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## I FELLOWS

### Stipendiary Appointments to be made only at a Stated General Meeting

Stat. III.6,17,20 IV.1	No person shall be appointed to any office or employment within the College to which a stipend is attached payable out of any College funds and to which the appointment is made by the Master and Fellows except at a Stated General Meeting; provided that in case of necessity persons may be appointed <i>ad interim</i> at any College Meeting to perform the duties and to receive the emoluments of any such office or employment till the next General Meeting only.
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### Duties and tenure of Praelectors and Chaplain

	Tutors and Praelectors holding a Fellowship in respect of the office of Tutor or Praelector, and the Chaplain Fellow, shall be appointed for such term of years, with power of reappointment after the expiration of any such term, and subject to such conditions as to their duties and the tenure of offices, as shall have been determined by the Master and Fellows at the time of their election or re-election to Official Fellowship.
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## II SCHOLARS AND EXHIBITIONERS

### Elections to be reported

Stat. V.4	The names of the candidates elected at a Scholarship examination shall be reported to the next Stated General Meeting.
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### Times of payment

Stat. V.7	The emoluments of Scholars and Exhibitioners shall be payable in three equal termly instalments, but subject to the conditions hereinafter provided as to residence.
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### Residence

Stat. V.20	Every Scholar and Exhibitioner who is not already in residence at the time of his election shall enter into residence in the Michaelmas Term following his election, unless the Master and Fellows approve in his case an earlier or a later date. Should a Scholar or Exhibitioner either before or after matriculation decline to reside when required, he shall thereby vacate his Scholarship or Exhibition. Scholars and Exhibitioners shall not be entitled to receive any stipend for any Term
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	during which they are non-resident; but the College may in the case of matriculated Scholars or Exhibitioners grant leave of absence, and allow such portion of the emoluments during absence as they think fit.
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**Right to wear a Scholar’s gown**

	The Master and Fellows may confer the right to wear a Scholar’s gown on any person who has highly distinguished himself in a College or University Examination, other than the Entrance Scholarship Examination, his standing among the Scholars or Exhibitioners to be determined by his University standing as in the case of other Scholars and Exhibitioners; and may also grant to any Scholar or Exhibitioner whose Scholarship or Exhibition has been vacated by lapse of time permission to continue to wear a Scholar’s gown for such time as they think desirable.
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**III MEETINGS**

**College Meetings**

General Meetings

*Agenda*

Stat. VI.8	Not less than seven days before every Stated General Meeting or Extraordinary General Meeting, the Master shall send to every actual Fellow notice of the time of meeting together with the Agenda. Agenda shall be sent to the Master not less than seven days before the day upon which the notices are to be sent. No other matters than those entered on the Agenda paper shall be brought forward unless by the consent of a majority of those present and voting at the Meeting.
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*Hour of Meeting*

Stat. VI.11	All Stated General Meetings shall be held at the date and time fixed at the previous Stated General Meeting, unless it is decided at a College Meeting previous to the sending out of the Agenda that the hour should be changed.
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(c) **Quorum**

	Not less than one-third of the number of Fellowships as determined annually under Stat. III.1.

(d) **Procedure**

(i) *Minutes*

At every Stated General Meeting the first agenda on the Agenda paper shall always be the correction and approval of the Minutes of the last Stated General Meeting and of any Extraordinary General Meeting that may have been held since the last Stated General Meeting.
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(ii) *Register*

The Register shall be laid on the table at every Stated General Meeting.
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(iii) *Motions*

<p>The Chairman shall put to the vote every question duly proposed and seconded, and may require the proposer of any motion or amendment to reduce it to writing before it is put.</p> <p>The original motion shall be read out, and before it is put to the vote, members of the Meeting may propose amendments or may move the previous question. The motion of the previous question shall take precedence of all amendments. If the previous question be carried, the Meeting shall then proceed to the next agenda; but if it be lost, the Meeting shall proceed to consider the motion or the amendments, if any.</p> <p>When several amendments are before the Meeting, they shall be voted on in the order in which they are proposed, unless the Meeting, with the consent of the proposers of those which have precedence, decide otherwise.</p> <p>If all the amendments be rejected, the original motion shall then be put to the vote.</p> <p>If any of the amendments be carried, the motion as amended, shall be held to be the motion before the Meeting, to which the previous question or fresh amendments may be moved as before.</p> <p>No motion or amendment may be withdrawn, except by leave of the Meeting.</p>
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(iv) *Election of a Master or Fellow*

Stat. II.2 III.17	<p>The tenure of office and terms of appointment to the vacant office shall be defined by resolution.</p> <p>Two scrutators shall be appointed.</p> <p>The votes shall be given in writing by each Fellow present.</p> <p>The result shall be declared by the senior scrutator.</p>
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(v) *Election of an Honorary Fellow*

No person shall be elected to an Honorary Fellowship except by the
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	votes of not less than two-thirds of the number of those present and voting.
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Ordinary Meetings

**Quorum**

	Not less than one-quarter of the number of the Fellowships as determined annually under Stat.III.1.
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**Procedure**

(i) *Minutes*

	The Minutes of the last Ordinary Meeting shall be corrected and approved.
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General and Ordinary Meetings

**Procedure**

(i) *Affixing the College Seal*

Stat. VI.6	<p>The College Seal may be affixed at a General or an Ordinary College Meeting or at a Sealing Meeting called for the purpose.</p> <p>At a meeting at which the College Seal is affixed, there shall be an agenda giving a brief description of the documents to be sealed. A copy of the agenda shall be sent to the Master.</p> <p>The Master and at least one actual Fellow, or, in the Master's absence, at least two actual Fellows, shall be present at any meeting at which the College Seal is affixed.</p> <p>The impression of the College Seal shall be attested by both of the aforesaid persons.</p> <p>A copy of all documents sealed shall be kept by the Bursar. In the case of stock transfer forms, rights and bonus notices and allotment letters, the copies may be disposed of after six years.</p>
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(ii) *Altering the Regulations*

	Not less than seven days' notice must be given of a motion to make or vary a Regulation.
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**Committee Meetings**

Estates Committee

Stat.	The Estates Committee shall include, <i>ex officio</i> , the Master and, if he
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VI.7(b)	<p>shall be an actual Fellow of the College, the Estates Bursar.</p> <p>The Committee shall be re-elected annually. Retiring members shall be eligible for re-election.</p> <p>Three members shall constitute a quorum.</p> <p>Meetings of the Committee shall be summoned by the Master, or the senior actual Fellow who is a member of the Committee, or if he shall be an actual Fellow of the College, the Estates Bursar.</p> <p>The Committee shall meet before each Stated General Meeting and at such other times as the business of the Committee may require.</p>
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**B. Absence of the Master from a meeting**

	In the absence of the Master from a meeting of a College Committee, the Fellows present shall appoint one of their numbers to preside.
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**IV CUSTODY OF THE MUNIMENTS AND THE COLLEGE SEAL**

	The Muniments and Seal of the College shall be kept in a secure place in the custody of the Estates Bursar.
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**V ACADEMIC STAFF**

Stat. XII.7(4)	Where a person to whom Statute XII applies is involved in a matter arising under that Statute, the Master and Fellows at any College Meeting may appoint an alternate to act in his place, provided that where that person has not been given at least five days' notice in writing of the motion to make such an appointment, the motion shall be passed only by the votes of not less than two-thirds of the number of those present and voting.
Stat. XII.7(6)	At any meeting of a body established under Statute XII a legal practitioner may by the invitation or with the consent of that body be present for the purpose of giving the members such legal advice as they may request.
Stat. XII.18	Where an Academic Disciplinary Committee has been appointed for the purposes of Statute XII.15:  the person charged is entitled to be represented by another person, whether legally qualified or not, in connection with and at any hearing;

	<p>if the person charged is represented by a legally qualified person at any hearing, the person bringing the charge may be represented by a legally qualified person at that or any other hearing;</p> <p>no charge shall be determined without an oral hearing at which the person charged and any person appointed to represent him are entitled to be present;</p> <p>witnesses may be called both on behalf of the person charged and by the person presenting the charge, and may be questioned by or on behalf of either of those persons and by the members of the Committee concerning any relevant evidence;</p> <p>save by consent of the Committee (which shall not be given without good reason) no witness or documentary evidence may be introduced by or on behalf of the person presenting the charge other than witnesses listed and documents forwarded under Statute XII.17(2)(a) to the person charged, and where the Committee gives such consent to late introduction, the person charged shall be allowed an adjournment sufficient to allow him to consider and respond to the new evidence;</p> <p>the Committee shall hear and determine the charge as expeditiously as is reasonably practicable.</p>
<p>Stat. XII. 23(3) &amp; (4)</p>	<p>Where a Medical Board has been established for the purposes of Statute XII:</p> <p>the Master shall communicate to the chairman: such written evidence as is relevant to the case (including any medical report applied for in accordance with clause 23(1)(c) and any evidence submitted by the member concerned);</p> <p>the name of a person appointed by the Master (if the Master considers such an appointment desirable) to bring evidence and make submissions to the Board;</p> <p>the member concerned is entitled to be represented by another person, whether legally qualified or not, in connection with and at any hearing;</p> <p>if the member concerned is represented by a legally qualified person at any hearing, any person appointed by the Master to bring evidence and make submissions may be represented by a legally qualified person at that or any other hearing;</p> <p>the case shall not be determined without an oral hearing at which the member concerned and any person appointed to represent him are entitled to be present;</p> <p>witnesses may be called by or on behalf of the member concerned and</p>

	<p>any person appointed by the Master for that purpose, and may be questioned by or on behalf of either of those persons and by the members of the Committee concerning any relevant evidence;</p> <p>where fairness requires, the member concerned shall be allowed an adjournment sufficient to allow him to consider and respond to evidence of which he had not prior notice or knowledge;</p> <p>the Board shall hear and determine the case as expeditiously as is reasonably practicable.</p>
Stat. XII.30	<p>Where any person or persons, Committee or Tribunal have been appointed to hear and determine an appeal under Statute XII:</p> <p>the appellant is entitled to be represented by another person, whether legally qualified or not, in connection with and at any hearing;</p> <p>if the appellant is represented by a legally qualified person at any hearing, the person responding to the appeal may be represented by a legally qualified person at that or any other hearing;</p> <p>the appeal shall not be determined without an oral hearing at which the appellant and any person appointed to represent him are entitled to be present;</p> <p>the person or persons, Committee or Tribunal shall allow such postponements or adjournment, and may make such orders (including for the correction of accidental errors or for dismissal of the appeal for want of prosecution) as the justice of the case may require;</p> <p>the person or persons, Committee or Tribunal may set appropriate time limits for each stage (including the hearing itself) to the intent that the appeal be heard and determined as expeditiously as is reasonably practicable.</p>
Stat. XII.40(2)	<p>Where a complaint has been made in accordance with Statute XII.39, the Vice-Master shall request the Master to summon a College Meeting within such period (not less than seven nor more than thirty days) as the Vice-Master may specify, and if the Master does not within three days convene a College Meeting to be held within the period so specified, the Vice-Master shall forthwith convene a College Meeting by not less than seven nor more than thirty days' notice stating briefly the purpose of the Meeting.</p>
Stat. XII.44	<p>Where a Tribunal has recommended dismissal for the purposes of Statute XII.44, the Vice-Master shall within seven days of receiving the Tribunal's finding circulate it (together with any note of dissent by a member of the Tribunal) to all actual Fellows and give not less than seven nor more than thirty days' notice of a Meeting of Fellows for the purposes of that clause.</p>

