual limit	£1,750
Maximum annual carry forward	£1,750
Maximum Computer equipment grants	£1,000
Book allowances	£750
Secretarial help for Fellows (including printer cartridges) - maximum per academical year - hourly rate for secretarial work	 £350 £17.50
Title A Fellows Ph.D. thesis expenses	£400

Grants to Beaufort Visitors	
Research expenses (per 3 month period)	£350

Entertainment allowances: annual maxima	
Tutors	£33 per pupil
Deans	£1,500
Graduate Liaison Officer	£2,100
Directors of Studies	£22 per pupil
Director of Music	£500
Fellows	£380
Chaplain (also to cover certain additional expenses of office)	£5,000
Lectors	£380
Fellow Commoner (to include travel and out-of-pocket expenses)	£760
Graduate Student Mentors	£22 per student

Misc	
Portraits of Fellows: Expenditure limit	£3,000
Charge for repairing damaged or lost pictures under the Picture Loan Scheme	£80
Annual level of Master's Discretionary Fund	£550
Fellow Benefactors: Minimum level of financial donation	£5 million

SCHEDULE 1

EDUCATION

Fees	
Privately-funded College undergraduate fee (students who received an offer in the Admissions Round 2013-14)	£5,824 for 18-19
Privately-funded College undergraduate fee (students who received an offer in the Admissions Round 2014-15)	£6,295 for 18-19
Privately-funded College undergraduate fee (students who receive an offer in the Admissions Round 2015-16)	£6,800 each year
Privately-funded College undergraduate fee (students who received an offer in the Admissions Round 2016-17)	£7,500
Privately-funded College undergraduate fee (students who received an offer in the Admissions Round 2017-18)	£8,250
Publicly-funded College undergraduate fee (subject to year-end revision) (students starting in 2016 and earlier)	£4,500 a year
Publicly-funded College undergraduate fee (students starting in 2017 [subject to year-end revision]	£4,625

Honoraria	
Title A assessors	£200
Burghley preachers (expenses also reimbursed) Hatfield Stamford	 £2.67 £1.33

Disciplinary procedures	
Maximum fine, under Standing Order C.4.2(b)(vi)(G)	£200

Library	
Library Material: Reproduction charges (all charges include VAT) (i) Parts of books or manuscripts: (a) internal illustrations (b) dust jackets (c) world rights (ii) Portraits, pictures, photographs Costs incurred by the Library for new photography will normally be passed on in addition. The Library does not usually recommend the imposition of any reproduction charge for materials included in works of an academic nature that are undertaken with no prospect of significant financial profit to the applicant.	 £70 £130 £130 £130

STUDENT FINANCE & AWARDS

Grants to junior members	
Learning & Research Fund for undergraduates for graduates Medical students for medical books (Rolleston Fund; annual maximum)	 £300 £500 £160

STUDENT FINANCE & AWARDS, cont …

Benefactors' Scholars	
Annual maintenance grant	£14,750

Instrumental awards (annual award)	£100

Value of Prizes	
Master's and Miller	£300
Research, Mansergh, and 3rd and 4th year prizes	£150
Runnett	£800
Douglas Adams	£300
Larmor Awards (value of cash award)	£140
Undergraduate Scholars:	
College Prize	£400
Wright Prize	£500
Named Year Prize	£600
Graduate Scholars:	
College Prize	£400
Wright Prize	£500
Named Year Prize	£600
Art	£200
Photography	£100

McMahon Law Students	
For students achieving first class results in the following categories the prize shall be the sum specified:	
(a) in two years of a B.A. degree, one of these to be the final year, or in one year of a B.A. degree and in the LL.M	£1,500
(b) in the final year of a B.A. degree, or in both the first and second years of a three-year B.A. degree	£1,000
(c) in the first year of a two-year B.A. degree, or in the second year of a three-year B.A. degree, or in the LL.M.	£750
(d) in the first year of a three-year B.A. degree	£500

CLUBS & SOCIETIES

Clubs and societies grant per student	£150.82
S.B.R	
Figure A (para. 8 of Constitution)	£250
Figure B (para. 8 of Constitution)	£500

SCHEDULE 1

RESIDENCES

Late payment administrative charges	
- Initial charge	£20
- Subsequent letters	£10 each
- Subsequent e-mails	£5 each

Junior Members Room Charges	
Room charges per term for Junior members fall between the following bands (with charges varying within these bands by reference to size, facilities, and location):	
Cripps (per term)	£1,483 - £1,905
Other parts of College (per term)	£1,321 - £1,905
Hostels (per month)	£464 - £722
Group Hostels (per month)	£464 - £665

(a) Junior Guest Rooms	Single occupancy	£43.00
	Twin, 2 occupants	£60.00
(b) Senior Guest Rooms	Single occupancy	£57.00
	Two occupants	£77.00

Other charges to junior members	
Credit card liability limit	£25
Charge per picture borrowed from the Picture Loan Scheme	£5

Public room charges	
Palmerston Room (J.C.R. Committee only):	
and Main Lecture Theatre (Old Divinity School)	£101.00
- Standard hire charge	£27.00*
- PRS royalty charge (live/disco)	£18.00*
- PRS royalty charge (dance/disco)	£8.00*
- PRS royalty charge, cinema/video (live music)	£44.00*
- PPL charge (recorded music)	
- Obligatory services of Porters	£33.00
- Rate per hour to midnight	£43.00
- Rate per hour after midnight	
* Value is indicative and is subject to licence agreement	
Other than members of the College (University Society or Department) for meetings/seminars only:	
Palmerston Room (services of a Technician and Porters can be made available but at additional cost) and Main Lecture Theatre (Old Divinity School)	£250.00
Other Public Rooms including Small Meeting Rooms Old Divinity School	£148.00

SCHEDULE 1

CHAPEL

Charges for the use of the Chapel		
	Standard rate	Concessionary rate
Use of the Chapel - For an evening concert - For a daytime concert - For an organ recital (including use of organ)	 £450 £300 £300	 £100 £100 £200
- For a second or subsequent performance	Two-thirds of fee for first performance	Two-thirds of fee for first performance
- For each additional three hour rehearsal	£200	£100
- For a commercial recording (per 3 hour session) - Without organ - With organ	 £150 £200	 n/a n/a
Fee for a master CD produced on Chapel webcasting equipment - Additional master CDs	£100 £50	n/a n/a
Music performance licence fee	£50	£50
Use of the Organ	£200	£100
Use of the Chamber Organ	£100	£50
Additional seating (per seat)	£1	£1

Charges for Marriages and Blessings in Chapel	
Fee for Resident Members of College (Fellows, Students) and Staff	n/a
Fee for Non-resident Members of the College, and the children of Fellows	£200
Facilities fee for video recordings at marriages and blessings	£100

College Retreat (maximum sum)	£1,400

Annual visit to Walworth (maximum sum)	£425

CHOIR

Organ Students:	
- Annual tuition allowance	£660
- Grant for study music (McKean Fund, annual maximum)	£260
Maximum annual expenditure on organ recitals including the entertainment and accommodation of the players	£3,575
Choral Students:	
- Annual singing lesson allowance	£675
Organ and Choral Students Choir Period of Residence daily rate	£20

Herbert Howells Trust Honorarium for independent examiner	£250

SCHEDULE 1

CATERING & CONFERENCES

Meal Charges	
Dinner at Fellows' Table	£18.85
Personal guest dining at Fellows' Table (Dinner)	£18.85
Lunch at Fellows' Table	£13.00
Personal guest dining at Fellows' Table (Lunch)	£13.00
Fellows' and staff lunches in the Buttery: maximum credit	£5.55
Staff breakfast when on duty: maximum credit	£3.35
Staff dinner when on duty: maximum credit	£5.55
Hall: - including wine - meal only - guest including wine - guest meal only	 £10.00 £6.50 £12.75 £9.75
"Superhall"	as advertised
Chapel breakfast: Full	£5.15
Chapel breakfast: Continental	£2.75

FINANCE

Consolidated bank account overdraft limit	£1,000,000
Single signature limit for cheques signed by Financial Officers	£100,000
Mileage allowance (per mile)	45p

DEVELOPMENT

Johnian Society life membership	
- Senior members - Junior members	£25 £15

PERSONNEL

House Purchase Scheme: upper limit of sum provided by the College	£150,000

Non-pensionable housing allowance (per month)	£600

Standing Committees 2018-2019

The table below shows for each standing committee: the name; the terms of reference; the *ex officio* membership; and the ordinary membership, with year of termination before each name, and year of appointment after each name (counting continuous service only and not earlier period of appointment). Names shown in italics are those of non-Fellows. Those in square brackets are on leave of absence, their replacements for the relevant period are shown. The Chair of each committee is marked *, and the Secretary is marked †.

Audit (Board of Scrutiny)	To act as a Board of Scrutiny, with the entitlement to examine the several accounts of the College; to consult with the Auditor; and to report to the Governing Body on matters of general policy in relation to the accounts as they shall see fit. [Terms of office from 1 May to 30 April]			
		2019	Dr Paszkowski	(2015)
		2019	Dr Macdonald*	(2015)
		2020	Professor Evans	(2016)
		2021	Dr Torrente Murciano	(2017)
Audit (Council)	To monitor the appointment and performance of external auditors; to discuss, if necessary, with the external auditors before the audit begins, the nature and scope of the audit; to receive the auditors' *Report to the Audit Committee,* and discuss any problems or reservations arising from the audit; to monitor the implementation of the auditors' recommendations; and to note whether the College's risk management and control arrangements, which are primarily the responsibility of the Finance Committee and the Council, are being kept up to date. [Terms of office from 1 June to 30 May]			
Attending by invitation: The Senior Bursar The Domestic Bursar *The Head of Finance* *The Financial Accountant*		2021	Dr Hynes	(2017)
		2021	Professor Simons	(2017)
		2022	Dr Robinson (JJWA)	(2018)

Buildings	To advise the Council on the proper care and maintenance of the College buildings, and on any development within the precincts of the College of a structural nature or affecting the character of the College buildings or grounds.			
The Master* The Domestic Bursar† A Tutor (currently: Dr Edgley) *Attending by invitation:* *The Superintendent of Buildings* *The Head of Finance* *The Domestic Bursar's Secretary*		2019 2019 2020 2020 2021 2022	Dr Edgley Dr Salmon Professor Howard Dr MacDonald Dr Hughes Professor Barker	(2015) (2013) (2016) (2016) (2013) (2018)
Catering and Conferences	To keep the College's catering and conference strategy under review and make recommendations for any change to the Council; to monitor the catering and conference budget and receive proposals and recommend changes to all catering and conference charges, prices and any resultant discounts; to receive and consider summary management accounts and take or recommend any subsequent actions; to monitor the College's pricing strategy and recommend any changes to the Council; and to review the relevant sections of the College's website.			
The President* The Domestic Bursar† The Fellows' Steward A Tutor (currently [Dr Dörrzapf]) Dr Watson for 2017-2019 *Attending by invitation:* *The Catering Manager* *The Head of Finance* *The Assistant Catering Manager* *The Domestic Bursar's Secretary* Receiving papers: The Senior Bursar		2019 2020 2021	[Dr Dörrzapf] Dr Watson for 2017-2019 Dr Chen Dr Wood	(2011) (2016) (2017)
Charities	Responsible for deciding on smaller scale donations by the College, for monitoring and reviewing other charitable giving activities within the College and for advising the Council on matters relating to charitable giving more generally.			
The Senior Bursar* Director of Education & Senior Tutor The Dean of Chapel *Council & Governance Administrator*†				

Choir Advisory	To advise the Council on matters relating to the Choir, and the activities of St John's Voices, other than relating to services in the Chapel. The Senior Bursar, the Director of Education & Senior Tutor and the Development Director are entitled to attend for the discussion of any item of business. The recommendations of the Committee should only be submitted to the Council for final approval after the approval of all financial arrangements by the Senior Bursar.	
The Dean of Chapel The Director of Music *The Director of St John's Voices* *The Headmaster* *The Choir Administrator*† Receiving papers: The Master The Senior Bursar Director of Education & Senior Tutor The Development Director		2019 Dr Robinson (CJ) (2008) 2021 Professor Gowers* (2017) Professor Howard for MT18/LT19* 2022 Dr Martin (2018)
Co-Curricular	To take a strategic view of the opportunities for co-curricular activities; to examine, and if need be institute a revised basis and mechanism for charging and distribution funding for Junior Members' activities; to determine the distribution of funds available from all sources between the General Athletic Club, the Associated Societies, the Junior Combination Room and the Samuel Butler Room, and any further beneficiaries; to ensure that co-curricular activities are appropriately regulated; to assist the Development Office in preparing cases for appeals for funding of Junior Members' activities, and to report to Council annually on the distribution of funds to those activities with an account of them.	
Director of Education & Senior Tutor* The Domestic Bursar† President of General Athletic Club Senior Treasurer of the G.A.C. Senior Treasurer Associated Societies *The President of the J.C.R.* *The President of the S.B.R.* *Attending by invitation:* *The Domestic Bursar's Secretary* Receiving papers: The Senior Treasurer of the J.C.R. The Senior Treasurer of the S.B.R.		2020 Dr Di Bernardo (2017) 2020 Dr Santangelo (2018)

[C-C] **General Athletic Club Sub-Committee**	To propose matters of strategic change to the main Committee; to agree a proposed division of funds available between Field and Boat Clubs; and to maintain a list of clubs and there captains.
President of the G.A.C. * Senior Treasurer of the G.A.C. † Senior Treasurer of the Field Clubs Senior Treasurer of the L.M.B.C. The Domestic Bursar *Secretary of the General Athletic Club* *G.A.C. Men's Field Sports rep* *G.A.C. Women's Field Sports rep* *Junior Treasurer of the L.M.B.C.* *Women's or Men's Captain, L.M.B.C.* *S.B.R. 'Sports' Officer*	2020 Dr Di Bernardo (2017)
[C-C] **Social and Cultural Sub-Committee**	To propose matters of strategic change to the main Committee; to agree a proposed division of funds available between societies; to take account of activities unrepresented by societies; and to maintain a list of societies and their officers.
Senior Treasurer of the S.B.R. Senior Treasurer of the J.C.R. † Senior Treasurer Associated Socs* *President & Junior Treasurer, J.C.R.* *President & Junior Treasurer, S.B.R.* *Junior Treasurer Associated Societies* *The President of the Music Society* *The President of Jazz at John's* *President of the Lady Margaret Players* *The J.C.R. 'Ents' Officer* *The S.B.R. 'Social' Officer*	2020 Dr Santangelo (2018)

Communications	To oversee the effectiveness of College communications, both internally and externally, measured against the strategic aims of the College, monitoring press coverage, the standing and reputation of the College, the effectiveness of College web-based communications and the performance of the Communications Office.	
The President* The Librarian & Head of ISS The Admissions Tutor The Dean of Chapel The Development Director *The Communications Manager*† *Attending by invitation:* *The Web & Media Officer* *Press, Publicity & Communities Officer* *Head of Alumni Relations* *Publications Officer* Receiving papers: The Master The Senior Bursar Director of Education & Senior Tutor The Domestic Bursar	2019 Miss Tomaselli (2013) 2020 Professor Whitmarsh (2016) *One junior member nominated by the J.C.R. Committee; and one junior member nominated by the S.B.R. Committee*	
Development	To oversee the fundraising, alumni relations, and other activities and operations of the Development Office.	
The Master* The President The Development Director† *Attending by invitation:* *The Chair of the Development Board* *The President of the Johnian Society* *The Deputy Development Director* *The Head of Alumni Relations* Receiving papers: The Senior Bursar Director of Education & Senior Tutor The Librarian/HISS	2020 Dr Watson (2016) 2020 Professor Friend (2017) 2021 Mr Nethsingha (2013) 2022 Professor Rink (2018) 2022 Professor Willerslev (2016)	

Disciplinary	To perform the duties in respect of the discipline of members of the College *in statu pupillari* assigned to the Committee by Standing Order C.4.2.	
		2019 Mr Jobling (2015) 2019 Professor Rublack (2011) 2019 Professor Samworth (2011) 2020 [Dr Worthington] (2016) Professor Knowles for 2017-2019 2020 Miss Bell (2016) 2021 Dr Kilburn-Toppin (2017) 2022 Professor Tombs* (2014) 2022 Ms Gardner (2018) *Replacements, if required:* *Professor McMullen, Professor Schofield and Professor Lisboa* *Four undergraduate members nominated by the J.C.R. Committee; and four graduate members nominated by the S.B.R. Committee*
Education	To monitor the conduct of the Subject Review Meetings and ensure that recommendations and points for discussion are fed into the College's committee structure correctly, and to monitor progress on these.	
The Master* Director of Education & Senior Tutor† *In attendance:* *The Senior Tutor's Administrator*		2018 Dr MacDonald (2014) 2019 Prof Ní Mhaonaigh (2013) 2020 Miss Bell (2017) 2022 Dr Plaisted Grant (2018)
Education Forum	To review the teaching in all subjects in the College and to advise the Director of Education & Senior Tutor, and through him or her the Tutors, on the academic performance of junior members and the changing needs and duties of the teaching establishment, and to report to the Education Committee.	
Director of Education & Senior Tutor*† The Tutors The Directors of Studies All Fellows involved in teaching *The Student Services Manager* *The Admissions Tutor's Assistant* *The Academic Administrators*		

Entertainments	To make recommendations to the Council on College entertainments, and on the programme of events for each academical year.		
The President* The Fellows' Steward† The Praelector The Director of Music A Tutor (currently: Professor Woods) *Attending by invitation:* *The Catering Manager* *The Fellows' Butler* *The Assistant to the Fellows' Steward* Receiving papers: The Master	2019 2020 2021 2022	Ms Gardner Dr McDowell Professor Woods Professor Tombs	(2017) (2016) (2017) (2015)
Environmental	To advise the Council on the implementation of the Environmental Policy; to consider those issues and responsibilities that are not discharged by other committees; to increase environmental awareness among College members and staff; to monitor the application of the Environmental Policy across the College; to receive reports from the relevant Committees and to report to the Council annually or as the Council directs.		
The Domestic Bursar† *Attending by invitation:* *The Superintendent of Buildings* *The Superintendent of Housekeeping* *The Catering Manager* *The Domestic Bursar's Secretary* *The J.C.R. Green & Charities Officer*	2019 2020 2021 2022 *One junior member nominated by the S.B.R. Committee*	Dr Joyce Professor Dasgupta* Professor Reisner Professor Szreter	(2014) (2016) (2017) (2014)
Estates Strategy	To oversee the creation and monitoring of an estates strategy for the College, focusing on long-term planning of the accommodation needs of the College and overseeing space use and planning.		
The Master* The President The Senior Bursar The Domestic Bursar† Receiving papers: Director of Education & Senior Tutor	2020 2020 2021 2022 2022	Professor Bayliss-Smith Mr Teal Dr Santangelo Mr Nethsingha Dr Evans	(2012) (2012) (2017) (2018) (2016)

Fellows' Rooms	To make recommendations to the Council for the assignment of rooms to Fellows, after having regard to the College duties of the Fellow to whom each assignment is proposed, to whether the Fellow intends to reside in College and to the extent of use intended by the Fellow; and to review each assignment and report to the Council where a change occurs in the office or duties of a Fellow, where the residential status in College of a Fellow changes, where a Fellow attains the retiring age, or when a Fellow retires from his or her principal office in the University and triennially thereafter.			
The President* The Domestic Bursar† Receiving papers: Director of Education & Senior Tutor		2020 2021 2021 2022	Professor Hutchings Dr Colwell Professor Manton Professor Johnstone	(2016) (2015) (2017) (2018)
Finance	To oversee the operational finances of the College including budget setting, financial performance and annual accounts, consistent with the long-term financial strategy of the College.			
The Master* The Senior Bursar† Director of Education & Senior Tutor The Domestic Bursar *Attending by invitation:* *The Head of Finance* Receiving papers: The President		2019 2020 2022 2022	Professor Samworth Mr Teal Dr Lamacraft Dr Santangelo	(2017) (2008) (2014) (2018)
Finance Strategy	To provide strategic oversight of the finances of the College and its long-term financial strategy.			
The Master* The Senior Bursar† Director of Education & Senior Tutor The Domestic Bursar *Attending by invitation:* *The Head of Finance* Receiving papers: The President		2019 2020 2021 2021 2022 2022	Professor Samworth Mr Teal *Mr J.H. Parker* *Mr R.M. Mitchell* Dr Lamacraft Dr Santangelo	(2017) (2008) (2006) (2006) (2014) (2018)

Furniture and Plate	To advise the Fellows' Steward on (a) the purchase, repair, security and insurance of the College's antique furniture, and (b) the oversight of the furniture and fittings of the Green Room, Combination Room, Small Combination Room and Wilberforce Room; to advise the Domestic Bursar on the purchase and repair of furniture for the other public and principal rooms of the College. To advise the Fellows' Steward on (a) the purchase, repair, security and insurance of the silver; (b) on the lending of silver to Fellows or outside bodies; and (c) the cataloguing of the silver. To appoint members of the Committee to conduct from time to time an audit of the College silver. To make reports and recommendations on these matters to the Council.			
The Fellows' Steward† *Attending by invitation:* *The Catering Manager* *The Fellows' Butler* *The Assistant to the Fellows' Steward*		2019 2019 2020 2022	Professor Best* Professor McMullen Dr Wong Professor Johnstone	(2015) (2018) (2016) (2018)
Gardens	To superintend the management of the gardens and grounds of the College, including landscape aspects on both sides of Queen's Road; and to make recommendations to the Council on policy for the gardens and grounds and on the siting of memorial benches and seats, trees and plants.			
The Domestic Bursar† *Attending by invitation:* *The Head Gardener* *The Head Groundsman* *The Domestic Bursar's Secretary* Receiving papers: The Master		2019 2019 2020 2021 2021	Dr Leake Professor Howard* Professor Kinmonth Professor Jiggins Dr Paszkowski	(2011) (2011) (2018) (2017) (2017)
Gifts	To consider proposed gifts to the College referred to them in accordance with Standing order M.5 or by the Council, the Master or the Development Director, and to make recommendations regarding their acceptance.			
The Master* The President† The Senior Bursar		2022	Professor Barker	(2014)

Government of the University	To consider and advise the Council on matters concerning the government of the University and the relationship between the Colleges and the University, and on matters of concern to the Colleges generally.			
The Master* The Senior Bursar† Receiving papers: Director of Education & Senior Tutor		2019 2020 2021 2022	Professor Whitmarsh Professor Heal Professor Laue Professor Gray	(2015) (2017) (2017) (2014)
Graduate Funding	To approve grants from Studentship Funds and other Trust Funds for the benefit of junior members.			
The Senior Bursar Director of Education & Senior Tutor*† The Tutor for Graduate Affairs *Attending by invitation:* *The Graduate Administrator*				
Health & Safety	Regularly to review conditions and safe working practices in the College in relation to members of the College, College staff and visitors; and to make recommendations to the Council on the safety policy of the College and on policy for health in the College.			
The Domestic Bursar† The Dean of Discipline* The Dean of Chapel The Librarian *The Chaplain* *The Superintendent of Buildings* *The Catering Manager* *The Superintendent of Housekeeping* *The Head Porter* *The Head Gardener* *The Head Groundsman* *The College Nurse* *Head of Master's & President's Offices* *The Student Services Manager* *The Head of Human Resources* The Development Director *The Head of Finance* *The Computer Services Manager* *The Investment Property Manager* *The College Counsellor* *The Boat House Manager*		2021 2021 2022 2022 *Two junior members nominated by the J.C.R. Committee; and one junior member nominated by the S.B.R. Committee*	Dr Winter Dr Kilburn-Toppin Professor Burton Dr Meier	(2017) (2017) (2018) (2018)

Herbert Howells Trust	To administer the Herbert Howells Trust.			
The members of the Choir Advisory Committee (other than the Director of St John's Voices and the Headmaster)		2020	Ms Gardner	(2017)
		2020	*Dr M. Neary*	(2008)
High Table and Wine	To advise the College on the provision of food and wine at the Fellows' Table and at College functions and on the management of the Green Room and the Combination Room and associated amenities; to review associated budgets and expenditure; and to advise the College on the purchase, storage (and if necessary sales) of wines for College purposes, to review strategy as appropriate, and to choose wines for College functions and any other occasion that is required by either the Master, Fellows or the Chaplain.			
The Fellows' Steward		2019	Professor Tombs	(2015)
The Wine Steward†		2019	Professor Lane	(2011)
Attending by invitation:		2019	Dr Franze	(2015)
The Catering Manager		2019	[Dr De Volder]	(2015)
The College Wine Consultant			Professor McCave for MT18/LT19	
Receiving papers:		2019	Dr Wood	(2015)
The President		2021	Professor McFarlane	(2017)
		2021	Dr Martin	(2017)
		2022	Professor Hutchings*	(2014)
H T & W Policy Sub -	To consider financial and policy matters within the High Table and Wine Committee's terms of reference; and to make recommendations to the main Committee accordingly.			
The Chair of HT&W*		2021	Professor McFarlane	(2017)
The Secretary of HT&W				
The Fellows' Steward†				
Attending by invitation:				
The Catering Manager				
The Assistant to the Fellows' Steward				
For financial reporting:				
The Finance Business Partner				

Human Resources	To oversee the personnel aspects of the College.		
The Master* The Senior Bursar† The Domestic Bursar *Attending by invitation:* *The Head of Human Resources* *The Human Resources Manager* Receiving papers: Director of Education & Senior Tutor	2019 2020 2021 2022	Dr Hynes Professor Gray Dr Tipper Professor Rublack	(2015) (2009) (2016) (2018)
Information Technology	To provide strategic oversight, to encourage, support, and facilitate, and to advise the Council on, the use of information technology within the College.		
The Domestic Bursar The Librarian & Head of ISS The IT Director A Tutor (currently: Dr Colwell) *The Computer Services Manager*† *The J.C.R. Computer Officer* *The S.B.R. Computer Officer* Receiving papers: *The Head of Finance*	2019 2020 2017	Dr Blunt Professor Knowles Dr Mullins*	(2018) (2016) (2010)
Investments	To be responsible for oversight of the Endowment investment activities of the College.		
The Master* The Senior Bursar† *Attending by invitation:* *The Business Manager* *The Investment Property Manager*	2019 2019 2019 2020 2020 2020 2021	Professor Evans *Mr J. Podger* *Mr N. Masding* Dr Stuart *Mr M.R.B. Allen* *Mr S. Silvester* Professor Hutchings	(2007) (2015) (2015) (2008) (2008) (2016) (2009)

Joint Staff Consultative	To provide for consultation between the Council and Financial Officers and the members of the College staff on all matters appertaining to employment within the College, and to fulfil the obligations on information and consultation with College staff as required under the Information & Consultation Employees Regulations.	
The Senior Bursar* The Domestic Bursar *The Human Resources Manager* *Mr N. Lamb* *Mrs S. Bridges* *Miss J. Thomas* *Mr K. Loftus* *Mr M. Ranford* *Miss C. Aspinall*† Receiving papers: The President		2020 Dr Evans (2012)
Junior Combination Room	To promote the entertainment, social arrangements and welfare of resident junior members of the College; to represent junior member opinion; and to approve the payment of annual subscriptions in respect of resident junior members of the Cambridge University Students Union and to the National Union of Students.	
		2020 Dr Nicholls (2012) 2022 Dr Wickerson (2018) *Junior members appointed in accordance with rules for the Junior Combination Room in Appendix III to the Standing Orders*
Kitchen Consultative	To monitor the provision of food in the Buttery Dining Room and low table; to be consulted on prices in the BDR and at low table; to receive and consider suggestions from Fellows, junior members and staff.	
The Domestic Bursar† A Tutor (currently: Miss Tomaselli) *Attending by invitation:* *The Chaplain* *The College Nurse* *The Catering Manager* *The Domestic Bursar's Secretary*		2020 Dr Robinson (JJWA) (2016) 2022 Prof Bayliss-Smith* (2018) 2022 Ms Mawson (2018) *Two junior members nominated by the J.C.R. Committee, and one junior member nominated by the S.B.R. Committee* *One member of the College staff nominated by the Joint Staff Consultative Committee*

Library and Records	To superintend the management of the Library and Archives; to receive the annual accounts of the Library and to report to the Council on them; to make recommendations to the Council on policy for the Library; to receive reports from the Archivist; and to superintend the care and conservation of the College Archives and historical material.	
The Librarian† *The Archivist* *Attending by invitation:* *The Sub-Librarian* *The Biographical Librarian* *The Academic Services Librarian* Receiving papers: The Senior Bursar Director of Education & Senior Tutor The Domestic Bursar		2018 Professor Howard (2009) 2019 [Dr Arsan] (2016) Dr Da Rold for 2018-2019 2019 Dr Bryson (2016) 2020 [Professor Kerrigan] (2016) Ms Salgarella for ET 2019 2021 Dr Warnes* (2017) 2022 Dr Brown (2018) *One junior member nominated by the J.C.R. Committee; and one junior member nominated by the S.B.R. Committee*
Livings	To make recommendations to the Council for the presentation of incumbents to College Livings, and for the exercise of the other powers and duties of the College as Patron to Livings.	
The Master* The Dean of Chapel† *The Chaplain* Receiving papers: The Senior Bursar		2019 Miss Tomaselli (2011) 2021 Professor Schofield (2009) 2022 Dr Williams (2010)
McMahon Law Studentships	To make recommendations to the Council for the election of Students and for their emoluments.	
The Tutor for Lawyers The Director of Studies in Law*† The Teaching Fellows in Law		

Medical Sciences Tripos and Veterinary Sciences Tripos Joint	To review the teaching of Medical Sciences in the College; and to make recommendations to the Tutors on the teaching establishment in Medicine.	
The Director of Studies for Clinical Science*† The Tutor for Medical and Veterinary Students The Directors of Studies in Pre-Clinical Medical Sciences; Biochemistry; Pathology; Medical Sciences (Clinical); and Veterinary Sciences The Medical Sciences Tripos Teaching Fellows *In attendance by invitation:* *Relevant College Teaching Associates* In attendance: *Academic Administrator for Medical and Veterinary Sciences Tripos*		
Natural Sciences	To review the teaching of Natural Sciences in the College and to make recommendations to the Tutors on the teaching establishment in Natural Sciences.	
The Tutors for Natural Scientists The Director of Studies in Natural Sciences*† The Teaching Fellows in Natural Sciences and Medical Sciences The Directors of Studies in Computer Science and Pre-clinical Medical Sciences In attendance: *Academic Administrator for Natural Sciences*		
Parking	To monitor the provision and management of car and cycle parking within the precincts of the College and at College hostels; to approve the list of those issued with car parking permits; and to make recommendations to the Council on car parking policy.	
The Domestic Bursar† *Attending by invitation:* *The Superintendent of Buildings* *The Head Porter* *The Domestic Bursar's Secretary*		2020 [Dr Castelvecchi] (2013) Dr Fusco for MT18/LT19 2020 Dr Joyce (2014) 2021 Dr Taylor (2017) 2022 Professor Szreter* (2018)

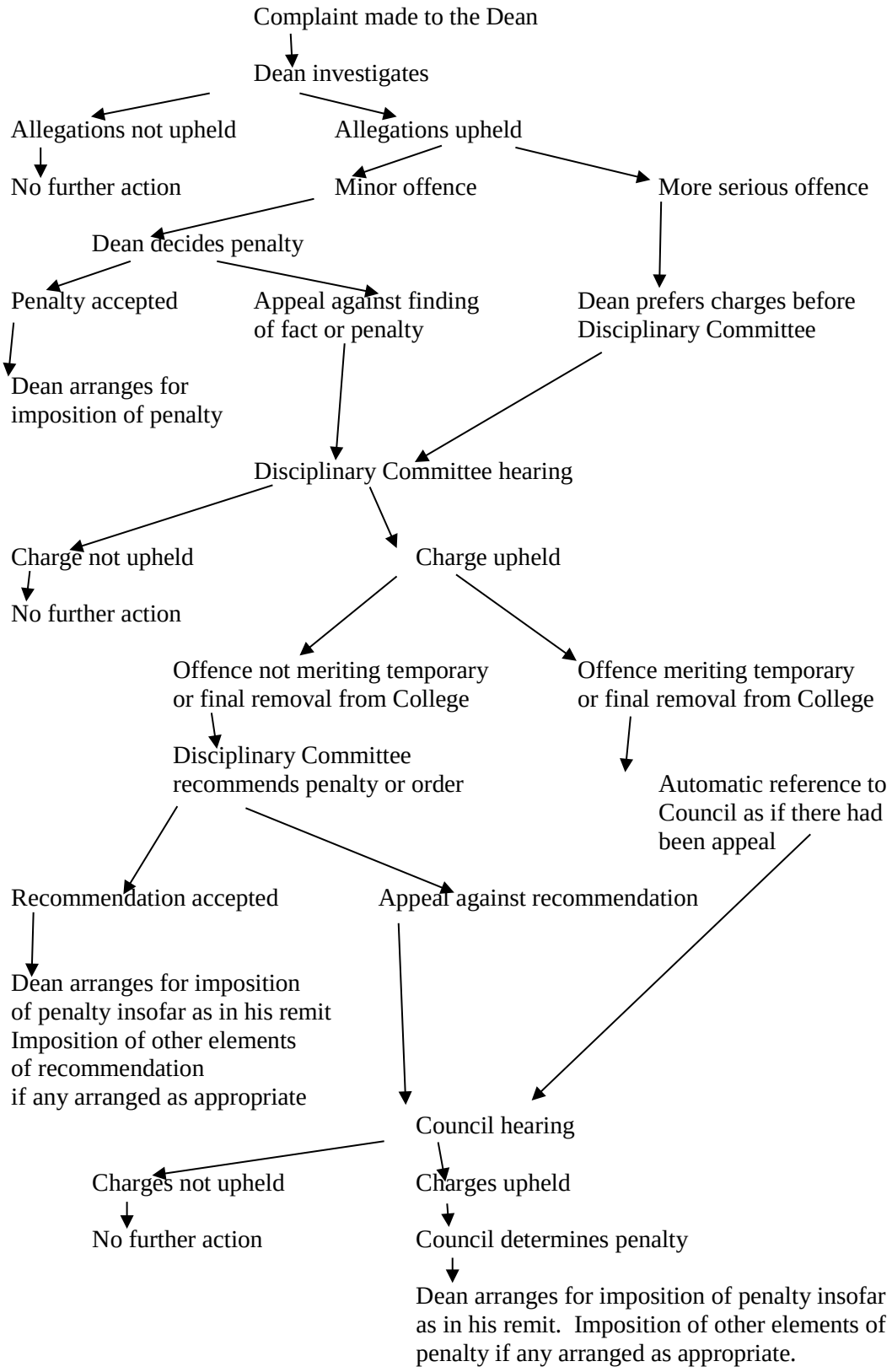
Professorial Fellowships	To consider proposals for elections to Fellowships of Professors or holders of other senior University offices, at least once a year, and to recommend to the Council any names that should be given consideration.	
The Master* The President†		2019 Professor Simons (2015) 2020 Professor Gray (2016) 2021 Professor Gilbertson (2017)
Research	To encourage, support and facilitate, and advise the Council on, the activities of the College in research and scholarship, other than those relating specifically to junior members.	
The Master* The President† *Attending by invitation:* *The Communications Manager* *The President's Assistant* Receiving papers: The Senior Bursar		2019 Professor Jiggins (2015) 2020 [Professor Lisboa] (2015) Professor Ní Mhaonaigh for MT 18 2020 [Dr Worthington] (2014) Professor Horrocks for 2017-2019 2021 Dr Torrente Murciano (2017) 2022 Professor Simons (2018)
St John's College School Governors	To be responsible for the educational policy and administration of the School; to be responsible for the management of the finances of the School, including the authorisation of expenditure and the determination of the level of fees; to report to the Council annually; and to make recommendations to the Council on the size of the School and on the appointment of the Headmaster.	
The Senior Bursar The Dean of Chapel The Director of Music *The Chaplain* Attending by invitation under S.O. A.5.6(d): *The Headmaster* *The School Bursar*†		2018 *Mr S.H.J. Macdonald* (2009) 2018 Dr Edgley (2010) 2018 *Mr J.R. Murray* (2014) 2019 Professor Howard (2015) 2019 *Mrs S. Kerr-Dineen** (2011) 2019 *Dr V. Elliott* (2015) 2021 *Mr P.B. Taylor* (2017) 2021 Professor Kinmonth (2017) To be confirmed To be confirmed
Samuel Butler Room	To represent the interests of graduate students of the College; to manage the Samuel Butler Room, the Peter Nichols Room, and the Fred Sander Room; and to provide such entertainments and amenities for graduate students of the College as they shall see fit.	
		A Senior Treasurer and junior members appointed in accordance with the rules for the College Graduate Society in Appendix III to the Standing Orders

Senior and Junior Members	To consider matters of College policy affecting junior members of the College referred to the Committee by the Council or by the J.C.R. Committee or by the S.B.R. Committee.	
The Master* Director of Education & Senior Tutor The Tutor for Graduate Affairs The Senior Treasurer of the JCR† Receiving papers: The President The Domestic Bursar		*The SBR President* *One other member of the SBR Ctt* *The JCR President* *One other member of the JCR Ctt*
Stipends	To make recommendations to the Council with regard to academic stipends and matters relating to the terms and conditions of employment of the Master and Fellows and College staff employed on academically-related scales, and of the Head of Finance and the Catering Manager.	
The Senior Bursar*†		2020 Professor Barker (2012) 2021 Professor Kinmonth (2017) 2022 Professor Heal (2016)
Title A (Arts)	To advise the Council on the selection of Arts candidates in the Title A Fellowship competition.	
The Master*†		2018 Professor Ní Mhaonaigh Professor Barker Dr Salmon Dr Chau Professor Whitmarsh Professor Evans Professor Warnes Professor Bayliss-Smith Dr McCarthy Dr Evans Dr Nicholls Dr Watson Professor Gray Professor Midgley Mr Watts Professor Heal

Title A (Sciences)	To advise the Council on the selection of Sciences candidates in the Title A Fellowship competition.		
The Master*†		2018	Dr Torrente Murciano Dr Mullins Dr Wheeler Professor Manton Professor Samworth Dr Williams Professor Burton Professor Reisner Professor Jiggins Professor Goswami
Tourism in College	To superintend the management of the tourist control system in College; and to make recommendations to the Council on policy for the control of tourists.		
The Domestic Bursar† *Attending by invitation:* *The Head Porter* *The Domestic Bursar's Secretary*		2019 2021 2021	Dr Watson (2014) Professor Simons* (2017) Professor Manton (2017) *One junior member nominated by the J.C.R. Committee; and one junior member nominated by the S.B.R. Committee*
Tutors' Appointments	To make recommendations to the Council for the appointment of Tutors and Acting Tutors, and act as a nominations panel for the appointment of the Dean of Discipline.		
The Master* Director of Education & Senior Tutor† *In attendance:* *The Senior Tutor's Administrator*		2019 2020 2021	Dr Hughes (2013) [Dr Stuart] (2016) Dr Nicholls for 2018-2019 Dr Hynes (2017)
Undergraduate Funding	To oversee the development and operation of all College undergraduate funding programmes.		
Director of Education & Senior Tutor* Admissions Tutor Director of International Programmes *In attendance:* *Scholarships Administrator*†		2019 2020 2021 2021	Dr McDowell (2018) Dr Bell (2018) Professor Atatüre (2018) Mr Teal (2018)

APPENDIX II

Disciplinary Procedure – summary flow-chart [see Standing Order C.4.2]



APPENDIX II

APPENDIX III

1. Constitution of the Junior Combination Room

Name and Membership

1. There shall be an association of all resident junior members of Saint John's College, known as the Junior Combination Room – hereinafter referred to as the JCR. The JCR will elect a committee to represent them – hereinafter referred to as the JCRC.

2. Any junior member may opt out of being a member of the JCR. Such choice shall be made known by written notice delivered to the President and copied to the Senior Tutor and shall be effective from the date of delivery. Such choice may be revoked at a later date by written notice similarly delivered and copied.

3. A resident junior member who has chosen not to be a member of the JCR shall not be entitled to participate in any way in any election provided for by or under this Constitution, and if such resident junior member, is an officer of the JCRC, they shall cease to hold that office or position.

4. A resident junior member who has chosen not to be a member of the JCR shall not for that reason be unfairly disadvantaged with regard to the provision of services or the ability to participate in any entertainment or other social function arranged for members of the JCR generally.

Purposes

5. The purposes of the JCRC shall be to promote the education, social arrangements and welfare of resident junior members of the College, to represent junior member opinion, to keep junior members informed of college decisions that affect junior members and to approve the payment of annual subscriptions in respect of resident junior members to the Cambridge University Students' Union.

6. The JCRC shall not purport to represent the opinion of any resident junior member who has chosen not to be a member of the JCR.

Administration

7. JCR policy and administration shall be the responsibility of the JCRC.

The Officers of the JCR Committee

8. The JCRC offices shall comprise the single major office of:
   (a) President;
   and the additional offices of:
   (b) Vice-President;
   (c) Academic and Careers;
   (d) Access;
   (e) Entertainments;
   (f) Ethical Affairs;
   (g) Facilities;
   (h) Publicity and Communications;
   (i) Secretary and External;
   (j) Services, Sports and Societies;
   (k) Treasurer;
   (l) Male or Non-Binary Welfare;
   (m) Female or Non-Binary Welfare;

(n) Equal Opportunities;
(o) Computing.

Each position will be separately elected, with the exception of the co-opted Computing Officer and Yearbook Official (see Clause 47). There will be co-opted sub-committees for the following JCR Officers: Access, Ents, Ethical Affairs; and Equal Opportunities. The Yearbook Official will be able to co-opt a sub-committee of up to four people to assist with the role.

9. At the desire of the JCRC up to two members of the Samuel Butler Room Committee, so chosen by the SBR, and the two JCR liaison Senior Members, may be invited to attend meetings.

10. The basic responsibilities of the JCRC are outlined in the job descriptions in Clause 81 (A)-(O) below.

11. JCRC shall write to ask a senior member to be the Senior Treasurer of the JCR. They will hold this position until he or she chooses to step down, and another senior member will be invited to take their place.

JCRC Meetings

12. JCRC meetings shall be ordinarily convened by the President and take place at least seven times a term. Open Meetings must be held at least once per term and advertised at least four days in advance. At least one open meeting must take place within the two weeks prior to the annual JCRC elections.

13. The Chair of the JCRC meetings shall be the President, with the exception of Open Meetings, when the Vice-President, or his or her nominee, will chair.

14. Only elected members of the JCRC shall be entitled to vote at JCRC meetings or to pass items put forward at JCRC subcommittee meetings. Any member of the JCR may vote at an Open Meeting.

15. All JCRC members are obliged to attend all JCR meetings.

16. The quorum at a JCRC meeting shall be seven voting members attending.

17. JCRC meetings, and all meetings of JCRC sub-committees, shall be open to observers, who may speak and propose motions if invited to do so.

18. The JCRC may set up temporary sub-committees to deal with a specific area or item of JCR business. To set up a sub-committee shall require a simple majority of those voting members of the JCRC present at a quorate JCRC meeting. At least one JCRC member must sit on a sub-committee. The JCRC may appoint whomsoever it chooses to such sub-committees. Only voting members of the JCRC may vote on sub-committee decisions, and all sub-committee decisions are subject to ratification by the JCRC. Sub-committees may not set up sub-committees of themselves.

19. A JCRC member shall be deemed to have resigned if he or she is absent from any two or more JCRC meetings in a term, which he or she was obliged to attend, without

providing a written explanation accepted by the JCRC at the meeting following the second meeting missed.

Extraordinary Open Meetings

20. Extraordinary Open Meetings may be called by:-
    (a) Any five or more members of the JCR.
    (b) A majority vote of the JCRC.

They shall be held at a reasonable time chosen by those requisitioning the meeting, but that time must not be less than twenty four hours after the requisition is received by the JCR President, or in the President's absence, the Vice President. A petition or Committee decision calling for an Extraordinary Open Meeting must state the business to be discussed. The JCRC Secretary shall post the location, date and time and business to be discussed on the JCR notice-board as soon as possible after these are decided.

Motions

21. Motions shall require one proposer and one seconder who shall be members of the JCR. Motions presented in writing to the Secretary by noon on the day before the Open Meeting shall be included on the agenda. The Chair of the Open Meeting shall rule as to whether a motion proposed during an Open Meeting shall be accepted.

22. A motion may call for the censure of a named JCRC Officer. Such a motion must be submitted in writing to another JCRC member by noon three days before the Open Meeting. For such motions to pass shall require a two-thirds majority of those voting with at least sixty voting in favour to pass into policy. No-confidence in any named JCR Officer(s) may be discussed in an Open Meeting but can otherwise only be expressed by a Referendum of no-confidence.

Minutes and Agendas

23. Minutes shall be taken at all JCRC meetings, including Open Meetings, by the Secretary or by his or her nominee, who is a voting member of the JCRC. The JCRC member representing a sub-committee must do the same at sub-committee meetings. These minutes shall include the date, time and place of the next meeting, and shall be circulated by the Secretary to members of the JCRC within 24 hours. Any JCRC member may advise on an alteration to be made to the minutes provided it is done at or before the next meeting and is agreed by a majority vote. All previous minutes of JCRC meetings shall be permanently kept available for the inspection of any junior member by the Secretary, and will be made available on the JCR website for at least three months.

24. The Secretary must produce agendas for all JCRC meetings and circulate these at least 10 hours before the meeting. The JCRC member representing a sub-committee must do the same at sub-committee meetings. The deadline for agenda items to be delivered to the Secretary is midday prior to the meeting, with the exception of the President. Additional business can be raised at a meeting under the title Any Other Business, at the end of the meeting.

Representation of Junior Member Opinion

25. The President and one other JCRC Officer shall represent the views of the JCR when called to College Council, which shall typically be following Senior and Juniors meetings.

26. Those JCRC Officers appointed to other college committees, whether by virtue of their office or as appointed by the JCRC amongst themselves, shall represent JCR member opinion on those committees.

27. The President and External Officer shall represent members of the JCR at CUSU Council and 'Presidents and Externals' meetings.

28. The JCRC shall represent the views of the members of the JCR fully and freely and in accordance with their mandates.

29. The President shall have special responsibility for the representation of the views of the members of the JCR in the media.

30. Each JCRC Officer must give a written report to the JCR President at the end of every term, including progress made on issues raised in their initial election manifesto as well as other work undertaken as part of their role. The JCR President will review these reports and take appropriate action, including the possibility of calling an Open Meeting, or a vote of no-confidence in the Officer in question, if any one of them is deemed unsatisfactory.

Elections to the JCR Committee

31. The JCRC shall be elected annually under the provisions embodied in clauses 31-47 inclusive, within week 7 of Michaelmas Full Term, with the exceptions of the President, Access Officer and Secretary. The President shall be elected in week 5 of Michaelmas Full Term, and the latter two officers in week 5 of the Lent Full Term. The remaining JCRC nominations must open within seven but after five days of the election of the President.

32. The Returning Officer of the main JCR elections shall be the outgoing President. The Returning Officer of the Access Officer and Secretary elections shall be the current President. The Returning Officer shall not propose or second any candidate.

33. The Incoming President may choose – after being elected but before the election of any member of his/her committee – to provisionally create or modify a single JCR office. A proposal to do so must be submitted in writing to the Returning Officer within five days of Presidential election, and must include a draft description of the duties such as is found under clause 81 of the Constitution. The provisional position shall then be elected alongside the offices defined in clause 8 through the same method. The position may retain provisionally filled for its first term, after which it must be added to the Constitution as described in clauses 77-78 or the position will be dropped from the Committee. Following the resignation or a motion of no confidence in a provisional officer, a re-election will not occur, and the position will be dropped from the JCRC.

Nominations

34. Nomination sheets and ballot papers for elections in which the JCRC are to be elected shall be divided into separate sections for each of the positions for which elections are taking place. Any candidate may stand for only one of the JCRC posts.

35. Nominations must be signed by the candidate, a proposer and a seconder, all of whom must be members of the JCR.

36. Nominations shall close at midnight at the end of the third day before the election, when the nominations list shall be removed by the returning officer who shall post a full list of valid candidacies on the JCR Notice Board by twelve noon on the following day.

Electoral Procedure

37. All members of the JCR may vote in JCRC elections or any subsequent re-elections. The SBR are also invited to vote in the JCRC President and JCRC elections. No one else may vote.

38. Elections shall be held by secret ballot in a public place in College, or using a secure online voting system, or a combination of the two, as designated by the returning officer.

39. Voting shall be held during any period or periods covering at least six hours between 8 am and 9 pm on the day or days of the election. At the discretion of the JCRC voting may take place over two days.

40. The location of the ballot box, and the hours of voting, shall be advertised at least three days before and also during the election in the JCR.

41. Electoral procedure shall be according to Single Transferable Vote Proportional representation, as embodied in Electoral Reform Society booklet 103.

42. In each of the elections an extra candidate, "Re-Open Nominations" (hereinafter referred to as RON) shall be included. If RON wins in Clause 8 (a) to (n) then the current incumbent of that post shall continue to serve, and new elections shall be held for that position according to the procedure for by-elections. If RON receives sufficient votes in any election for a re-election to occur, RON shall continue to be included in the re-elections.

43. In the event of invalid or withdrawn candidacies not discovered to be invalid before the start of voting or announced during voting, ballot papers containing preferences for that invalid candidate shall not be disqualified, but the preference for that invalid candidacy shall be ignored.

44. The result of an election shall be announced before midnight on the same day, and the proportion of votes will be recorded in an email sent to all JCR members.

45. Newly elected JCRC members shall take over responsibility from the first full day of Lent Term. The committee to be will shadow the existing committee from the time of their election to the end of the Michaelmas Term.

46. There must be a meeting with all members of both the old and the new committees present before the end of the Michaelmas Term to arrange the handover of the committees. The following must be considered within the handover period (this is an exemplary rather than exhaustive list):

(a) Changes to signatories on accounts.
(b) Handover of any keys, stamps, etc.
(c) The updating of e-mail lists, including those for the relevant CUSU sub-committees.

(d) The introduction, where possible, of the new committee members to the contacts in the Fellowship and College Staff required for the exercise of their role.

Selection of the Computing Officer

47. The newly elected JCRC shall advertise for the post of Computing Officer within the first week of Lent Term. The deadline for applications to the post may be no less than four days following the date of advertisement. A panel of four, consisting of the President and three other JCRC members nominated by the JCRC, shall conduct interviews and select the Computing Officer before the third Friday of Lent Term. The Computing Officer shall serve until a new one is elected by the JCRC or until he or she resigns, in which case another will be selected as above.

Selection of the Yearbook Official

48. The JCRC will appoint a Yearbook Official in the first two weeks of Michaelmas Term. The Yearbook Official will then serve for the remainder of that academical year. This official must be a third year undergraduate who is spending their third year of study in Cambridge. The deadline for applications may be no less than four days following the date of advertisement. The JCR President shall appoint a panel of up to four JCRC members (including the President themselves) to conduct interviews for the role and appoint a successful candidate. The Yearbook Official will then serve for the following academical year.

By-Elections

49. Resignations by members of the JCRC are to be offered in writing to the President. In the case of resignation by the President, the letter of resignation should be offered to the Vice-President.

50. If a place on the JCRC becomes vacant for any reason, a by-election must be held with all usual voting procedures in place. Except in the case of the President of the JCRC, the election can be waived by a majority vote of the JCRC if the resignation falls within four weeks prior to an existing election planned for that position. If the position of a provisional officer, as defined in clause 33, becomes vacant, a re-election will not occur and the position will be dropped from the JCRC.

51. If both the JCRC President and Vice-President resign, or enough members of the JCRC resign to prevent a quorum, the JCRC must elect a Returning Officer, who must not be a candidate in the resulting by-election, before ceasing duties. The same provisions apply in the event of a successful referendum of no-confidence in the entire JCRC, or enough of its members to prevent a quorum.

52. The JCRC shall decide the date of a by-election, which shall be held within fourteen Full Term days of the vacancy or vacancies occurring.

Referenda

53. Referenda may be called either by a simple majority of the JCRC at an ordinary meeting or a JCR majority at an Open Meeting provided the motion was first discussed at that Meeting.

54. A Referendum may be requisitioned by any JCR member who writes to the JCRC, at which point Clause 53 applies.

55. The date of Referendum shall be chosen by the JCRC, but must be not less than two and not more than ten days after it was called.

56. No Referendum may be requisitioned less than five days before the end of the Full Term. If a Referendum is requisitioned less than ten days before the end of Full Term, it must be held on or before the last day of Full Term.

Referenda Voting Procedure

57. Only members of the JCR may vote in Referenda.

58. Referenda shall be held by secret ballot, and shall be held in a public place in College, or by secure online voting, or a combination of the two, as designated by the Returning Officer.

59. Voting shall be held during any period or periods covering at least six hours between 8 am and 9 pm on the day or days of the election. At the discretion of the JCRC voting may take place over two days.

60. The location of the ballot box, and the hours of voting, shall be advertised at least three days before and also during the Referendum in the JCR.

61. The President shall be returning officer for all Referenda other than those of a vote of no-confidence in himself or herself, for which the Returning Officer shall be the Vice-President. In the event of a vote of no-confidence in both the President and Vice-President the JCRC shall appoint another voting member of the JCRC to be Returning Officer. In the event of a vote of no-confidence in the entire JCRC then the JCR shall appoint a junior member to be Returning Officer, with the agreement of the Senior Tutor.

62. A referendum shall be considered to have passed if at least 100 JCR members vote and the motion reaches a two-thirds majority. This includes referenda to amend the constitution and no-confidence referenda.

Affiliation

63. The JCRC may by resolution decide that the JCR shall affiliate with any organisation external to the College, that is to say enter into any form of membership of, or formal association with, an organisation whose purposes are not confined to purposes connected with the College, provided that such affiliation shall be consistent with the purposes of the JCRC set out in Clause 5 above. Immediately following any decision that the JCR shall affiliate with any organisation external to the College, the JCRC President shall notify the Council in writing, and shall post a notice in a place or places in College where it is readily available to be seen by all junior members, stating the name of the organisation and the amount of any subscription or donation to be paid to the organisation.

64. At the Open Meeting for the inspection of the annual accounts a resolution shall be put for the approval of the current affiliations of the JCR to organisations external to the College. If the resolution shall be disapproved, then separate resolutions in respect of each such affiliation shall be put. Such affiliations as are not approved by separate resolution shall then be separately put for approval by the JCR in a Referendum. Any affiliation not approved in such Referendum shall be discontinued forthwith, and no further subscriptions or donations shall be paid in connection with any such affiliation. The President shall notify the Council in writing of the results of any such Referendum.

65. In the case of any organisation external to the College to which the JCR is affiliated, a Referendum to determine whether such affiliation shall be continued may be requisitioned by five percent (5%) of the members of the JCR by petition to the President, or in the President's absence, the Vice-President. The President shall notify the Council in writing of the results of any such Referendum.

Accounts and Expenditure

66. The Financial Year of the JCR shall run from 1 July in any calendar year to 30 June the following calendar year, i.e. following the academic year.

67. The JCRC shall submit to the Council for approval estimates for the forthcoming Financial Year not later than the division of the Easter Term preceding the start of the Financial Year.

68. The Senior Treasurer may, on behalf of the Council, from time to time authorise any revised estimates on the recommendation of the JCRC or, in case of urgency, on the recommendation of the President, or other authorised officer of the JCR, acting on behalf of the JCRC. The Senior Treasurer shall send notice of any authorised revised estimates to the Head of Finance at the College Office.

69. No expenditure shall be approved, and no payment shall be made from JCR funds, that is not qualifying expenditure; that is to say, expenditure which is both for the purposes of the JCRC as defined in Clause 5 above and is provided for in the approved estimates or authorised revised estimates. On receipt by the Senior Treasurer of a complaint that any item of expenditure or proposed expenditure is not qualifying expenditure, or if the Senior Treasurer has reason to believe that expenditure may not be qualifying expenditure, then he or she shall, with the President and Junior Treasurer of the JCRC, enquire into the matter and, after consideration of the views of the JCRC who may consult the legal advice department of the National Union of Students, shall determine to approve or disapprove that expenditure. Any person aggrieved at the decision of the Senior Treasurer may apply to the Council, who shall consider the matter and may affirm or vary the decision of the Senior Treasurer. The determination of the Council shall be final.

70. No contract or other commitment shall be entered into which involves a liability which extends beyond the end of the latest Financial Year for which estimates have been approved by the Council unless approved by the Senior Treasurer on behalf of the Council. The Senior Treasurer shall refer to the Council for their approval any contract or other commitment involving a substantial forward liability.

71. The Junior Treasurer shall ensure that the Head of Finance at the College Office is regularly supplied (on a weekly basis during Full Term) with sufficient information and evidence to enable detailed accounts to be kept of the financial affairs of the JCR, and shall present an interim report on the JCR's finances to the JCRC at the beginning of each term. The Junior Treasurer shall cooperate with the Head of Finance to ensure that accounts for the year are submitted to the Domestic Bursar for audit within thirty days of the end of the Financial Year, and shall sign a statement of audited accounts which shall be made available to all junior members of the College by deposit in the Library. In addition, the accounts of the JCR shall be submitted to the Council and shall be presented to an Open Meeting for inspection during the Michaelmas Term following the end of the Financial Year. The accounts of the JCR shall contain details of all subscriptions and donations

made to any organisation external to the College, and shall list the organisations external to the College to which the JCR is affiliated.

72. For an Open Meeting to mandate the JCRC to make an expenditure the following requirements shall be met:

(a) The proposed expenditure shall be within the purposes of the JCR as defined in Clause 5 above.
(b) The proposed expenditure shall not be in excess of £70. (Any greater expenditure must go through the Co-Curricular Committee.)
(c) At least forty people vote in favour and constitute a simple majority of those voting.
(d) The recipient shall not be any society, sports club, club, body of persons or person who has previously received moneys from any college body that academic year.
(e) The expenditure shall not place the JCRC current account in jeopardy of going overdrawn.

When an Open Meeting mandates a given expenditure, the Senior Treasurer, if he or she is satisfied that the above requirements are met, shall approve any revised estimate that may be necessary, or shall refer the matter to the Council for their instructions.

73. Only the JCRC President or Junior Treasurer may sign cheques on behalf of the JCR, except that the Senior Treasurer may sign cheques in payment of debts for which the JCR is legally liable. Any proposed item of expenditure of an amount exceeding £500 to be drawn from the JCR's account must be approved in advance by the Senior Treasurer as provided for in the approved estimates or authorised revised estimates. After a JCR Entertainment (or 'Ent'), accounts showing the cash balance remaining are to be produced. No further entertainment shall be approved without such accounts, or if the Senior Treasurer considers there are insufficient cash reserves.

74. All written contracts entered into on behalf of the JCR shall be signed by the JCRC President or Junior Treasurer and by the Senior Treasurer.

75. The Junior Treasurer shall be held personally liable for all unapproved expenditure. No member of the JCR shall be held personally liable for any debt which has been incurred on behalf of the JCR with the authorisation of the JCRC and in accordance with this Constitution.

Complaints

76. If any member of the JCR is dissatisfied in his or her dealings with the JCR, or with any decision of the JCRC, or with any election, vote or other proceeding under the Constitution, then he or she shall first address the complaint to the JCRC President, who shall investigate it and shall seek to resolve the matter. If the matter is not resolved to the satisfaction of the complainant, then the complainant may address the complaint to the Dean, who shall investigate it and shall either resolve it to the satisfaction of the complainant, or report on the complaint with recommendations for its resolution to the Council, who shall then finally determine the matter. The Dean may, on the application of the complainant, agree to consider a complaint without requiring that the JCRC President consider it.

The Constitution

77. Copies of the Constitution shall be made at all times available to any member of the JCR upon demand. Copies of the Constitution shall be held both on computer data storage disc, a cloud computing server and paper at all times, and shall be held by the President. Any successful amendment to the Constitution must be immediately inscribed and the date of that amendment inscribed on both the computer data storage disc, cloud and paper copies. The Constitutional amendments must be submitted to College Council for ratification. College Council have a duty to ensure the legality of the JCRC financial and democratic arrangements. All copies of the Constitution should be dated. In the event of a dispute over the wording of the Constitution the order of precedence shall be:

(a) The Constitution as approved by the College Council for inclusion as Appendix III to the Standing Orders of the College.
(b) The computer data storage disc copy.
(c) The cloud computing server copy.
(d) The President's paper copy.
(e) Any other copies in order of the most recently dated over the earlier dated.

78. No amendments to the Constitution shall be valid unless either:

(a) a Referendum as defined in Clauses 57-62 above, has approved the amendment.
OR
(b) the amendment has been passed at an Open Meeting by a two-thirds majority of those voting with at least sixty voting in favour.

Amendments must be approved by College Council and shall be of no effect until such approval is granted.

79. Final interpretation of mandates and the manner of their execution rests with the voting members of the JCRC.

80. Subject to the Standing Orders of the College, final interpretation of this Constitution rests with the voting members of the JCRC.

81. Job Descriptions

A. The President's duties shall include:

(a) Acting as Returning Officer for elections, by-elections and referenda, other than those of no-confidence in the President.
(b) Convening Open Meetings and JCRC meetings; nominating alternative Chairpersons in his or her absence.
(c) Signing cheques on behalf of the JCRC.
(d) Representing the JCR at College Council, meetings of the Co-Curricular Committee, Senior and Junior Committee meetings, in rents negotiations, at CUSU Council and in the media.
(e) Choosing which other members of the JCRC will represent the JCR at the various college committees on which the JCRC has the right to representation, except where specified, and choosing which other member of the JCRC will accompany him or her to College Council.
(f) Overseeing the work of the JCRC.
(g) Review the termly progress reports submitted by members of the JCRC.

B. The Vice-President's duties shall include:

(a) Deputising for the President, as and when called to do so.

(b) Chairing Open Meetings or appointing a nominee to do so.
(c) Special responsibility for the Constitution.
(d) Supervisory responsibility for the work undertaken by other officers of the JCRC.
(e) Special responsibility for organising Freshers' Week.
(f) Responsibility to undertake specific projects as determined by the President.
(g) Special responsibility for overseeing the organisation and planning of ents by the Entertainments Officer.
(h) Responsibility for overseeing the production of the yearbook by the Yearbook Officer, and ensuring it is produced at an affordable price with appropriate content.

C. The Academic and Careers Officer's duties shall include:
(a) Responsibility for academic affairs, including liaison with the relevant CUSU subcommittee.
(b) Representation of students on behalf of any concerns with their Tutors, Directors of Studies or Supervisors, to the Senior Tutor.
(c) To work with the College Council to devise methods of improving the overall academic atmosphere and ongoing rise in standards of academic performance.
(d) Organise subject talks and exam talks in close cooperation with Student Services.
(e) Take responsibility for JCR activities relating to careers and alumni relations and liaise with the Development Office for this purpose, meeting at least once a term.
(f) If applicable, hold and oversee trials for a St John's team on TV's 'University Challenge'.
(g) Manging the JCR Careers mailing list, and sending out career related mailings to JCR members who have subscribed to receive them.

D. The Access Officer's duties shall include:
(a) Regular meetings with the Senior Tutor and Admissions Tutor's team.
(b) Liaising with the Admissions Tutor about College admissions policy.
(c) Assisting, when required by the Admissions Tutor, in the organisation of College Open Days for prospective candidates and interview candidates to the College, and especially in arranging student speakers and helpers for such days.
(d) Regular communication with the Senior Tutor and the Admissions Tutor with regard to Access policies.
(e) Special responsibility for JCR involvement in tourism within College.
(f) Liaising with CUSU Access, Cambridge Admissions Office and recruiting junior members for GEEMA, Aim Higher, Sutton Trust, Shadowing and other Access events in Cambridge.

E. The Entertainments Officer's duties shall include:
(a) The organisation of events in the College (often referred to as 'Ents').
(b) The overseeing of the June Event.
(c) Arranging all necessary negotiation with College, the porters, the Environmental Health Officer and any entertainers and providers of equipment.
(d) Helping the Publicity and Communications Officer to publicise any Entertainments to junior members.

(e) The establishing of an Entertainments sub-committee, on which they will sit along with the JCR Publicity and Communications Officer. This sub-committee will be co-opted as the Computing Officer in Clause 47.

F. The Ethical Affairs Officer's duties shall include;
- (a) Representing junior members at the CUSU Ethical and Environmental Committee.
- (b) Encouraging environmentally sustainable practices among junior members and at JCR events.
- (c) Responsibility for the pursuit of goals outlined in the CUSU Go Greener!, Ethical Investment, Real Food and Climate Change campaigns.
- (d) Representing junior members on the Environmental Committee and appointing a second JCR representative.
- (e) Liaising with and publicising other environmental organisations and charities operating in Cambridge.
- (f) Organising events in College for Green Week.
- (g) Appointing and presiding over a sub-committee that shall be established at the same time and in the same manner as the Computing Officer (see Clause 47). The sub-committee shall consist of three people and shall carry out the following duties:
  - i. The sub-committee will be responsible for encouraging recycling and energy-saving amongst junior members.
  - ii. The sub-committee shall be responsible for promoting and implementing in College the goals of the CUSU Ethical Consumerism Campaign.
  - iii. The sub-committee shall be responsible for promoting and fundraising for the elected JCR charity. The JCRC annual charity must be assigned following nominations and an online referendum before the fourth Friday of Lent Term.

G. The College Facilities Officer's duties shall include:
- (a) Liaising with College authorities on such matters relating to food, accommodation, laundry, computer facilities and the Fitness Centre.
- (b) Responsibility for the annual room audit system and database.
- (c) Representing the JCR at Kitchen Consultative, Library and Gym Committees.
- (d) Assisting the President in negotiations of room rents and Kitchen Fixed Charge.

H. The Publicity and Communications Officer's duties shall include:
- (a) Arranging the production and distribution of the JCR Newsletter.
- (b) Arranging the production and display of any posters or advertisements the JCRC deem necessary.
- (c) Communicating JCR news and events through the following means: the JCR notice board outside the Buttery, the JCR website and email updates to junior members.
- (d) Special responsibility for the weekly JCR email newsletter.
- (e) Publish JCR members' mandates and progress reports on the JCR website.

I. The Secretary and External Officer's duties shall include:
- (a) Liaison with CUSU and JCRs, Student Unions and Student Associations at other Cambridge Colleges.

(b) Ensuring that the JCRC is aware of developments in the wider world of Student Unionism, particularly those affecting the legal status of the JCR.
(c) Representing the JCR at CUSU Council.
(d) Arranging for the taking of minutes at all JCRC meetings and JCR Open Meetings.
(e) Keeping such minutes in good order and open to inspection as provided for in the Constitution.
(f) Providing agendas for JCRC meetings and JCR Open Meetings.
(g) Maintaining the Policy File in good order.
(h) Maintaining the JCR Notice Board in the common room.
(i) Publicising JCR minutes via the JCR notice board in the common room and/or the JCR website.

J. The Services, Sports and Societies Officer's duties shall include:
(a) Running and maintaining JCR services and facilities including the common room and the facilities offered within it. Also responsible for the upkeep of the common room, including recycling of waste.
(b) Responsibility for the upkeep of the JCR common room and JCRC office.
(c) Liaising with the Head Porter and any providers of equipment to the JCR.
(d) Providing information with regards to foundations and running of college and university societies to junior members, including information about procurement of society funding.
(e) Maintaining an accurate and up-to-date database of College Societies and sports clubs, including the contact details for presidents and team captains, and ensuring the list of societies on the JCR website is kept up-to-date.
(f) Collecting weekly sports scores, news and photographs to send during Full Cambridge Term in a weekly email to JCR members who have subscribed to receive it.

K. The Junior Treasurer’s duties shall include:
(a) With the Head of Finance at the College Office, to ensure the keeping of detailed accounts, the provision of interim reports and year end audited accounts.
(b) Ensuring that all expenditure is qualifying expenditure.
(c) Signing cheques on behalf of the JCRC.
(d) Ensuring that the Senior Treasurer approves any proposed expenditure in excess of £500.
(e) Responsibility for seeking sponsorship for events or other purposes deemed appropriate by the JCRC and approved by College.
(f) Present a weekly budgetary report at JCRC meetings, and produce a spending overview to be publicised to junior members using the appropriate JCR communication channels once a term.

L. The Male or Non-Binary and Female or Non-Binary Welfare Officer’s duties shall include:
(a) Representing the JCR on the Health and Safety Committee.
(b) Liaising with the Nurse and Chaplain.
(c) Ensuring that there is adequate Welfare provision for members of the JCR.
(d) Writing entries for student guides about undergraduate life within the College.
(e) Regular meetings with the Senior Tutor.
(f) Liaising with the CUSU welfare teams and representatives.

(g) Oversee the organisation of Freshers' Week Staircase Reps and college families.

M. The Equal Opportunities Officer's duties shall include:

(a) Establishing an Equal Opportunities sub-committee, with the following representatives:

(i) Men's Representative (must be a junior member who self-defines as male): To ensure that there is adequate provision for the health and welfare of the male members of the JCR.

(ii) Women's Representative (must be a junior member who self-defines as female): To ensure that the female members of the JCR are treated equally and fairly and without discrimination or prejudice, and that there is adequate provision for the welfare of the female members of the JCR. She must represent the female members of the JCR at CUSU Women's Council.

(iii) An Ethnic Minorities' Representative: Must be a junior member who is a member of an ethnic minority. To ensure that members of the JCR coming from ethnic minorities are treated equally and fairly and without discrimination or prejudice.

(iv) An International Students' Representative: Must be a junior member who is an International Student. Representing the needs of international students to the Equal Opportunities Officer. Provides support and information to the international community in College.

(v) A LGBT+ Representative: Must be a junior member who self-defines as belonging to the LGBT+ community. Ensures that there is adequate support, representation and provision for the welfare of the LGBT+ communities of the JCR.

(vi) A Physical Disabilities Representative who represents the needs of students with physical disabilities to the Equal Opportunities Officer and provides support and information for students with physical disabilities in College.

(vii) A Mental Health Representative who represents the needs of students with mental health issued to the Equal Opportunities Officer and provides support and information for students with mental health issues in College.

(b) Responsibility for convening and chairing meetings of the Equal Opportunities sub-committee at least four times a term, which all sub-committee members must attend.

(c) Submitting a written summary of meetings, discussions and progress made by the Equal Opportunities sub-committee to the JCRC President on a regular basis (no less than twice per term). Such reports, and any other matters which may arise from time-to-time, should be discussed at the next meeting of the JCRC.

(d) Responding to the needs of the members of the Equal Opportunities Committee and representing them a JCRC meetings. Ensuring that all JCR members are treated equally and fairly without discrimination or prejudice.

N. The Computer Officer's duties shall include:

(a) Maintenance and improvement of all sections of the existing JCR website.

(b) Providing technical support for JCRC with the website.

(c) Liaison with the College Computing Office over computing, network or other IT concerns that impact the JCR.
(d) The provision of a Computing leaflet for Freshers' Week, and a helpdesk during the day on which freshers arrive.
(e) The production and maintenance of a website (or special section on the existing JCR website) for the June Event.

O. The Yearbook Official's duties shall include:
(a) Ensuring the production of a Yearbook for undergraduates who matriculated in the same year as the Yearbook Official.
(b) Reporting to the Senior Treasurer and to the JCRC to ensure that the Yearbook is produced in a responsible and commercial manner.
(c) Ensuring that the Yearbook is a fair representation of that matriculation years' time in College.
(d) Creating an online or email submission system as an accessible platform for members of the College to contribute photographs and memories.
(e) Organising the presence of photographers to document important events such as important sporting matches, ents and the June Event.
(f) Establishing a sub-committee of up to four people to assist with the role. They will sit on this sub-committee along with the Vice-President and the Publicity and Communications Officer. This will be co-opted in the same manner as the Computing Officer (clause 47).
(g) The Yearbook Official will have no obligation to help out at JCR events (Ents, welfare events, etc.), but will have to attend two JCRC meetings a term in order to report the progress of the Yearbook to the JCRC.

2. Constitution of the St John's College Samuel Butler Room Society

1. Name
The name of the Society shall be "The Samuel Butler Room Society".

2. Objects
The objects of the Society shall include the representation of the interests of the Graduate Student Members of the College, the internal management of the Samuel Butler Room and the Peter Nichols Room, and the provision of such entertainment and amenities as are thought fit.

3. Membership
(i) The membership of the Society shall comprise all junior members of the College who are graduate students and affiliated students of the College.

(ii) Notwithstanding the terms of Article 3(i), any junior member described therein may choose not to be a member of the Society. Such choice shall be made by written notice delivered to the president of the Society and copied to the Senior Tutor of the College and shall be effective from the date of delivery. Such choice may be revoked by written notice similarly delivered and copied, such revocation to be effective from the date of its delivery.

(iii) A person described in Article 3(ii) shall not be entitled to participate in any way in any election or vote provided for, by or under this constitution, and

such resident a junior member, if an officer of the Society or a member of the Samuel Butler Room Committee, shall cease to hold such office or position.

(iv) Such a person shall not for that reason be unfairly disadvantaged with regard to the provision of services or the ability to participate in any entertainment or other social function arranged for members of the Society generally. The Samuel Butler Room Committee shall not purport, attempt, or be required to represent the opinion of any junior member who has chosen not to be a member of the Society.

4. The Committee

There shall be a single major office in the Society of President. Subject to the provisions of Article 12, the governing body of the Society shall be a committee called "the Samuel Butler Room Committee". The Committee shall consist of a Senior Treasurer, the President, ordinary Committee members, and may include co-opted members, and associated members without voting rights. The number of ordinary members of the Committee shall be no fewer than six and no more than twelve, as determined by the Committee, with the assent of the Senior Treasurer, before the announcement of the annual election in Lent Term. No member of the Committee shall receive payment in connection with their services (other than the reimbursement of expenses properly incurred), and each member of the committee, except for the Senior Treasurer must be a member of the Society in accordance with Article 3 and engaged in (and not intermitting from) a course of study in the University. Subject to the Standing Orders of the College, the Committee shall have the power to determine any matter not specifically dealt with in this constitution.

5. Elections

Elections to the Committee shall be held in Full Term, not earlier than the fourteenth day thereof. Fourteen days' notice shall be given of each election. There shall be two annual elections, one held in the second half of Lent Term and the other in the first half of Michaelmas Term. The President and no fewer than half of the ordinary members of the Committee shall be elected in the annual election held in the Lent Term. The Vice-President and no more than half of the ordinary members of the Committee shall be elected in the annual election held in the Michaelmas Term.

(i) The position and duties of Returning Officer shall ordinarily fall to the President of the Society, save that any member of the Committee may instead call an election for that position. In that event, any member of the Society may nominate thelslves as Returning Officer, and an election for the position shall be held even days after the first nomination is received. In that event, the relevant annual election shall be postponed until fourteen days after the conclusion of the election of Returning Officer.

(ii) Not less than fourteen days before each planned annual election, the Returning Officer shall post on the notice-board of the Samuel Butler Room a sheet of paper calling for nominations for the office of President, and a sheet of paper calling for nominations for the ordinary members of Committee. The nomination of a candidate shall only be valid if it is evidenced by the signature of a proposed and a seconder and of the candidate themselves. Candidate, proposer and seconder must all be members of the Society.

(iii) The election shall be held not fewer than four, nor more than seven, days after the closure of nominations. The election shall remain open for a period of between 24 and 48 hours.

(iv) The election shall be conducted by secret ballot.

(v) The election for President shall be conducted either according to the current standard procedure for elections in student societies within the University of Cambridge, or according to an alternative voting system where each voter shall rank some or all of the candidates in order of preference, indicating first preference by the figure 1, second preference by the figure 2, and so on. The ballot papers shall initially be sorted by first preference; the candidates with fewest ballot papers shall then be eliminated, and each ballot paper of that candidate reallocated according to the second preference expressed, if any. The remaining candidate with fewest ballot papers shall then be eliminated, and each ballot paper of that candidate reallocated according to the next preference expressed, if any. This process shall be repeated until one candidate has more than half of the total remaining ballot papers. A tie for fewest ballot papers at any stage shall be resolved by reference to the totals recorded for the candidates at the previous stage, and then the totals at the stage before that if necessary, and so on. Any remaining tie shall be resolved by reference to the total number of first preferences originally recorded for each candidate, then the total number of second preferences if necessary, and so on. Any tie still remaining shall be resolved at random or by some other method determined in advance by the Returning Officer. The determination as to which of the prescribed election procedures is to be followed shall be made by the Returning Officer and announced by them when the election is called or, in a case where Article 5(i) applies, when the election to the position of Returning Officer is announced.

(vi) The election procedure to each ordinary member of the Committee (and the determination as to which of the prescribed procedures shall be followed) shall be made in accordance with Article 5(v). The specific positions available shall be at the discretion of the Committee. Candidates shall ordinarily run for a specific position on the Committee that confers ordinary membership of the Committee.

(vii) In each of the elections an extra candidate, “Re-Open Nominations” (hereinafter referred to as “RON”) shall be introduced. If RON wins, then the current incumbent in that position shall continue to serve, and a re-election shall be held for that position. In that event, RON shall continue to be included in the re-election.

(viii) The names of the successful candidates shall be announced by the Returning Officer within 24 hours of the closure of the poll.

(ix) The Committee will appoint members to represent the Society to each of the relevant committees in the College and in the University Central Unions.

(x) Upon the post of Senior Treasurer falling vacant, the Committee shall at its next meeting elect a Senior Member of the College to fill the vacancy. No

person shall be nominated for such an election unless their proposer has previously ascertained such person's willingness to stand.

6. Co-option and Association

The Committee shall have the power to co-opt not more than five additional members, who shall have full voting power. No person shall be co-opted at any meeting unless notice of the proposed co-option has been previously circulated to the Committee. Co-option shall be decided by a majority of the Committee.

In addition, the Committee shall have the power to appoint associated members without voting power. They must be members of the Society in accordance with Article e(i). Association shall be decided by a majority of the Committee.

7. Meetings of the Committee

(i) The Committee shall meet at least twice each Term.

(ii) The Chairman of the Committee shall be the President of the Society or (in the President's absence) the Vice-President of the Society. The President or Vice-President must be in attendance at any meeting at which any business of the Society will be transacted.

(iii) Routine meetings will be called by the President and a suitable date will be decided upon by simple vote. A meeting of the Committee shall be held within ten days of the receipt by the President of a requisition demanding such a meeting and signed by two or more members of the Committee.

(iv) Any member of the Society shall be entitled to attend any meeting of the Committee as an observer; except that the Committee may at its discretion exclude observers from the discussion of confidential matters. An observer may be permitted to speak at a meeting by invitation of the Committee.

(v) No business shall be transacted at a meeting of the Committee at which less than a simple majority of the Committee is present. The Chairman shall have a casting vote in addition to a normal vote.

(vi) The incoming Committee shall meet during the Easter Term to hear a report from the Junior Treasurer on financial needs for the following academic year, to agree estimates for the forthcoming financial year for submission to the College Council under Article 8(ii), and to determine the request to be submitted to the Co-Curricular Committee for the Samuel Butler Room's allocation for that year.

8. Accounts

(i) The Society’s financial year shall run from 1 July in any calendar year to 30 June in the following calendar year.

(ii) The Junior Treasurer shall keep detailed accounts of the financial affairs of the Society, and shall present an interim report on the Society’s finances to the Committee at the beginning of each Term. The Junior Treasurer shall submit the accounts for the year to the Domestic Bursar for audit within 30 days of the end of the financial year, and shall produce a statement of audited accounts that shall be submitted to the College Council and shall be made

available to all graduate students (including affiliated students) of the College by deposit in the Library. A copy of this statement shall be made available to all members of the Society. The statement shall contain details of all subscriptions and donations made to any organisation external to the College, and shall list the organisations external to the College to which the Society is affiliated.

(iii) No expenditure shall be approved, and no payment shall be made from the Society's funds, that is not qualifying expenditure; that is to say, expenditure that is for the purposes of the Society as defined in Article 2 and is provided for in the approved estimates or authorised revised estimates. On receipt by the Senior Treasurer of a complaint that any item of expenditure or proposed expenditure is not qualifying expenditure, or if there is reason to believe that expenditure may not be qualifying expenditure, the Senior Treasurer shall enquire into the matter and, after consideration of the views of the Committee, shall determine to approve or disapprove that expenditure. Any person aggrieved at the decision of the Senior Treasurer may apply to the College Council, which shall consider the matter and may affirm or vary the decision of the Senior Treasurer. The determination of the Council shall be final.

(iv) Any cheque exceeding SBR Figure A in the schedule to the College Standing Orders to be drawn on the Society's account must be signed by the President and the Junior Treasurer. Any item of expenditure exceeding SBR Figure B in the schedule to the College Standing Orders (other than any payment made to the College) must, in addition, receive the written approval of the Senior Treasurer.

(v) All written contracts entered into on behalf of the Society shall be signed by the President or Junior Treasurer and by the Senior Treasurer. No contract or other commitment shall be entered into which involves a liability which extends beyond the end of the latest financial year for which estimates have been approved by the College Council under Article 8(ii) unless approved by the Senior Treasurer on behalf of the Council. The Senior Treasurer shall refer to the Council for their approval any contract or other commitment involving a substantial forward liability.

(vi) No member of the Society shall be held personally liable for any debt that has been incurred on behalf of the Society with the authorisation of the Committee or that has been incurred on behalf of the Society reasonably and in good faith.

9. <u>Duties of the Officers of the Society</u>

(i) President: The President shall co-ordinate the activities of the Committee, shall normally take the chair at meetings, shall call meetings at their own behest, or upon requisition, or at times designated by decision of the Committee, and shall generally direct the affairs of the Committee and of the Society. The President shall also represent the Society at meetings of the College Council when called upon to do so by the Council.

(ii) Vice-President: The Vice-President shall support the President in all their duties. The Vice-President shall also assume the duties of the President in the latter's absence, as set out in Article 7(ii).

(iii) Secretary: The Secretary shall inform members of the Society of the dates of meetings, shall draw up and circulate the agenda in advance of any proposed meeting, and shall take the minutes of any meeting and make them available to all members of the Society within one week of the meeting.

(iv) Junior Treasurer: The Junior Treasurer shall perform the duties set out in Articles 7(vi) and 8(ii).

(v) Other positions on the Committee and their duties therein shall be decided upon by the members of the Committee, with the assent of the Senior Treasurer.

(vi) A member of the Committee shall sit on both the Samuel Butler Room Committee and the Junior Combination Room Committee, and shall act as a liaison between the two Committees.

(vii) A member of the Committee shall represent the graduates of the College on relevant University Central Union Committees.

(viii) The Committee shall stage at least two events per term, other than B.A. Tables, and shall advertise them at least ten days in advance.

10. Terms of Office

(i) The President and the ordinary members of the Committee elected in the Lent election shall be in office from the first Committee meeting in the Easter Term following the term of their election, which shall take place not later than the seventh day of Full Term. The Vice-President and the ordinary members of the Committee elected in the Michaelmas election shall be in office from the announcement of the Michaelmas Term election results until the Michaelmas election next following. The term of office of a co-opted member shall be no longer than one year.

(ii) Once elected the Senior Treasurer shall hold office until resigning or ceasing to be a Senior Member of the College, whichever is the earlier.

11. Resignations

(i) A member of the Committee other than the Senior Treasurer, shall be deemed to have resigned if the member fails to attend three consecutive meetings without an explanation satisfactory to the majority of the Committee. At the request of any member so dismissed the Committee shall hold a referendum on the matter, in accordance with the terms of Article 12.

(ii) A member of the Committee who ceases to be a member of the Samuel Butler Room Society shall be deemed to have resigned forthwith.

(iii) Except as provided above, the resignation of a member of the Committee shall be conveyed to the President in writing, and shall take effect seven days later.

(iv) Upon the resignation of an ordinary member of the Committee as provided above, the Committee shall inform the members of the Society and, with the assent of the Senior Treasurer, make arrangements for the holding of a bye-election in accordance with the provisions of Article 5.

(v) If for whatever reason the Committee fails to discharge its responsibilities laid out in this constitution, or the number of ordinary members of the Committee falls below 3, it shall be the duty of the Senior Treasurer to make arrangements for the election of a new Committee, in accordance with the provisions of Article 5, to serve until the respective annual elections next following.

(vi) If a petition to replace an elected member of the Committee, brought forward by a member of the Society and posted on the notice-board of the Samuel Butler Room with an explanation outlining its reasons, is signed by more than twenty per cent (20%) of the members of the Society, a by-election shall be held in which the member of the Committee may again stand as a candidate. If a similar petition is brought forward to remove a co-opted member of the Committee, a vote of the members of the Society shall be held to determine the matter. All signatures have to be clearly identifiable.

12. Referenda

(i) The Committee may from time to time, by its own resolution, hold referenda of the members of the Society, to assess opinion, to determine the policy of the Committee, or to vary the terms of this constitution in accordance with the terms of Article 14.

(ii) A referendum shall be held within fourteen days of the receipt by the President of a request from a member of the Committee dismissed under the terms of Article 11(i), or of a requisition specifying the motion to be voted upon and signed by at least twenty-five members of the Society or five percent (5%) of the members of the Society, whichever number is smaller.

(iii) The President shall normally act as Returning Officer for any referendum, and shall choose a date during Term on or by which voting shall take place. Fourteen days' notice of this date, and of the motion being put to referendum, shall be given to members of the Society.

(iv) A result supported by a majority of the valid votes cast, shall determine the policy of the Committee.

13. Affiliation

(i) The Committee may decide that the Society shall affiliate with any organisation external to the College, provided that such affiliation shall be consistent with the objects of the Society as set forth in Article 2. Immediately after such decision to affiliate, the President of the Society shall notify the College Council in writing and shall inform the members of the Society stating the name of the organisation and the amount of any subscription or donation to be paid. A referendum to determine whether such affiliation shall be continued may be requested by any member of the Society in accordance with the terms of Article 12.

(ii) The copy of the statement of audited accounts displayed on the notice-board of the Samuel Butler Room as required by Article 8(ii) shall give notice of a meeting of the Committee at which any member of the Society shall be entitled to vote on the resolution that the list of affiliations specified in the statement of audited accounts shall be approved. If the resolution shall be disapproved, then separate resolutions in respect of each such affiliation shall be put, all members of the Society being entitled to vote. Such affiliations as are not approved by separate resolution shall, as the Committee shall determine, either be discontinued forthwith, or be put for approval to a referendum of the Society.

(iii) Any affiliation disapproved by referendum shall be discontinued forthwith. The President of the Society shall notify the College Council in writing of the result of any such referendum.

14. Amendment and Interpretation of the Constitution

(i) No amendment shall be made to this constitution unless it has been approved by a referendum of the members of the Society conducted in accordance with the terms of Article 12.

(ii) An amendment affecting any part of the constitution shall not pass into force unless it has additionally been ratified by the College Council.

(iii) Subject to the Standing Orders of the College, any reasonable dispute concerning the interpretation of this constitution shall be resolved by a majority vote of the Committee and with the assent of the Senior Treasurer.

15. Complaints

If any member of the Society is dissatisfied with his or her dealings with the Society, or with any decision of the Committee, or with any election, vote or other proceeding under this constitution, they should first address the complaint to the President of the Society, who shall investigate it and shall seek to resolve the matter. If the matter is not resolved to the satisfaction of the complainant, then they may address the complaint to the Dean, who shall investigate it and shall either resolve it to the satisfaction of the complainant or report on the complaint with recommendations for its resolution to the College Council, which shall then finally determine the matter. Notwithstanding the preceding portions of this Article, the Dean may, on the application of the complainant, agree to consider a complaint without requiring that it first be considered by the President of the Society.

3. The General Athletic Club

Function

The purpose of the GAC is to take a strategic view of sports in College and deploy financial resources for staffing, facilities and equipment to achieve (i) success at the highest levels and (ii) the widest possible participation among members of the College.

Membership

All resident junior members and Fellows of the College are Members of the General Athletic Club.

Subscription

The subscription fee for junior members is taken from the College Fee. Fellows shall pay an annual subscription of £10.

Governance

The GAC is governed by an Executive Committee comprising President (S), Senior Treasurer (S), Secretary, Senior Treasurer Field Clubs (S), Men's field sports representative, Women's field sports representative, Senior Treasurer LMBC (S), Junior Treasurer LMBC, the men's and women's Captains of Boats, the Chair of the College's Co-Curricular Committee (S), a Council nominee (S), SBR 'Sports Officer'. [(S) = Senior members; remainder = junior members]. The GAC Consultative Group comprises all junior members (all Captains and secretaries are especially enjoined to attend), that meets annually in Lent Term at its AGM. The Executive Committee may call a General Meeting of the Consultative Group any time they feel necessary. If 15 or more junior members request a General Meeting the Secretary shall call one, giving 7 days notice and a statement of the reason for it.

Responsibilities

The Domestic Bursar is responsible for administrative matters relating to the employment of the Boatman and Groundsmen. The costs of these salaries shall be the first charge on the funds available to the Club. The Senior Treasurers of LMBC and Field Clubs are responsible for the programme of work and tasks carried out by the Boatman and Groundsmen respectively. The Committee will propose matters of strategic change to the Co-Curricular Committee and brief its representatives on that Committee which sets overall financial allocations.

Notice of Consultation Group Meetings and Proposals

Notice and agenda of General Meetings shall be posted on the screens and the College website by the Secretary. Seven days' notice shall be given of Consultative Group Meetings.

Any members intending to bring forward a proposal at an extraordinary General Meeting shall send a copy of the words of such proposal to the Secretary, who shall post it on the screens and the College website at least four clear days before the Meeting. The President shall have discretion to accept a motion of which such notice has not been given.

Election of Secretary and Representatives

The Secretary of the Club, the Men's Field Clubs Representative and Women's Field Clubs Representative shall be elected annually at the Annual General Meeting of the Consultative Group. Nominations shall be made by the Committee, or by any member of the Club, provided they are handed in writing to the Secretary four days before meeting and exhibited by him on the screens and the College website. Casual vacancies shall be filled by the Committee. LMBC junior member representatives shall be elected by the LMBC.

Appointment of Senior Members

The Senior Members of the Club shall be the President, the Treasurer of the Club, the Field Club's Treasurer, and the Treasurer of the Lady Margaret Boat Club who shall be elected at the Annual General Meeting. The College Council ratifies these appointments and will appoint the Chair of the Co-Curricular Committee and an additional nominee to the Executive Committee. All the above shall be appointed by the College Council as Senior

Members of the Co-Curricular Committee's General Athletic Club Sub-Committee. Casual vacancies shall be filled by the Committee.

Committee Meetings

A Meeting of the Executive Committee shall be held during each Term, to discuss strategy and deal with financial matters.

Duties of Officers

(a) President

It shall be the duty of the President to chair the Committee and General Meetings of the Club, and represent the Club on the Co-Curricular Committee.

(b) General Athletic Club's Treasurer

The duties of the Treasurer of the General Athletic Club shall be:

(i) To receive from the Treasurers of the Field Clubs and the Lady Margaret Boat Club their estimates of expenses for the year, and to present these, together with a scheme for the allocation of the funds between the FC and LMBC to the Executive Committee. In the Lent Term to present to the Committee and Annual General Meeting final Accounts for the previous academic year.

(ii) To pay for any special undertakings if so requested by the Committee.

(iii) Be a member of the Co-Curricular Committee *ex officio* and render accounts of expenditure of funds allocated by that Committee.

(c) Senior Treasurers of the Lady Margaret Boat Club and the Field Clubs

See 'Responsibilities' above, and also:

(i) The Treasurer of the LMBC shall be responsible for the payment of all the regular expenses of the Club as authorised by the Committee.

(ii) The Treasurer of the field Clubs shall be responsible for the payment of all regular expenses of all the other constituent Clubs as authorised by the Committee.

(iii) Both Treasurers shall in the Lent Term present to the Committee and Annual General Meeting an audited Statement of the Accounts for the previous academic year.

(iv) The Treasurers will not make payment for individual items of equipment or expenses.

(d) Secretary

The duties of the Secretary are:

(i) To call Committee Meetings and General Meetings of the Club, and keep minutes of the business done at such meetings.

(ii) To transact other business of the Club, under the direction of the Committee.

(iii) To keep a list of the officers of each of the constituent Clubs.

(e) Junior Treasurer of the Lady Margaret Boat Club

The duties of the Junior Treasurer are to be responsible for co-ordinating the payment of race entries and other payments as requested by the Captains and the Senior Treasurer. They shall also be responsible for ordering kit and auditing the accounts of all Officers of the Junior Committee.

Uniform

The uniform of the Club shall be as follows: *Blazer*, blue, with the College Arms and the letters S.J.C.G.A.C. on the breast pocket, plain brass buttons. *Tie*, with narrow bands of light blue between broad bands of dark blue, separated by thin lines of scarlet or of black silk, jacquard-woven, with alternate rows of scarlet roses and gold eagles with black knot. *Scarf*, with narrow bands of light blue between broad bands of dark blue, separated by thin lines of scarlet. *Hat-ribbon*, of the same colours in widths similar to those of the tie and in the following order, viz.: dark blue, scarlet, light blue, scarlet, dark blue. *Summer blazer*, white with scarlet tramlines and silk crest. *Summer tie*, white with scarlet tramlines.

4. Constitution of the Associated Societies

General

1. Title and Object The Association shall be called the St John's College Associated Societies. Its object shall be the promotion of the non-sporting activities of members of the College.

2. Membership The membership of the Associated Societies shall comprise the junior members of the College.

3. Conduct of Affairs The Associated Societies shall be run by the General Meeting of Members and the Committee. Where a particular matter is not by this Constitution assigned to one or other, either shall be competent to act; but in such a case decisions of the Committee shall be subject to overruling by the General Meeting.

The General Meeting

4. Calling of General Meetings

(i) The Secretary shall call an Annual General Meeting before the division of Lent Term.

(ii) The Committee may instruct the Secretary to call a General Meeting at any time.

(iii) Upon a requisition signed by 20 members specifying the business which it is intended to bring forward, a General Meeting shall be called by the Secretary; at such a meeting no other business but that for which the meeting is called shall be transacted.

5. Notice of Meetings Notice and agenda of General Meetings shall be posted on the Associated Societies notice board in the pigeon hole room, First Court, by the Secretary and in such other places so as to bring it to the attention of members as the Secretary shall determine. Notice of General Meetings shall also be sent by electronic mail to all members. Seven clear days notice of all meetings shall be given.

6. Quorum at Meetings At all General Meetings 20 shall form a quorum.

7. The Annual General Meeting The following matters shall be dealt with at the Annual General Meeting:

(i) Approval of the accounts of the Associated Societies.

(ii) Election of the Secretary and two Committee members.

(iii) Final allocation of funds. Other business may also be brought forward.

8. Motions Any members intending to bring forward a motion at a General Meeting shall send a copy of the words of such motion to the Secretary, who shall post it in the Junior Combination Room and the Samuel Butler Room at least three clear days before the meeting. However, subject to clauses 4(iii) and 12, it shall be at the discretion of the Chairperson of the Meeting, having consulted the Committee members present, to accept a motion of which such notice has not been given, if in the Chairperson's view (i) there is adequate justification for the failure to comply with the provision of this clause, and (ii) no one would be unfairly prejudiced by the acceptance of the motion.

9. Voting Motions shall be voted on by a show of hands, all members present being entitled to vote. A simple majority shall suffice to carry a motion, save in the case of a motion to amend this Constitution, when the support of two thirds of the members present and voting shall be necessary.

The Committee

10. Composition The Committee of the Associated Societies shall consist of the Senior Treasurer as Chairperson, the Secretary and two members of the Associated Societies elected at the Annual General Meeting. Up to two members of the Junior Combination Room Committee appointed by that Committee and one member of the Samuel Butler Room Committee appointed by that Committee, can be added to the Committee if invited to join by the Senior Treasurer or the Secretary. Candidates for the two members elected at the Annual General Meeting shall have been proposed and seconded on a nomination sheet delivered to the Secretary at least 24 hours before the Annual General Meeting. If there are insufficient candidates, nominations can be accepted at the Annual General Meeting at the Senior Treasurer's discretion. If a vote is necessary, it shall be by a show of hands, each member present being able to vote for as many candidates as she/he wishes, those receiving most votes being elected.

11. Quorum For all business of the Committee three shall form a quorum.

12. Holding of Meetings In addition to the Annual General Meeting, the Committee shall meet to discuss and transact any business affecting the Associated Societies at the discretion of the Senior Treasurer. Meetings shall be called by the Secretary in consultation with the Senior Treasurer, the convenience of Committee members being taken into account.

13. Provisional Allocation of Funds It shall be the duty of the Committee, having received from each member society an estimate of expenses for the current academic year and audited accounts for the past year, to produce a provisional allocation of the funds allocated to the Associated Societies by the Co-Curricular Committee. The Committee may determine any general restrictions on allocation of funds to member societies, including any maximum amount of grant for any society. The provisional allocation of funds is to be posted, in accordance with clause 5, with the notice of the Annual General Meeting, together with a statement of the accounts of the Associated Societies for the year passed. Any proposed amendment to this allocation shall be sent in writing to the Secretary not less than three clear days before the Annual General Meeting. No amendment later than this shall be accepted without the consent of the Committee.

14. Reserve Fund The Committee shall allow at any time for the maintenance of a reserve fund of a sum not less than 5% of the total sum available for distribution.

Officers

15. The Officers The Officers of the Associated Societies shall be a Senior Treasurer who shall be a senior member and a Secretary. The Secretary must have held a position on a committee of a member society, or have sufficient experience of college societies to undertake the role of Secretary, at the discretion of the Senior Treasurer.

16. Election of the Senior Treasurer The Senior Treasurer shall be invited by the Committee to stand. In the event of the Senior Treasurer ceasing to act during the year, the Committee shall approach the Senior Tutor so that he may appoint an acting Senior Treasurer.

17. Duties of the Senior Treasurer

(i) To act as chairperson at General Meetings and Committee Meetings.

(ii) To lay before the Annual General Meeting, for approval, a duly audited statement of accounts for the previous year.

(iii) To arrange for the payment to member societies of grants made at the Annual General Meeting, and for the payment of special grants requested by the Committee, provided that these are reported at the next Annual General Meeting; and generally to deal with funds allocated to the Associated Societies by the Co-Curricular Committee.

(iv) To be aware of any positions held on member society committees by all those on the Committee, and to ensure that the allocations mde to each member society are appropriate with respect to the applications made by each member society.

(v) To submit the accounts of the Associated Societies to the Domestic Bursar for audit before the division of the Michaelmas Term; and to submit the latest audited accounts to the Co-Curricular Committee whenever requested to do so by that Committee; and to submit estimates of expenditure for the current and forthcoming academical years to the Co-Curricular Committee whenever requested to do so by that Committee.

(vi) To send to the Domestic Bursar in the Michaelmas Term, if requested by the Domestic Bursar, statements of the balance in the accounts of member societies, and the grants made to member societies at the Annual General Meeting.

18. Election of the Secretary The Secretary shall be elected, or re-elected, at the Annual General Meeting. Candidates shall have been proposed and seconded on a nomination sheet delivered to the Secretary, nominations closing 24 hours before the meeting. If there are no candidates, nominations can be accepted at the Annual General Meeting at the Senior Treasurer's discretion. If a vote is necessary, it shall be by a show of hands, each member present being able to vote for as may candidates as she/he wishes, the candidate receiving most votes being elected. In the event of the Secretary ceasing to act during the year, the Committee shall appoint an acting Secretary.

19. Duties of the Secretary The duties of the Secretary shall be:

(i) To call General Meetings of the Associated Societies, and meetings of the Committee, and to keep minutes of the business done at such meetings.

(ii) To display in the Junior Combination Room and the Samuel Butler Room any notices required by this Constitution to be so displayed.

(iii) To liaise with member societies on behalf of the Associated Societies.

(iv) To transact any business of the Associated Societies under the direction of the Committee or of the General Meeting.

(v) To keep up to date the Register of member societies of the Associated Societies and their officers, as provided by clause 21.

(vi) To receive and to file the annually audited accounts from the Senior Treasurers of member societies.

(vii) To declare to the Senior Treasurer and members of the Society at the Annual General Meeting, if they also hold positions on member society committees.

Member Societies

20. Effect of Membership No organization shall receive money from the Associated Societies, or have the use of College facilities, unless it be a member society and complies with this constitution.

21. Register of Member Societies A Register of the member societies of the associated Societies shall be kept by the Secretary. The Register shall contain the following information concerning each society: its name; Senior Treasurer, President and the Junior Treasurer and a brief description of the scope of the society.

22. Conditions of Membership No society may be a member society unless it complies with the following conditions:

(i) It must have a Senior Treasurer, who shall be a senior member of the College.

(ii) It must have a President and Junior Treasurer who shall be members of the College.

(iii) It must admit any junior member wishing to join to membership, no subscription being levied without the consent of the Committee, which consent may be reviewed from year to year. Or, in the case of a society whose object is the making of grants, the appointment of all officers shall be subject to the approval of the society's Senior Treasurer.

(iv) It shall have a bank account of which the Senior Treasurer must be one of the signatories and into which grants shall be paid.

(v) It shall have an up to date page on the College's web site.

(vi) It shall not widen the range or scope of its activities to any substantial extent without the approval of the Committee.

(vii) Its activities shall be primarily for the benefit of members of the College.

(viii) It shall not spend any money on a political campaign.

(ix) It must provide a satisfactory written constitution to the Senior Treasurer of the Associated Societies.

23. Duties of the societies' Junior Treasurers In the case of each member society it shall be the duty of the officer authorized to deal with the Associated Societies:

(i) To deliver estimates of expenses for the coming year to the Secretary of the Associated Societies by such date as the Secretary shall determine.

(ii) To supply when requested to do so by the Secretary details of the Society's activities over the past twelve months, and details of activities planned by the Society.

(iii) To inform the Secretary of any changes in the Society's scope, or constitution, if any.

(iv) Upon the officer ceasing to act, to inform the Secretary of the identity of her/his successor.

(v) To appear before the Committee when requested to do so to discuss any matter of concern to the Committee in regard to that society.

(vi) To provide an updated entry to the Register of member societies of the Associated Societies and their officers by the end of Easter term.

(vii) To inform the Secretary of any grants made to the Society.

24. Duties of Senior Treasurers It shall be the duty of the Senior Treasurer of each member society:

(i) To audit annually the accounts of the Society and to deliver the audited accounts to the Secretary by the end of Easter term.

(ii) In the case of a Society making grants to make payment of any such grants.

(iii) Upon ceasing to act, to inform the Secretary of the identity of the successor.

If a Senior Treasurer ceases to act without appointing a successor, the Senior Treasurer of the Associated Societies shall take her/his place.

25. Restrictions on expenditure of grants Expenditure of grants made by the Associated Societies shall in every case be limited to expenditure:

(i) Within the limitations of clause 31.

(ii) Generally within the scope of the society as advised to the Secretary under clauses 21 and 22 (vi).

(iii) The making of grants by a society must be detailed in the society's constitution.

(iv) In compliance with any restrictions which may have been imposed on the expenditure of the grant by the Committee or by the Annual General Meeting.

26. Requirements for becoming and remaining a member society A society may become a member society by being elected as such at a General Meeting; provided that any such election shall be void unless the society complies with the provisions of clause 22 (apart from sub-clause (iv), which shall be complied with before any request for a grant is made), which question shall be determined by the Senior Treasurer. In the event of a member society ceasing to comply with the provisions of clause 21, it shall be the duty of the Senior Treasurer (subject to a discretion to allow the society to rectify the matter) to instruct the Secretary to remove it from the Register of member societies, and the society shall then be deemed to have withdrawn.

27. Withdrawal of member societies A member society may withdraw from the Associated Societies if the Senior Treasurer of the Society gives notice to the Secretary; provided that where a society has assets these shall be made over to the Senior Treasurer of the Associated Societies as a condition of withdrawal. Such societies will receive no funding grants or have use of any College facilities.

A member society that fails to state intent to remain a member society at the request of the Secretary, prior to or at the Annual General Meeting will be assumed to be withdrawing as a member society. It will have until the end of the Easter term to hand over all society assets to the Senior Treasurer of the Associated Society.

Society assets may be kept in the hope of restarting a withdrawn society, or returned to the Associated Societies at the discretion of the Senior Treasurer.

28. Debts to the College In the unlikely case of a debt being incurred to the College, the Senior Treasurer and Committee, at their discretion, will determine the repayment of the debt.

29. Representatives The Associated Societies' representatives on the Co-Curricular Committee shall be the Senior Treasurer and the Secretary, or any proxy for them.

30. Sums to be Requested The representatives shall be free to negotiate as they think fit with the Co-Curricular Committee about the grant from the Co-Curricular Committee to the Associated Societies.

31. Restrictions on expenditure Expenditure of income received from the Co-Curricular Committee shall be limited to expenditure for the benefit of members of the College in their pursuit of non-sporting activities.

Interpretation

32. Amendment and Interpretation of the Constitution Any question which may arise as to the interpretation of this Constitution, or as to the resolution of any problem not apparently covered by the Constitution's provisions shall be determined by the Senior Treasurer who shall if she/he sees fit consult the Committee for amendment affecting any part of the Constitution. Amendments to this Constitution must be approved by the College Council.

5. Constitution and Rules of the Fitness Club

The facilities are the Fitness Centre and the Free Weights Area.

Membership is available to Fellows and their spouses/partners, graduates and their spouses/partners, undergraduates and College staff.

Prior to use of the facilities, all individuals must complete an application form, including a medical declaration, and undergo an induction carried out by an authorised trainer.

The Fitness Centre and Free Weights Area are unmanned. Members are expected to behave in a responsible manner and leave equipment and facilities in a clean and tidy state.

The facilities will be available every day for 24 hours. However access and opening times may be subject to reasonable change where necessary for operational reasons. The Committee reserves the right to restrict or ban the use of the facilities by an individual or society.

Sports drinks and bottled water are permitted but no food is to be consumed in either of the facilities. Empty containers and disposable cups to be disposed of in the rubbish bins provided.

Appropriate sports clothing and footwear must be worn.

Members must wipe down equipment after use.

Access to the facilities will be by access card. The cards will be authorised for access once membership has been accepted and familiarisation training has taken place.

Members must not allow non-members to use the Club's facilities.

Those using the Free Weights Area must re-rack all weights after use.

Members must satisfy themselves that there is no medical reason why they should not use the equipment and that they have been sufficiently trained. They are to ensure that they use the equipment in the proper manner (as described on the wall charts).

The College does not accept any liability for injuries caused as a result of using the equipment or arising from entering the facilities.

Any problems or emergencies are to be reported to the Forecourt Porters Lodge.

Any damage or faults with the equipment must be reported by email to the Maintenance Department.

The last person to use the Fitness Centre must switch the lights off.

6. Constitution of the Clarkson Room Committee

[Standing Order Repealed] *Clarkson Room no longer exists*

7. The Choir Association

1. Name

The Choir Association of St John's College, Cambridge.

2. Definition

The Choir Association of St John's College, Cambridge is an unincorporated association with a membership as defined below. For the purposes of this document only it shall be referred to hereinafter as 'the Association', and the Choir of St John's College, Cambridge shall be referred to as 'the Choir'.

3. Aims and Objects

The aims of the Association shall be:

(i) To promote friendly association between current and former Organ and Choral Students, Lay Clerks, Volunteers and Choristers;

(ii) To support and promote the Choir and its musical heritage;

(iii) To foster and maintain links between the Membership, the College and the College School through events in the College and other activities;

(iv) To support and encourage the musical education and activities of current and former members of the Choir through the provision of bursaries;

(v) To provide a forum whereby individuals, who were not Members of the Choir but have a keen interest in it, may forge closer links with one another and with other Members of the Association;

(vi) To disseminate information to them via Newsletters, the Website and other appropriate media.

4. President and Honorary Patrons

The *ex officio* President of the Association shall be the Master of St John's College, Cambridge.

The Honorary Patrons of the Association shall be notable persons connected with the Choir, appointed by the Committee from time to time.

5. Membership

Membership of the Association shall be made up of the following categories of person:

Ex Officio Members	The Master
	The Director of Music
	The Dean of Chapel
	The Chaplain
	Former Directors of Music
	Former Deans of Chapel
	Former Chaplains
	The School Headmaster
	Former School Headmasters

	The Head of Alumni Relations The Choir Administrator The Choir Marketing & Communications Officer
Associate Members	All Current and Former Members of the Choir including: Choristers Organ Students Choral Students Lay Clerks Volunteers
Honorary Patrons	Persons who have attained distinction in the field of Music or by reason of service to the College
Supporting Members	Members of the College, the University of Cambridge and members of the general public who are supporters of the Choir

(Some Members are also designated as Patrons or Benefactors in acknowledgement of their regular donations in support of the Choir.)

The Committee may suspend or remove at any time a member of the Association whom the Committee deem has acted inappropriately and/or brought it into disrepute. The Committee shall consider any appeal against suspension or removal made in writing by the Member concerned and may reinstate membership if it thinks fit.
The Committee shall communicate all decisions in writing as soon as practicable after a decision is made.

6. Committee

The entire management of the Association shall be vested in the Committee.

Only *Ex Officio* Members, Associate Members and Supporting Members (Friends) shall be eligible to act as Committee Members.

The Committee shall consist of:

Ex Officio Members	The Dean of Chapel The Director of Music The Head of Alumni Relations The Choir Administrator The Choir Marketing & Communications Officer
Other Members	One current Organ or Choral Student Three former Organ/Choral Students Three former Choristers One person nominated by the School Headmaster Two Supporting Members

The Committee shall elect a Chairperson, who will serve for a period of three years and shall be eligible to be re-elected for one further three year term. The Choir Administrator

will act as Secretary/Treasurer. In the event of a split decision the Chairperson shall have the casting vote.

Ex officio Members will serve for the duration of their tenure of post. Other Members shall be elected to the Committee by the Annual General meeting for a period of three years of service and shall be eligible to be re-elected for two further terms of three years each.

The Committee may co-opt any Member in any category of Membership at any time either as an additional Member or to fill a casual vacancy but the appointment of the Member concerned will lapse at the next Annual General Meeting unless confirmed by the Choir Association at the Annual General Meeting.

The Quorum for each Committee meeting shall be six, but in determining whether a quorum is present not more than three *ex officio* Members shall be counted.

The Committee may meet in person or by telephone or other electronic form of conference if that is deemed more convenient.

A resolution in writing, signed by all the Committee Members, shall be as valid and effective as if it had been passed at a Committee meeting duly convened and held, and may consist of two or more documents in like form each signed by one or more Committee Members, provided that a majority is reached. A resolution distributed electronically to all Committee Members and returned electronically by a majority in number of them shall have the same effect.

7. Subscription

The Annual Subscription shall be payable on 1 July each year. The rate of the Annual Subscription shall be reviewed and be agreed by the Committee from time to time and changes notified to the Membership in writing not less than 60 days before the next subscription becomes due. There will be one level of Annual Subscription for Associate Members and one level of Annual Subscription for Supporting Members.

Previous and current members of the Choir will not be required to pay the Annual Subscription until the first day of July following their finishing full time education, including academic or music studies after completion of a first degree course.

The Committee may make such benefits available to such Members as it may from time to time decide.

8. Banking arrangements

Income in relation to Association Membership fees will be entered into the Choir Association Current Use Fund, which is a restricted expendable Fund. The income from this Fund will be used to offset expenditure from the Choir Association expenditure budget code, which is held within the Choir Department budget.

Expenditure by the Association will be drawn on the College's bank account and the amount debited to the Association's expenditure budget code.

9. Finance

The Income and Expenditure Statement of the Association shall be drawn to 30 June in each calendar year.

All financial matters will be run through the College Accounts.

The Income and Expenditure Statement of the Association shall be kept by the Treasurer and be presented at the Annual General Meeting to be held within nine months of the end of the financial year.

A copy of the Income and Expenditure Statement of the Association shall be made available for inspection by an member of the Association who wishes to see it, or any other person as the Committee may decide.

10. General Meetings

There shall be an Annual General Meeting of the Association within nine months of the end of each financial year, when the Income and Expenditure Statement shall be presented and such other business transacted as may be necessary and appropriate.

The Chairperson (if present at the notified time of the meeting) shall preside at General Meetings of the Association and failing his presence, the Dean of Chapel shall preside.
The Committee may call an Extraordinary General Meeting at any time. If at least 15 Members request such a meeting in writing to the Secretary, stating the business to be considered, the Secretary shall call such a meeting by notifying Members of the meeting not less than 14 days before it takes place.

Notice of a General Meeting whether Annual or Extraordinary shall be given in writing to Members at least 14 days in advance. The notice of the meeting must state the business to be discussed.

11. Voting

Ex Officio Members, Honorary Patrons, and Associate Members (except Choristers) shall have one vote. Those persons belonging to other categories of Membership who have paid their Annual Subscription shall be entitled to one vote.

In the event of an equality of votes the Chairman shall have a casting vote.

12. Alteration of Constitution

Alterations to this Constitution may only be effected at a General Meeting. Any change shall need the approval of at least 75% of those present and eligible to vote at the meeting.

At least two months' notice must be given to the Secretary of any proposed alteration to the Constitution. The Secretary will circulate a notice of the proposed alteration to Members at least 14 days prior to the General Meeting.

An up-to-date copy of the Constitution shall be kept by the Secretary and a copy shall be made available to any Member who requests such in writing.

13. Dissolution

Should the Committee so decide, the Association may be dissolved by a postal ballot of Members for who a current address is held. A quorum for these purposes shall be at least 50% of those Members to whom a ballot paper is sent. A simple majority of votes received shall be sufficient to carry a motion of dissolution.

In the event of dissolution, all assets of the Association shall pass to the College and be held by it and used for the benefit of the Choir as directed by the Director of Music in consultation with the Dean of Chapel.

8. The Rules and Regulations of the Lady Margaret Boat Club

Title and Aims
The Club shall be called "The Lady Margaret Boat Club".

The aims of the Club are:

(a) to advance the College's broad educational aims by providing facilities for rowing;

(b) to be open to all resident members of the College regardless of their gender, experience or skill, and whether their interests lie in serious competition or in recreational sport;

(c) to assist the resident members of the College to reach their personal and academic potential, and integrate them successfully into the communal life of the College;

(d) to promote links with alumni of the College which will advance the interests of the Club.

Membership
All resident senior and junior members of the College are eligible to join the Club.

The members of the Club shall comprise the eligible members of the College who are Officers of the Club; the resident members of College who belong to the crew of one of the Club's regular boats, or who have obtained first Mays colours in any year; and the College Boatman.

In exceptional circumstances, the Club may confer honorary membership on a friend of the Club who, whilst not being a member of the College, has shown exceptional loyalty and devotion to the Club. The Membership of such a person must be approved at a General Meeting, and must have the written agreement of the Secretary of the Lady Margaret Boat Club Association and the President of the Club.

The Management Committee may invite persons who are not eligible for Membership of the Club to join crews operated by it.

The Officers
The Officers of the Club are the President, the Vice-President(s), the Senior Treasurer, the Junior Treasurer, the Honorary Secretary, the Men's Captain, the Women's Captain, the Chief Cox, the Men's Vice Captain, the Women's Vice Captain, and the Social Secretary. Other Officers who are considered necessary for the efficient operation of the Club may be elected at the Annual General Meeting, including a Men's Captain of Lower Boats, a Women's Captain of Lower Boats, a Men's Vice Captain of Lower Boats, a Women's Vice Captain of Lower Boats, a Web Officer, and a Sponsorship and Administration Officer.

The Master of the College, if he or she is willing, shall be President of the Club. If he or she is unwilling, the Members shall elect a Fellow in his place who shall hold office until

such time that a new Master is elected. The new Master shall then be asked if he or she is willing to act as President of the Club.

The Senior Treasurer shall be appointed by the President from among the resident Senior Members of the Boat Club, initially for four years, and thereafter for further terms.

In exceptional circumstances, the Senior Committee may, if they so wish, may confer the office of Vice-President on a Senior Member of the Club in recognition of long term service and devotion to the Club.

All the other Officers of the Club shall be elected from among its junior Members.

The Committee of the Club

Senior Committee

The Senior Committee of the Club shall comprise the President, the Vice-President(s), the Senior Treasurer, the Honorary Secretary, the Men's Captain, the Women's Captain, and the Chief Cox.

The Senior Committee shall be responsible for the overall management of the Club, its property, finances, equipment and personnel.

Management Committee

The Management Committee shall comprise the Honorary Secretary, the Men's Captain, the Women's Captain, and the Chief Cox.

The Management Committee shall be responsible for managing the day-to-day activities of the Club, and for overseeing the work of the Junior Committee. It shall consult the Senior Committee and Junior Committee as necessary, and maintain relations with the Lady Margaret Boat Club Association. It may delegate any of its general responsibilities to an Officer on the Junior Committee.

In the event of a division among the members of the Management Committee, the Honorary Secretary shall have the casting vote.

Junior Committee

The Junior Committee shall comprise all the Officers of the Club who have been elected from among the junior Members of the College.

The Honorary Secretary shall call a meeting of the Junior Committee early in Michaelmas Term to plan the Club's activities for the year, and at such other times as he or she may think necessary for the proper conduct of the Club's business. The Honorary Secretary may invite the Senior Treasurer or any other officer of the College to meetings of the Junior Committee.

All the Officers on the Junior Committee with the exception of the Chief Cox, Men's and Women's Captains, Lower Boats Captains and Vice-Captains, shall be answerable for the discharge of their duties to the Honorary Secretary.

Duties of the Officers

Senior Treasurer

The Senior Treasurer shall be responsible of the funds of the Club. He or she shall submit the annual accounts to the Senior Treasurer of the General Athletic Club according to its usual timetable.

Honorary Secretary

The general responsibility of the Honorary Secretary is to ensure that that the Management Committee and Junior Committee govern the Club in a manner which will best promote its Aims.

In particular, the Honorary Secretary shall ensure that the Club's resources are allocated equitably among all Members, both Men and Women. He or she shall also have the main role in conducting the external business and correspondence of the Club as it relates to officers of the College, sponsors, alumni, or other people outside the College. He or she shall order kit for the Members, and prepare and maintain proper handover notes for his or successor.

Men's and Women's Captains

The Men's and Women's Captains shall each have the main responsibility for the recruitment, training and welfare of the oarsmen and oarswomen in the Men's and Women's boats respectively. They shall have the power of appointing the crews in their respective boats and of altering them at their discretion, in consultation with the Chief Coach.

They may each appoint representatives to act under their authority in each of their boats.

They shall each arrange a coaches' meeting at the beginning of the Michaelmas Term, and at any other reasonable time as they so wish.

They shall each maintain their Captain's Books recording the crew compositions and race results for the year; and their advice to future Captains. They shall lodge the Books in the College Library not later that the Friday following Henley Royal Regatta.

Chief Cox

The Chief Cox shall be responsible for the welfare, recruitment and training of coxes and for promoting water safety. He or she shall consult the Men's and Women's Captains as to the allocation of coxes to boats, but the final decision as to the allocation shall rest with him or her.

Captains of the Lower Boats

The Men's and Women's Captains may delegate to the respective Captains of the Men's and Women's Lower Boats the responsibility for the recruitment, training and welfare of all boats below the third eight for the men, and below the second eight for the women, in the Lents and the Mays. If there are only three eights then the Men's Captain may delegate responsibility for the third eight to the Men's Captain of Lower Boats.

The Captains of Men's and Women's Lower Boats shall be directly responsible for the recruitment and training of the novices in the Michaelmas Term.

Vice-Captains
The Vice-Captains of the Men's and Women's Boats and the Vice-Captains of the Lower Boats shall give any necessary assistance to their respective Captains. The Vice-Captains of the Men's and Women's Boats may be delegated the organisation of training camps.

Other Posts
The Junior Treasurer shall be responsible for preparing the Club's budget; overseeing the Club's bank accounts outside the College; and handling such other payments and receipts as the Junior Committee may determine. He or she shall audit all the accounts operated by the Officers of the Junior Committee not later than the Friday following the May Bumps.

The Social Secretary shall oversee the organisation of the Boat Club Dinners, Fours Desserts, the Garden Party and any other social events agreed by the Junior Committee, in accordance with any directions or Code of Conduct agreed with the College.

The Sponsorship and Administration Officer shall assist the Honorary Secretary in maintaining effective sponsorship arrangements for the Club, and in ensuring that the administration of the Club's business is conducted efficiently.

The Web Officer shall operate and keep up to date the Club website and its online files, and shall oversee the operation of any online social media sites.

Duties of the Members
All Members shall use their reasonable best endeavours to preserve and enhance the reputation of the Club in a manner consistent with its Aims.

In the general operation of the Club's activities, those Members who are oarsmen and oarswomen shall obey the directions given the Men's or Women's Captains respectively and Men's and Women's Vice-Captains respectively, and to any other person who may have been authorised to exercise some aspect of the Captains' responsibilities over them. When a boat is on the river, all the oarsmen or oarswomen shall be obey the directions given by their cox.

In the general operation of the Club's activities, those Members who are coxes shall obey the directions given by to the Chief Cox.

All Members who belong to the crew of a boat are required to be able to swim 100m in light clothing or such a distance as may be provided in Amateur Rowing Association regulations. They shall abide by the rules for rowing as promulgated from time to time by the Amateur Rowing Association; and shall be conversant with the Cambridge University Combined Boat Clubs Handbook.

The Members shall exercise appropriate care in their use of the Club's equipment and property, and shall report any damage to their Captain. Coxes are responsible for damage done to boats while on the river, and shall report any damage to the Chief Cox.

General Meetings
In each year, there shall be a General Meeting to elect the Management Committee; an Annual General Meeting to elect the other members of the Junior Committee; and such other General Meetings as may be called by special request.

All persons who are Members of the Club when the meeting is held shall be eligible to attend and vote at it.

A General Meeting shall be quorate if at least fifteen Members are present.

The President, or in his absence the Senior Treasurer or Honorary Secretary, shall preside at all General Meetings, and, in the case of a division, the presiding Officer shall have the casting vote.

The Honorary Secretary shall call a Special Meeting when he or she receives a special request signed by three members of the Management Committee, a two-thirds majority of the Junior Committee, or fifteen Members of the Club. The notice shall specify the business which it is proposed to bring forward. Such a meeting shall require only twenty four hours' notice and no business other that for which the meeting is called shall be transacted. The business of such a meeting may include a proposal for a vote of no confidence in any Officer of the Club.

Elections

A General Meeting shall be held on the weekend which falls before the May Bumps and its sole business shall be to elect the Management Committee.

Any junior member of the club may run for any Officer position.

The Annual General Meeting of the Club shall be held on the Wednesday of the May Bumps. The business of the Meeting shall be to receive the Honorary Secretary's report on the Club's activities during year; to receive the accounts from the Senior Treasurer and the Junior Treasurer; and to elect the Officers of the Junior Committee other than those already allotted to the members of the incoming Management Committee.

Subject to the following restriction concerning captaincies, the election of Officers shall be conducted by a poll of all the eligible Members present, and no Member may vote by proxy. The candidate receiving the greatest number of votes shall be declared duly elected to the Office.

For any Office which relates to a captaincy of the Club's boats, the Members eligible to vote shall be restricted to:

(a) the male or female Members, according to whether the captaincy relates to the Men's or Women's boats;

(b) the coxes, according to whether they belong to the crew of a Men's or Women's boat (and regardless of the coxes' gender); and

(c) the Members who have obtained first Mays colours in any year, according to whether they obtained their colours in a Men's or Women's boat.

A cox may vote for captaincies in the Men's and Women's boats, both according to his or her gender and according to whether he or she belonged to the crew of Men's or Women's boat. (For example, a woman who coxes a Men's boat may vote for the Men's Captain and also the Women's Captain.)

The Boatman may vote in the elections to all the Offices on the Junior Committee.

A junior Member who wishes to stand for election as an Officer shall first consult his or her Tutor and Director of Studies.

All Officers-elect shall become active Officer at the end of the Bumps week-end, apart from the Men's and Women's Captains and Vice-Captains who will become active at the end of the Bumps week-end or when, respectively, the Men's and Women's crews are no longer able to partake in the Henley Royal Regatta, whichever is the latest.

Use of the Boathouse

Any person who is not a resident member of St John's College may only use the Boat House if he has first obtained the written permission of the Honorary Secretary and the Senior Treasurer. Honorary Secretary shall maintain a list of authorised users and supply it to the Boat Club Manager and the Captains.

Uniforms

The uniform of the Club is a scarlet flannel coat, red and white striped jersey, grey chequered trousers and scarlet cap. Members of the Club with First May colours are entitled to wear the coat trimmed with red ribbon and gold crested buttons, white flannel trousers, white jersey trimmed with red ribbon and the college crest in gold on the cap; members of the Club with Second May colours are entitled to wear the striped jersey trimmed with red ribbon, the coat with silver crested buttons and the crest in white on the cap; members of the Club with First Lent colours are entitled to wear the striped jersey trimmed with red ribbon and the coat with silver crested buttons. On race days members of representative crews must wear a white straw hat with red ribbon. For the women the uniform is modified to allow the wearing of a dark skirt with the red flannel coat and the cap becomes optional. Any member failing to appear in correct uniform to the Club's event is liable to a fine of two shillings and sixpence, at the Senior Treasurer's discretion.

The uniform of the crews whilst racing in the May Bumps is a white short-sleeved zephyr with red trim and black short trousers for the First May eights; a red short-sleeved zephyr with white trim and black short trousers for the Second May eights; a plain red zephyr with red trim and black short trousers for the Third May eights. No other crews may wear zephyrs.

Amendments

This Constitution may be amended by the College Council acting on a resolution passed by the vote of a two thirds majority of the Members present at a General Meeting of the Club.