

**CHARTER AND STATUTES**  
**OF**  
**FITZWILLIAM COLLEGE**  
**IN THE**  
**UNIVERSITY OF CAMBRIDGE**



**FITZWILLIAM COLLEGE**  
UNIVERSITY OF CAMBRIDGE

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These Statutes were most recently amended at a Special College Meeting on 10 October 2018, with Royal Assent granted on 10 July 2019.

AT THE COURT AT BUCKINGHAM PALACE

*The 28th day of July, 1966.*

PRESENT,

THE QUEEN'S MOST EXCELLENT MAJESTY IN COUNCIL.

WHEREAS there was this day read at the Board a Report of a Committee of the Lords of Her Majesty's Most Honourable Privy Council, dated the 12th day of July, 1966, in the words following, viz.:

“YOUR MAJESTY having been pleased, by Your Order of the 22nd day of December, 1965, to refer unto this Committee the humble Petition of the Chancellor, Masters and Scholars of the University of Cambridge, praying for the grant of a Charter of Incorporation to Fitzwilliam House, Cambridge, under the name and style of ‘The Master, Fellows and Scholars of Fitzwilliam College in the University of Cambridge’:

“THE LORDS OF THE COMMITTEE, in obedience to Your Majesty’s said Order of Reference, have taken the said Petition into consideration, and do this day agree humbly to report, as their opinion, to Your Majesty, that a Charter may be granted by Your Majesty in terms of the Draft hereunto annexed.”

HER MAJESTY having taken into consideration the said Report, and the Draft Charter accompanying it, was pleased, by and with the advice of Her Privy Council, to approve thereof, and to order, as it is hereby ordered, that the Right Honourable Roy Jenkins, one of Her Majesty's Principal Secretaries of State, do cause a Warrant to be prepared for Her Majesty's Royal Signature, for passing under the Great Seal a Charter in conformity with the said Draft, which is hereunto annexed.

*W. G. Agnew*

# Royal Charter

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ELIZABETH THE SECOND by the Grace of God of the United Kingdom of Great Britain and Northern Ireland and of Our other Realms and Territories Queen, Head of the Commonwealth, Defender of the Faith:

TO ALL TO WHOM THESE PRESENTS SHALL COME, GREETING!

WHEREAS a Petition has been presented unto Us by the Chancellor, Masters and Scholars of Our University of Cambridge (hereinafter referred to as “the University”) praying that We would be graciously pleased to grant a Charter of Incorporation for the purpose of constituting the present community of Non-Collegiate Students in the University known as Fitzwilliam House (hereinafter referred to as “Fitzwilliam House”) a Body Corporate to be called “Fitzwilliam College in the University of Cambridge” with the object among others of acquiring and taking over the site and buildings presently occupied by Fitzwilliam House together with the moneys promised or subscribed to assist the University in the establishment of Fitzwilliam College and otherwise of furthering its purposes under such regulations and with such powers as to Us might appear meet and expedient:

AND WHEREAS We have taken the said Petition into Our Royal Consideration and are minded to accede thereto:

NOW THEREFORE KNOW YE that We by virtue of Our Prerogative Royal and of all other powers enabling Us so to do of Our especial grace, certain knowledge and mere motion have granted and declared and by these Presents do for Us, Our Heirs and Successors grant and declare as follows:

1. The first Master and first Fellows of the College and all such persons as may hereafter become members of the Body Corporate hereby constituted shall for ever after be one Body Politic and Corporate by the name and style of “The Master, Fellows and Scholars of Fitzwilliam College in the University of Cambridge” (hereinafter referred to as “the College”) and by the same name shall have perpetual succession and a Common Seal with power to break, alter and make anew the said Seal from time to time at their will and pleasure and by the same name shall and may sue and be sued in all Courts and before all Justices of Us, Our Heirs and Successors.

2. The College shall have full power and capacity to accept, acquire and hold any personal property whatsoever and shall also without any further authority by virtue of this Our Charter have full power and capacity to accept, acquire and hold any lands and hereditaments situate in Our United Kingdom of Great Britain and Northern Ireland and to dispose of either by way of sale or lease and to exchange, mortgage, charge, improve, manage, develop, turn to account or otherwise deal with all or any part of such property real or personal belonging to the College upon such terms and in such manner as it shall see fit and also to do all other matters incidental or appertaining to a Body Corporate provided always that nothing in this Article shall be deemed to empower the College to dispose of or deal with its property in the manner above mentioned without first obtaining such consent as would otherwise be required by law.

3. The College is incorporated and shall be conducted with the following objects:
  - (a) To advance education, religion, learning and research in the University.
  - (b) To provide a College wherein members of the University may work for Degrees in the University or may carry out postgraduate or other special studies at Cambridge provided that no member of the College or any candidate for membership thereof shall be subject to any test of a religious, political or social character.
  - (c) To acquire and take over such property and liabilities of the University as the University may transfer to it.
  - (d) To acquire and take over the properties and liabilities now vested in the limited company known as the Fitzwilliam Hall Trust.
  - (e) To apply the moneys of the College including any money acquired or taken over as aforesaid to the purposes of the College with power to invest as prescribed in the Statutes of the College.
  - (f) To administer any trust or scheme for purposes connected with the objects of the College.
  - (g) To do all such things as are incidental or conducive to the carrying out of the above objects.
4. The College shall have power, subject to the Statutes of the University, to present candidates for matriculation by the University.
5. The first Visitor of the College shall be Marshal of Our Royal Air Force Our right trusty and well beloved Arthur William Baron Tedder, Knight Grand Cross of Our Most Honourable Order of the Bath, Chancellor of the University. The successors to the first Visitor shall be the Chancellors of the University from time to time.
6. The first Master of the College shall be Our trusty and well beloved Doctor Walter Wyatt Grave, Companion of Our Most Distinguished Order of Saint Michael and Saint George, Censor of Fitzwilliam House. Such persons as at the date of this Our Charter are Fellows of Fitzwilliam House elected by the Non-Collegiate Students Board of the University shall be the first Fellows of the College. The Statutes of the College shall apply to the first Master and the first Fellows as if they had been appointed pursuant to the Statutes save that due regard shall be had to the terms of their appointment as Officers or Fellows of Fitzwilliam House previous to the date of this Our Charter. Any subsequent Master of the College or further Fellows of the College shall be appointed in manner prescribed by the Statutes of the College.
7. The government of the College shall be vested entirely in the Governing Body as defined in the Statutes of the College which shall subject to the provisions of this Our Charter and of the Universities of Oxford and Cambridge Act, 1923, have full power to make and when made to alter the Statutes of the College provided that no alteration of the Statutes shall have any force or effect if it be repugnant to the provisions of this Our Charter or to the provisions of such Statutes of the University as may from time to time be made to govern the relation of the Colleges to the University.
8. The first Statutes of the College shall be those annexed to this Our Charter and the same shall be and shall remain in force unless and until they shall be altered in manner hereinbefore prescribed.

9. The Governing Body of the College may from time to time revoke amend, or add to the provisions of this our Charter by a Special Statute in that behalf and such revocation, amendment or addition shall when allowed by Us, Our Heirs or Successors in Council become effectual so that this Our Charter shall thenceforward continue and operate as though it had been originally granted and made as so revoked, amended or added to. This Article shall apply to this Our Charter as revoked, amended or added to in manner aforesaid. A Special Statute is one passed at a meeting of the Governing Body summoned for the purpose by not less than fourteen days' notice at which two-thirds of the members of the Governing Body are present and at which two-thirds of those present vote in favour of the Special Statute.

10. References in this Our Charter to the Statutes of the College shall be deemed to be references to such Statutes as are for the time being in force.

And lastly We do by these Presents for Us, Our Heirs and Successors grant and declare that these Our Letters or the enrolment thereof shall be in all things valid and effectual in law according to the true intent and meaning thereof and shall be taken, construed and adjudged in the most favourable and beneficial sense for the best advantage of the College as well in Our Courts of Record as elsewhere by all Judges, Justices, Officers, Ministers and other subjects whatsoever of Us, Our Heirs and Successors any non-recital, mis-recital or other omission, defect or thing to the contrary notwithstanding.

IN WITNESS whereof We have caused these Our Letters to be made Patent.

**WITNESS** Ourselves at Westminster the ninth day of September in the fifteenth year of Our Reign.

Coldstream

**BY WARRANT** under the Queen's Sign Manual

# STATUTES

## STATUTE I

### *Of the Constitution of the College*

The College is called Fitzwilliam College in the University of Cambridge and its corporate title is “*The Master, Fellows and Scholars of Fitzwilliam College in the University of Cambridge*”.

## STATUTE II

### *Of the Visitor*

1. The Chancellor of the University shall be Visitor of the College.
2. Any right reserved by these Statutes of appeal to the Visitor against a decision of the Governing Body shall lapse upon the expiration of eight weeks from the date of the aforesaid decision.
3. In accordance with the provisions of the Education Reform Act 1988, nothing in these Statutes shall enable or require the Visitor -
  - (a) to hear any appeal or determine any dispute relating to a member of the academic staff to whom Statute XLII applies which concerns the member’s appointment or employment; or
  - (b) to disallow or annul any Ordinances of the Governing Body made under or having effect for the purposes of Statute XLII.

## STATUTE III

### *Of the Government of the College*

1. With such exceptions as are hereinafter made in these Statutes the Master and those persons who hold Fellowships in Classes A, B, C or D as defined in Statutes XIII, XIV, XV and XVI (hereinafter referred to as “the Governing Body”) shall in all matters whatsoever have the government and control of the College and of its property and income.
2. The Governing Body shall make such standing orders to regulate its own proceedings or Ordinances (that is, regulations) as are required by these Statutes and may make standing orders or Ordinances with regard to other matters whether referred to in these Statutes or not: provided that no standing order or Ordinance shall be inconsistent with these Statutes or the Statutes of the University. No vote on a proposal to make or amend or rescind a standing order or Ordinance shall be valid unless it shall have been taken at an Ordinary College Meeting summoned under the provisions of Section 2 of Statute IV in accordance with a decision taken at an Ordinary College Meeting held at least seven days previously and unless a majority of the whole Governing Body shall have voted in favour of the proposal at one of these meetings.



## STATUTE IV

### *Of College Meetings*

1. A College Meeting shall be a meeting of the Governing Body and there shall be Ordinary College Meetings and Special College Meetings as provided in this Statute. All College Meetings shall be held within the limits of the College.
2. The Master shall give or cause to be given to each member of the Governing Body at least seven days' notice of an Ordinary College Meeting and at least fourteen days' notice of a Special College Meeting. The notice shall specify the place, day and hour of each meeting, and also the business to be transacted thereat.
3. At least one Ordinary College Meeting shall be held in each University Term on dates to be fixed from time to time by the Governing Body. In every year on a day in term to be fixed from time to time by the Governing Body there shall be a Special College Meeting called the Audit Meeting.
4. It shall be the duty of the Master to summon a Special College Meeting upon the written request of not fewer than five members of the Governing Body specifying the object of the desired meeting. If the Master when so requested shall not within a period of seven days summon a Special College Meeting for assembly within twenty-one days after such request, then any three members of the Governing Body shall have power themselves to summon the meeting. Notice of the meeting shall be given in accordance with the provisions of Section 2 of this Statute and no business not specified in the notice shall be transacted at the meeting.
5. Subject to the provisions of Section 2 of this Statute the Master may summon an Ordinary or a Special College Meeting whenever he or she thinks fit. The Master may also without such notice as is prescribed in that section summon an Ordinary Meeting for disciplinary purposes or for such other business as he or she may deem to be urgent.
6. The Master, or in her or his absence the President, shall preside at all College Meetings. In the absence of both the Master and the President the senior Fellow present shall preside.
7. The quorum necessary for the transaction of business at an Ordinary College Meeting shall be a majority of the members of the Governing Body, and at a Special College Meeting two-thirds of the members of the Governing Body.
8. Except where provided otherwise by the Charter, by these Statutes, or by an Ordinance which these Statutes allow to be made for this purpose, decisions at College Meetings shall be taken by a simple majority of the members present and voting and each member who is present shall have one vote on each question. No vote may be cast at a College Meeting except by a member of the Governing Body actually present. In case of equality of votes the person presiding at a College Meeting shall have an additional or casting vote.
9. Members of the Governing Body shall not be present at a College Meeting during the discussion of the question of their appointment or re-appointment to any College Office or their election or re-election to a Fellowship unless by permission of the Governing Body, nor shall they vote upon the question.
10. The Master shall keep or cause to be kept a Minute Book in which shall be entered a record of the resolutions passed and other business transacted at College Meetings. The Minute Book shall be open to the inspection of any Fellow at all reasonable times.

11. After each meeting of the Governing Body a copy of the record of the business transacted thereat, in the form proposed for insertion in the Minute Book, shall be sent to each Fellow of the College.

12. At the first College Meeting held after the beginning of each academical year the Master shall, before proceeding to other business, declare the name of any Fellow who was absent from more than one-half of the College Meetings to which he or she was duly summoned in the academical year last ended. The Governing Body shall thereupon have power to declare the grounds for such absence to be sufficient, but if they shall not so declare such a Fellow shall not, except for the purposes of Statute LXIV, be entitled to vote at a College Meeting or be reckoned a member of the Governing Body during the current year.

13. Where any Statute provides that a decision on a proposal requires a majority of the whole Governing Body, the proposal shall not be adopted unless a majority of all members of the Governing Body cast their votes in favour of the proposal.

Where any Statute provides that a decision on a proposal requires a two-thirds majority, the proposal shall not be adopted unless at least two-thirds of those present and voting cast their votes in favour of the proposal.

Where any Statute provides that a decision on a proposal requires a two-thirds majority of the whole Governing Body, the proposal shall not be adopted unless at least two-thirds of all the members of the Governing Body cast their votes in favour of the proposal.

14. Subject to the provisions of these Statutes, the Governing Body may from time to time make, repeal and alter such rules as they may deem expedient for regulating the proceedings at College Meetings and for determining what business shall be transacted thereat. They may similarly appoint committees consisting of members of their own body (and if they consider it necessary, other persons) and determine their powers whether advisory or executive.

## STATUTE V

### *Of a College Council*

1. The Governing Body may at a Special College Meeting by a majority of not less than two-thirds of their whole number appoint from their own membership a College Council to control and manage all such College business, with such exceptions as are hereinafter made, as shall be prescribed at that meeting.

2. The Master, the President, the Bursar, the Senior Tutor and the Secretary of the Governing Body shall be members of the College Council by virtue of their offices.

There shall be not less than six nor more than eight elected members of the College Council. Membership of the elected members of the College Council shall be for two calendar years, except that when the College Council is first constituted the Governing Body shall elect as nearly as may be one-half of the members for one calendar year and one-half for two calendar years. An elected member shall be re-eligible, but shall not without an interval of two years be re-elected on more than two consecutive occasions. Any casual vacancy shall be filled by an election for the period remaining before the next regular election thereto. Any College Officer or the secretary of any committee of the Governing Body, who is not for the time being a member of the College Council, may be invited to attend meetings of the College

Council when business relating to the responsibilities of her or his Office or committee is being discussed, but shall not be entitled to vote.

3. Meetings of the College Council shall be held within the limits of the College. The Master shall preside at such meetings, or failing her or him the President, and failing the President the senior Fellow present. All decisions of the College Council shall be determined in accordance with the votes of a majority of those present. In the case of equality of votes the Chairman shall have an additional or casting vote.

4. The quorum necessary for the transaction of the business of the College Council shall be two-thirds of its members.

5. The transactions of the College Council shall be recorded in a Minute Book by the Secretary of the Governing Body which shall be open to the inspection of any member of the Governing Body at all reasonable times.

6. The following business may not be delegated to the College Council:

- (i) the election of the Master;
- (ii) the election of Honorary or Visiting Fellows, and the termination of Honorary Fellowships or Visiting Fellowships;
- (iii) the election of Fellows subject to the provisions of Statute XVIII, and the removal of Fellows;
- (iv) the removal under Statute XLI of College Officers as defined in Statute XXVII;
- (v) any proceedings under Statute XLII;
- (vi) the election of members of the College Council;
- (vii) the final passing of Accounts at the Audit Meeting;
- (viii) the making, amending and interpretation of Statutes;
- (ix) the decision of any matters for which the Charter or these Statutes require the concurrence of more than a majority of the whole Governing Body.

7. The Governing Body shall have power from time to time, by a majority of their whole number, to abolish such College Council or to vary the powers delegated to it consistently with the provisions of these Statutes.

## STATUTE VI

### *Of the Qualifications and Duties of the Master*

1. The Master shall be the Head of House and may be either male or female.

2. The electors shall choose as Master the man or woman who in their judgement will be best qualified to preside over the College as a place of education, religion, learning and research.

3. It shall be the duty of the Master to exercise a general superintendence over the affairs of the College and to see that these Statutes are duly observed. The Master shall preside, except where these Statutes provide otherwise, at all meetings of the Governing Body and of the College Council (if a College Council be in office) and shall have the power in any emergency not provided for by these Statutes or by order of the Governing Body or Executive Council, to make such provision for the good government of the College as he or she shall think fit.

## STATUTE VII

### *Of the Election of the Master*

1. The electors to the Mastership shall be the members of the Governing Body with the exception of the Master or any former Master. All meetings of the electors shall be held within the limits of the College.

2. When a vacancy occurs in the Mastership in anticipation of which no pre-election has been made the President, or if the President shall not be in residence the next senior of the electors in residence, shall call all the electors to meet within twenty-one days of the occurrence of the vacancy. At this meeting the electors present shall fix a date not less than twelve, nor more than ninety, days of term thereafter for a meeting to elect a Master. The President shall give not less than ten days' notice of such meeting to each elector.

3. On the day and at the hour thus fixed the President shall declare the meeting convened and the electors shall proceed to the election of a Chairman.

No candidate for election as Master shall be Chairman of the electors. If the Chairman shall become a candidate he or she shall cease to be Chairman, and the electors shall elect one of their number in her or his place.

4. The election of the Master shall proceed in the following manner:

The Chairman shall read audibly the foregoing Statute *Of the Qualifications and Duties of the Master*; and each elector, in such manner as the Governing Body shall determine, shall thereupon undertake to perform her or his duty as an elector in such a way as shall in their judgement best serve the honour and interests of the College. No person shall be elected Master unless he or she has consented to be nominated and also obtains the votes of not less than two-thirds of the whole number of the electors. Voting shall be by ballot. The Chairman and the senior of the other electors present, not being a candidate for election, shall stand in scrutiny; and if any person shall obtain the requisite number of votes the Chairman shall thereupon declare her or him to be Master-elect.

Any vote given by an elector in her or his own favour shall be null and void.

5. If a two-thirds majority of the whole body of electors do not agree on one person, the meeting shall be adjourned after fixing a date for a meeting not less than seven days after the date of the original meeting. Notice of this adjourned meeting shall be sent to all the electors not present at the original meeting or who having been present at that meeting were absent when the date of the adjourned meeting was fixed. Further adjournment may take place as necessary. At each adjourned meeting, the procedure for election shall be that set out in Section 4 of this Statute, except that only those electors not present at a previous meeting shall then make the undertaking required under Section 4.

6. If by the one-hundred-and-fiftieth day of term after the day on which the Mastership has become vacant no person shall have been elected the meeting for the election of the Master shall thereupon terminate and the appointment for that turn shall devolve on the Visitor.

7. It shall be open to the electors to pre-elect a Master when the date of the retirement or resignation of the Master is known. For the purpose of such pre-election the President shall summon a meeting of electors to be held not more than twelve months before the date on

which the retirement or resignation is to take effect. At least fourteen days' notice in writing of this meeting shall be given to each elector.

At this meeting the electors shall if not less than two-thirds of their whole number concur decide to pre-elect to the office of Master and shall fix the date of a first meeting for the pre-election.

The conduct of this first meeting and of the pre-election shall be covered by the provisions of Sections 3 and 4 of this Statute. If at this meeting there shall be no pre-election the meeting shall stand adjourned until some other time to be fixed by the meeting and so from time to time until there shall be a vacancy in the Mastership.

8. Every person elected or appointed to the Mastership so soon as conveniently may be after her or his election or appointment, and every person pre-elected to the Mastership so soon as conveniently may be after the occurrence of the next vacancy shall, if he or she accepts election or appointment, make at a College Meeting fixed by the President for the purpose the following declaration:

“I, *A.B.*, elected Master of Fitzwilliam College, promise that I will faithfully perform the duties of the office with care and diligence, observe the Charter and the Statutes, and in all things endeavour to promote the peace, honour and well-being of the College.”

Thereupon the President, or if the President shall have been elected Master the senior of the other electors present, shall forthwith admit the Master-elect to the office of Master in the customary form.

The Master-elect shall in no case enter upon the duties or enjoy the emoluments of the office before he or she is duly admitted thereto.

9. The aforesaid meeting shall be held and the declaration made within six months of the election or in the case of a pre-election as soon as possible after the occurrence of the vacancy and in any event within six months of the vacancy. If the Master-elect shall wilfully neglect to make the declaration her or his election, pre-election or appointment shall thereupon become void.

10. If an election, pre-election or appointment shall become void under the previous section of this Statute or if the person elected or appointed shall decline to be admitted to the Mastership the President shall forthwith call a meeting of all the electors in accordance with the provisions of Section 2 of this Statute as though the day on which the election or appointment became void or the day on which the aforesaid refusal by the person elected or appointed became known to the President were the day on which a vacancy in the Mastership occurred; and the ensuing election shall be conducted in all respects in accordance with the provisions of this Statute and as though the vacancy in the Mastership had begun on that day.

## STATUTE VIII

### *Of the Tenure of the Mastership*

1. If the Master shall accept or after her or his admission to the Mastership retain any College or other office or offices which the Governing Body shall not have declared, or shall not within thirteen weeks of the Master's acceptance of such office or of her or his admission declare, by a vote in which at least two-thirds of their whole number concur, to be tenable with the Mastership, the Mastership shall, if the Master continue to retain such office, be vacated on the expiry of thirteen weeks from the Master's acceptance of such office or from her or his admission as the case may be, provided that the Mastership shall in any event be vacated if and when the Master shall accept or after her or his admission retain the Headship or a Fellowship (other than an Honorary Fellowship) of any other College in the Universities of Cambridge or Oxford.
2. The Master shall hold the Mastership for a term of seven years, with the possibility of a further three years subject to the agreement of the Governing Body.

## STATUTE IX

### *Of the Residence of the Master*

The Master shall reside in College or, by a resolution in which two-thirds of the whole Governing Body concur, in such other place within the precincts of the University as is consistent with the due performance of the duties of the Mastership for at least six weeks in each Full Term and for at least twenty-four weeks in each academical year. For reasons of ill-health or for other sufficient cause the Governing Body may dispense the Master from the requirements of this Section.

## STATUTE X

### *Of Payments and Allowances to the Master*

1. The Master shall receive such stipend as the Governing Body may from time to time determine. They shall determine the stipend of the Master at the time of her or his election and, except as is provided in Section 4 of Statute XI, it shall not be reduced during her or his term of office without her or his consent given in writing.
2. Subject to the needs and financial resources of the College, the Governing Body may grant leave of absence to the Master for such period and on such financial terms as they may determine.
3. If a Master's Lodge is provided by the College it shall be kept in good and sufficient repair both externally and internally and shall be furnished at the expense of the College; and the Master shall be entitled to its use free of rent, rates and taxes. If the Lodge so provided is not within the College precincts or if the Master under conditions determined in accordance with Statute IX is resident outside the College precincts, he or she shall be entitled to the use free of rent, rates, and taxes of such rooms in College as the Governing Body may decide to be necessary for the proper execution of the duties of the Mastership.

4. The Master shall be entitled to dinner in Hall free of charge on any day during term and during the fixed period of residence in the Long Vacation and at such other times as the Governing Body may allow. The Master shall also receive such allowances in money, goods or services as the Governing Body may determine.

## STATUTE XI

### *Of the Retirement or Resignation of the Master*

1. The date of retirement of the Master shall normally be the thirtieth day of September.
2. At any time before the Master reaches the limit of her or his tenure as provided in Section 2 of Statute VIII, the Governing Body shall have power, subject to the Master's consent, to decide that he or she shall remain in office for a period of up to one year if it should so become possible to avoid an interval before the assumption of office of her or his successor.
3. The Master may at any time resign her or his office as Master by notice given under her or his hand to the Governing Body through the senior of its members for the time being in residence. Except by consent of the Governing Body notice thus given shall not be less than six months.
4. If at any time, upon representations made to her or him by a majority of the Governing Body, excluding the Master, the Visitor shall be satisfied that the Master has become incapable otherwise than by reason of a merely temporary incapacity of performing the duties of the Mastership, he or she shall thereupon authorise the Governing Body to appoint one of the Fellows to act in the Master's place during her or his incapacity, for periods not exceeding a year at a time or two years in all. The Fellow so appointed shall be called the Vice-Master.

The Governing Body shall have power to provide for the remuneration of the Vice-Master so appointed, whether by assigning to her or him some part, not exceeding one-third, of the Master's emoluments or otherwise.

5. The Vice-Master shall discharge the functions of the Master; and so long as he or she shall hold the office the Vice-Master shall do all things which in these Statutes are appointed to be done by the Master and he or she shall be bound by Statute IX and by Part VII of Statute XLII.

If the Vice-Master shall vacate her or his Fellowship, or become incompetent or unwilling to act, another Fellow shall be elected in like manner and so on as often as circumstances may require.

6. If, at any time within a period of two years after the appointment of the Vice-Master, the Master shall in the judgement of the Visitor again become capable of performing her or his duties the Visitor shall have power to reinstate the Master in her or his office and functions and to assign to her or him the whole of her or his emoluments.

7. If on the expiry of the period of two years specified in Section 4 of this Statute the Visitor is satisfied that the Master is still incapable of performing the duties of the Mastership, or if at any time he or she is satisfied that the Master has become permanently incapable of performing those duties, the Visitor shall declare the office of Master to be vacant and on such declaration being made the office shall forthwith become vacant.

8. If for reasons approved by the Governing Body the Master wishes to resign the Mastership before reaching the date of retirement specified in Section 1 of this Statute, or before reaching the limit of tenure specified in Section 2 of Statute VIII, or if he or she ceases to be Master under the provisions of Section 7 of this Statute, the Governing Body may assign to her or him an annual payment continuing up to the date of retirement specified in Section 1 of this Statute which together with her or his pension earned shall not exceed one-half of her or his stipend as Master.

If in the circumstances of an individual case they so desire, the Governing Body shall also have power, by a vote in which two-thirds of their whole number concur, to provide a pension, or to supplement a pension, for a Master whose term of office as specified in Section 2 of Statute VIII has expired.

9. When a vacancy occurs in the Mastership in anticipation of which no pre-election has been made, the Governing Body shall have power, if they so decide, to appoint one of their number as Vice-Master for the duration of the vacancy. The terms and conditions of this appointment shall be governed by Sections 4 and 5 of this Statute.

## STATUTE XII

### *Of the Classes of Fellows*

Every Fellow holding her or his Fellowship under these Statutes shall hold it in a Class described in one of the following Statutes: that is to say in Class A as described in Statute XIII, or in Class B as described in Statute XIV, or in Class C as described in Statute XV, or in Class D as described in Statute XVI, or in Class E as described in Statute XVII.

## STATUTE XIII

### *Of Fellowships in Class A*

1. The Governing Body may elect to a Fellowship in Class A any person holding the College Office of Bursar, Tutor, Steward, Director of Studies, College Lecturer, Chaplain, Fellow Librarian or Praelector, or such other College Office as the Governing Body shall by a vote of a majority of their whole number declare to be a qualifying office for election to a Fellowship in this class.

2. The Governing Body may elect to a Fellowship in Class A any person holding a University office, other than an office qualifying the holder for election to a Fellowship in Class B, which at the time of her or his election they shall specify as a qualifying office in her or his case.

The Governing Body may similarly elect to a Fellowship in Class A any person appointed, elected or designated to hold such a University office. Subject to the provisions of Sections 7 and 8 of Statute XVIII the election of such a Fellow shall have effect from the commencement of her or his tenure of the qualifying office.



Election to a Fellowship in Class A associated with the tenure of a University office shall in the first instance be for a period not exceeding five years with the possibility of re-election for further periods not exceeding five years at a time.

3. The tenure of a Fellow in Class A shall lapse if he or she ceases to occupy the qualifying office with which the Fellowship is associated.

4. The Governing Body shall have power to associate with the tenure of a Fellowship in Class A any conditions which they may think proper provided that the said conditions shall be consistent with the duties of the qualifying office or offices with which the Fellowship is associated in accordance with the provisions of this Statute. The tenure by any person of such a qualifying office shall not be regarded as conferring a right to a Fellowship in Class A.

5. The maximum number of Fellowships in Class A may be fixed from time to time by the Governing Body by a vote in which two-thirds of their whole number concur, save that except by consent of the Visitor there shall not be fewer than ten.

#### STATUTE XIV

##### *Of Fellowships in Class B*

1. Subject to the provisions of the Statutes of the University the Governing Body may elect to a Fellowship in Class B any person holding or designated to hold such Professorship or other office in the University as is recognised by the Statutes of the University as qualifying for election to a Professorial Fellowship.

2. The maximum number of Fellowships in this class shall be fixed from time to time by the Governing Body by a vote in which two-thirds of their whole number concur, but it shall not be fewer than the number determined for the College from time to time under the provisions of the Statutes of the University.

3. A Fellowship in Class B shall be vacated when the holder ceases to hold an office qualifying for the tenure of such a Fellowship.

#### STATUTE XV

##### *Of Fellowships in Class C*

1. A Fellowship in Class C shall be held on condition that the holder engages in research and on such other conditions as the Governing Body shall determine at the time of election or re-election.

2. A Fellow elected under this Statute shall be elected in the first instance for three years. The Governing Body shall have power to re-elect such a Fellow for a further period or periods, provided that the tenure of such a Fellowship shall not exceed six years in all.

3. The maximum number of Fellowships in Class C shall be fixed from time to time by the Governing Body by a vote in which two-thirds of their whole number concur.

## STATUTE XVI

### *Of Fellowships in Class D*

1. The Governing Body may elect to a Fellowship in Class D any person who has retired from or otherwise vacated a Fellowship in Class A or in Class B without being qualified to become a Fellow under the provisions of Statute XVII below. Any other person whom it shall appear to the Governing Body to be in the interests of the College to elect may be elected to a Fellowship in Class D. Fellows so elected may be re-elected from time to time.
2. The number of those Fellows elected under this Statute who have not previously been elected to Fellowships in the College shall not at any one time exceed six; provided that the Governing Body by a vote in which two-thirds of their whole number concur and with the consent of the Visitor may take power to exceed that number for a specified period.
3. The Governing Body shall have power to attach to the tenure of a Fellowship in Class D any conditions which they may think proper provided that if the tenure of such a Fellowship is associated with the simultaneous tenure of a University or College office the said conditions shall be consistent with the duties of that office.

## STATUTE XVII

### *Of Fellowships in Class E*

1. The tenure of a Fellowship in Class E shall, subject to the provisions of Section 4 of Statute XX, and of Statute XXVI, terminate only with the death or resignation of the holder. Fellowships in Class E shall be called Life Fellowships.
2. The following shall be entitled, if they so desire, to become Fellows in this class:
  - (a) the Master on retirement or resignation from the Mastership;
  - (b) any person who for twenty-five years, whether continuously or not, shall have been a Fellow of the College provided that the tenure of a Fellowship in Class C shall be reckoned as qualifying for election to a Fellowship in Class E only so far in each case as the Governing Body shall determine.
3. In any particular case by a two-thirds majority of their whole number the Governing Body may elect to a Fellowship in Class E a Fellow who has ceased to hold a Fellowship in Class A or in Class B after serving as a Fellow of the College for not less than twenty years.
4. Except as is provided in Statute LXIV, a Fellow in Class E shall not by virtue of such Fellowship be a member of the Governing Body, nor possess any voice or authority in the College, nor be entitled to any emolument, but he or she shall otherwise enjoy such privileges as the Governing Body may from time to time determine.

## STATUTE XVIII

### *Of the Election of Fellows*

1. The electors to Fellowships shall be the members of the Governing Body.
2. In the election of Fellows persons shall be chosen whom the electors believe to be of good moral character and well qualified to share in the work of the College as a place of education, religion, learning and research.
3. Meetings of the electors to Fellowships shall take place during term, or within the period fixed for residence in the Long Vacation, at such times as the Governing Body shall direct, and for the election of one or more Fellows as shall be ordered by the Governing Body.
4. The Master shall give each elector fourteen days' notice in writing of every meeting fixed by the Governing Body in accordance with Section 3 of this Statute. For the purpose of this section some or all of these days may be days of vacation.
5. The Master shall be present at an election unless prevented by some grave cause.
6. At a meeting summoned in accordance with Section 4 of this Statute, if a majority of the whole Governing Body are present, the election shall proceed in the following manner:

The Master, or in her or his absence the senior of the Fellows present, shall read audibly in the presence of the electors Section 2 of this Statute and each of the electors, in such manner as the Governing Body shall determine, shall undertake to perform their duty as an elector in such a way as shall in their judgement best serve the honour and interests of the College.

If under Section 3 of this Statute the Governing Body shall have resolved upon the election of more Fellows than one no elector shall be required to subscribe to this undertaking on a second or further occasion at the same meeting.

Votes shall be taken by means of written voting papers, which shall be filled up and delivered to the Master by those present.

The Master shall declare any person to be elected who shall have obtained the votes of a majority of the whole Governing Body or of a moiety including the Master.

7. A Fellow-elect shall be admitted to her or his Fellowship as soon as conveniently may be after the date from which her or his election takes effect. If he or she is not admitted within six calendar months from that date the Governing Body, unless by a majority of their whole number they approve as sufficient a reason assigned for the postponement of admission, shall declare the Fellowship vacant. This Section shall not apply to a Fellow-elect in Class E.
8. Except for a Fellow-elect in Class E, or a Fellow-elect in Class B or D who has immediately previously been a Fellow in Class A, every Fellow previous to her or his admission shall make and sign the following declaration:

“I, *A.B.*, elected Fellow of Fitzwilliam College, promise that I will loyally observe the Charter and Statutes and good customs of the College and in all things endeavour to promote the peace, honour, and well-being of the College.”

The Master or in her or his absence the senior of the Fellows present shall admit the Fellow-elect in the customary form.

Except for a Fellow-elect in Class E, a Fellow-elect shall not be entitled to any of the privileges of a Fellow until her or his admission; but upon admission he or she shall become entitled if a stipendiary Fellow to receive the stipend of her or his Fellowship as from the day of her or his election.

9. Subject to the provisions of Section 2 of Statute XV the Governing Body shall have power to re-elect any Fellow to a Fellowship at any time before or after the expiration of her or his existing tenure. The date of the commencement of the Fellowship to which he or she is thus re-elected shall be determined by the electors at the time of the re-election; but if at the date thus determined he or she be a Fellow the existing tenure shall be terminated by the commencement of the new tenure.

10. The election to a Fellowship of any person who has not previously been a Fellow, or of any person whose previous tenure of a Fellowship has lapsed, or of any Fellow into a Fellowship of another class, shall be performed in accordance with the foregoing provisions of this Statute; but the continuation of the tenure by any Fellow of a Fellowship of the same class as before may be effected by an ordinary resolution of the electors. A Fellow elected into a Fellowship of any other class than Class E shall make the declaration in Section 8 of this Statute previous to her or his admission.

11. The election or re-election of any person to a Fellowship shall be to a Fellowship in one of the classes specified in Statute XII above. No Fellow shall hold concurrently a Fellowship in more than one class.

## STATUTE XIX

### *Of the Seniority of Fellows*

1. With the exception of a Vice-Master appointed under the provisions of Section 4 or Section 9 of Statute XI, the President shall at all times and in all places rank in seniority next to the Master and before the remaining Fellows.

2. Subject to the provisions of the preceding section, Fellows shall rank in seniority according to the date of their first election to a Fellowship of the College.

3. Subject to Section 1 of this Statute, Fellows elected on the same day shall rank in seniority in the College as shall be determined by the Governing Body at the time of their election.

## STATUTE XX

### *General provisions with regard to Fellows*

1. Every Fellow who at the time of her or his election has not taken any degree of the University shall proceed to such degree as soon as he or she is eligible to do so.

2. The admission of a Fellow to a superior degree or the transfer of a Fellow from a Fellowship in one class to a Fellowship in another shall not affect the order of seniority of Fellows.

3. Every Fellow shall register with such officer as the Governing Body shall appoint a place of address to which all notices intended for her or him are to be sent; and in all cases in which by these Statutes notice is required to be given to any Fellow it shall be sufficient that the notice be sent by post or otherwise to this address.

4. No Fellow shall retain her or his Fellowship after being admitted to the office of Master or to a Fellowship (other than an Honorary Fellowship or a Visiting Fellowship) or Headship of any other College in the University of Cambridge, or of a College in the University of Oxford.

5. With the exception of Fellows in Class E elected under the provisions of Statute XVII Fellows shall vacate their Fellowships at the end of the academical year in which they attain the age of sixty-seven years.

## STATUTE XXI

### *Of the Duties of Fellows*

1. It shall be the duty of every Fellow to observe the Charter, these Statutes and the regulations of the College and to promote as far as in her or him lies its discipline and good government. Fellows shall be present at meetings of the Governing Body and shall attend to College business; and if they be members of the College Council it shall furthermore be their duty to be present at its meetings and to attend to its business.

2. Fellows in Class A, B, C or D as described in Statutes XIII to XVI shall normally reside in the University during Full Term, unless they be engaged in study or research which in the opinion of the Governing Body necessitates their absence from the University, or unless they receive leave of absence from the Governing Body for some other sufficient cause. The Governing Body shall have power to determine what shall be held to constitute residence for the purposes of this Statute.

## STATUTE XXII

### *Of Payments and Allowances to Fellows*

1. Fellowships in Class C shall be stipendiary unless the Governing Body in electing to any such Fellowship shall determine that it shall be non-stipendiary.

2. Fellowships in Class A and Class D shall be non-stipendiary, but if at any time it shall appear to the Governing Body that the revenues of the College permit they may by a resolution in which two-thirds of their whole number concur determine that a Fellowship in these classes shall be stipendiary; and by a like majority they may suppress such a stipendiary Fellowship as a vacancy occurs.

3. The holder of a stipendiary Fellowship may at any time signify in writing to the Master her or his wish to become a non-stipendiary Fellow, and her or his Fellowship shall thereupon become non-stipendiary.

4. Fellowships in Classes B and E shall be non-stipendiary.
5. Each Fellow shall be entitled to commons in Hall free of charge during term and during the fixed period of residence in the Long Vacation and at such other times as the Governing Body may allow.
6. Each Fellow holding her or his Fellowship under Section 1 of Statute XIII shall be entitled to the use or partial use of a room or set of rooms in College throughout the year free of rent, rates and taxes. The Governing Body shall decide from time to time what accommodation shall be assigned under this section.
7. Subject to the provisions of Section 6 of this Statute the Governing Body shall decide whether rooms shall be assigned to a Fellow. They may direct that any vacant set of rooms be offered to any Fellow who in their judgement is regularly residing in College, and may also assign to any Fellow or College Officer, though not resident in College, the use or partial use of a room or set of rooms to assist her or him in the performance of her or his duties either in the College or in the University. Where rooms are so assigned a Fellow shall be entitled to occupy them for her or his own reasonable use free of rent, rates and taxes.
8. Subject to the provisions of the foregoing sections of this Statute the Governing Body shall determine the stipend, allowances and privileges of Fellows in each class.

#### STATUTE XXIII

##### *Of Honorary Fellowships*

1. The Governing Body may at a Special College Meeting held for that purpose, by a vote in which not less than two-thirds of their whole number concur, elect to an Honorary Fellowship any person who is of conspicuous merit or who has done good service to the State, to the College, or to the University.
2. The Governing Body may by a like majority terminate the tenure of an Honorary Fellowship.
3. An Honorary Fellow shall not for the purposes of these Statutes be deemed a Fellow, but he or she shall otherwise enjoy such privileges as the Governing Body may from time to time determine.
4. There shall be no admission of Honorary Fellows.

#### STATUTE XXIV

##### *Of Bye-Fellows*

1. The Electors to Bye-Fellowships shall be the Governing Body, by a vote of a majority of their whole number.
2. The number of Bye-Fellowships, and the conditions, tenure and emoluments of Bye-Fellowships, shall be determined from time to time by the Governing Body.

3. A Bye-Fellow shall not for the purposes of these Statutes be deemed a Fellow, but he or she shall otherwise enjoy such privileges as the Governing Body may from time to time determine.

4. There shall be no admission of Bye-Fellows.

## STATUTE XXV

### *Of Visiting Fellowships*

1. The Governing Body may by a vote in which not less than a majority of their whole number concur elect to a Visiting Fellowship any person if they consider that he or she is especially suitable for election and that it will be in the interests of the College to elect her or him.

2. The Governing Body may by a like majority terminate the tenure of a Visiting Fellowship.

3. A Visiting Fellowship shall be held under such conditions and for such period not exceeding two years as the Governing Body may determine.

4. A Visiting Fellow shall not for the purposes of these Statutes be deemed a Fellow, but he or she shall otherwise enjoy such privileges as the Governing Body may from time to time determine.

5. There shall be no admission of Visiting Fellows.

## STATUTE XXVI

### *Of the Removal of Fellows*

1. If, after due enquiry, the Governing Body by a vote in which at least two-thirds of their whole number concur shall declare that any Fellow has without sufficient cause failed to fulfil the conditions associated by the College with the tenure of her or his Fellowship, he or she shall vacate her or his Fellowship from such date as the Governing Body shall direct.

2. If at any time three members of the Governing Body shall charge a Fellow before the Master with disgraceful conduct rendering her or him unfit in their judgement to be a Fellow, the Master shall as soon as reasonably possible call the members of the Governing Body other than the Fellow who is charged and the Fellows preferring the charge to a Special College Meeting. The members of the Governing Body so assembled shall enquire into the matter and shall hear both parties. If the Meeting decides by a two-thirds majority of the whole of the Governing Body that the charge is established they may deprive the Fellow who is charged of her or his Fellowship or suspend her or him for a limited period from all the rights and privileges of a Fellow. For the purposes of this Section neither the Fellow who is charged nor the Fellows preferring the charge shall be present when a vote is taken on any resolution, nor shall they be reckoned members of the Governing Body for the purpose of determining a majority.

3. A Fellow whose Fellowship is removed or suspended under Section 2 of this Statute may within eight weeks appeal to the Visitor who after due enquiry shall have power to confirm, vary or reverse the decision of the Governing Body.

4. Subject to the provisions of Section 6(1) of Statute XLII, nothing in this Statute shall apply to a Fellow who is a member of the academic staff for the purposes of Statute XLII.

## STATUTE XXVII

### *Of the College Offices*

1. The College Offices shall be those of President, Bursar, Tutor, Steward, Director of Studies, Chaplain, Fellow Librarian, Praelector, Secretary of the Governing Body, College Lecturer, Dean of College and such other offices as the Governing Body may from time to time determine.

2. Only a member of the Governing Body shall hold the College Office of President, Bursar, Tutor, Dean of College, Steward, Fellow Librarian or Secretary of the Governing Body.

3. The Governing Body may at any time determine that any office shall no longer be a College Office but they shall not so determine in respect of an office during the tenure of its holder without her or his consent.

4. The Governing Body shall have the power, if consistent with these Statutes, at any time to determine the method of appointment of College Officers. They may prescribe the tenure, powers and duties of College Officers and may also assign them such stipends or emoluments as they may think fit.

5. The Governing Body shall have power to require the holder of any College Office, in addition to performing the duties of her or his College Office, to do College teaching within the limits permitted by any University regulations applicable to her or him.

6. During any temporary absence of the Master (if the President is also absent), or of the Bursar, or a Tutor, or the Steward, or of any other Officer necessary for the management of the affairs of the College, the Governing Body shall arrange for the discharge of their duties and shall appoint deputies for the purpose if they think fit.

## STATUTE XXVIII

### *Of the President*

1. The President shall be appointed or re-appointed by the Governing Body from among their own number for such period not exceeding four years on each occasion as they may determine at the time of appointment or re-appointment. No-one shall be eligible for re-appointment within one calendar year of the termination of any period of her or his tenure as President.

2. The President shall attend, under the Master, to the good government and discipline of the College. In the absence or illness of the Master, save as otherwise provided in Section 5 or



Section 9 of Statute XI, the President shall take the place of the Master in all things subject to these Statutes and shall perform such other acts as are prescribed by these Statutes or by the Governing Body. In the absence of the President the senior of the members of the Governing Body in residence shall in all cases take her or his place. The President shall not normally be out of residence during term at the same time as the Master, except for some grave cause to be approved by the Governing Body.

3. The President shall be paid out of the College income in addition to such College emoluments as he or she may otherwise receive an annual allowance, to be determined by the Governing Body, to assist in the discharge of the duties of the office.

## STATUTE XXIX

### *Of the Bursar*

1. There shall be a Bursar appointed by the Governing Body.
2. The Bursar shall be appointed for a probationary period of two years and on the expiration of such period the Governing Body shall have power to confirm her or his appointment for such period or periods as they may think fit.
3. The Bursar shall be responsible for the financial business of the College. He or she shall have the care of the property and income of the College, shall receive all rents and moneys due to the College and make such payments under the orders of the Governing Body as may be due from the College. He or she shall superintend the buildings, offices, rooms, courts and gardens of the College and provide, under the orders of the Governing Body, what is necessary for their maintenance and repair. He or she shall superintend the supply of provisions and the domestic establishment of the College and shall ensure that the Kitchen Accounts and statistics are kept in accordance with the form prescribed by the Statutes of the University.
4. It shall be the duty of the Bursar to prepare a statement of all the College Accounts (including Trust Funds) for presentation to the University in the manner and at the time prescribed by the University Statutes.
5. The moneys of the College received by the Bursar on account of the College shall be kept in some bank or banks approved by the Governing Body or shall be invested in such manner as the Governing Body shall determine.
6. The Governing Body may appoint from among their own number, in addition to the Bursar, another Bursar or other Bursars to discharge such of the Bursar's duties as they may decide and they may designate the office or offices accordingly.

## STATUTE XXX

### *Of the Tutors*

1. There shall be such number of Tutors as shall be determined from time to time by the Governing Body, one, or more than one, of whom they may designate a Tutor for Admissions.
2. Every Tutor shall be nominated by the Master for appointment by the Governing Body. If the Governing Body shall not appoint the person so nominated within seven days from the date

of nomination the Master shall nominate some other person at the next meeting of the Governing Body. If the Governing Body shall not appoint this person within seven days from her or his nomination the duty of selecting the Tutor for that turn shall devolve upon the Governing Body.

3. A Tutor shall in the first instance be appointed for a probationary period of three years. Thereafter the Governing Body shall have power to confirm her or his appointment for a further period not exceeding seven years. On the expiration of such further period he or she may be re-appointed for a further period or periods not exceeding five years at a time but he or she shall not hold office for more than twenty years from the date of her or his first appointment as Tutor unless the Governing Body, by a resolution in which at least two-thirds of their number concur, shall direct that he or she be re-appointed to continue in her or his office. Such continuance shall not be for more than three years at a time.

4. The duties of the Tutors shall be determined by the Governing Body by Ordinance.

5. The duties and powers of the Tutors shall be distributed amongst them as the Governing Body shall from time to time direct. The Governing Body shall appoint one of the Tutors to be Senior Tutor, and shall assign to her or him such special duties as they may determine.

6. The Governing Body may also appoint an Acting Tutor for a period not exceeding one year at a time. Such appointments shall be made in accordance with Section 2 of this Statute. If an Acting Tutor is later appointed as Tutor, the Governing Body may count any or all of her or his period or periods of office as an Acting Tutor towards the probationary period of three years prescribed in Section 3 of this Statute.

#### STATUTE XXXI

##### *Of the Steward*

1. There shall be a Steward appointed by the Governing Body.

2. The Steward shall be appointed for such period or periods and under such conditions as the Governing Body may from time to time determine.

3. The Steward shall perform such duties connected with the service of meals as the Governing Body may from time to time determine.

4. The demarcation between the duties of the Bursar, or Bursars, and the Steward shall be such as the Governing Body may from time to time determine.

#### STATUTE XXXII

##### *Of Directors of Studies*

1. The Governing Body shall have power to appoint such Directors of Studies as they shall from time to time determine.

2. A Director of Studies shall be appointed for a probationary period of one year after which he or she shall, if confirmed in office, continue for such period or periods as the Governing Body may determine.

3. Subject to the provisions of Section 2 of this Statute a Director of Studies shall receive such stipend, perform such duties and be subject to such conditions as the Governing Body shall determine.

#### STATUTE XXXIII

##### *Of College Lecturers*

1. The Governing Body shall have power to appoint such College Lecturers as they shall from time to time determine.
2. The appointment of a College Lecturer shall be by a vote in which not less than a majority of the whole Governing Body concur; but if a reappointment is made it may be effected by an ordinary resolution of the Governing Body.
3. The tenure, stipend, allowances, privileges and conditions of service of a particular College Lecturer shall be determined by resolution of the Governing Body.
4. A College Lecturer shall pursue the learning and study necessary to the proper performance of her or his duties, and shall give such instruction and take such part in examinations as the Governing Body may from time to time require.

#### STATUTE XXXIV

##### *Of Divine Service: and of the Chaplain*

1. There shall be a Chapel within the precincts of the College.
2. Services in the Chapel shall normally be held in accordance with the usage of the Church of England, or of any church which is a full member of the World Council of Churches.
3. The Governing Body shall appoint the Chaplain, who shall be an ordained minister of any church which is a full member of the World Council of Churches.
4. The Chaplain shall be responsible to the Governing Body for the arrangement and maintenance of services in the Chapel.
5. The Chaplain shall be appointed for such period or periods as the Governing Body may determine provided that he or she shall not hold office for more than six years in all.

#### STATUTE XXXV

##### *Of the Fellow Librarian*

The Governing Body shall appoint a Fellow Librarian who shall receive such stipend and perform such duties and be subject to such conditions as the Governing Body shall determine.

## STATUTE XXXVI

### *Of the Praelector*

1. A Praelector shall be appointed by the Governing Body for a probationary period of two years, and on the expiration of such period the Governing Body shall have power to confirm the Praelector in her or his office for such period or periods, not exceeding five years each, as they may see fit.
2. It shall be the duty of the Praelector to prepare and revise the lists of candidates for examinations, and to send them to the Registry of the University or other responsible person. The Praelector shall be responsible for receiving and paying over to the Bursar all College Degree Fees, for the arrangements for the matriculation of candidates for admission to the College, and for the presentation of candidates for degrees.

## STATUTE XXXVII

### *Of the Dean of College*

1. The Governing Body shall appoint a Dean of College from amongst their number who shall receive such stipend and be subject to such conditions as they shall from time to time determine.
2. The Dean of College shall be appointed for such period or periods as the Governing Body shall determine.
3. The duties of the Dean of College shall be determined by Ordinance.

## STATUTE XXXVIII

### *Of Residence and Pernoctation*

1. A College Officer shall reside within the University during Full Term unless he or she receives leave of absence from the Governing Body for some sufficient cause. The Governing Body shall have power to determine what constitutes residence for the purposes of this Statute.
2. The Governing Body shall have the power to require, as they may consider necessary, any College Officer to reside in College during term and during that part of the Long Vacation in which members of the College *in statu pupillari* are allowed to be in residence. The Governing Body may define from time to time what constitutes residence for the purpose of this Statute.
3. During Full Term and during that part of the Long Vacation in which members of the College *in statu pupillari* are allowed to be in residence at least one College Officer, and as many more as the Governing Body may from time to time consider necessary, shall sleep each night in College or in a suitable house communicating with the College and approved by the Governing Body.

The Governing Body may make such provision as may from time to time seem expedient for residence in College during the vacations.

4. No College Officer or Fellow shall use rooms in College as a residence for her or his spouse or family unless such rooms have been previously approved by the Governing Body for the purpose.

5. The Master or any Fellow of the College may be regarded, so far as he or she shall agree, as a College Officer for the purposes of Section 3 of this Statute.

#### STATUTE XXXIX

##### *Of Leave of Absence*

1. Subject to the needs and financial resources of the College the Governing Body may grant leave of absence to a Fellow or to a College Officer for such period and on such financial terms as they may determine.

2. Except as is provided by Statute LXIV no member of the Governing Body who has been granted leave of absence under the provisions of Section 1 of this Statute shall, during the period of her or his leave of absence, be reckoned a member of the Governing Body for the purposes of these Statutes.

#### STATUTE XL

##### *Of the Retirement of College Officers*

No person shall hold a College Office as defined in Statute XXVII after the end of the academical year in which he or she attains the age of sixty-seven years, and all appointments to such a College Office shall be made subject to the operation of this Statute.

#### STATUTE XLI

##### *Of the Removal of College Officers*

1. Any holder of a College Office as defined in Statute XXVII may at any time be removed from her or his office at a Special College Meeting by a vote of the Governing Body in which not less than two-thirds of their whole number concur, if they shall think such removal expedient in the interests of the College; provided that no one shall be removed from office without the opportunity of being heard in her or his own defence at a meeting of the Governing Body.

No member of the Governing Body shall be present at the voting by that body upon the question of her or his own removal from any College Office.

2. Any person who has been removed from her or his office under Section 1 of this Statute shall have the right to appeal to the Visitor who, after enquiry, shall have power to confirm, vary or reverse the decision of the Governing Body.

3. Subject to the provisions of Section 6(1) of Statute XLII, nothing in this Statute shall apply to a College Officer who is a member of the academic staff for the purposes of Statute XLII.

## STATUTE XLII

### *Of Academic Staff*

#### PART I CONSTRUCTION APPLICATION AND INTERPRETATION

1. This Statute and any Ordinance made under this Statute shall be construed in every case to give effect to the following guiding principles, that is to say:

- (a) to ensure that members of the academic staff of the College have freedom within the law to question and test received wisdom, and to put forward new ideas and controversial or unpopular opinions, without placing themselves in jeopardy of losing their jobs or privileges;
- (b) to enable the College to provide education, to promote learning, and to engage in research efficiently and economically; and
- (c) to apply the principles of justice and fairness.

2. No provision in Part II, Part III or Part IV shall enable any member of the academic staff to be dismissed unless the reason for the dismissal may in the circumstances (including the size and administrative resources of the College) reasonably be treated as a sufficient reason for dismissal.

3. (1) This Statute shall apply -

- (a) to any person holding a College Office designated by Ordinance as one to which this Statute applies;
- (b) to any person employed by the College to carry out teaching or research save for those holding appointments which have been excluded by Ordinance or otherwise by the Governing Body from the scope of this Statute on the ground that the duties in that regard are only of a limited nature; and
- (c) to the Master, to the extent and in the manner set out in Part VII of this Statute.

(2) In this Statute any reference to “academic staff” is a reference to persons to whom this Statute applies.

4. For the purposes of this Statute the following terms have the meanings specified: “dismiss” and “dismissal” mean dismissal of a member of the academic staff and

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

“good cause” in relation to the dismissal or removal from office of a member of the academic staff of the College, being in any case a reason which is related to conduct or capability or qualifications for performing work of the kind which the member was appointed or employed to do, means:

- (a) conviction for an offence which may be deemed by a Disciplinary Committee appointed under Part III to be such as to render the person convicted unfit for the execution of the duties of her or his office or for employment as a member of the academic staff of the College; or
- (b) conduct of an immoral, scandalous, or disgraceful nature incompatible with the duties of the office or employment; or
- (c) conduct constituting failure or persistent refusal or neglect or inability to perform the duties or comply with the conditions of the office or employment; or
- (d) physical or mental incapacity established under Part IV.

In this Section -

- (A) “capability” means capability assessed by reference to skill, aptitude, health, or any other physical or mental quality; and
- (B) “qualifications” means any degree, diploma, or other academic, technical, or professional qualification relevant to an office or position held.

5. For the purposes of this Statute dismissal shall be taken to be a dismissal by reason of redundancy if it is attributable wholly or mainly to:

- (a) the fact that the College has ceased, or intends to cease, to carry on the activity for the purposes of which the person concerned was appointed or employed or has ceased, or intends to cease, to carry on that activity in the place in which the member concerned worked; or
- (b) the fact that the requirements of that activity for members of the academic staff of the College to carry out work of a particular kind in that place have ceased or diminished or are expected to cease or diminish.

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

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

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

(2) Nothing in any appointment made, or contract entered into, shall be construed as overriding or excluding any provision made by this Statute concerning the dismissal of a member of the academic staff of the College by reason of redundancy or for good cause;

Provided that this shall not invalidate any waiver made under Section 142 of the Employment Protection (Consolidation) Act 1978.

(3) Nothing in any other Statute shall enable the Governing Body to delegate its power to reach a decision under Section 10(2).

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

(5) In this Statute references to numbered Parts, Sections and sub-sections are references to Parts, Sections and sub-sections so numbered in this Statute.

7. (1) No one shall sit as a member of any of the bodies established under this Statute, and no one shall be present at a meeting of such a body when the body is considering its decision or discussing a point of procedure, except as provided by this Statute or by Ordinances made under this Statute.

(2) In any case where an officer of the College or any person is designated to perform any duties or exercise any powers under this Statute, and that officer or person is her or him self involved in the matter in question, the Council may appoint an alternate to act in her or his place under procedures prescribed by an Ordinance made under this Statute.

## PART II REDUNDANCY

8. This Part enables the appropriate body to dismiss any member of the academic staff by reason of redundancy.

9. (1) Nothing in this Part shall prejudice, alter or affect any rights, powers or duties of the College or apply in relation to a person unless -

(a) her or his appointment is made, or her or his contract of employment is entered into, on or after 20th November 1987; or

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

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

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

(2) This Section applies where the Governing Body has decided that there should be a reduction in the academic staff -

(a) of the College as a whole; or

(b) of any area of academic work within the College by way of redundancy.

11. (1) Where the Governing Body has reached a decision under Section 10(2) it may itself decide to select the requisite members of the academic staff for dismissal by reason of redundancy, if such a course satisfied the guiding principles set out in Section 1, or it shall appoint a Redundancy Committee to be constituted in accordance with sub-section (3) of this Section to give effect to its decision by such date as it may specify and for that purpose



- (a) to select and recommend the requisite members of the academic staff for dismissal by reason of redundancy; and
  - (b) to report their recommendations to the Governing Body.
- (2) The Governing Body shall either approve any selection recommendation made under sub-section (1)(a), or shall remit it to the Redundancy Committee for further consideration in accordance with its further directions.
- (3) A Redundancy Committee appointed by the Governing Body shall comprise -
- (a) a Chairman; and
  - (b) two Fellows not being members of the academic staff to whom this Statute applies; and
  - (c) two members of the academic staff.
- (4) A member of the academic staff shall not be selected for dismissal under this Section unless he or she has been afforded a reasonable opportunity to make representations to the Governing Body.
12. (1) Where the Governing Body has made a selection it may authorise an officer of the College as its delegate to dismiss any member of the academic staff so selected.
- (2) Each member of the academic staff selected shall be given separate notice of the selection approved by the Governing Body.
- (3) Each separate notice shall sufficiently identify the circumstances which have satisfied the Governing Body that the intended dismissal is reasonable and in particular shall include -
- (a) a summary of the action taken by the Governing Body under this Part;
  - (b) an account of the selection processes it has used;
  - (c) a reference to the rights of the person notified to appeal against the notice and to the time within which any such appeal is to be lodged under Part V (Appeals); and
  - (d) a statement as to when the intended dismissal is to take effect.

### PART III DISCIPLINE, DISMISSAL AND REMOVAL FROM OFFICE

13. (1) If it appears to the Master that there are grounds for believing that the conduct or performance of a member of the academic staff is or has been unsatisfactory, he or she shall inquire into the matter. If the Master concludes after investigation that the member is or has been at fault, he or she may issue an oral warning to the member. The Master shall specify the reason for the warning, shall indicate that it constitutes the first stage of the College's disciplinary procedure, and shall advise the member that he or she may appeal against the warning under sub-section (4) of this Section.
- (2) If the Master concludes after investigation that the fault is sufficiently serious to justify it, or if a further offence occurs, he or she may issue a written warning to the member. Such a warning shall specify the complaint made against the member, the improvements required in the member's conduct or performance, and the period of time within which such improvements are to be made. The Master shall advise the member that he or she may appeal against the

warning under sub-section (4), and shall indicate that, if no satisfactory improvement takes place within the stated time, a complaint may be made seeking the institution of charges to be heard by a Disciplinary Committee.

(3) The Master shall keep a written record of any warning issued under sub-section (1) or sub-section (2). No further account shall be taken of an oral warning when one year has elapsed after the date of issue, and no further account shall be taken of a written warning when two years have elapsed after the date of issue.

(4) A member of the academic staff who wishes to appeal against a disciplinary warning shall inform the Master within two weeks. An Appeals Committee appointed by the Governing Body shall hear the appeal and the Committee's decision shall be final. If the appeal is allowed, the warning shall be disregarded.

14. (1) If there has been no satisfactory improvement following a written warning given under Section 13, or in any case where it is alleged that conduct or performance may constitute good cause for dismissal or removal from office, a complaint seeking the institution of charges to be heard by a Disciplinary Committee appointed under Section 15 may be made to the Master.

(2) To enable the Master to deal fairly with any complaint brought to her or his attention under sub-section (1) the Master shall institute such enquiries (if any) as appear to her or him to be necessary.

(3) If it appears to the Master (whether on receipt of a complaint or otherwise) that there are grounds for believing that the conduct or performance of a member of the academic staff of the College could constitute good cause for dismissal, he or she shall write to the person concerned inviting comment in writing and may, if the Master considers that the College might otherwise suffer significant harm, suspend her or him from the performance of her or his duties without loss of emoluments.

(4) As soon as may be following the comments (if any) or in any event not later than twenty-eight days after they were invited the Master shall consider the matter summarily, or issue a formal warning to the person concerned, or direct that the matter be considered by a Disciplinary Committee appointed under Section 15.

15. If the Master has determined that the matter is to be considered by a Disciplinary Committee, the Governing Body shall at her or his request appoint such a Committee to hear the charge or charges, to determine whether the conduct or performance of the person concerned constitutes good cause for dismissal or otherwise constitutes serious misconduct relating to her or his appointment or employment, and to make recommendations concerning the action (if any) to be taken as a result of the Committee's findings. Pending the consideration of such recommendations, the Master, after consulting the Governing Body, may suspend the person charged from the performance of her or his duties without loss of emolument.

16. A Disciplinary Committee shall consist of three persons selected by the Governing Body from a panel of seven persons appointed annually by the Governing Body. The members of the panel shall be Fellows of the College or other persons, being members of the Regent House of the University. In selecting members of the panel for appointment as members of a Disciplinary Committee, the Governing Body shall exclude the person charged, and any person who has been involved in any part of it, or who has been involved in any preliminary hearing or investigation.

17. (1) When a Disciplinary Committee has been appointed, the Governing Body shall instruct a solicitor or other suitable person to formulate a charge or charges and to present, or arrange for the presentation of, the charges before the Disciplinary Committee.

(2) It shall be the duty of the person formulating the charge or charges -

- (a) to forward the charge or charges to the Committee and to the member of the academic staff concerned, together with the other documents therein specified and a list of all witnesses the College proposes to call, with statements containing the evidence they are expected to give; and
- (b) to make any necessary administrative arrangements for the summoning of witnesses, the production of documents and generally for the proper presentation of the case before the Committee.

18. The procedure to be followed in respect of the preparation, hearing, and determination of charges by a Disciplinary Committee shall be prescribed by Ordinances made under this Statute. Such Ordinances shall ensure:

- (a) that the person charged is entitled to be represented by another person, whether such person is legally qualified or not, in connection with and at any hearing of charges by a Disciplinary Committee;
- (b) that a charge shall not be determined without an oral hearing at which the person charged and any person appointed to represent her or him are entitled to be present;
- (c) that witnesses may be called, both on behalf of the person charged and by the person presenting the charge, and may be questioned concerning any relevant evidence;
- (d) that no new witness or documentary evidence may be introduced by the person presenting the charge without the Committee's consent, which shall not be given save for good reason, and that if late introduction is allowed, the member of the academic staff shall be allowed an adjustment sufficient to allow her or him to consider and respond to the new evidence; and
- (e) that any charge is heard and determined as expeditiously as is reasonably practicable.

19. (1) The Disciplinary Committee shall send its decision on any charge referred to it (together with its findings of fact and the reasons for its decision regarding that charge and its recommendations, if any, as to the appropriate penalty) to the Master, the person charged, the person presenting the charge and any person who shall have been added as a party by the Disciplinary Committee.

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

20. (1) If the charge or charges are upheld and the Disciplinary Committee finds that the member's conduct constitutes good cause for dismissal and recommends that the member be dismissed, but in no other case, the Master, after consulting the Governing Body, may dismiss the member.

(2) If the charge or charges are upheld but the Disciplinary Committee has recommended some lesser penalty than dismissal, the Master, after consulting the Governing Body, may -

- (a) discuss the issues raised with the member concerned; or
- (b) advise the member concerned about her or his future conduct; or
- (c) warn the member concerned; or
- (d) suspend the member concerned for such period as the Master shall think fair and reasonable, provided that the period of suspension shall not exceed three months from the date on which the Governing Body shall have considered the Disciplinary Committee's decision; or
- (e) take such further or other action under the member's contract of employment or terms of appointment as appears fair and reasonable in all the circumstances of the case; or
- (f) combine any of the courses of action specified above.

Provided that any action taken by the Master under this Section shall not comprise a penalty greater than that recommended by the Disciplinary Committee.

21. (1) Any reference in Section 20 to the Master shall include a reference to an officer acting as her or his delegate.

(2) Any action taken by the Master or her or his delegate shall be confirmed in writing.

#### PART IV REMOVAL FOR INCAPACITY ON MEDICAL GROUNDS

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

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

(3) In this Part the Master shall be the appropriate officer to perform any duties or exercise any powers, provided that he or she may appoint an officer to act as her or his delegate.

(4) References to the member of the academic staff include, in cases where the nature of the alleged disability so requires, a responsible relative or friend or other person with authority to act on behalf of that member in addition to (or instead of) that member.

23. (1) Where it appears that the removal of a member of the academic staff on medical grounds should be considered, the Master -

- (a) shall inform the member accordingly;
- (b) shall notify the member in writing that it is proposed to make an application to her or his medical practitioner for a medical report and shall seek the member's consent in writing in accordance with the requirements of the Access to Medical Reports Act 1988; and
- (c) may suspend the member from the performance of her or his duties without loss of emoluments.

(2) If the member agrees that her or his removal on those grounds should be considered the College shall meet the reasonable costs of any medical opinion required.

(3) If the member does not agree the appropriate officer shall refer the case in confidence, with any supporting medical and other evidence (including any such evidence submitted by the member), to a Medical Board comprising one person appointed by the Governing Body; one person appointed by the member concerned or, in default of the latter appointment, by the Master; and a medically qualified chairman jointly agreed by the Governing Body and the member or, in default of agreement, to be nominated by the President of the Royal College of Physicians.

(4) The procedure to be followed in respect of the preparation, hearing, and determination of a case by a Medical Board shall be prescribed by Ordinances made under this Section. Such Ordinances shall ensure:

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

(b) that a case shall not be determined without an oral hearing at which the member's representative, but not the member her or him self, is entitled to be present;

(c) that witnesses may be called and questioned concerning any relevant evidence; and

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

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

24. If the Board determines that the member should be required to retire on medical grounds, the appropriate officer, after consulting the Governing Body, may terminate the employment of the member concerned on those medical grounds.

## PART V APPEALS

25. This Part establishes procedures for hearing and determining appeals by members of the academic staff who are dismissed or under notice of dismissal or who are otherwise disciplined.

26. (1) This Part applies -

(a) to appeals against the decisions of the Governing Body as the appropriate body (or of a delegate of that body) to dismiss in the exercise of its powers under Part II;

(b) to appeals arising in any proceedings, or out of any decision reached, under Part III other than appeals under Section 13 (Appeals against disciplinary warnings);

(c) to appeals against dismissal otherwise than in pursuance of Part II or Part III;

(d) to appeals against disciplinary decisions otherwise than in pursuance of Part III;

(e) to appeals against decisions reached under Part IV; and

(f) to appeals arising in any proceedings, or out of any decision reached, under Part VII, including appeals against decisions reached in pursuance of Section 47;

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

(2) No appeal shall however lie against -

(a) a decision of the appropriate body under Section 10(2);

(b) the findings of fact of a Disciplinary Committee under Part III, or of a Tribunal under Part VII, save where, with the consent of the person or persons hearing the appeal, fresh evidence is called on behalf of the appellant at that hearing;

(c) any medical finding by a Board set up under Section 23(3) save where, with the consent of the person or persons appointed, fresh evidence is called on behalf of the appellant at that hearing.

(3) In this Part references to “the person appointed” are references to the person appointed by the Governing Body under Section 29 to hear and determine the relevant appeal.

(4) The parties to an appeal shall be the appellant and the Master and any other person added as a party at the direction of the person appointed.

27. A member of the academic staff shall institute an appeal by serving on the Master, within the time allowed under Section 28, notice in writing setting out the grounds of the appeal.

28. (1) A notice of appeal shall be served within twenty-eight days of the date on which the document recording the decision appealed from was sent to the appellant or such longer period, if any, as the person appointed may determine under sub-section (3).

(2) The Master shall bring any notice of appeal received (and the date when it was served) to the attention of the Governing Body and shall inform the appellant that he or she has done so.

(3) Where the notice of appeal was served on the Master outside the twenty-eight day period the person appointed under Section 29 shall not permit the appeal to proceed unless he or she considers that justice and fairness so require in the circumstances of the case.

29. (1) Where an appeal is commenced under this Part the appeal shall, subject to the provisions of Section 28(3) and sub-section (3) of this Section, be heard and determined by a person appointed in accordance with Ordinances made under this Section.

(2) A person appointed under sub-section (1) shall be a person 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.

(3) The person appointed shall sit alone unless he or she considers that justice and fairness will best be served by sitting as an Appeal Tribunal with two other persons appointed in accordance with Ordinances made under this Section.

(4) The other persons who may sit with the person appointed shall be -

(a) one member of the Regent House of the University not being a Fellow of the College; and

(b) one other member.

30. (1) The procedure to be followed in respect of the preparation, consolidation, hearing and determination of appeals shall be prescribed in Ordinances made under this Section.

(2) Without prejudice to the generality of the foregoing such Ordinances shall ensure -

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

(b) that an appeal shall not be determined without an oral hearing at which the appellant, and any person appointed by the appellant to represent her or him are entitled to be present and, with the consent of the person or persons hearing the appeal, to call witnesses;

(c) that full and sufficient provision is made for postponements, adjournments, dismissal of the appeal for want of prosecution and for the correction of accidental errors; and

(d) that the person appointed may set appropriate time limits for each stage (including the hearing itself) to the intent that any appeal shall be heard and determined as expeditiously as reasonably practicable.

(3) The person or persons hearing the appeal may allow or dismiss an appeal in whole or in part and, without prejudice to the foregoing, may -

(a) remit an appeal from a decision under Part II to the Governing Body as the appropriate body (or any issue arising in the course of such an appeal) for further consideration as the person or persons hearing the appeal may direct; or

(b) remit an appeal arising under Part III for re-hearing by a differently constituted Disciplinary Committee to be appointed under that Part; or

(c) remit an appeal from a decision of the appropriate officer under Part IV for further consideration as the person or persons hearing the appeal may direct; or

(d) remit an appeal by the Master arising under Part VII for re-hearing or reconsideration by the same or by a differently constituted Tribunal to be appointed under that Part; or

(e) substitute any lesser alternative penalty that would have been open to the appropriate officer following the finding by the Disciplinary Committee which heard and pronounced upon the original charge or charges.

31. The person appointed shall send the decision on any appeal together with the reasons and any findings of fact different from those come to by the Governing Body as the appropriate body under Part II or by the Disciplinary Committee under Part III, as the case may be, to the Master and to the parties to the appeal.

## PART VI GRIEVANCE PROCEDURES

32. The aim of this Part is to settle or redress individual grievances promptly, fairly and so far as may be, within the relevant area by methods acceptable to all parties.

33. The grievances to which this Part applies are ones by members of the academic staff concerning their appointments or employment where those grievances relate -

- (a) to matters affecting themselves as individuals; or
- (b) to matters affecting their personal dealings or relationships with other staff of the College, not being matters for which express provision is made elsewhere in this Statute.

34. (1) If other remedies within the relevant area have been exhausted the member of the academic staff may raise the matter with the Master.

(2) If it appears to the Master that the matter has been finally determined under Part III, IV or V or that the grievance is trivial or invalid, he or she may dismiss it summarily, or take no action upon it. If it so appears to the Master he or she shall inform the member accordingly.

(3) If the Master is satisfied that the subject matter of the grievance could properly be considered with (or form the whole or any part of) -

- (a) a complaint under Part III; or
- (b) a determination under Part IV; or
- (c) an appeal under Part V

he or she shall defer action upon it under this Part until the relevant complaint, determination or appeal has been heard or the time for instituting it has passed and he or she shall notify the member accordingly.

(4) If the Master does not reject the complaint under sub-section (2) or if he or she does not defer action upon it under sub-section (3) the Master shall decide whether it would be appropriate, having regard to the interests of justice and fairness, for her or him to seek to dispose of it informally. If the Master so decides he or she shall notify the member and proceed accordingly.

35. If the grievance has not been disposed of informally under Section 34(4), the Master shall refer the matter to a Grievance Committee for consideration.

36. A Grievance Committee to be appointed by the Governing Body shall comprise three Fellows of the College appointed by the Governing Body.

37. The procedure in connection with the consideration and determination of grievances shall be determined in Ordinances in such a way as to ensure that the aggrieved person and any person against whom the grievance lies shall have the right to be heard at a hearing and to be accompanied by a friend or representative.

38. The Committee shall inform the Governing Body whether the grievance is or is not well found and if it is well found the Committee shall make such proposals for the redress of the grievance as it sees fit.

## PART VII REMOVAL OF THE MASTER FROM OFFICE

39. Any three members of the Governing Body may make a complaint to the President seeking the removal of the Master from office for good cause.

40. The President shall refer such a complaint to the Governing Body, exclusive of the Master and the members making the complaint. If it appears to the Governing Body that the complaint



does not raise a *prima facie* case, or that it is trivial or invalid or unjustified, they may determine that no further action shall be taken upon it.

41. If it appears to the Governing Body, on material presented, that the complaint raises a *prima facie* case which could, if proved, constitute good cause for the dismissal or removal of the Master from office, they shall appoint a Tribunal to hear and determine the matter. A Tribunal appointed by the Governing Body shall consist of three persons who are not Fellows of the College and are not employed by the College, as follows:

- (a) one person who holds, or has held, judicial office, or who is a barrister or solicitor of at least ten years' standing, who shall be Chairman;
- (b) two other persons.

42. A complaint referred to the Tribunal shall be dealt with in accordance with the procedure prescribed in Sections 17 and 18, provided that the President shall perform any duty and exercise any power there assigned to the Master, and that for the purposes of this Part references in those Sections to a Disciplinary Committee shall be construed as referring to the Tribunal and references in Sections 30 and 31 shall be construed as referring to this Part.

43. The Tribunal shall send its decision on the complaint, together with its findings of fact and the reasons for its decision, to the Master and the President. The Tribunal shall draw attention to the period of time within which any appeal should be instituted by ensuring that a copy of Part V of this Statute accompanies the notification of its decision sent to the Master.

44. If the Tribunal finds that the complaint constitutes good cause for dismissal, the President, after consulting the Governing Body, may dismiss the Master.

45. The Master may institute an appeal against the findings of a Tribunal by serving on the President a notice in writing setting out the grounds of the appeal. A notice of appeal shall be served within twenty-eight days of the date on which the documents recording the decision appealed from was sent to the Master, provided that the person appointed to hear an appeal shall have power to hear an appeal submitted after that date if he or she considers that justice and fairness so require in the circumstances of the case.

46. An appeal commenced under Section 45 shall be heard in accordance with the provisions of Part V of this Statute, provided that the President shall perform any duty or exercise any power there assigned to the Master.

47. For the purpose of the removal of the Master for incapacity on medical grounds, the provisions of Part IV and Part V shall have effect, provided that the President shall perform any duty or exercise any power there assigned to the Master.

48. For the purposes of this Part, references to the President shall, if the President is not in residence, or is incapacitated by illness or otherwise, be construed as referring to the senior Fellow in residence.

## STATUTE XLIII

### *Of the Superannuation Scheme*

1. The College shall participate in the Universities Superannuation Scheme (or *mutatis mutandis* the Federated Superannuation System for Universities) for the maintenance thereunder of a superannuation scheme for the College (hereinafter called “the Superannuation Scheme”).
2. The Superannuation Scheme shall apply to any person holding one or more of the following appointments:
  - (a) the Mastership;
  - (b) a stipendiary Fellowship;
  - (c) a pensionable College Office.
3. The Governing Body shall determine which of the College Offices established under Section 1 of Statute XXVII shall be pensionable College Offices. They shall have power to add to or remove from the category of pensionable offices any College Office or Offices, but no such addition or removal shall be made in respect of any such office during the tenure of the holder without her or his consent.
4. The Superannuation Scheme shall apply to the aggregate annual amount of the regular stipends received in respect of the above appointments. The Scheme shall not apply to any fees or other payments for lecturing or other work received by a College Officer outside her or his regular stipend from the College notwithstanding that such fees or other payments may be paid by or through the College.
5. For the purposes of the Superannuation Scheme all stipends shall be calculated exclusively of any allowance in kind made to a Fellow or Officer of the College.
6. Subject to the provisions of this Statute, the Governing Body shall have power to make such regulations in connection with the Superannuation Scheme as they think fit, and to determine any questions relating thereto, provided that in so far as such regulations relate to the Universities Superannuation Scheme or to the Federated Superannuation System for Universities they shall be compatible with the constitution and rules of the Universities Superannuation Scheme or the Federated Superannuation System for Universities respectively.
7. A person to whom the Superannuation Scheme applies may by notice in writing to the Master declare that he or she wishes to be exempted from the Scheme and shall be so exempted. The Governing Body shall determine from time to time whether and if so what contributions shall be made by the College for the superannuation of such persons.

## STATUTE XLIV

### *Of the College Assistant Staff*

1. The engagement, dismissal and general supervision of the College assistant staff shall be in the hands of the Governing Body who may at any time delegate these responsibilities to such College Officer as they may determine.

2. There shall be a Superannuation Fund for the benefit of persons in the regular employment of the College who are not eligible to be members of the Superannuation Scheme as defined by Statute XLIII. The Governing Body shall frame such rules for the administration of the Superannuation Fund or they may authorise adherence to a Superannuation Fund administered by others.

## STATUTE XLV

### *Of Admission to the College*

No person *in statu pupillari* shall be permitted to come into residence until he or she has satisfied such conditions of admission to the University as are prescribed by the University and such other conditions as the Governing Body may think fit to impose.

## STATUTE XLVI

### *Of the Scholars and Exhibitioners*

1. There shall be in the College such numbers of Scholars and such number of Exhibitioners as the Governing Body may from time to time determine.

2. The electors to Scholarships and Exhibitions shall be the Governing Body.

3. The Governing Body may offer from time to time Entrance Scholarships and Entrance Exhibitions for competition among persons who have not become members of the University. Election to such Scholarships and Exhibitions shall be determined by an open competitive examination held for the purpose, whether by the College acting singly or as one of a group of Colleges.

4. Not more than one candidate who has attained the age of nineteen years and three months before the first day of the month in which the examination begins may be elected to an Entrance Scholarship. For election to Entrance Exhibitions there shall be no limit of age.

5. A person elected to an Entrance Scholarship or Exhibition shall come into residence in the Michaelmas Term following her or his election unless the Governing Body shall allow otherwise. No Scholar or Exhibitioner shall receive any emolument until he or she shall have begun residence in the University as a member of the College.

6. Subject to the provisions of these Statutes, the Governing Body shall determine the period of tenure and the titular emoluments of Entrance Scholarships and Exhibitions by Ordinance, having regard to any principles laid down in pursuance of the Statutes and Ordinances of the University, or any directions or regulations governing the awards concerned which are legally binding on the College. Except as provided in Section 8 of this Statute the emoluments of Entrance Scholars and Exhibitioners shall be paid without regard to their financial circumstances.

7. Members of the College *in statu pupillari* may be elected into Scholarships or Exhibitions during their period of residence under conditions to be prescribed by the Governing Body. These Scholarships or Exhibitions may be honorary or may carry such emolument as the Governing Body shall determine by Ordinance. The Governing Body shall also have power to

elect members of the College *in statu pupillari* into the titles of Scholarship or Exhibitions at the conclusion of their period of residence.

8. A Scholar or Exhibitioner who is not in need of pecuniary assistance may elect to hold her or his Scholarship or Exhibition as an honorary award.

9. The Governing Body shall have power to make some reduction in the emolument paid to a Scholar if he or she receives an addition to her or his income from other sources, University Scholarships and University or College Prizes excepted.

10. The Governing Body shall have power to make awards other than those heretofore mentioned, under conditions which they may from time to time prescribe.

11. There shall be a Scholarship Fund into which shall be paid in accordance with Section 2 of Statute LIII a sum to be determined each year by the Governing Body.

12. Any sum by which the titular emoluments of Scholars and Exhibitioners shall exceed the amount paid to them shall be placed in a fund which shall be called the Supplementary Scholarship Fund.

13. Save as is otherwise provided in this Statute no payment of any emolument shall be made to any person *in statu pupillari* from the general revenues of the College, or from any fund in the control of the College, unless the Governing Body hold it to be justified by her or his financial circumstances.

14. The following emoluments may be paid to persons *in statu pupillari* without regard to their financial circumstances:

- (a) the emoluments of Scholars and Exhibitioners;
- (b) the emolument of any Scholarship held by a person who has been admitted or has qualified to be admitted to a degree and who satisfies the Governing Body that he or she intends to pursue a course of research;
- (c) the emolument of any Studentship held by any person who has been admitted to the status of Research Student in the University;
- (d) prizes awarded for success in any examination or competition of the College or University;
- (e) the emoluments of Travel Scholarships and Exhibitions;
- (f) emoluments payable out of any trust fund, if such emoluments by the direction of the donor, so long as her or his direction is legally binding on the College, or by regulations made for the time being by any legally competent authority other than the College, are required either expressly or by necessary implication to be paid without regard to financial circumstances, or if the application of the rule contained in Section 13 of this Statute is clearly incompatible with the objects of the trust;
- (g) payments for services rendered.

15. The tenure of every Scholarship or Exhibition shall be contingent upon residence, unless the holder be engaged in study or research which in the opinion of the Governing Body necessitates absence from the University, and upon good conduct and diligence in study.

## STATUTE XLVII

### *Of Studentships*

1. The Governing Body shall have power to establish Studentships in the College for the encouragement of study and research in any branch of learning.
2. The number of such Studentships shall be fixed from time to time at the discretion of the Governing Body.
3. Funds for Studentships shall be provided from such sources and the Studentships shall be awarded and held on such conditions and be of such value as the Governing Body shall in each case determine.

## STATUTE XLVIII

### *Of Persons in Statu Pupillari*

1. Members of the College *in statu pupillari* shall show due respect and obedience to the Master and Fellows and the Officers of the College; they shall conduct themselves in a quiet and orderly manner, and shall observe these Statutes, and shall conform to all such orders and regulations as may be made by the Governing Body from time to time for the good government of the College; and they shall pay such fees at such times as the Governing Body shall from time to time determine.
2. If any such person shall fail to observe and conform to any of the Statutes and orders and regulations aforesaid, or shall be guilty of any conduct prejudicial to discipline or good order, or tending to bring scandal upon the College, he or she shall be liable to punishment in such manner as shall be determined by Ordinance.
3. The Governing Body shall have power to send out of residence or to remove finally from the College any member of the College *in statu pupillari* who in their opinion has proved by failure in an examination to be an unsatisfactory student.
4. If the Master and Tutors in consultation shall deem any member of the College *in statu pupillari* to be unfit further to pursue her or his course of study for any reason other than those specified in Sections 2 or 3 of this Statute, they shall have power, by a vote in which a majority of their whole number concur, to send her or him out of residence for not more than one term; a decision to send her or him out of residence for more than one term shall require the approval of the Governing Body.
5. The Governing Body shall have power to deprive any Scholar, Exhibitioner or holder of a Research Studentship of her or his status, or of any of the emoluments thereof, for any misconduct which in their judgement shall merit deprivation.

6. If any member of the College *in statu pupillari* shall fail to pay her or his College bills before the date fixed by the Governing Body, the Master and Tutors in consultation shall have power to refuse her or him permission to continue residence.

7. Except on medical grounds, or for the reason specified in Section 6 of this Statute, no member of the College *in statu pupillari* shall be sent out of residence for more than one term, or be finally removed from the College, without being given the opportunity of being heard in her or his own defence at a meeting of the Governing Body.

8. The Governing Body shall have power to determine by Ordinance the majority required for decisions under any Section of the Statute. Any member of the Governing Body who has presented a case or who has been a member of a Committee appointed to hear a case under Section 2 of this Statute prior to its presentation to the Governing Body shall not be reckoned a member of the Governing Body for the purpose of determining a majority.

## STATUTE XLIX

### *Of Membership of the College*

1. There shall be the following categories of membership of the College, as provided for elsewhere in these Statutes:

- (a) the Master [Statutes VI-XI, XXVII]
- (b) the Fellows [Statutes XII-XXII, XXVI]
- (c) Honorary Fellows [Statute XXIII]
- (d) Bye-Fellows [Statute XXIV]
- (e) Visiting Fellows [Statute XXV]
- (f) College Officers who are not Fellows [Statute XXVII]
- (g) persons *in statu pupillari* [Statutes XLVIII-XLIX].

2. In addition there shall be the following categories of members of the College:

- (a) graduates of the University who have been members of the College *in statu pupillari*\*;
- (b) former non-collegiate students, whether members before 1924 of Fitzwilliam Hall or before 1966 of Fitzwilliam House,\*\* provided that they have not asked for their names to be removed from the books;
- (c) former Fellows who have not been elected into a Fellowship in Classes D or E;
- (d) persons admitted as members of the College under section 3 of this Statute;
- (e) persons admitted as associate members of the College under section 4 of this Statute.

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\*All persons *in statu pupillari* who have not been finally removed from the College in accordance with Statute XLVIII continue as members of the College, notwithstanding the fact that they may be no longer resident in Cambridge.

\*\**Non-Collegiate Students*

The original Statute for Non-Collegiate Students was approved by the Queen in Council on 13 May 1869. In the new University Statutes of 1926 the provisions were contained in Statute H.11, which was repealed by Grace 22 of 1 December 1965 and by Order in Council dated 11 August 1966.

3. The Governing Body shall have power to admit as members of the College for such period and under such conditions as they shall in each case determine
  - (a) University Officers and persons employed in institutions connected with the University (as defined from time to time in the Statutes and Ordinances of the University);
  - (b) members of other universities and associated institutions of higher education and research; provided that persons elected in this class shall not be elected for periods exceeding one year at a time.
4. The Governing Body shall have power to admit to associate membership such persons who are not qualified under Section 3 of this Statute whose membership will, in the opinion of the Governing Body, contribute to the well-being of the College. The Governing Body shall in each case determine the conditions under which and the period for which associate membership is granted. Associate membership shall not be deemed membership of the College for the purpose of Statute G.IV of the University Statutes.
5. The Governing Body may delegate the exercise of their power to elect persons under Sections 3 and 4 of this Statute to a College Council established under Statute V or to a Committee appointed by the Governing Body.
6. The members of the College shall enjoy such privileges as the Governing Body may from time to time determine in respect of each category of member.

## STATUTE L

### *Of the Annual Statement of Accounts*

1. The year of account or financial year shall run from the first day of August in each year to the next succeeding thirty-first day of July, or between such other dates as may be prescribed by the Governing Body, provided that such dates are in accordance with the Statutes and Ordinances of the University.
2. The accounts of the College shall be kept in such form as the Governing Body may from time to time determine having regard to such statements of recommended practice as may be appropriate.
3. Any Fellow of the College shall be entitled at any reasonable time to inspect the full accounts of the receipts and payments of the College.
4. An abstract of the several accounts of the College relating to funds administered either for general purposes, or in trust, or otherwise, shall be sent annually to the Vice-Chancellor by the Bursar at the time appointed by the Statutes of the University, in the form prescribed by the University.

## STATUTE LI

### *Of the Auditor and the Audit*

1. All accounts of the College shall be audited every year. For this purpose the Governing Body shall appoint an Auditor (who shall be a member of a recognised supervisory body and eligible for the appointment under the rules of that body pursuant to Section 25 of the Companies Act 1989), not being a member of the Governing Body, and shall pay to her or him such remuneration as they shall determine. They shall also appoint two or more Fellows as an Audit Committee.
2. The Auditor shall examine and verify all the said accounts and the vouchers thereof and shall ascertain the balance of each account and compare these balances with the balances as shown in the books of the College bankers.
3. The Auditor shall pass the several accounts by signing the same or shall state in writing to the Governing Body her or his reasons for not passing the accounts, or any of them. He or she shall also sign such certificates as may be required by the Statutes of the University, verifying the correctness of the several abstracts or summaries of such accounts as are required to be sent to the Vice-Chancellor. After the audit, the Auditor shall present a report to the Governing Body.
4. The Audit Committee shall be entitled to examine the several accounts and to consult with the Auditor; they shall report to the Governing Body on matters of general policy in relation to the accounts as they shall see fit.
5. Each year a Special College Meeting, to be known as the Audit Meeting, shall be held on a day in term to be fixed from time to time by the Governing Body. The Audit Meeting shall be summoned in accordance with the provisions of Section 2 of Statute IV, and not less than seven days before it is due to be held the Bursar shall circulate copies of the accounts, summarised as aforesaid, to all the members of the Governing Body in residence. At this meeting the Bursar shall present the College Accounts with such observations thereon as may be deemed necessary.

## STATUTE LII

### *Of the Tuition and Caution Funds*

1. The Governing Body shall determine from time to time what Tuition Fees and other fees for teaching are to be paid by members of the College. Such fees shall be placed to the credit of a Fund to be called the Tuition Fund and shall be of such amount as to ensure that the Fund shall normally be self-supporting. The Tuition Fund shall be applicable in payment of the cost of administration, in payment of the College contribution for the purposes of the Superannuation Scheme in respect of emoluments charged on the Tuition Fund, in payment of the contribution, if any, to the University in respect of the Tuition Fund, and in payment of the Tutors and other members of the educational staff.

Any accumulation resulting from an excess of income of the Tuition Fund over expenditure may be retained in the Fund or in a Tuition Reserve Fund whether invested or not. The whole or any part of such accumulation or investments may be transferred at any time by the Governing Body to the Capital or Income of the College.



If owing to exceptional circumstances the Tuition Fund or the Tuition Reserve Fund is unable to meet its obligations for the year the Governing Body shall have power to pay into it from general revenues the sum necessary to meet its obligations for the year.

2. All Caution Money shall be placed to the credit of a Fund to be called the Caution Fund.

The Caution Fund shall be managed and the income thereof applied in such manner as the Governing Body shall from time to time direct.

3. All moneys payable to the Tuition Fund and the Caution Fund shall be collected and the accounts of these Funds shall be kept by the Bursar or another Bursar appointed in accordance with Statute XXIX.6.

### STATUTE LIII

#### *Of the Scholarship Fund*

1. There shall be a Scholarship Fund from which the emoluments of holders of Scholarships, Exhibitions and Studentships shall be paid.

2. The Scholarship Fund shall consist of the income arising arising from

(a) endowments for Scholarships, Exhibitions, Studentships and Prizes;

(b) any other moneys which the Governing Body shall from time to time assign to the Fund.

3. The Fund shall defray the expenses of Scholarship Examinations and such proportion (if any) of the contributions payable by the College to the University under these Statutes as shall be charged in respect of the Fund.

4. The Governing Body may grant from the Scholarship Fund to the Supplementary Scholarship Fund such sums (if any) as they shall from time to time determine.

### STATUTE LIV

#### *Of the Supplementary Scholarship Fund*

1. The Supplementary Scholarship Fund shall include such sums as are transferred from time to time from the Scholarship Fund or from the corporate revenues of the College under the direction of the Governing Body.

2. If any Scholar is held under the provisions of these Statutes not to be entitled to receive the titular emolument attached to her or his Scholarship, or if under the provisions of Section 8 of Statute XLVI any Scholar or Exhibitioner elects to hold her or his Scholarship or Exhibition as an honorary award, the surplus which thus arises shall be paid into the Supplementary Scholarship Fund.

3. The Supplementary Scholarship Fund shall be applied as the Governing Body shall from time to time direct for the benefit of poor and deserving Scholars and Exhibitioners or otherwise for the furtherance of learning.

## STATUTE LV

### *Of Stipends*

There shall be paid to the Master and College Officers, and to the holders of Stipendiary Fellowships, such sums by way of stipend as the Governing Body shall from time to time determine.

## STATUTE LVI

### *Of Income Tax*

No payment by the College to the Master or to any Fellow or College Officer in respect of her or his stipend shall be made free of income tax, nor shall any allowance be made to her or him on account of income tax.

## STATUTE LVII

### *Of the Application of Capital Moneys and Management of Land*

1. The Governing Body shall have power to purchase, retain, sell or transfer property real or personal and securities (which term includes stocks, funds, and shares) of any description on behalf of the College and may also apply moneys to any purpose to which capital moneys arising under the Universities and College Estates Acts, 1925 and 1964, may be applied.
2. In relation to the management, development, improvement, sale, lease, mortgage or other disposition of any land or any estate or interest therein held by the College or to the acquisition of any land or any estate or interest therein, the Governing Body may exercise any power and may carry out any transaction which an individual holding or acquiring such land, estate or interest for her or his own benefit could exercise or carry out.
3. The powers conferred by this Statute shall apply to all endowments, land, securities, property and funds of the College.
4. The Governing Body shall appoint an Investment Advisory Committee to formulate general policy regarding investments. This Committee shall consist of at least three members, and in formulating the general investment policy of the College they shall consult a member of an experienced professional adviser drawn from a properly regulated financial or investment organisation.
5. (a) The Governing Body may apply as income for expenditure so much of the fair value of the property to which this Statute applies as, in its absolute discretion, it considers is prudent in all the circumstances, having regard to the total return achieved and reasonably expected in the long term on the property of the college or, as the case may be, of the Funds to which these Statutes apply.  
(b) Any application by the Governing Body under paragraph (a) of this Statute shall in the case of property of the College be made for the purposes of the College, and in the case of a Fund, shall be made for the purposes of that Fund.  
(c) Any references in these Statutes or in any Ordinances or Regulations made by the

Governing Body to the income or revenues of the College or of any Fund shall include the total sums applied in accordance with paragraph (a) above.

(d) In this Statute

(i) 'fair value' means the amount at which an asset could be exchanged in an arm's length transaction between informed and willing parties, other than in a forced or liquidation sale; and

(ii) 'total return' means return in terms of both income, whether received or accrued, and capital appreciation, whether realised or unrealised.

## STATUTE LVIII

### *Of Power to Accept Endowments*

The Governing Body shall have power to accept endowments for any purposes in furtherance of the interests of the College as a place of education, religion, learning and research and to make regulations giving effect to wishes or suggestions of donors recorded in writing (whether so expressed as to create a trust or not) regarding the application of such endowments and regarding any place or emolument to be supported thereby, even though the regulations may be inconsistent with the provisions of these Statutes; provided always that no such regulation shall derogate from any obligation imposed on the College by the Statutes of the University.

## STATUTE LIX

### *Of Contribution to the University*

There shall be paid in each year by the College to the University such sum as is by the Statutes of the University authorised to be levied from the College; provided that so much of the sum so to be paid as shall be levied in respect of any Trust or other separate Fund shall be charged to the income of such Trust or separate Fund unless the Governing Body shall in any case otherwise determine.

## STATUTE LX

### *Of the Foundation of the College*

In each year, on a day in term to be fixed by the Governing Body, a special service shall be held at an appointed hour in the Chapel in commemoration of the foundation of the College. Unless the Governing Body shall in any year decide otherwise, a commemoration dinner shall be provided in the Hall at the cost of the College for the Master, Fellows and Scholars.

## STATUTE LXI

### *Of the Common Seal and Muniments of the College*

1. The Master shall be responsible for the safe custody of the Common Seal of the College.
2. Nothing shall go forth under the Common Seal except in pursuance of a decision made by a majority of the members of the Governing Body present at a College Meeting.
3. The Seal shall not be affixed to any writing or document except in the presence of the Master or her or his Deputy and two members of the Governing Body.
4. Minutes shall be kept of all sealings and shall be accessible to all members of the Governing Body at all reasonable times. A summary of these minutes shall be reported to the Governing Body each term.
5. The Muniments of the College shall be kept in a secure place under the care of an officer or officers appointed by the Governing Body.

## STATUTE LXII

### *Of the Interpretation of these Statutes*

1. In these Statutes “University” means the University of Cambridge, “College” means Fitzwilliam College and “Charter” means the Charter of the College.
2. Nothing in this Statute shall authorise the application of the capital or income of any endowment governed by a trust deed or other instrument binding upon the College in any manner inconsistent with any express provision contained therein.
3. If any question shall arise as to the meaning of anything in these Statutes it shall be decided by the Governing Body at a Special College Meeting; provided that any person affected by such decision may appeal to the Visitor. Upon such appeal, the Visitor may confirm, vary or reverse the decision of the Governing Body and her or his decision shall be final.

## STATUTE LXIII

### *Of the Date of these Statutes*

These Statutes shall take effect on the day following the date of the Charter.

## STATUTE LXIV

### *Of Changes of Statute*

1. These Statutes shall be subject to alteration from time to time by a Statute made by the College in accordance with Section 7 of the Universities of Oxford and Cambridge Act, 1923,

and passed by the votes of not less than two-thirds of those present and voting at a Special College Meeting summoned in accordance with the provisions of Statute IV. Provided that:

- (a) notice of any proposed Statute shall be given to the University before the Statute is submitted to Her Majesty in Council;
- (b) a Statute which affects the University shall not be altered except with the consent of the University.

2. Fellows in Class E and Fellows on leave of absence shall be reckoned members of the Governing Body for the purpose of the discussion of and voting upon any changes in these Statutes and shall for this purpose have all the rights conferred by these Statutes upon members of the Governing Body.