

# STATUTES OF ST. EDMUND'S COLLEGE

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**STATUTE A**  
**THE CONSTITUTION AND GOVERNMENT OF THE COLLEGE**

CHAPTER I  
The Title of the College

The College shall be called St. Edmund's College and its corporate title shall be The Master, Fellows and Scholars of St. Edmund's College in the University of Cambridge.

CHAPTER II  
The Visitor

1. The Visitor of the College shall be the Archbishop of the Roman Catholic Diocese of Westminster. During any vacancy in the said See the authority, powers, functions and duties of the Visitor shall be exercised by the person who is for the time being the Chairman or acting Chairman of the Conference of Catholic Bishops of England and Wales.
2. 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 E applies which concerns the member's appointment or employment or the termination of that appointment or employment; or
  - (b) to disallow or annul any Ordinances made under or having effect for the purposes of Statute E.

CHAPTER III  
The Governing Body

1. Save for the purposes of Statute H.II, the Governing Body of the College shall consist of the Master and all the Fellows under Titles A, B, C and D.
2. The Governing Body shall have ultimate authority for the government of the College as a place of education, religion, learning and research, and for the responsibilities of the Council set out in Statute A.V.7.
3. The Governing Body shall have power to make standing orders which shall be called Ordinances; provided that such Ordinances shall not be inconsistent with these Statutes or with the Statutes of the University. Such Ordinances shall be amended or rescinded only by the Governing Body.

CHAPTER IV  
Meetings of the Governing Body

1. The Governing Body shall hold at least one statutory meeting in every Full Term on such days as the Council shall appoint. At least fourteen days' notice in Term of a statutory meeting shall be given to all Fellows. The notice of the meeting shall specify the time and place of the meeting and the general nature of the business to be transacted.
2. The business to be conducted at statutory meetings shall include:-
  - (a) the election of members of the Council in class (b);
  - (b) consideration of the accounts and reports submitted to the Governing Body in accordance with Statute G.III.6;

- (c) consideration of proposals making, amending or rescinding Ordinances;
- (d) consideration of the minutes of the Council.

The meeting for the consideration of the accounts and reports shall be held in the Michaelmas Term and shall be known as the Audit Meeting.

3. The Governing Body may make Ordinances for the summoning of other meetings of the Governing Body, the preparation and circulation of notices of the business to be transacted at meetings of the Governing Body, and the procedure at them.
4. The Master may at any time summon a meeting of the Governing Body and shall do so with all convenient speed if requested by the Council or on a written request signed by at least one-fifth of the members of the Governing Body. Seven days' notice shall be given of any meeting summoned under this section. The notice of the request for a meeting shall specify the time and place of the meeting and the general nature of the business to be transacted, including any resolution or resolutions to be brought before the meeting.
5. At every meeting of the Governing Body in the absence of the Master, the Vice-Master or, failing him or her, the senior Fellow present who is a member of the Council or, failing him or her, the senior Fellow present shall preside.
6. All elections and other matters put to the vote at a meeting of the Governing Body shall, except as otherwise provided in the Charter or these Statutes, be decided by a majority of those present and voting. Elections shall be by ballot; other matters may be decided by a show of hands. In the case of an equality of votes, the Master, or the Fellow presiding in his or her absence, shall be entitled to give a second or casting vote.
7. In any vote on the election, re-election, appointment or re-appointment of any member to a Fellowship, or to any office or other position normally carrying an emolument, or on his or her removal from a Fellowship, or from any office or position, such member shall not vote and shall not be counted in the reckoning of any necessary majority.
8. No business shall be transacted at a meeting of the Governing Body unless at least one-half of the members of the Governing Body are present.
9. It shall be the duty of the Secretary of the Governing Body, or of such other Fellow as the Governing Body may direct, to keep minutes of decisions of the Governing Body and such minutes shall be open to inspection by all members of the Governing Body at all reasonable times.

#### CHAPTER V The Council

1. The Council shall consist of the following classes of members:-
  - (a) the Master, the Vice-Master, the Bursar, the Senior Tutor, the Dean and the Secretary of the Governing Body, who shall be Members ex officio;
  - (b) six Fellows elected by and from among the Members of the Governing Body;
  - (c) two resident junior members of the College elected by the resident junior members of the College in accordance with and subject to the provisions of Statute A.VII.

2. Three of the Members in class (b) shall be elected annually in the Easter Term to serve for two years from the beginning of the following Michaelmas Term; provided that any Member in class (b) who ceases to be a Member of the Governing Body shall thereupon cease to be a Member of the Council, provided that an election of six members shall be held as soon as may be after the date on which these Statutes take effect, and that the Governing Body shall determine the period of service of the persons to be elected at that election. If at the end of a Fellow's period of tenure as a Member in class (b) he or she will have been a member in that class continuously for four years or more, he or she shall not be eligible for re-election until one year has elapsed after such period of tenure.
3. The members in class (c) shall be elected annually to serve for one year from the beginning of the Michaelmas Term and shall be eligible for re-election for one further year only; provided that any member in class (c) who ceases to be a resident junior member shall thereupon cease to be a member of the Council.
4. Every casual vacancy in class (b) and class (c) shall be filled by the election of a member for the unexpired portion of the period of tenure of the member to whose place he or she succeeds; provided that, if such vacancy occurs after the division of the term next before the date on which the member's period of tenure is due to expire, the Council may determine that a bye-election shall not be held.
5. The method of election of members in class (b) and the procedure for the conduct of elections and bye-elections shall be determined by or under Ordinance.
6. If an elected member of the Council fails to attend three consecutive ordinary meetings of the Council he or she shall cease to be a member of the Council unless leave of absence has been granted by the Governing Body under Statute D.IV.2 or the cause of his or her absence has been declared sufficient by the Council.
7. Subject to the provisions of these Statutes, and in particular having regard to the ultimate authority of the Governing Body as set out in Statute A.III.2, the Council shall be responsible for the financial affairs of the College, for the care and management of its property, and for the educational work of the College, and shall perform such other functions as may from time to time be assigned to them by Ordinance or by resolution of the Governing Body. For these purposes the Council shall have power:-
  - (a) to make regulations for the good government of the College and to amend and rescind such regulations;
  - (b) to establish Studentships for the encouragement of study and research in any branch of learning and to determine the number, conditions of tenure and emoluments of such Studentships;
  - (c) to appoint Tutors and, subject to the provisions of Statute E, to dismiss them;
  - (d) to appoint such persons other than College Officers to perform such duties in the College as the Council consider appropriate, and to dismiss them except where Statute E applies;
  - (e) to do any act which by the University Statutes or otherwise is directed or authorised to be done by the College;
  - (f) to make rules governing their own procedure;
  - (g) except as otherwise provided by Ordinance, to appoint committees, whose membership need not be restricted to members of the Council or to Fellows, and subject to the provisions of these Statutes to delegate to such committees such power as the Council may from time to time determine.

8. The method of setting up and appointment to College committees shall be determined by Ordinance.

CHAPTER VI  
Meetings of the Council

1. The Council shall hold regular meetings at such time and subject to such regulations concerning notice of business and mode of procedure as may from time to time be determined by the Council. Extraordinary meetings of the Council shall be held whenever the Master or, in his or her absence, the Vice-Master or, in the absence of them both, the senior Fellow who is a member of the Council, shall deem it necessary for any purpose.
2. At every meeting of the Council in the absence of the Master, the Vice-Master or, failing him or her, the senior Fellow present shall preside.
3. All questions put to the vote at a meeting of the Council shall be decided by a majority of those present and voting except as otherwise provided in these Statutes. In case of equality of votes the Master, or the Fellow presiding in his or her absence, shall be entitled to give a second or casting vote.
4. No business shall be transacted at any meeting of the Council unless at least seven members are present.
5. No junior member of the College shall be present, whether as a member or otherwise, at a meeting of the Council, or of any committee appointed by the Council, for the discussion of, or decision on, any item of business which the Master or other chairman declares to be reserved. Reserved business shall include:-
  - (a) the election or removal of any Fellow or any other matter affecting the personal affairs of any Fellow;
  - (b) the appointment, suspension, or removal of any College Officer;
  - (c) the appointment, promotion or dismissal of any person employed or to be employed by the College, or any other matter affecting the personal affairs of such a person;
  - (d) the admission of individuals to membership of the College, their removal from the College, except under Statute F.II, or their academic assessment.

In any case of doubt, the Master or other person in the chair shall decide whether an item of business is reserved and his or her decision shall be final. No junior member of the College shall receive papers relating to any item of reserved business except that members of the Council in class (c) may, if and to the extent that the Council so determine, receive minutes of the decisions taken on reserved business by the Council or by any committee appointed by the Council.

6. It shall be the duty of the Secretary of the Governing Body, or of such other Fellow as the Council may direct, to keep minutes of the proceedings of the Council and such minutes shall be open to inspection by all members of the Governing Body and Council at all reasonable times. Minutes of all College Committees shall also be available to all members of the Governing Body.

CHAPTER VII  
Association of the Junior Members of the College

1. There shall be an Association of the Junior Members of the College to promote the interests and welfare of its members by making provision:-
  - (a) for their social, athletic, cultural and other collegiate activities; and
  - (b) for their representation in accordance with Section 3(a) of this Chapter.
2. The Association shall have such written constitution as the Council shall approve and any amendment of the constitution by the Association shall not be valid without the approval of the Council. If any question arises as to the interpretation of the constitution, it shall, subject to the provisions of Section 4 of this Chapter, be determined by the Council.
3. Subject to the provisions of Section 2 of this Chapter, it shall be the duty of the Association:-
  - (a) to elect, or to make provision for the election of, the members of the Council in class (c) and to elect or appoint, or to make provision for the election or appointment of, persons to serve on any committee or body, within the College or outside it, on which the resident junior members of the College are to be represented;
  - (b) to receive and administer such funds as the Council may provide for the purposes of the Association.
4. If, within twenty days of the doing of any act, including an election, by the Association or by any of its officers or by any committee of the Association, it is represented in writing by not fewer than two members of the College to the Master that there has been a contravention of the constitution in the doing of such act, the Council shall enquire into the matter and shall with all reasonable speed declare either that there has been no such contravention, or that there has been a contravention and that the said act is of no effect, or, if the Council are of the opinion that the irregularity has not affected the result, that the validity of the act is not affected by such contravention. The decision of the Council shall be final.
5. If at any time the Council are satisfied, on such evidence as they may deem sufficient, that the conduct of the affairs of the Association generally is in contravention of its constitution, the Council may at their discretion withhold and themselves administer any moneys received by the College for the purposes of the Association.

**STATUTE B  
THE MASTER**

**CHAPTER I  
Election and Duties of the Master**

1. The Master of the College shall be elected by the Governing Body. In the case of an impending vacancy, whether by reason of resignation, retirement, or limitation of tenure, an election may be made by the Governing Body at any time not more than twelve months before the vacancy is to occur. The Governing Body shall choose as Master the person who, in their judgment, is best qualified to preside over the College as a place of education, religion, learning and research; provided that if, by the last day of the twelfth calendar month following that in which a vacancy in the office of Master occurred, the Governing Body have failed to make an election, subsequent action shall devolve upon the Visitor. He may extend by six months the period during which the Governing Body may make an election. If despite this no election is made, the Visitor shall appoint a Master for five years or to the end of the academical year in which he or she reaches the age of 67 years whichever is the shorter period.
2. The election of the Master shall take place at a meeting summoned for the purpose by the Vice-Master, or in his or her absence by the senior Fellow in residence who is a member of the Council. The meeting shall be held on a day in Full Term and fourteen days' notice (exclusive of any University vacation) of the meeting shall be given to all the electors. The quorum for such a meeting shall be two-thirds of the members of the Governing Body. The election shall require concurrence of not less than two-thirds of those members of the Governing Body present.
3. The method of election of the Master shall be determined by Ordinance.
4. Before entering upon office the Master shall be admitted by the Vice-Master, at a meeting of the Fellows, Members of the Association of Junior Members and others as appropriate, convened for the purpose by the Vice-Master, after having read aloud the following declaration:-

"I, A.B., elected Master of St. Edmund's College, do solemnly declare that I will observe the Statutes and Ordinances of the College, will discharge to the best of my abilities the duties of my office and will endeavour to the utmost of my power, without fear or favour, to promote the College as a place of education, religion, learning and research."
5. The Master shall have a general responsibility for the affairs of the College and shall preside, when present, at all meetings of the Governing Body and the Council. He or she shall have the power in all cases not provided for by the Charter or by these Statutes, or by the Ordinances, or by resolution of the Governing Body or by regulation made by the Council, to make such provision for the good government and discipline of the College as he or she shall think fit.
6. The Master shall reside within the precincts of the College or in such place as the Governing Body shall approve, for not less than two-thirds of each Full Term, unless prevented by illness or given leave of absence by the Council.
7. The Master shall receive from the general resources of the College such stipend and allowance as the Governing Body may determine; provided that, before any election of a Master, the Governing Body shall determine the stipend of the next Master and the stipend so determined shall not be reduced during the Master's tenure of office without his or her consent given in writing



CHAPTER II  
Appointment, Resignation and Retirement of the Master

1. The Master shall be appointed for a fixed term of five years. The Governing Body may extend the Master's period of office by a further term not exceeding five years; the duration of such further term to be as the Governing Body sees fit. There shall be no further renewal. Any Master who is re-appointed for a second term of five years shall retire not later than the end of the tenth academical year after that in which he or she assumes office.
2. The Master may at any time signify an intention to resign his or her office by notice in writing to the Vice-Master. Except with the consent of the Governing Body not less than three months' notice shall be given of such resignation.
3. The Master shall cease to hold office on election to the Headship or to a Fellowship other than an Honorary Fellowship of any other College, Approved Foundation or Approved Society in the University.

CHAPTER III  
Incapacity or Suspension of the Master

Should the Master at any time become temporarily incapable of performing the duties of his or her office, or during the suspension of the Master under Statute E, his or her functions shall be performed by the Vice-Master, or in the absence of the Vice-Master, by the senior Fellow who is a member of Council.

**STATUTE C**  
**THE COLLEGE OFFICERS**

CHAPTER I  
General Provision

1. The College Offices shall be those of Vice-Master, Senior Tutor, Dean, Bursar, Treasurer, Tutor, Praelector, Secretary of the Governing Body and such other offices as may be established by Ordinance.
2. The College Officers shall receive such stipends and allowances as the Governing Body may determine, on the advice of the Council.
3. The Council shall advise the Governing Body on the conditions upon which a College Officer may be allowed leave of absence under Statute D.IV.2.
4. If any College Officer is unable, owing to leave of absence, illness, or other sufficient cause, to discharge the duties of his or her office, the Council may, if they think fit, appoint a deputy. A deputy so appointed shall receive such remuneration as the Council may determine.
5. Every College Officer shall vacate his or her office at the end of the academical year in which he or she attains the age of 67 years; provided that the Governing Body shall have the power to extend beyond this limit the period office of any College Officer other than the Dean.
6. If any College Officer (not being a person to whom Statute E applies) is charged by the Master, or before the Master by one quarter or more of the members of the Governing Body, with grave neglect of duty, failure to observe the Statutes and Ordinances of the College, or with conduct prejudicial to the interests of the College, the Master shall have power at his or her discretion to suspend such College Officer from his or her duties until the first ensuing meeting of the Governing Body, and the Governing Body shall have power to renew such suspension until such time as the Governing Body shall have decided in accordance with the provisions in Section 7 of this Chapter whether or not to remove the Officer from his or her Office.
7. If, following a charge brought under section 6, the Governing Body are satisfied, after due enquiry, that a College Officer has failed satisfactorily to perform the duties of his or her Office or that other sufficient cause exists, the Governing Body shall have power by a vote, in which not less than two thirds of the members of the Governing Body concur, to remove him or her from his or her office; provided that:-
  - (a) before the Governing Body decides to remove an Officer from his or her office, the Master shall inform him or her in writing of the complaint against him or her and shall give him or her an opportunity to be heard by the Governing Body, to call witnesses and to cross examine witnesses called against him or her and shall allow him or her to be accompanied by a Fellow of the College, or by a qualified solicitor or barrister of his or her choice, who may advise him or her and speak on his or her behalf;
  - (b) a person so removed shall have the right of appeal to the Visitor, and the Visitor or a deputy appointed by him shall have power to confirm, vary or reverse the decision of the Governing Body;
  - (c) nothing in this Statute shall apply to any College Officer to whom Statute E applies.

CHAPTER II  
The Vice-Master

1. The Vice-Master shall be elected from among the Fellows by a vote of the Governing Body. He or she shall hold office for a period of four years and shall be eligible for re-election.
2. The Vice-Master shall vacate his or her office if he or she ceases to be a Fellow of the College.
3. The Vice-Master shall perform the functions of the Master during any absence or illness of the Master. If he or she is required to act for the Master during any period exceeding four weeks he or she shall receive such additional allowance as the Governing Body may determine.
4. The Vice-Master shall perform such other duties as may be assigned to him or her by the Governing Body.
5. The Vice-Master shall take precedence immediately after the Master.
6. During the absence, illness or suspension of the Vice-Master his or her function shall be performed by the Senior Fellow who is a member of the Council.

CHAPTER III  
The Senior Tutor

1. The Senior Tutor shall be appointed by the Governing Body on the recommendation of the Council. He or she shall hold the office for a period of two years and shall be eligible for re-election for periods not exceeding five years at a time.
2. The Senior Tutor shall, if not already a Fellow under Title A, be eligible for election to a Fellowship under Title A, a condition of tenure being that he or she continues to hold the Office of Senior Tutor.
3. The Senior Tutor shall exercise a general supervision over the Tutors of the College and shall be responsible to the Council for matters relating to the education, discipline and welfare of the junior members of the College.
4. The Senior Tutor shall perform such other duties as may be assigned to him or her by the Council.

CHAPTER IV  
The Dean

1. The Governing Body shall appoint a Priest of the Roman Catholic Church in good standing with the Local Ordinary, to be Dean of the College.
2. The Dean shall be appointed in the first instance for a period not exceeding three years and shall be eligible for re-appointment for periods not exceeding five years at a time. His appointment shall end if he ceases to be in good standing as a Priest of the Roman Catholic Church or at the end of the academical year in which he attains the age of 67 years.
3. The Dean shall, if not already a Fellow under Title A, be eligible for election to a Fellowship under Title A, a condition of tenure being that he continues to hold the office of Dean.

4. The Dean shall reside within the precincts of the College or in such place as the Governing Body shall approve, for not less than forty-eight days in every Full Term unless prevented by illness or given leave of absence by the Council.
5. The Dean shall be responsible to the Governing Body for providing for worship in accordance with the current rites and ceremonies of the Roman Catholic Church in the College Chapel. The Chapel shall be open to all members of the University.

#### CHAPTER V The Bursar

1. The Bursar shall be appointed by the Governing Body on the recommendation of the Council and shall be eligible for re-appointment.
2. The Bursar shall be appointed or re-appointed for such periods not exceeding five years at a time as may be specified by the Governing Body on the occasion of each appointment or re-appointment.
3. The Bursar shall, if not already a Fellow under Title A, be eligible for election to a Fellowship under Title A, a condition of tenure being that he or she continues to hold the Office of Bursar.
4. The Governing Body shall, on the recommendation of the Council, determine the conditions and terms of appointment to the office of Bursar.
5. The duties of the Bursar shall be determined by the Governing Body on the recommendation of the Council and, save as provided by Statute C.VI.2, shall include the management of the College property and keeping the College accounts.

#### CHAPTER VI The Treasurer

1. The Treasurer shall be appointed from among the Fellows under Title A by the Governing Body on the recommendation of the Council. He or she shall hold office for a period of two years and shall be eligible for re-appointment for periods not exceeding five years at a time.
2. The Treasurer shall be responsible for implementing the investment policy formulated by the Council, in exercise of powers delegated by the Governing Body under Statute G.I.5.

#### CHAPTER VII The Secretary of the Governing Body

1. The Secretary of the Governing Body shall be appointed from among the Fellows, by the Governing Body on the recommendation of Council. He or she shall hold the office for a period of two years and shall be eligible for re-appointment for periods not exceeding five years at a time.
2. The Secretary of the Governing Body shall give notice of meetings of the Governing Body and of Council and shall keep minutes of the proceedings and decisions of the Governing Body and Council.

#### CHAPTER VIII The Tutors

1. There shall be such number of Tutors as the Governing Body shall from time to time determine.

2. A Tutor shall, if not already a Fellow under Title A, be eligible for election to a Fellowship under Title A, a condition of tenure being that he or she continues to hold the Office of Tutor.
3. The tenure of office of Tutors and their eligibility for re-appointment shall be determined by Ordinance.
4. A Tutor shall perform such duties relating to the education, discipline, health and welfare of the junior members of the College as the Governing Body may from time to time determine.

CHAPTER IX  
The Praelector

1. The Governing Body shall appoint a Praelector on the recommendation of the Council. The tenure of office of the Praelector and his or her eligibility for re-appointment shall be determined by Ordinance.
2. It shall be the duty of the Praelector to present candidates for Degrees and to perform such other duties as the Council may from time to time determine.
3. The Council may appoint one or more Fellows, Emeritus Fellows or Life Fellows to deputise as necessary on specific occasions, in the absence of the Praelector.

**STATUTE D**  
**THE FELLOWS**

CHAPTER I  
Fellowships

1. The Governing Body shall from time to time determine the number of Fellowships to be held under each of the following titles:-

Title A:	Official Fellowships
Title B:	Research Fellowships
Title C:	Professorial Fellowships
Title D:	Extraordinary Fellowships
Title E:	Visiting Fellowships
Title F:	Emeritus Fellowships
Title G:	Life Fellowships

2. The stipends, allowances, privileges and tenure of Fellows under each title shall be determined by Ordinance on the recommendation of the Council.

CHAPTER II  
Election of Fellows

1. Elections and re-elections to Fellowships shall be made by the Governing Body.
2. Subject to the provisions of these Statutes, the initial election of a Fellow shall require concurrence of not less than three-quarters of those Members of the Governing Body present and voting at a meeting at which not less than two-thirds of the Members are present.
3. Subject to the provisions of these Statutes, the initial election under Title A of a Fellow holding his or her Fellowship under another title, or of any former Fellow shall also require the concurrence of not less than three-quarters of those members of the Governing Body present and voting at a meeting at which not less than two-thirds of the members are present.
4. Subject to the provisions of these Statutes, the re-election of Fellows and the election, or re-election, to a Fellowship of any former Master after he or she ceases to hold the office of Master, shall require the concurrence of the majority of those Members of the Governing Body present at a meeting at which not less than two-thirds of the Members are present.
5. Except as provided in Chapter II.8 every Fellow under Title A shall be elected in the first instance for a period not exceeding three years, and shall be eligible for re-election for periods not exceeding five years at a time. Every Fellow under Title B or D shall be elected for a period not exceeding three years, and shall be eligible for re-election for periods not exceeding three years at a time.
6. A Fellow under Title A shall reside during Full Term within the University and shall perform such duties as the Council may from time to time require on behalf of the College, provided that:-
  - (a) the Council may grant leave of absence to a Fellow for travel and research upon such terms as they think fit; and
  - (b) if the Fellow be a University Officer, he or she shall not be required to undertake duties in excess of those permitted by the conditions of tenure of his or her University Office.

7. Fellows under Title B shall pursue research, and shall reside within the University during Full Term unless excused by the Council. They shall comply with such other conditions as may be prescribed by Ordinance.
8. The conditions of tenure under Title C shall be the holding of an office within the term and conditions prescribed by the Statutes of the University for Professorial Fellowships. Under Title C the Governing Body shall have regard to such number of Professorial Fellowships as shall from time to time be allotted to the College under the University Statutes (though they shall not be limited in making elections by this number) and may, subject to the University Statutes, pre-elect any person who has been elected or appointed to such office, so that on assuming his or her University Office he or she shall forthwith become a Fellow under Title C. Any person who is already a Fellow of the College and is appointed to a University Office within the terms and conditions prescribed by the Statutes of the University for Professorial Fellowships shall without re-election become a Fellow under Title C. A Fellow under Title C shall hold his or her Fellowship so long as he or she holds the University Office with which the tenure of that Fellowship is associated.
9. The Governing Body may elect to a Fellowship under Title D any person whom they consider it in the interests of the College to elect. Fellowships under Title D shall be held on such conditions and for such periods as the Council shall determine.
10. Under Title E the Governing Body may elect any person visiting Cambridge on a temporary basis if they consider that he or she is specially fitted academically to be elected a Fellow and that it will be in the interest of the College to elect him or her. Fellowships under Title E shall be held on such conditions and for such periods as the Governing Body shall determine.
11. Fellows or former Fellows who have reached the age specified in Chapter V.4 and have retired from any College or University Office that they held may be elected for life under Title F (provided always that the Governing Body may deprive any Fellow under this title of his or her Fellowship as specified in Chapter VI). They shall enjoy such privileges as the Governing Body may from time to time determine, but shall not be members of the Governing Body or Council.
12. Fellows who qualify under Section 11 and have given outstanding service to the College may be elected for life under Title G. They shall enjoy such privileges, additional to those under Title F, as the Governing Body may from time to time determine, but shall not be members of the Governing Body or Council.

### CHAPTER III Admission of Fellows

1. As soon as may be convenient after an election has been made, the Master, or in his or her absence, the Vice-Master shall convene a meeting of the Fellows and shall call upon the Fellow or Fellows elect to make the following declaration in the presence of the Fellows:-
 

"I, M.N., elected a Fellow of St. Edmund's College, do solemnly declare that I will, so far as in me lies, loyally observe the Statutes and Ordinances of the College and will endeavour to promote the interests and usefulness of the College as a place of education, religion, learning and research."
2. After making this declaration, the Fellow elect shall be admitted to his or her Fellowship by the Master or, in his or her absence, by the Vice-Master.
3. After the Master, the Vice-Master and any former Master, all Fellows, including the holders of Professorial Fellowships, shall preserve their seniority in the order of Fellows on solemn occasions according to their priority of election as Fellows and not

according to their Degrees. Among former Masters seniority shall be determined according to the date of election to the Mastership. A Fellow who by re-election under one or more titles or by change of title has been continuously a Fellow shall take seniority according to his or her original election. Any case of doubt shall be decided by the Master.

#### CHAPTER IV

##### Intermission and leave of absence of Fellows

1. (1) The Council may allow a Fellow whose study or research in the University is interrupted by a cause which they approve, to intermit his or her Fellowship for a period to be determined by the Council. The period of intermission shall not exceed three years and shall not be counted as part of the tenure of the Fellowship.

(2) A Fellow who has been allowed to intermit his or her Fellowship shall not during the period of his or her intermission be a member of the Governing Body, nor shall he or she receive any stipend or emolument or allowance or qualify for any privilege that may be specified in any Ordinance or regulation; provided that the Council shall have power to continue during a period of intermission the payment of any life insurance premium or other superannuation or like payment

2. (1) The Council may grant leave of absence to any Fellow or College Officer, on such terms as they may determine, and shall take into account the provisions in the University Statutes regarding entitlement to leave of absence.

(2) During any period of leave of absence granted under the foregoing sub-section, a Fellow shall not vote at any meeting of the Governing Body or Council other than a meeting summoned for the making or amending of a Statute or for the election of a Master, and except at such meeting shall be deemed not to be a member of the Governing Body or Council.

#### CHAPTER V

##### Resignation and Retirement of a Fellow

1. A Fellow under Title A, B or C shall vacate his or her Fellowship if he or she ceases to fulfil the conditions of tenure of the Fellowship.
2. A Fellow may resign his or her Fellowship by giving written notice to the Master.
3. A Fellow (other than an Honorary Fellow) shall vacate his or her Fellowship on election to the Headship or to a Fellowship (other than an Honorary Fellowship) of any other College, Approved Foundation, or Approved Society of the University.
4. Every Fellow (other than Fellows under Titles F and G) shall vacate his or her Fellowship at the end of the academical year in which he or she attains the age of 67 years; provided that the Governing Body shall have power to extend beyond this limit the tenure of a Fellowship held by a College Officer whose period of office is extended under the provisions of Statute C.I.5.

#### CHAPTER VI

##### Removal of a Fellow

If, after due enquiry, the Governing Body are satisfied that a Fellow has been guilty of grave misconduct the Governing Body shall have power, by a vote in which not fewer than two-thirds of the members of the Governing Body concur, to deprive him or her of his or her Fellowship; provided that:-

(a) before the Governing Body decide to deprive a Fellow of his or her Fellowship, they shall inform the Fellow of the complaint against him or her and shall give the



Fellow an opportunity to be heard by the Governing Body, to call witnesses, and to cross-examine witnesses called against him or her, and shall allow the Fellow to be accompanied by a Fellow of the College, or by a qualified solicitor or barrister, of his or her choice, who may advise him or her and speak on his or her behalf;

(b) a Fellow so deprived of his or her Fellowship shall have the right of appeal to the Visitor, and the Visitor, or a deputy appointed by him, shall have the power to confirm, vary or reverse the decision of the Governing Body.

#### CHAPTER VII Notification of Fellows

Every Fellow shall register with the Secretary of the Governing Body a place of address to which all notices intended for him or her are to be sent. 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 his or her registered address. If any Fellow fails to register an address it shall be sufficient that such notice be addressed to him or her at the College.

#### CHAPTER VIII Honorary Fellows

1. The Governing Body may at any meeting, by a resolution passed with the concurrence of not less than three-quarters of the members present and voting, elect to an Honorary Fellowship any person of distinction, or any person who has done good service to the College or the University. A former Master may be elected by a simple majority. The Governing Body may terminate the tenure of an Honorary Fellowship, by a resolution passed with the concurrence of not less than three-quarters of the Members present.
2. An Honorary Fellow shall not be a member of the Governing Body nor shall he or she receive any emolument. He or she shall enjoy such privileges and amenities as the Governing Body shall from time to time determine.

#### CHAPTER IX Bye Fellows

1. The Governing Body may at any meeting, by a resolution passed with the concurrence of not less than three-quarters of the members present and voting, elect as a Bye Fellow any other person whose election shall appear to the Governing Body to be in the interests of the College.
2. The tenure of a Bye Fellow shall be for such a period and subject to such conditions as the Governing Body shall in each case determine. Such a Fellow shall not be a member of the Governing Body or Council. A Bye Fellow may be re-elected by a simple majority. The Governing Body may terminate the tenure of a Bye Fellowship, by a resolution passed with the concurrence of not less than three-quarters of the Members present.

#### CHAPTER X Fellow Commoners

The Governing Body may at any meeting, by a resolution passed with the concurrence of not less than three-quarters of the members present and voting, elect as a Fellow Commoner for such period as they think fit any person who engages in some special research or other activity approved by the Governing Body. A Fellow Commoner shall have such emoluments and privileges as the Governing Body may determine. A Fellow Commoner may be re-elected by a simple majority. The Governing Body may terminate the tenure of a Fellow Commoner with the concurrence of not less than three-quarters of the members present.

**STATUTE E**  
**ACADEMIC STAFF**

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

(2) In this Statute any reference to "academic staff" is a reference to persons to whom this Statute applies.
4. (1) For the purposes of this Statute the following terms have the meanings specified: "dismiss" and "dismissal" refer to dismissal of a member of the academic staff and
  - (a) include remove or, as the case may be, removal from office; and
  - (b) in relation to employment under a contract, shall be construed in accordance with section 55 of the Employment Protection (Consolidation) Act 1978

(2) "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 Chapter III to be such as to render the person convicted unfit for the execution of the duties of 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 Chapter IV.
- (3) 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 provision of the Articles of Association in force on the date on which the instrument making these modifications was approved under sub-section (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 any other Statutes:-
- (a) Provided that Chapter III, Chapter IV and Chapter 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 sub-section (9) of section 204 of the Education Reform Act 1988.
  - (b) Provided also that disciplinary proceedings in relation to anything done or omitted to be done before that date may continue or be instituted after that date under the relevant 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 Chapter III 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 reference to numbered Chapters, sections and sub-sections are references to Chapters, 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 any Ordinance 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 himself or herself involved in the matter in question, the Governing Body may appoint an alternate to act in his or her place under procedures prescribed by an Ordinance made under this Statute.

## CHAPTER II Redundancy

- 1. This Chapter enables the Governing Body, as the appropriate body, to dismiss any member of the academic staff by reason of redundancy.
- 2. (1) Nothing in this Chapter shall prejudice, alter or affect any rights, powers or duties of the College or apply in relation to a person unless:-
  - (a) his or her appointment is made, or his contract of employment is entered into, on or after 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.
- 3. (1) The Governing Body shall be the appropriate body for the purposes of this Chapter.
- (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.
- 4. (1) Where the Governing Body has reached a decision under Chapter II, Section 3(2):-
  - (a) it may itself decide to select the requisite members of the academic staff for dismissal by reason of redundancy if such a course satisfies the guiding principles set out in Chapter 1, Section 1; or
  - (b) 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

- (i) to select and recommend the requisite members of the academic staff for dismissal by reason of redundancy; and
  - (ii) to report their recommendations to the Governing Body.
- (2) The Governing Body shall either approve any selection recommendation made under Sub-Section (1)(b)(i), 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; 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.
5. (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:-
- (4) (a) a summary of the action taken by the Governing Body under this Chapter;
  - (b) an account of the selection procedure 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 Chapter V of this Statute; and
  - (d) a statement indicating when the intended dismissal is to take effect.

### CHAPTER III Discipline, Dismissal and Removal from Office

1. (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 for the purposes of section 2.
2. (1) If there has been no satisfactory improvement following a written warning given under section 1, 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 3 may be made to the Master.
    - (2) To enable the Master to deal fairly with any complaint brought to his or her attention under sub-section (1) he or she shall institute such enquiries (if any) as appear to him or her to be necessary.
    - (3) If it appears to the 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 he or she considers that the College might otherwise suffer significant harm, suspend the person concerned from the performance of his or her duties without loss of emolument.
    - (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 in the light of all the available material and may dismiss the matter summarily, or issue a formal warning to the person concerned, or determine that the matter should be considered by a Disciplinary Committee appointed under Section 3.
  3. If the Master has determined that the matter should be considered by a Disciplinary Committee, the Governing Body shall at his or her 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 his or her 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 his or her duties without loss of emolument.
  4. 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, any person responsible for originating the charge (whether by making a complaint to the Governing Body or otherwise), and any person who has been involved at an earlier stage in considering the charge or charges.

5. (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.
6. 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 him or her are entitled to be present;
  - (c) that witnesses may be called, both on behalf of the person charged and by the person presenting the charge, and may be questioned concerning any relevant evidence;
  - (d) that no new witness or documentary evidence may be introduced by the person presenting the charge without the Committee's consent, which shall not be given save for good reason, and that if late introduction is allowed, the member of the academic staff shall be allowed an adjournment sufficient to allow him or her to consider and respond to the new evidence; and
  - (e) that any charge is heard and determined as expeditiously as is reasonably practicable.
7. (1) The 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 Chapter V (Appeals) accompanies each copy of its decision sent to a party to the proceedings under this Section.

8. (1) If the charge or charges are upheld and the Disciplinary Committee finds that the members 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 of the academic staff concerned.
- (2) If the charge or charges are upheld, other than where the Master has decided under sub-section (1) to dismiss the member of the academic staff concerned, the action available to the Master after consulting the Governing Body (not comprising a greater penalty than that recommended by the Disciplinary Committee) may be:-
  - (a) to discuss the issues raised with the member concerned; or
  - (b) to advise the member concerned about his or her future conduct; or
  - (c) to warn the member concerned; or
  - (d) to suspend the member concerned for such period as the Master shall think fair and reasonable, provided that the suspension shall not extend beyond three months after the date on which the Governing Body shall have considered the Disciplinary Committee's decision; or
  - (e) to 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) to combine any of the courses of action specified above.
9. (1) Any reference in section 8 to the Master shall include a reference to an officer acting as his or her delegate
- (2) Any action taken by the Master or his or her delegate shall be confirmed in writing.

#### CHAPTER IV Removal for Incapacity on Medical Grounds

1. (1) This Chapter makes separate provision for the assessment of incapacity on medical grounds as a good cause for dismissal or removal from office.
- (2) In this Chapter references to medical grounds are references to capability assessed by reference to health or any other physical or mental quality.
- (3) In this Chapter references to the appropriate officer are references to the Master or an officer acting as his or her delegate to perform the relevant act.
- (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.
2. (1) Where it appears that the removal of a member of the academic staff on medical grounds should be considered, the appropriate officer:-
  - (a) shall inform the member accordingly; and
  - (b) shall notify the member in writing that it is proposed to make an application to the member's doctor 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 his or her duties without loss of emolument.
- (2) If the member agrees that his or her removal on these 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 nominated by the Governing Body; one person nominated by the member concerned or, in default of the latter nomination, by the Master; and a medically qualified chairman jointly agreed by the Governing Body and the member or, in default of agreement, to be nominated by the President of the Royal College of Physicians, London.
- (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 himself or herself, 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 as expeditiously as is reasonably practicable.
- (5) The Board may require the member concerned to undergo medical examination at the College's expense.
3. 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.

## CHAPTER V Appeals

1. This Chapter establishes procedures for hearing and determining appeals by members of the academic staff who are dismissed or under notice of dismissal or who are otherwise disciplined.
2. (1) This Chapter 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 Chapter II;
  - (b) to appeals arising in any proceedings, or out of any decisions reached, under Chapter III other than appeals under Section 1 (appeals against disciplinary warnings);

- (c) to appeals against dismissal otherwise than in pursuance of Chapter II or Chapter III;
  - (d) to appeals against disciplinary decisions otherwise than in pursuance of Chapter III;
  - (e) to appeals against decisions reached under Chapter IV; and
  - (f) to appeals arising in any proceedings, or out of any decision reached, under Chapter VII, including appeals against decisions reached in pursuance of Section 9 and "appeal" and "appellant" shall be construed accordingly.
- (2) No appeal shall however lie against:-
- (a) a decision of the Governing Body under Chapter II, Section 3(2);
  - (b) the findings of fact of a Disciplinary Committee under Chapter III, or of a Tribunal under Chapter 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 Chapter IV, Section 2(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 Chapter references to "the person appointed" are references to the person appointed by the Governing Body under Section 5 to hear and determine the relevant appeal.
- (4) The parties to an appeal shall be the appellant and the Vice-Master and any other person added as a party at the direction of the person appointed.
3. A member of the academic staff shall institute an appeal by serving on the Vice-Master, within the time allowed under Section 4, notice in writing setting out the grounds of the appeal.
4. (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 Vice-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 Vice-Master outside the twenty-eight day period the person appointed under section 5 shall not permit the appeal to proceed unless he or she considers that justice and fairness so require in the circumstances of the case.
5. (1) Where an appeal is commenced under this Chapter the appeal shall, subject to the provisions of Section 4(3) and sub-section (3) of this Section, be heard and determined by a person appointed by the Governing Body in accordance with Ordinances made under this section.
- (2) A person appointed under sub-section (1) above shall be a person who holds or has held judicial office or who is a barrister or solicitor of at least ten years' standing.

- (3) The person appointed shall sit alone unless he 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.
6. (1) The procedure to be followed in respect of the preparation, consolidation, hearing and determination of appeals shall be that set out 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 his or her 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 him or her, are entitled to be present and, with the consent of the person or persons hearing the appeal, to call witnesses;
  - (c) that full and sufficient provision is made for postponements, adjournments, dismissal of the appeal for want of prosecution and for the correction of accidental error; 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 Chapter 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 Chapter III for re-hearing by a differently constituted Disciplinary Committee to be appointed under that Chapter; or
  - (c) remit an appeal from a decision of the appropriate officer under Chapter IV for further consideration as the person or persons hearing the appeal may direct; or
  - (d) remit an appeal by the Master arising under Chapter VII for re-hearing or reconsideration by the same or by a differently constituted Tribunal to be appointed under that Chapter; or
  - (e) substitute any lesser alternative penalty that would have been open to the Master following the finding by the Disciplinary Committee who heard and pronounced upon the original charge or charges.

7. The person appointed shall send the reasoned decision on any appeal including any decision reached in exercise of his or her powers under Section 6(3)(a), (b), (c) or (d), on any appeal together with any findings of fact different from those come to by the Governing Body as the appropriate body under Chapter II or by the Disciplinary Committee under Chapter III, as the case may be, to the Master and to the parties to the appeal.

## CHAPTER VI Grievance Procedures

1. The aim of this Chapter is to settle or redress individual grievances promptly, fairly and so far as may be, within the relevant area by methods acceptable to all parties.
2. The grievances to which this Chapter applies are ones by members of the academic staff concerning their appointments or employment where those grievances relate:-
  - (a) to matters affecting themselves as individuals; or
  - (b) to matters affecting their personal dealings or relationships with other staff of the College not being matters for which express provision is made elsewhere in this Statute.
3. (1) If other remedies within the relevant area have been exhausted the member of the academic staff may raise the matter with the Master.
  - (2) If it appears to the Master that the matter has been finally determined under Chapters III, IV or V or that the grievance is trivial or invalid, he may dismiss it summarily, or take no action upon it. If it so appears to the Master he 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 Chapter III;
    - (b) a determination under Chapter IV; or
    - (c) an appeal under Chapter Vhe or she shall defer action upon it under this Chapter 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) he or she shall decide whether it would be appropriate, having regard to the interests of justice and fairness, for him or her to seek to dispose of it informally. If he or she so decides he or she shall notify the member and proceed accordingly.
4. If the grievance has not been disposed of informally under Section 3(4), the Master shall refer the matter to a Grievance Committee for consideration.
5. A Grievance Committee shall comprise three Fellows of the College appointed annually by the Governing Body.
6. 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.

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

## CHAPTER VII Removal of the Master from Office

1. Any six members of the Governing Body may make a complaint to the Vice-Master seeking the removal of the Master from office for good cause.
2. The Vice-Master 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.
3. 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.
4. A complaint referred to the Tribunal shall be dealt with in accordance with the procedure prescribed in Chapter III, Sections 3 to 7, provided that the Vice-Master shall perform any duty and exercise any power there assigned to the Master, and that for the purposes of this Chapter references in those Sections to a Disciplinary Committee shall be construed as referring to the Tribunal.
5. 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 Vice-Master. The Tribunal shall draw attention to the period of time within which any appeal should be instituted by ensuring that a copy of Chapter V of this Statute accompanies the notification of its decision sent to the Master.
6. If the Tribunal finds that the complaint constitutes good cause for dismissal, the Vice-Master after consulting the Governing Body, may dismiss the Master.
7. The Master may institute an appeal against the findings of a Tribunal by serving on the Vice-Master 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 document 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.
8. An appeal commenced under Section 7 shall be heard in accordance with the provisions of Chapter V of this Statute and the procedure set out in Sections 6 and 7 of Chapter V shall be followed provided that the Vice-Master shall perform any duty and exercise any power there assigned to the Master.

9. For the purpose of the removal of the Master for incapacity on medical grounds, the provisions of Chapter IV and Chapter V shall have effect, provided that the Vice-Master shall perform any duty or exercise any power there assigned to the Master.
10. For the purposes of this Chapter, references to the Vice-Master shall, if the Vice-Master is not in residence, or is incapacitated by illness or otherwise, be construed as referring to the senior Fellow in residence.

**STATUTE F**  
**MEMBERSHIP RESIDENCE AND DISCIPLINE**

CHAPTER I  
Membership and Residence

1. Subject to the provisions of this Statute, the Governing Body shall have power to make Ordinances under which persons may be admitted and may remain as members of the College; provided that the College shall be subject to such special rules as the University may from time to time determine for the admission and presentation of candidates for degrees.
2. The junior members of the College shall be those members other than any Fellows and College Officers, who are pursuing a course of study or research as candidates for a degree or other qualification of the University or another university.
3. No person shall be permitted to come into residence as a junior member of the College until he or she has satisfied such conditions of admission to the University as are prescribed by the University and/or such other conditions as the Council may impose.

CHAPTER II  
Discipline

1. Junior members of the College shall observe the Statutes and Ordinances of the College and shall conform to such orders and regulations for the good government of the College as may be made from time to time by the Council or by the Master, or the Senior Tutor, or when necessary by other Fellows in the proper discharge of their duties.
2. There shall be a Board of Discipline of the College whose composition and method of appointment shall be determined by Ordinance.
3. If any junior member of the College fails, in the opinion of the Master, or the Senior Tutor, to observe any Statute or Ordinance of the College, or to conform to any order or regulation as prescribed in Section 1 of this Chapter, or is guilty of any conduct prejudicial to the discipline or good order of the College, or fails to make satisfactory progress in his or her studies or fails to pay his or her fees or other College dues by such date as the Council may stipulate, the case shall be referred by the Master or the Senior Tutor to the Board of Discipline. The Master or Senior Tutor may require the junior member concerned to go out of residence until the matter has been considered by the Board.
4. When a case has been referred to the Board of Discipline, the Master or the Senior Tutor shall formulate a charge or charges to be brought before the Board, and shall send written notice of the charge or charges, not less than seven days before the date arranged for a hearing, to the Chairman of the Board and to the person charged, together with any written evidence to be considered by the Board.
5. The Board of Discipline shall have power to regulate their own proceedings except in so far as rules of procedure may be determined by Ordinance; provided that any junior member who is charged with an offence under Section 3 shall:-
  - (a) be fully apprised of the nature and circumstances of the offence with which he or she is charged;
  - (b) be given reasonable opportunity of being heard;
  - (c) have the right to call witnesses and to question witnesses upon whose evidence the case against him or her is based; and

- (d) have the right to be accompanied by a member of the College, or by a solicitor or barrister, of his or her choice, who may advise him or her and speak on his or her behalf.
6. If after due enquiry the Board are satisfied that a junior member of the College has failed to observe any Statute or Ordinance of the College, or to conform to any order or regulation as prescribed in Section 1 of this Chapter, or is guilty of any conduct prejudicial to the discipline or good order of the College, they shall have power to impose any of the following sentences, either singly or in combination:-
- (a) deprivation or suspension of membership of the College;
  - (b) rustication;
  - (c) deprivation or suspension of any College studentship or other award or of the emolument thereof;
  - (d) a fine;
  - (e) any sentence considered by the Board to be lighter or may resolve not to impose any sentence.
7. A person sentenced by the Board of Discipline shall have a right of appeal to the Council, whose decision shall be final.
8. The powers assigned to the Master and the Senior Tutor in this chapter may be exercised by deputies appointed by them to act on their behalf.



**STATUTE G  
FINANCE**

**CHAPTER I**

Investment and Application of Capital Moneys

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 formulating and pursuing an investment policy the College shall consult a stockbroker or investment advisor of at least ten years' standing.
3. 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 his own benefit, could exercise or carry out.
4. The powers conferred by this Chapter shall apply to all endowments, land, securities, property, and funds of the College and of any specific trust for purposes connected with the College of which the College is trustee provided that such powers shall not extend to the funds of a specific trust constituted after the date of the Charter.
5. The powers conferred by this Chapter may be specifically delegated by the Governing Body to the Council or a College Officer as necessary.

**CHAPTER II**

Power to Accept Endowments

The Governing Body may accept endowments for any purpose in furtherance of the interests of the College as a place of education, religion, learning and research. The Governing Body may make Ordinances giving effect to the wishes or suggestions of donors recorded in writing (whether such as to create a trust or not) regarding the application of such endowments or any place or emolument supported thereby; provided that no such Ordinance shall derogate from any obligations of the College under the University Statutes.

**CHAPTER III**

Annual Statements of Accounts and Audit

1. Subject to the University Statutes, the accounts shall be kept in such form as the Governing Body may from time to time determine and shall indicate liability for such sums as may, in accordance with the University Statutes, be levied from the College.
2. The accounts shall be closed each year on the 30th June or, exceptionally, at such date as the Governing Body may determine and shall be audited forthwith.
3. The Kitchen accounts and statistics shall be kept in such form as may be laid down in the Statutes and Ordinances of the University and the Bursar shall present them to the Governing Body together with such other statistics as the Council may from time to time require.
4. The Council shall in each year appoint one or more qualified auditors to audit the College accounts. The auditors shall give such certificates as are required by the University Statutes in respect of the accounts and sign the same, or shall state to the Council their reasons for withholding the certificates. No person shall be considered to

be a duly qualified auditor unless he or she is a professional accountant or actuary, not being a Fellow.

5. The Governing Body shall appoint two Fellows other than the Bursar and Treasurer as College Inspectors of Accounts to examine the College accounts after the audit and to report their findings to the Governing Body.
6. At least a week before the Audit Meeting of the Governing Body, the Bursar shall send to all members of the Governing Body:-
  - (a) a copy of the College accounts;
  - (b) any reports by the auditors;
  - (c) any other reports submitted by the Council; and
  - (d) a report by the College Inspectors of Accounts on the general state of the College accounts.
7. Copies of the accounts shall be accessible to members of the Governing Body at all reasonable times and any member of the Governing Body shall be entitled to inspect the full accounts of the receipts and payments in any College account.
8. Following the closing of the accounts, a statement of the accounts, in the general form and within the time prescribed by the University, shall be sent together with the auditors' certificates, to the appropriate authority in the University.

#### CHAPTER IV

##### The College Seal and Muniments of the College

1. The Bursar shall be responsible for the safe custody of the Common Seal and of the muniments of the College.
2. The Common Seal shall not be affixed to any document without the sanction of the Governing Body except for any class or classes of document in respect of which the Governing Body have given authority in advance. The Bursar shall ensure that a record is kept of documents sealed and ensure that each sealing is reported to the Governing Body.
3. The Common Seal shall not be affixed to any document except in the presence of the Master (or in his or her absence the Vice-Master or a deputy appointed by the Council), and two other members of the Governing Body.

**STATUTE H**  
**THE STATUTES**

**CHAPTER I**

Interpretation and Invalid Proceedings

1. In any Statute or Ordinance:-
  - (a) the term "the College" shall mean St. Edmund's College, Cambridge;
  - (b) "the University" shall mean the University of Cambridge;
  - (c) the terms "Term" and "Full Term" shall have such meaning as shall be determined by or under the Statutes and Ordinances of the University;
  - (d) the Governing Body may define from time to time what constitutes "residence" for the purposes of these Statutes, and may adopt different definitions for different purposes;  
the term "junior member" shall mean a junior member in residence;
  - (e) the term "Degree" shall mean Degree of the University unless in any Statute or Ordinance that meaning is expressly or by necessary implication excluded.
2. If any question arises as to the interpretation of any of these Statutes, it shall be considered by the Council whose views will be taken into account by the Governing Body in reaching a decision at their next meeting; provided that any person affected by such decision shall be entitled within thirty days of its promulgation by the Governing Body to appeal to the Visitor.
3. Within thirty days of doing any act, including an election, by any person or body having power to act under these Statutes, representation is made in writing by any member of the Governing Body to the Master that there has been a contravention of these Statutes or the Ordinances, the Master shall enquire into the matter. The Master shall either declare that there has been no contravention, or that there has been a contravention and the said act is of no effect; or, if the Master is of the opinion that any irregularity has not affected the result, that the validity of the act is not affected by such contravention. If the Master has not announced his or her decision within twenty days after receipt of the representation, or if a majority of the Fellows is dissatisfied with the Master's decision, they may within one week appeal in writing to the Visitor, whose decision shall be final. If there is no such appeal, the decision of the Master shall be final.
4. No act shall be invalid by reason of the fact that there has been a contravention of these Statutes or the Ordinances, unless there has been a representation in writing as aforesaid within thirty days of the doing thereof. No act shall be invalid by reason of the fact that any person taking part in the act and chosen in the manner prescribed or authorized by the Statutes or Ordinances to be the person or a member of the body authorized to act, was not qualified to be so chosen.
5. Except as may otherwise be expressly provided by Statute or Ordinance, all elections and other matters put to the vote at a meeting of any body constituted in the College by or under Statute shall be decided by the votes of a majority of the members present and, in the event of an equal division of votes, the chairman shall have power to give a second or casting vote or to adjourn the consideration of the question.
6. Subject to provisions of these Statutes the Council may by Ordinance determine the number of members of any Committee or body of the College that will constitute a quorum.

CHAPTER II  
Alteration of the Statutes

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

CHAPTER III  
Commencement and Initial Provisions

1. These Statutes shall take effect on the day following the date of the Charter.
2. These Statutes shall apply to the first Master and the first Fellows of the College provided that:-
  - (a) the first Fellows shall enjoy the same tenure and seniority as Fellows of the College as they enjoyed as Fellows of the Company;
  - (b) the first Fellows shall continue to hold such offices as they held while Fellows of the Company, and the tenure of those offices and the stipends attached to them shall not be modified except with their consent;
  - (c) similar provisions shall apply mutatis mutandis to the first Master.
3. The Governing Body shall, as soon as may be after the coming into effect of these Statutes, determine as regards each of the Fellows of the College who are appointed by the Charter, under which Title of Fellowship he or she is deemed to hold his or her Fellowship.
4. The first Master and the first Fellows shall be deemed to have made the respective declarations required by Statutes B.I and D.III as soon as these Statutes come into effect.