# ORDINANCES OF MURRAY EDWARDS COLLEGE

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The Governing Body

Ordinance 1 – Procedures of the Governing Body

Statute III
Council Minute 84/182

NOTES: The Governing Body shall consist of the President and all the Fellows of the College other than Emeritus Fellows or Honorary Fellows. It does not include Bye-Fellows or Foundation Fellows who are special classes of members of the College.

The Governing Body shall meet regularly in accordance with the Statutes of the College. Its primary role shall be (a) to determine broad issues of College policy and (b) to be the repository of residual powers and final authority in matters of government of the College.

Statute III sets out provisions regarding meetings of the Governing Body and these Rules are ancillary to those provisions.

The Statutes do not require resolutions on all matters but where Governing Body wish for matters of substance to be put forward for resolution, they shall be done so in accordance with Statute III.8(i).

1. For each meeting of the Governing Body, the President shall cause an Agenda to be circulated to all Fellows, together with such briefing papers as are required to elucidate the agenda items. Such Agenda shall include an item headed ‘Matters arising out of Council Minutes’. Any member of the Governing Body shall be entitled to raise under this heading matters of policy arising out of the Minutes of the meeting or meetings of Council held since the last meeting of the Governing Body. Where possible, advance notice should be given to the President of matters of substance intended to be raised.

2. Full minutes shall be made of each meeting of the Governing Body and shall be distributed to all members of the Governing Body. The President shall cause a Minute Book to be kept, together with copies of all briefing papers, in accordance with (a) Data Protection legislation or (b) any undertakings agreed with third parties. Minutes shall be formally approved and signed by the President, Vice-President or presiding Fellow (as appropriate) at the next following meeting of the Governing Body.

3. Meetings shall last no more than two hours, except that the Governing Body may vote to extend a meeting by a simple majority vote. If appropriate, the meeting may be adjourned.

The Council

Ordinance 2 – Elections to Council

Statutes III & IV
Council Minutes 73/52, 87/117, 94/122, 97/91, 11/67

1. Elections to the Council of members of the Governing Body shall be held annually in the second half of the Easter Term.

1 In addition, the President may call informal Fellows' Meetings which take place from time to time, primarily to allow an exchange of views and general discussion, and which have no basis in Statute.
2. Members shall be elected to hold office for three years from the first day of October following the election. Retiring members of the Council who have served three years shall not be eligible for re-election. Members retiring from casual vacancies shall be eligible for re-election although no member may serve more than three years at a time.

3. Council members taking Sabbatical Leave in the forthcoming academic year for more than one term shall retire with effect from the first of October, but shall be eligible to stand at the election held in the following Easter Term.

4. Any member of the Governing Body, not being a continuing or retiring member of the Council, who does not wish to stand for election shall notify the President at least three clear days before the election stating their reasons, and these names shall be circulated to Governing Body two days before the election. Members of the Governing Body shall not normally be allowed to exempt themselves for more than 2 consecutive years.

5. The procedure for the election shall be that prescribed in the Ordinance on Single Transferable Vote Regulations of the University of Cambridge for the time being, except as otherwise stipulated below.

6. The Bursar shall be the Returning Officer and she or he shall arrange for a ballot box to be available in the Bursary for not less than five hours on the day of the election.

7. Where a member of the Governing Body wishes to vote by proxy, he or she shall provide another member of the Governing Body with a written authorisation to vote on his or her behalf, to be presented to the Returning Officer. Alternatively, email votes can be sent to the College Administrator, who will anonymise them for presentation to the Returning Officer.

8. Council may appoint up to two members of Governing Body as Tellers to assist the Returning Officer in the performance of his or her duties.

9. Where the University Regulations call for the use of lots, the Returning Officer shall make use instead of an ordering established at the outset of counting. The basis for this shall be the number of first preference votes for each candidate, with equality of these being resolved according to the number of second preference votes, equality between these being resolved according to the number of third preference votes, and so on. The relative order of candidates with equal numbers of votes at all levels shall be determined by lot.

10. The Returning Officer shall circulate the result of the election to Governing Body not later than 12.00pm on the day after the ballot.

11. When a casual vacancy on Council is filled at the same election as for regular vacancies, the Fellow credited with a higher number of votes at any stage of the count shall be deemed to be elected at an earlier stage and allocated to a vacancy accordingly.

**Ordinance 3 – Casual Vacancies on the Council**

Statutes III & IV  
Council Minutes 73/52, 87/117

1. When a casual vacancy occurs, the President shall circulate a notice to all members of the Governing Body indicating a date for an election, agreed by Council, to fill the vacancy.
2. The procedure for an election to a casual vacancy shall be in all respects the same as for annual Council elections.

3. A casual vacancy shall, *inter alia*, be deemed to have occurred whenever a member of the Council resigns or takes sabbatical leave lasting more than one term.

**Ordinance 4 – Procedure for Election of Junior Members to the Council**

Statute IV
Council Minutes 72/67, 81/22

1. Members of Council being resident members of the College in *status pupillari* shall be the President for the time being of the Murray Edwards College Student Union and the President for the time being of the Murray Edwards College MCR elected according to their constitutions, and shall hold office from the time of their election. Each member in *status pupillari* shall appoint another member to act as an alternate.

2. In the event of a casual vacancy of a member in *status pupillari* from the College Council, a by-election shall be held in accordance with the constitutions of the Murray Edwards College Student Union and the Murray Edwards College MCR.

**Ordinance 5 – Attendance of the Director of Development at the Council**

Council minute 14/140

The individual holding the post of Director of Development for the time being, if not otherwise elected to the Council as a member of the Governing Body, shall be an observer with rights of audience at all meetings of the Council.

**Ordinance 6 – Staff Observers on the Council**

Statute IV
Council minute 14/66i

1. Two staff members shall be elected by the staff of the college, who are not also fellows of the college, from staff of the college, who are Line Managers of the college and who are not also fellows of the college, to act as Staff Observers on the Council for a period of up to three years each.

2. A Staff Observer shall:
   i) Receive all papers related to and attend discussion of all items of unreserved business of the Council;
   ii) Be invited to comment on any items of unreserved business of the Council;
   iii) In so doing, seek to represent to the Council the views of all College staff, and not those of any individual department;
   iv) Regularly inform other staff members of the unreserved business of the Council and its associated decisions as appropriate; and
   v) Immediately cease to be Staff Observer or enjoy any of the rights or be subject to any of the obligations arising under this clause upon: resignation from or other termination of
employment with the college; or in the event of absence through sickness or otherwise for a period of more than three months.

3. Staff Observers shall not:
   i) Be voting members of the Council, such that it is intended that they will not be charity trustees for the purposes of the Charities Act 1993;
   ii) Receive papers related to or attend discussion of items of reserved business of the Council, although the topics of such business may be made available to them.

4. Temporary provision. Subsequent to the first election of Staff Observers one of the Staff Observers may be invited to continue for a fourth year.

**Ordinance 7 – The Use of the Common Seal**

**Statute V**

Council Minute 72/92

1. A book containing a record of sealings shall be kept by the Bursar. The book shall be available for inspection by any member of Governing Body.

2. The Common Seal shall not be affixed to any writing or document which shall not previously have received the assent of the Council except for the following classes of document for which the authority of the Council has been given in advance:
   i) for the purchase and disposal of land and real property which has been approved by the Council;
   ii) for the sales and purchases of stocks and shares which the Bursar has authority to undertake or which the Finance Committee has expressly or by delegated authority approved;
   iii) for standard forms of agreement and deeds of assignment with the University Superannuation Scheme and Cambridge Colleges’ Federated Pension Scheme, where the need arises out of Council approvals;
   iv) for the transfer to the College of shares comprising a gift of which the acceptance has been approved by the Council.

**The Committees**

**Ordinance 8 – College Strategic and Standing Committees**

**Statute IV.3 (iv)**

Council Minutes 79/91, 82/138, 82/162, 84/133, 96/8, 96/154, 05/73, 05/135, 05/158, 06/171, PC07/2, 10/171

1. There shall be Strategic Committees and they shall have Standing Committees reporting to them as detailed in the Schedule (Appendix I to the Ordinances).

2. To ensure the good and efficient administration of the College’s affairs, annually at a meeting in the Easter Term, the Council shall review the requirement to appoint, alter or disband committees and to delegate, alter or revoke powers to be exercised by them.

3. The membership of Committees set up by the Council shall be detailed in a schedule to be issued by Council annually. Fellows or College Officers shall be appointed by the Council at a meeting in the Easter Term, normally to serve for three years from the following October. Casual vacancies
may be filled at the discretion of the Council for the remainder of the term of office of the members being replaced.

4. Representatives of the Murray Edwards College MCR (the MCR) shall be elected by the MCR to hold office from the date of their election. Representatives of the Murray Edwards College Student Union (MECSU) shall be members of committees ex officio by virtue of the nature of the office they hold in MECSU and shall become members of the relevant committees from the date of their election.

The President, Acting President, Officers and Fellows

Ordinance 9 – Election of Acting President

Statute X
Governing Body 22nd April 2014, minute 3.3

1. In the event of incapacity of the President for reasons of absence or illness, or during a period of vacancy, the Vice-President will immediately call a meeting of electors to begin the process of electing an Acting President. This process should take place if the period of absence is expected to, at the outset, to be more than one month, or, if it becomes clear after a short period that the President will be unavailable for longer than one month.

2. Any existing role description or person specification will be reviewed and amended by the Governing Body, if necessary.

3. All member of the Governing Body or Fellows Emeriti will be eligible for election.

4. A small panel will be immediately established, chaired by the Vice-President (or, if the Vice-President is standing for election, then the most senior Fellow). The panel will accept nominations from Governing Body (each seconded), will meet to interview candidates informally and prepare a report for Governing Body. Governing Body will determine whether to ask for a brief presentation from each of the candidates before proceeding to election.

5. The Vice-President (or Senior Fellow, as above) will oversee the election process by ballot.

6. The Acting President will hold office for no more than one calendar year. Should it become necessary for the Acting period to continue longer, the Vice-President will bring the matter back to Governing Body for its discussion on whether to continue or re-elect.

7. In cases where the President is expected to return to the role, she will be consulted throughout the period.

Ordinance 10 – Official Fellows

Statutes XIV & XVI
Council Minute 73/35

1. At the time of the election of an Official Fellow the Council shall declare what is the qualifying office.

2. When a Fellow holds more than one office the College teaching post shall normally be declared by Council to be the qualifying office with which the Fellowship is associated.
3. An Official Fellow shall be resident in accordance with the provisions for the time being under the heading ‘Residence of University Officers’ within the section entitled ‘General Regulations for University Officers’ of Chapter XI of the Statutes and Ordinances of Cambridge University. If a College Officer does not meet these requirements, they must receive leave from Council to reside outside of these provisions.

4. The stipend of an Official Fellow shall be agreed on appointment in accordance with the rates agreed by Council.

5. An Official Fellow shall not in virtue of her or his Fellowship be entitled to a room, or stipend, or to free residence in College.

**Ordinance 11 – Supernumerary Fellows**

*Statutes XIV & XVIII*  
Council Minute 73/35

1. Those eligible to be elected to a Supernumerary Fellowship shall be limited to any person who:
   i) Has an affiliation with or holds a post within the University and its associated bodies
   ii) Holds a post within the College which is not a College Office.

2. In all cases the Council shall decide when electing a Supernumerary Fellow whether the Fellowship Allowance should be paid, the period of tenure, conditions of residence, and any other benefits of the Fellowship not otherwise conforming to the schedule issued under Ordinance 19.

**Ordinance 12 – Research Fellows**

*Statutes XIV & XV*  
Council Minutes 73/35, 75/46, 75/97, 76/106, 80/64, 81/73, 82/138

1. The President shall be the Chair of any committee for the appointment of Research Fellows unless she declines, in which case it shall be the Senior Tutor or other appointee of the Council.

2. A Research Fellow may only be elected:
   i) to pursue a programme of research approved by the Council; or
   ii) to undertake research as a University Officer or as the holder of a grant or stipend from a Research Council or other approved body.

3. A Research Fellow shall be resident in accordance with the provisions for the time being under the heading ‘Residence of University Officers’ within the section entitled ‘General Regulations for University Officers’ of Chapter XI of the Statutes and Ordinances of Cambridge University.

4. Research Fellowships may be stipendiary or non-stipendiary. The stipend of a Stipendiary Research Fellow shall be agreed on appointment in accordance with standard rates agreed by Council. If a Research Fellow has a grant or stipend from another source, the Council may reduce the stipend below the standard rate.

5. Subject to availability, Stipendiary Research Fellows shall be offered single accommodation in College, for which a service charge is payable. Subject to availability, Non-Stipendiary Research Fellows shall be offered subsidised accommodation in College.
6. A Research Fellow, not resident in College or nearby, shall be allocated, if possible, a room or share of a room for study.

7. A Research Fellow may undertake supervision up to six hours per week (120 hours per annum), and receive the supervision fees payable. The permission of the Council must be obtained before undertaking paid work other than that arising under this Ordinance.

8. It shall be a condition of appointment that a Research Fellow shall deliver to the President, by 1 October each year, either a progress report of about 600 words in length or an outline report and copies of published papers, relating to work done during the previous academic year. It shall be a condition of appointment that on termination of the Fellowship, a report of 1,000-2,000 words, covering the work done during the tenure of the Fellowship will be delivered to the President, not later than 3 months after the end of the tenure.

**Ordinance 13 – Emeritus Fellows**

**Statute XX**

Council Minutes 73/35, 81/22, 91/237, 97/156, 05/218, 10/213, 13/183

1. A proposal for the election of an Emeritus Fellow shall be considered at one Council meeting and not decided upon until the next Council meeting.

2. The Council will normally elect to an Emeritus Fellowship under Statute XX2 (ii) only a Fellow who is either retiring under Statute XIX.5 or who has been a Fellow for not less than twenty years, whether continuously or not.

3. The Council shall consider the election to an Emeritus Fellowship of any Fellow leaving after at least ten years’ service to take up a professorial post or equivalent.

4. There shall be no stipend connected with an Emeritus Fellowship.

5. An Emeritus Fellow shall have the use of Common Rooms as available from time to time to Fellows.

6. An Emeritus Fellow shall be entitled to reserve a room in College, if accommodation is available. Applications shall be made to the Events Office and a room provided at the current rate for college guests.

7. An Emeritus Fellow may invite a guest or guests to Dinner in College, charged at the rate for Fellows' guests.

8. Emeritus Fellows shall be invited to all principal public functions of the College to which the Fellowship are invited.

**Ordinance 14 – Honorary Fellows**

**Statute XXI**

Council Minutes 73/35, 81/22

1. There shall be no stipend connected with an Honorary Fellowship.

2. An Honorary Fellow shall have the use of the Common Rooms as available from time to time to
3. An Honorary Fellow shall be entitled to reserve a room in College, if accommodation is available, at the current rate for college guests.

4. Honorary Fellows shall be invited to all principal public functions of the College to which the Fellowship are invited.

**Ordinance 15 – College Lecturers**

Statute XXII
Council Minutes 73/59, 74/98, 75/41, 82/64, 96/237, 97/80, 14/26

1. College Lecturers shall be appointed for the purpose of securing teaching for the college according to need. Appointments shall be made by the Council. College Lecturers may include College Teaching Officers, University Teaching Officers and other Official Fellows who are neither University Teaching Officers nor College Teaching Officers.

2. In relation to College Teaching Officers and Senior College Teaching Officers, this Ordinance is subject to Ordinances 16 (College Teaching Officers) and 17 (Senior College Teaching Officers).

3. The appointment shall be for up to three years in the first instance and may be renewed for further terms not exceeding five years subject to satisfactory performance and teaching needs.

4. Recommendations for appointment shall be supported by suitable information on the teaching and academic credentials of the nominee and the nominee’s record, if any, of teaching for the college.

5. A College Lecturer shall be required to undertake during the academic year the number of hours teaching specified on appointment or as varied subsequently with the agreement of the Council and the Lecturer.

6. Unless the College Lecturer has a Fellowship at another College, or has already been elected to an official fellowship she is eligible for election to a Fellowship.

7. A College Lecturer shall normally be appointed to teach a minimum of 3 hours per week unless she holds another substantial college office or a Fellowship in another college. However, in special circumstances, approved by Council, a College Lecturer may temporarily be permitted to do less than 3 hours teaching a week. A “week” means eight weeks in Michaelmas full term and Lent full term and four weeks in Easter full term.

8. College Lecturers who wish to undertake substantial amounts of paid work not for the College shall obtain the approval of the Council. An adjustment of conditions of appointment and stipend may be required as a condition of approval.

**Ordinance 16 – College Teaching Officers**

Statute XXII

1. College Teaching Officers may be appointed where the Academic Policy Committee determines that there is a need for the relevant post and its recommendation is approved by Council.

2. Appointments to the post of College Teaching Officers shall require, in addition to the
requirements of Ordinance 15 related to appointment:
   a. A period of public advertisement for candidates;
   b. An application supported by a full curriculum vitae, a list of publications and research and further suitable information on the teaching and academic credentials of the candidate, including the candidate’s record, if any, of teaching for the college
   c. An Applications Committee convened by Council, consisting of at least:
      i. the Senior Tutor
      ii. another Fellow in the relevant subject or other senior member of the Academic Policy Committee should there be no other Fellow in the subject; and
      iii. a senior member of the relevant University department or faculty who is not also a member of Murray Edwards College; and
   d. The approval by the Council of the preferred candidate.

3. College Teaching Officers may be required to teach up to 12 hours per week.

4. College Teaching Officers stipend shall be calculated as follows:
   a. 50% of point 49 of the University pay scale or such other higher point as the Council may decide, and
   b. 50% of that amount multiplied by the number of hours of teaching per week agreed with the College, divided by twelve.
   c. The stipend shall be deemed to include the Fellowship Allowance.

5. College Teaching Officers shall be appraised at the end of their first year and no less frequently than at the end of every second year thereafter in the following manner:
   a) The College Teaching Officer shall submit a short report to the President.
   b) The report shall cover three separate areas: research activity, teaching undertaken (including where relevant for a university department) and other professional activity including all additional academic, pastoral and administrative work undertaken on behalf of the College, including where relevant, participation in the Gateway Programme.
   c) On receipt of the report, the President will undertake to meet (normally within a calendar month) the College Teaching officer concerned, with the Senior Tutor, to discuss the report and any issues raised by the appraisee.

**Ordinance 17 – Senior College Teaching Officers**

Statutes XXII
Council Minutes 10/61, 13/145

1. College Teaching Officers with a minimum of five years’ service may apply for a tenured position, to be known as Senior College Teaching Officer, with no fixed term of appointment and paid on the University Lecturer Scale (Points 1-9 on Grade 9 of the University salary scales). Individuals may apply no earlier than one calendar year prior to the terminal date of their appointment, with a view to a decision being taken no later than nine months prior to that date.

2. An application will be considered only if the Academic Policy Committee determines, without reference to the performance of the individual concerned, whether there is a need for the relevant post.

3. An Applications Committee shall be convened by the Academic Policy Committee and approved by Council, consisting of the Senior Tutor, another Fellow in the relevant subject (or other senior member of the Academic Policy Committee should there be no other Fellow in the subject), and
a senior member of the applicant’s faculty who is not also a member of Murray Edwards College. This external member of the committee shall be asked to determine whether the individual applying for a tenured position will be of the standard necessary to be short-listed for a permanent university lectureship at Cambridge. Failure to meet this criterion will normally render the individual concerned ineligible for a tenured CTO position.

4. The Applications Committee charged with considering such cases shall take into account excellence in research and the individual’s contribution to teaching and all other relevant academic, pastoral and administrative activity, particularly within the college.

5. If the Applications Committee recommends that the application is successful, the appointment shall be subject to the approval of Council.

6. Subject to satisfactory appraisal, every second year subject a Senior College Teaching Officers shall be eligible for a salary increment on the pay scale mentioned in paragraph 1.

7. Appraisal of Senior College Teaching Officers shall be carried out in the following manner:
   a) In the Easter term of the academic year in which a Senior College Teaching Officer will be eligible for a salary increment, the Fellow concerned shall submit a short report to the President on their employment over the previous two years.
   b) The report shall cover three separate areas: research activity, teaching undertaken (including where relevant for a university department) and other professional activity including all additional academic, pastoral and administrative work undertaken on behalf of the College, including where relevant, participation in the Gateway Programme.
   c) On receipt of the report, the President will undertake to meet (normally within a calendar month) the College Teaching officer concerned, with the Senior Tutor, to discuss the report and any issues raised by the appraisee.
   d) The outcome of this process shall be reported to Council in due course, with the minuting of the relevant decision specifying where appropriate that the increment had been agreed.

Ordinance 18 – Cyril W. Maplethorpe Fellowship in Biological Sciences

Statute XXII
Council Minutes 85/26, 85/59, 85/109, 85/185, 09/42, 14/16

1. A Fellow, to be known as the Maplethorpe Fellow, shall be appointed to a six-hour College Lectureship with research support of between £15,000 and £20,000 per annum, to be negotiated with the candidate, in accordance with the Trusts associated with the gift of Mrs Margery Maplethorpe.

2. The holder of the Fellowship is subject in all other respects to the Ordinances concerning College Lecturers.

Ordinance 19 – General Provisions Concerning Governing Body Fellows

Statute XIX
Council Minutes 73/35, 10/184, 14/162

1. Seniority of Fellows shall be determined by the date of their election, except in the case of a second or subsequent election where seniority shall be given for each year or part of a year of past Fellowship.
2. The relative seniority of Fellows elected from the same date shall be determined by the date of pre-election; if identical, then by their dates of birth, except that in any cases of identical dates of birth, seniority shall be determined alphabetically.

3. The entitlements for Governing Body Fellows shall be detailed in a schedule to be issued by Council annually, other than Dining Rights granted in accordance with Ordinance 27.

**Ordinance 20 – The Bursar**

Statute XXIV
Council Minutes 84/47, 84/73, 92/162

1. When a vacancy occurs or is due to occur in the office of Bursar Council shall (as soon as the vacancy is notified to it) establish an appointment committee for the office.

2. The appointment committee shall consist of the President, Vice President and four other members of the Fellowship, and shall have the power to co-opt one or more expert advisers as it thinks necessary or appropriate.

3. The appointment committee shall notify in writing all members of the Governing Body of the vacancy, shall seek suitable candidates for the office from inside or outside the College, and shall place public advertisements if considered appropriate. The committee shall interview candidates and shall submit to Council a report on their meetings. This report shall include details of candidates short-listed, and a recommendation of the person, if any, considered to be most suitable for appointment. Council may empower the appointment committee to make the offer of appointment on its behalf.

4. Unless the notice period of the Bursar in a contract of employment stipulates a longer period, the letter of appointment of the Bursar shall require the Bursar to give Council not less than three months’ notice of vacation of her/his office.

**Directors of Studies, Supervisors and Tutors**

**Ordinance 21 – Directors of Studies**

Statute XXII
Council Minutes 76/146, 76/163, 77/9, 77/34

1. The Council shall appoint Directors of Studies as necessary.

2. For a Director of Studies who is a Fellow of the College the appointment shall be for up to three years in the first instance and may be renewed for further terms not exceeding three years subject to satisfactory performance and teaching needs.

3. For a Director of Studies who is not a Fellow of the College the appointment shall be for one year in the first instance, and may be renewed for further terms not exceeding three years subject to satisfactory performance and teaching needs.

4. Directors of Studies shall not normally be responsible for directing the studies of more than 20 students.
Ordinance 22 – Appointed Supervisors

Statute XXII
Council Minute 73/52, 77/33

1. The Council may offer the position of Appointed Supervisor to any person who regularly teaches for the College. An Appointed Supervisor shall normally be required to teach for a minimum of two hours per week, but may be otherwise as determined by the Director of Studies in the relevant subject or by the Senior Tutor.

2. The appointment shall be for one year in the first instance, and may be renewed for further terms not exceeding three years thereafter, subject to satisfactory performance and teaching needs.

3. An Appointed Supervisor shall have no entitlement to a room in College but provision shall be made, as necessary, for teaching in College.

Ordinance 23 – Arrangement for Payments to College Lecturers for Supervision and Review of Contracted Supervision Hours (“stints”)

Council minutes 14/161

1. All supervisions conducted by College Lecturers should be recorded by them in CamCORS in a timely fashion and no later than the end of Full Term each term.

2. Payment for all supervisions conducted by College Teaching Officers (CTOs) whether for Murray Edwards College or for other colleges should be recorded in CamCORS as payable to Murray Edwards College.

3. All supervisions conducted by fellows of the college who are not CTOs, whether for Murray Edwards College students or for students of other colleges, should be recorded in CamCORS as payable to the individual fellow.

4. Except in the case of CTOs fulfilling their stints all supervisions for students of the College paid for by the College shall be made at or shortly after the end of each Full Term, based on details of supervisions for students of the College recorded in CamCORS. Should details be submitted to CamCORS after the end of Full Term, then the college shall have the right to defer payment for supervisions not recorded until the end of the following Full Term.

5. Where the number of hours to be supervised by a College Lecturer has been agreed with the college but the actual number of hours is more or less than the expected number of hours which has been agreed between the College Lecturer and the College there shall be a discussion between that fellow and the Senior Tutor at the end of the Easter Term with a view to determining what action shall be required to ensure that the apparent deficit or excess of hours is managed appropriately for the future.

6. Research Fellows may teach up to six hours per week.

Ordinance 24 – Payment of Premium Rates for Supervisions

Council minutes 14/161

1. For any supervision of students of the College College Lecturers and Appointed Supervisors shall be paid 120% of the standard supervision rates agreed by the Cambridge College Bursars’ committee for supervising students in groups of two. This will also apply to supervisions of students of other Cambridge Colleges to the extent those supervisions reduce or eliminate any shortfall against agreed teaching hours, taken together across a year. The premium shall be paid
termly, by testing the cumulative total of teaching of Murray Edwards College and non-Murray Edwards College students against the individual fellows’ annual contracted hours.

2. Other Fellows in classes A, B, C and D, Emeritus Fellows, and Bye-Fellows shall be paid 120% of the standard supervision rates agreed by the Cambridge College Bursars’ committee for any supervision of students of the College.

**Ordinance 25 – Appointment of Tutors**

**Statute XXIII**

Council Minutes 84/47, 84/73, 02/14, PC02/1

1. When a vacancy occurs or is due to occur in any of the offices of Senior Tutor, Admissions Tutor or Executive Graduate Tutor, Council shall establish an Appointments Committee for the post. The Appointments Committee shall notify, in writing, all members of the Governing Body of the vacancy, shall seek suitable candidates for the office from inside or outside the College, and shall place public advertisements if considered appropriate. The Appointments Committee shall have the power to interview candidates and shall submit to Council a report on their meetings.

2. The Appointments Committees for the offices of Senior Tutor, Executive Graduate Tutor and Admissions Tutor shall consist of the President and four teaching Fellows, excluding the current holder of the tutorship to be filled. An external member of the Appointments Committee may also be appointed by Council if this is appropriate.

3. In the case of an appointment to the office of Senior Tutor, Executive Graduate Tutor or Admissions Tutor, the recommendation for appointments to be considered by Council shall be accompanied by a curriculum vitae of the proposed candidate.

4. Council may empower the Appointments Committee to make the offer of appointment on its behalf.

5. When a vacancy arises for a new Tutor, all members of Governing Body will be notified in writing and applications invited. The Senior Tutor will review all applications and conduct interviews before making a recommendation to Council.

6. Unless the notice period of a Tutor in a contract of employment stipulates a longer period, the letter of appointment of a Tutor shall require the Tutor to give Council at least three months’ notice of vacation of her or his office.

**Entitlements**

**Ordinance 26 – Entitlement to Residence in College**

**Statute VII**

Council Minute 75/97

**NOTE:** The President’s entitlement to residence is detailed in Statute VIII. Research Fellows’ entitlement to residence is detailed in Ordinance 12.5.

1. Furnished living accommodation in College may be offered to College Lecturers, Research Fellows and Tutors at an inclusive annual rent to be determined from time to time by the Council. Three months’ notice shall be given of any change in rents, which may cover heating and service. The College Lecturer, Research Fellow or Tutor shall occupy the accommodation as
a licensee subject to a written Licence Agreement and not as a tenant. Provision of such College accommodation shall be normally limited to a maximum period of three years in total. Three months’ notice shall be provided as to whether a licence will be extended for an additional year.

**Ordinance 27 – Dining Rights**

**Statute IV**  
Council Minutes 72/94, 79/134, 81/22, 83/90, 83/129, 87/172, 89/209, 97/60, 97/78, 06/74, 09/143

1. The College Council shall establish categories of dining rights which shall be detailed in a schedule to be issued by Council annually.

2. The College Council may grant dining rights to such persons as it shall from time to time determine. The dining rights granted shall fall into one of the categories listed in the schedule.

3. The Council shall normally, but not exclusively, consider the grant of dining rights at a meeting in the Easter Term. Proposals for the grant of dining rights may be made at any time to the President.

4. The Fellows’ Steward shall write annually in July to existing holders of dining rights, and to those newly granted such rights, to inform them of their rights and at such other times as are necessary in relation to irregular grants of new dining rights.

**Ordinance 28 – Leave**

**Statutes XXII, XXIII & XXIV**  
Council Minutes 72/72, 84/25, 90/125, 92/162

1. Tutors, with the exception of the Senior Tutor and Admissions Tutor whose entitlement shall be agreed upon appointment, College Lecturers, Directors of Studies and the Praelector shall be entitled to Sabbatical Leave during one term for every six terms' service in any office, provided always that: (i) two clear terms' notice shall be given by the officer requesting leave, unless the Council permits less notice; (ii) she or he shall obtain the consent of the Council, which consent shall be given provided that the Council is satisfied that the interests of the College will not be prejudiced thereby; (iii) in estimating the amount of Sabbatical Leave of absence due under this section, account shall not be taken of any service done by her or him more than six years before; (iv) other teaching or administrative work is not expected to be undertaken on behalf of the College/s or the University during the period of Sabbatical Leave.

2. Any term during which an officer has been on sick leave may count towards sabbatical leave entitlement.

3. Any Official or Professorial Fellow who:
   a. has received a stipend for fulfilling the office of Tutor, Director of Studies, Graduate Tutor, Executive Graduate Tutor, Rooms Tutor, Praelector, Vice-President, Dean, or others as Council may determine; or
   b. has received payments for giving supervisions shall be entitled to continue receiving such sum from the College during the said Sabbatical Leave as is just and reasonable having regard to the stipend or payments received by the Fellow in the two years prior to the commencement of the said Sabbatical Leave.

The above entitlement shall apply to Fellows jointly employed with other Colleges, but only in relation to payments from Murray Edwards College.
4. Fellows on Sabbatical Leave shall not attend or take part in College Council or in College committees and shall be deemed to retire from any committee on commencing Sabbatical Leave. However, Sabbatical Leave shall not be a bar from attending and voting in meetings of Governing Body.

5. Official, Supernumerary and Professorial Fellows may apply for Special Leave of Absence for periods up to three years. Such Special Leave of Absence shall be occasioned by, inter alia:
   a. Substantial to be agreed annually research projects funded by sources independent of the College or University; or
   b. Appointment to major offices within the University requiring full-time or substantially full-time responsibilities.
Such Special Leave of Absence shall be by agreement of the President. If such Special Leave is to extend beyond three years consecutively then if the President so requires, it shall require the consent of Council.

6. Fellows on Special Leave of Absence shall not attend or take part in College Council or in College committees and shall be deemed to retire from any committee on commencing Leave of Absence. They shall, however, be required to attend meetings of the Governing Body.

7. The Council may give to an officer on account of their illness Sickness Leave of Absence from their office, without loss of stipend, until a date not later than six months after the commencement of their absence from duty. The Council may extend such leave, and if it does so shall fix the amount (if any) of the stipend payable to the officer.

8. In addition to any statutory rights to leave, the Council may give Ordinary Leave of Absence to a Fellow in Classes A, B, C, or D, in any case not covered by the foregoing sections, for example, maternity leave, paternity leave, adoption leave or compassionate leave, subject to such conditions as it may determine in the particular case. The minimum period for which leave is required to be obtained is an absence of two consecutive weekday nights during Term.

9. Any extension of Sickness Leave or Ordinary Leave of Absence beyond twelve months after the commencement of their absence from duty shall require the concurrence of the votes of two-thirds of the members of the Council.

10. Fellows on Sickness Leave of Absence or Ordinary Leave of Absence shall not be required to attend meeting of the Governing Body or the Council or committees during that Leave.

**Ordinance 29 – Maternity Leave**

**Statutes XXII, XXIII & XXIV**

Council Minutes 79/81, 81/120

1. In addition to any statutory rights, all Official, Supernumerary or Research Fellows of Murray Edwards College who have been employed by the College for a minimum period of two years shall be entitled to sixteen weeks maternity leave with full pay. In addition, Council will consider applications from any who have not met the qualifying period of appointment. At least three months’ notice shall be given, and the leave shall not usually start earlier than eleven weeks before the expected week of confinement and not later than the date of birth. A medical certificate shall be provided, if required, stating the expected week of confinement.

2. After the expiry of the sixteen weeks, statutory maternity pay shall be paid, if due, in accordance
with DSS regulations. Thereafter, the officer shall be entitled to leave of absence without pay for a maximum of twenty-nine weeks. Three weeks' notice of intention to return to work should be given. The date of return to work may be postponed for up to four weeks on medical grounds, and with the production of a medical certificate in support.

3. Up to ten keeping in touch days may be worked during maternity leave. These shall be paid at the fellow’s normal rate of pay during the period of maternity leave with full pay and thereafter paid at the fellow’s normal full rate of pay after deduction of Statutory Maternity Pay. The fellow may, by agreement with the college, alternatively take time off in lieu, following her return to work.

4. An officer who does not intend to return to work at the end of a period of maternity leave should so inform the President at least three weeks prior to her anticipated date of return. In such circumstances the College shall have the right to withhold or reclaim all or part of the non-statutory element of maternity pay.

5. The conditions upon which leave of absence without pay is granted shall be determined by the Council in each case. Any further leave of absence shall be granted at the discretion of the Council.

6. Any term for part or all of which the Fellow has been on maternity leave shall count towards sabbatical leave entitlement.

7. A Research Fellow taking a period of maternity leave as set out above shall be entitled to have the period of her Research Fellowship extended by the period of her maternity leave.

**Membership**

**Ordinance 30 – Membership of the College**

Statute XXVI
Council Minutes 74/31, 81/47, 14/85

1. Any person elected to a Fellowship shall, as a member of the College, retain their membership and become a member of the New Hall Society on ceasing to be a Fellow.

2. Any person, not already a member of the College, appointed to a College Office as defined in Statute XXII shall become a member of the College. Upon such person ceasing to hold the office, the Council shall determine whether membership shall continue.

3. The Council may admit to temporary membership of the College members of the University; other persons who are offered Dining Rights or other persons visiting the University for academic purposes.

4. Any serious concerns about a student’s fitness to continue their studies that are not largely disciplinary or academic, but where a student represents a substantial risk to herself or to others yet resists any suggestion that she should remit her studies, will be subject to the College’s Fitness to Study Procedure as approved by Council from time to time.

**Ordinance 31 – Bye Fellows**

Council Minutes 06/03, 06/14, 06/48, 06/74, 14/26
1. The College shall have a class of member called Bye-Fellow.

2. The Council may elect into a Bye-Fellowship either doctoral students or post-doctoral members within the University where a closer relationship with the College is desired, or senior members of Faculties or Departments who assist the College through teaching, directing studies or advising on direction of studies in fields of particular scarcity or need.

3. Bye-Fellows shall be elected for one year at a time and will be re-elected annually for up to three years, after which their role in the College shall be reviewed.

4. Bye-Fellows may use the common spaces of the College (FDR, SCR, Fellows’ Garden) and have access to the College wine cellar on the same basis as Official Fellows.

**Ordinance 32 – Visiting Scholars**

Council minute 14/171

1. The College shall have a class of member with the title Visiting Scholars.

2. Membership as Visiting Scholar shall be non-stipendiary.

3. An applicant for membership as Visiting Scholar is required to hold a university post and have a sponsor within the University of Cambridge.

4. Applications will be reviewed by a Fellow in the relevant subject.

5. The Fellowship Review Group will consider all applications for the status of Visiting Scholar.

6. Applications shall include:
   a. A covering letter outlining the applicant’s research to be undertaken in Cambridge, including dates of proposed stay.
   b. The applicant’s curriculum vitae.
   c. A letter of support from the applicant’s host within Cambridge University.

7. Appointments shall be for a minimum of one term and a maximum of one year, with the possibility of re-election to a maximum of three years in total. All offers shall be conditional on fulfilling United Kingdom immigration and visa requirements.

8. Visiting Scholars shall be entitled:
   a. To book College accommodation, if available, via the Conference Office;
   b. To use the College Library and IT Facilities;
   c. To an introduction letter to allow access to Departmental Libraries and the University Library;
   d. To dining rights as detailed in the Schedule to Ordinance 27.

9. Visiting Scholars shall not be entitled to a personal study space in College.

9. Visiting Scholars shall be charged an amount which shall be set by Council from time to time per month to cover costs of facilities and administration, payable on arrival or extension of their stay.
Ordinance 33 – Senior Visiting Scholars and Visiting Professors
Council minute 14/171

1. The College shall have a class of member with the title Senior Visiting Scholar and a class of member with the title Visiting Professor.

2. Membership as Senior Visiting Scholar or Visiting Professor shall be non-stipendiary.

3. Fellows of the College are asked to submit proposals for Senior Visiting Scholars and Professors to the President in the first instance. The Fellowship Review Group will then consider these proposals and extend invitations as it sees fit, and according to the needs of the College.

4. Applications shall include:
   a. A covering outlining the applicant’s research to be undertaken in Cambridge, including dates of proposed stay;
   b. The applicant’s curriculum vitae;
   c. A letter of support from a member of the Fellowship.

5. Appointments shall be for a minimum of one term and the maximum of one year, with the possibility of re-election to a maximum of three years in total. All offers shall be conditional on fulfilling United Kingdom immigration and visa requirements.

6. Senior Visiting Scholars and Visiting Professors shall be entitled:
   a. To book College accommodation, if available, via the Conference Office;
   b. To use the College Library and IT Facilities;
   c. To an introduction letter to allow access to Departmental Libraries and the University Library;
   d. To dining rights as detailed in the Schedule to Ordinance 27.

7. Senior Visiting Scholars and Visiting Professors shall not be entitled to a personal study space in the College.

Awards and Scholarships

Ordinance 34 – Rosemary Murray Awards and Scholarships

Statutes XXVII & XXVIII
Council Minutes 77/88, 81/47, 81/69, 81/102, 83/88, 88/142, 89/140, 14/120

1. Awards, to be known as Rosemary Murray Awards, of the following nature shall be made to members in statu pupillari:
   a) awards to recognise academic excellence,
   b) awards to support research and other academic need,
   c) bursaries to support hardship,
   d) awards to recognise sporting achievement within the University,
   e) scholarships for music; and
   f) bursaries for travel.

2. Awards may also include loans where appropriate.
3. The broad criteria and annual budget for the Rosemary Murray Awards shall be set by council. Individual awards shall be made by reference to those criteria and within that budget limit by committee which shall also determine the application process for awards. Different committees may be constituted for the purpose of awarding funds or loans to different types of recipient or for different types of award. The committee or committees shall include the bursar together with the either the senior tutor or the executive graduate tutor or both.

4. The Rosemary Murray Awards shall be made by way of grants or loans from unexpended funds of which the college is trustee which are suitable and sufficient to make the awards or, to the extent otherwise required from a fund to be called the Rosemary Murray Fund or, if that fund is insufficient out of the unrestricted income of the college.

5. An account of the awards made under this Ordinance shall be made to the council annually.

6. A Scholarship, of a value to be decided from time to time by the Council, of one year’s duration, may be awarded to any undergraduate in residence who obtains a First in any classed examination in the first or second year or in an unclassed University Preliminary examination. In Modern and Medieval Languages, a Scholarship may be awarded for a First in one language (if taken alone) or a First in one language plus at least a II.1 in the second language (if two are taken together). Scholarships will be awarded to those students who achieve GPA 4.9 or above during their exchange year at MIT.

7. A student who achieves a First in a final examination, and who is not staying on at the College to do research, may be recognised by election to the title of Scholar and award of the sum as decided from time to time by the Council. All those students who achieve Firsts in their final examination and who will be staying on at the College for any kind of post-graduate work (including medical students) will, instead of a Prize, be given a one-year Graduate Scholarship, to the value decided from time to time by the Council. Graduate Scholarships will only be awarded to students returning to the College, as their first choice college, within two years of receiving their undergraduate degree.

Ordinance 35 – Gateway Activities, Awards and Scholarships

Statute XXVIII
Council Minute 14/120

1. The College shall offer a programme of activities, to be known as the Gateway Programme, to support and encourage students to develop skills which will support their transition to studying at Cambridge and thereafter their transition into further career opportunities.

2. Awards, to be known as Gateway Awards, shall be made to members in statu pupillari, or to holders of offers to become member in statu pupillari, to support activities consistent with and contributing to the aims of the Gateway Programme.

3. The broad criteria and the annual budget for Gateway Awards shall be set by Council. Individual awards shall be made by reference to those criteria and within the budget limit by a committee which shall also determine the application process for the awards. The committee or committees shall include the bursar, the Senior Tutor and/or Executive Graduate Tutor and the Gateway Programme Lead.

4. The Gateway awards shall be made by way of grants from unexpended funds of which the college is trustee which are suitable and sufficient to make the awards or, to the extent
otherwise required from a fund to be called the Gateway Fund or, if that fund is insufficient out of the unrestricted income of the college.

**Ordinance 36 – Funds Administration**

Statute XXVIII
Council Minute 14/120

1. The Council shall ensure that funds of which the college is trustee shall be appropriately advertised and awarded to beneficiaries where appropriate.

2. The Council shall consider annually an account of funds administration as required by the Standing Financial Instruction.

**Miscellaneous**

**Ordinance 37 – Disciplinary Procedure for Students**

Statute XXIX

Council Minutes 72/72, 80/138, 05/156, 05/213

1. **Composition of the Disciplinary Committee**
   a) The Disciplinary Committee shall consist of five members, being two Fellows, two junior members (except on occasions as provided for in (c)(i) below) and a qualified solicitor.
   b) The Fellows shall be drawn by lot from six Fellows appointed annually by Council from the Governing Body excluding members of the Council and the Dean (if not a member of the Council).
   c) The junior members shall be drawn by lot from six junior members appointed annually in Michaelmas Term by the Murray Edwards College Student Union (4 members) and the Murray Edwards College MCR (2 members) to until the annual appointment process has taken place in the following Michaelmas Term.
   d) The member qualified as a solicitor shall be a partner or senior member of staff of a firm of solicitors appointed by the Council.
   e) The drawing of lots for members of the Committee shall be conducted by the Secretary, and the members so drawn shall serve on the Committee for the duration of the case concerned. If two or more cases are linked, the same Committee shall hear all the complaints unless it seems desirable to the Committee that this should not be done.
   f) The Secretary shall have the power to exclude from the ballot any panel member who may in the Secretary’s opinion have a conflict of interest with respect to the student.
   g) In the event that there are no further available panel members from the panels given in b) or c) above, additional members shall be appointed within fifteen days by the President.

**Secretary**

The Secretary and a Deputy Secretary to act in the absence of the Secretary shall be the Vice-President and the senior Fellow on Council excluding the *ex officio* members. The Secretary shall not be a member of the Committee. S/he shall be responsible for acting as described in these Ordinances, for attending meetings and for keeping a record of the proceedings. The record shall be preserved in accordance with any legal requirements and kept confidential. The Secretary shall prepare a summary of the proceedings which shall be retained for as long as it is lawful for the use of future Committees which shall not contain the name of any person
concerned.

Objections
a) The member or members of the College against whom a complaint has been made shall have the right to elect that their case be heard by senior members only, and must notify the Secretary of this at least 72 hours before the day of the meeting. The two junior members shall then be replaced by two members of the Fellows’ panel drawn by lot by the Secretary.

b) The member or members of the College shall have the right to object to two members of the Committee. They must notify the Secretary at least 72 hours before the day of the meeting of any such objection, and the Secretary shall then draw replacements from the appropriate panel. No further objections shall be allowed.

c) Senior and junior members drawn for the Committee shall be expected to serve unless there is good cause why they cannot or should not sit. In such circumstances, they should inform the Secretary who shall draw a replacement. If the Secretary considers there is good cause why s/he her/himself should not act then the Deputy Secretary shall take his/her place.

2. Procedure

Calling of Committee
If a junior member of the College is charged with an offence which in the opinion of the Senior Tutor ought to be considered by the Disciplinary Committee, or with an offence which might deserve her temporary or final removal from the College (Statute XXIX 4(i)), the Senior Tutor shall inform the President and the Secretary of the Disciplinary Committee who shall arrange for a meeting of the committee as soon as is conveniently possible and in any case in not less than 5 and not more than 14 days.

Conduct of business
The Committee, at the beginning of its first meeting, shall elect one of its members to preside for the duration of the case.

Rights of the junior member charged
The member of the College shall have the following rights:

a) to be fully apprised at least five days before the date of the meeting of the nature and circumstances of the complaint against her, e.g. the nature, time and place of the alleged offence, the Statute or Ordinance under which the charge is laid and the name of the person or persons who will be presenting the charge. She shall also be told the date, time and place of the meeting, the names of the members of the Committee and of her rights of objection

b) to appear in person

c) to offer such defence or to make such statement as she may think proper, and to cross-examine any witnesses who may give evidence against her

d) to call witnesses and to tender written evidence including email evidence

e) to be accompanied by one person chosen by herself who may give her advice and assistance, who may speak on her behalf and cross-examine witnesses on her behalf

f) to inform the Secretary if she is unable to attend the meeting at the time and place arranged, in which case the Committee shall decide whether there is good cause for an adjournment of the hearing. If the Committee decides that there is not good cause for adjournment or if the member of the College chooses not to appear then the Committee may hear any evidence and make a decision in the absence of the member of the College concerned.

g) to be informed in writing of the decision and the reasons for the Committee’s decision and
of their right to appeal within 14 days of the completion of the hearing.

**Presentation of the complaint**

The complaint against a member of the College shall be presented to the Committee by a Fellow or a legally qualified person chosen to present the case on the College’s behalf who shall appear in person and call witnesses and tender such written evidence as s/he may think desirable in support of the charge.

**Meetings**

Meetings of the Committee to hear a case shall be conducted in private and the proceedings shall at all times be treated as confidential.

3. **Appeal to the Council**

If a member of the College wishes to appeal to the Council under Statute XXIX.3(iii) she shall inform the President within seven days from the date on which the relevant decision of a Tutor or other officer of the College or of the Disciplinary Committee was communicated to her; the President shall summon a meeting of the Council, to be held within fourteen days of receiving such notice. If members of Council at the time, the Tutor and Director of Studies of the member of College shall withdraw from the meeting of Council as shall members of the Council comprising the Disciplinary Committee, while it is considering this appeal. The Council may, in considering an appeal, call for such further evidence as they consider to be necessary to enable them to come to a proper decision. The member of College shall also have the right to present new evidence.

**Ordinance 38 – Meetings on College Premises**

**Statute XXIX**  
Council Minutes 87/165, 05/213, 05/226

1. Meetings on College premises shall be conducted under Section 43 of the Education (No.2) Act 1986.

2. The Dean shall issue instructions that she or he is to be informed of all student meetings held in College.

**Ordinance 39 – New Hall Society**

**Statute XXXV**  
Council Minutes 75/9, 75/40, 81/22, 81/68, 83/85, 84/55, 84/164, 95/93, 09/215

1. All matriculated members of the College, on ceasing to be resident members of the College, shall be regarded as members of the New Hall Society. Fellows of the College, on ceasing to hold a Fellowship, shall be members. Members of the Governing Body and College Officers shall be honorary members.

2. The constitution of the New Hall Society shall be as from time to time approved by the Council.

**Ordinance 40 – Student Unions**

**Statute XXXV**  
Council Minutes 77/30, 81/66, 81/67, 82/162, 88/7, 95/94, 04/6, 04/27, 09/08, 09/257

The College shall promote the maintenance of a Union or Association for the undergraduate
Resident Members of the College, and a Union or Association of the postgraduate Resident Members of the College.

**Ordinance 41 – Arrangements for College Bar**

1. The opening times of the Bar during Full Term shall be decided from time to time by the Committee with responsibility for catering and events and displayed in the Bar and on other suitable College notice boards. Times of opening outside Full Term and in the vacations shall be determined by the Catering General Manager and the Bursar and will be reported to the Events and Catering Committee as appropriate.

2. Persons eligible to use the Bar for the purchase or supply of liquor shall, subject to compliance with the terms of the College’s licence and law, be as follows:
   i) Members of the College for consumption by members or their accompanied guests;
   ii) Employees of the College;
   iii) University Faculties, Departments, Clubs and Societies holding dinners or other functions arranged through the Conference Office;
   iv) Delegates at conferences or courses arranged through the Conference Office;
   v) Others attending functions provided that the occasion has been specifically authorised by the Bursar; and
   vi) Those attending May Balls or similar events provided that the organising committee shall be acting within the premises licence under the supervision of the designated premises supervisor.