

October 2010

**KING'S COLLEGE,  
CAMBRIDGE**

**THE REGULATIONS**

## **A.1 SENIOR MEMBERS**

1. The rights and privileges of Senior Members of the College, including Dining Rights, shall be as agreed by the Governing Body from time-to-time.

## **B.1 COMMITTEES OF THE GOVERNING BODY**

1. Ordinance B.1.5 shall apply to all meetings of all Committees of the Governing Body.
2. Nominations for election to Governing Body Committees not previously circulated in accordance with Ordinance B.3.6 are nominations for casual vacancies. These shall only be valid where the number of vacant places on a Committee exceeds the number of nominations that have been circulated.
3. The Secretary appointed by Council to any established Council or Governing Body Committee should, ex officio, be a full member of that committee.

## **B.2 RESEARCH COMMITTEE**

1. The membership of the Research Committee is Provost, Vice-Provost, First Bursar, Senior Tutor, Two Research Managers, and Nine other Fellows.
2. The Managers are elected at an Annual Congregation, to serve for two years, with the possibility of being renewed once by a similar election.
3. The Fellows are elected to serve one year at an Annual Congregation.
4. Managers and Fellows elected at an Annual Congregation take up office on the immediately following 1 January.
5. Any casual vacancy in the position of Research Manager, whether through failure of election or other cause, may be filled by the Research Committee appointing a Fellow to the position until such time as it is filled by the normal process of annual election.

## **C.1 THE COUNCIL**

1. Ordinance B.1.5 shall apply to all meetings of the Council.
2. The Council shall have power to authorize expenditure for any single purpose not exceeding £50,000.

## **C.2 COUNCIL COMMITTEES**

1. Ordinance B.1.5 shall apply to all meetings of all Council Committees.
2. Nominations for election to Council Committees not previously circulated in accordance with Ordinance C.2.6 are nominations for casual vacancies and shall only be valid where the number of vacant places on a Committee exceeds the number of nominations that have been circulated.

## **D.1 ELECTION OF THE PROVOST**

1. Before the occurrence of a vacancy in the Provostship under Statute D.6, the Vice-Provost shall bring before the Council the names of two or more Fellows who would, in his or her opinion, be suitable for making such arrangements for informal discussions as the College shall deem necessary in the period before an election to the Provostship; the Council shall appoint one of them, or such other Fellow as it thinks fit, for this purpose.
2. The Council shall appoint a Committee to conduct any enquiries that the College deems necessary. The members of this Committee shall be the Fellow appointed by the Council to make arrangements for informal discussions, five other Fellows appointed by the Council, including three specifically chosen to represent the different age bands of the Fellowship. The Committee shall have power to co-opt.

## **E.1 CHILDCARE**

1. The College will assist with the pre-school childcare costs of the children of Ordinary and Research Fellows.
2. Payments under the Scheme shall be calculated quarterly, and the maximum payment in any quarter to all recipients shall be one quarter of the annual budget allocation for childcare costs.
3. The payment for each child recipient shall be the full amount of the costs incurred on registered/approved childcare, certified by receipts or other documents, such as signed letters; subject to a cap equal to the quarterly allocation divided by the number of child recipients; and also provided that this amount should not be more than the cost of a full time nursery place at the Gonville and Caius nursery.
4. The payments are only available to Fellows with pre-school children. To be clear, they will not be made as part payment towards school fees, whatever the age of the child.
5. The payments are a taxable benefit.

## **E.2 RESEARCH AND COMPUTER GRANT**

1. Each Fellow may claim expenses up to a maximum of £1000 in any academical year. Expenses may include:
  - a) Attendance at conferences.
  - b) Visits to other academic institutions and field trips.
  - c) Editorial assistance with certain academic publications.
  - d) Purchase of books and periodicals required for teaching or research.
  - e) Photocopying expenses up to a maximum of £100 in any academical year.
  - f) Other expenses directly related to research and approved by the Research Committee.
  - g) Purchase of a computer and related hardware or software.
2. Applications for Research or Computer grants must be submitted to the First Bursar.

### **E.3 LEAVE OF ABSENCE**

#### ***Sabbatical Leave***

1. The Provost, and any Ordinary, Extraordinary or Professorial Fellow, shall be eligible for leave of absence under these Regulations.
2. Applications under these Regulations shall be made to the Provost as early as possible, and in any case, not later than the division of the term preceding the beginning of the period for which leave is desired or, in the case of the Provost or those College Officers detailed in Statute F.1, not later than the division of the Easter Term preceding the beginning of the period for which leave is desired. An application for leave of absence from the Provost should be submitted to the Vice-Provost. All applications shall be considered by the Council.
3. The granting of leave shall always be conditional on satisfactory arrangements being possible for the performance of the applicant's work during his or her period of absence. The Council shall refuse consent to one or more applicants where the number of applications, if granted, is so large as to be likely to impair the proper working of the College, or if in the circumstances of the particular case serious inconvenience would be caused.
4. Subject to the above, those eligible under these Regulations shall be entitled to leave of absence during one term for every six terms (exclusive of any term in respect of which they have received leave of absence under these Regulations or otherwise) of their service in any College Office.
5. The Council shall require in general that a Fellow obtaining leave of absence under these Regulations shall effectively give up during the period all teaching and administrative duties in Cambridge.
6. During any period of leave a Fellow who receives a stipend from the College shall be paid the pensionable element of his or her full stipend, which shall be charged on the same sources as usual. Any Fellow who has completed a period in office of not less than two years, and who during that period has not taken any or all of the leave for which they were entitled to apply, will, if within twelve months of vacating that office they take leave for which they would have been entitled to apply during their term of office, be paid a stipend at a rate to be determined by the Council.
7. The full amount of the College contribution to a Fellow's superannuation policy shall be paid out of the same sources as usual during any period of leave of absence.
8. A Fellow who has been granted leave of absence under these Regulations shall inform the Council of any remunerated work which he or she undertakes during the period of his or her absence, and the Council may thereupon modify the amount payable to him by the College for the period of leave.
9. In special circumstances the Council shall have power to grant periods of leave of absence under these Regulations although the usual conditions, as prescribed above, are not fulfilled.

#### ***Academic Leave***

1. Any Fellow who is granted leave by his or her Department or Faculty of the University as a result of having been awarded a Leverhulme Research Fellowship or some such other

research award, shall be eligible for leave of absence from the College for the same period as that granted by the Department or Faculty.

2. Leave granted in connection with any such award shall not count as Sabbatical Leave, which will continue to accrue during the period of Academic Leave.
3. Any Fellow on Academic Leave may continue to serve as a member of Council and any Governing Body or Council Committee, subject to the terms and conditions of his or her research award. He or she may attend and vote at Congregations of the Governing Body.

#### ***Maternity and other Non-Academic Leave***

1. Research Fellows taking Maternity, Paternity, and Adoption leave for periods longer than three months thereby intermit their Fellowships for the period of leave.
2. In the interpretation of Statute E.25, the time counted as a Research Fellow shall not include any period of intermission of a Fellowship.
3. During any period of intermission, a person intermitting a Fellowship shall be similar to a Visiting Fellow in not being a member of the Governing Body, not counting as a Fellow for the purposes of Statutes and Ordinances, not being entitled to attend committees or other formal meetings of the Fellowship, and not being automatically entitled to the benefits of being a Fellow.

#### **E.4 EMERITUS FELLOWS, FELLOW COMMONERS AND FELLOW BENEFACTORS**

##### ***Emeritus Fellows***

1. An Ordinary Congregation may elect to an Emeritus Fellowship any Fellow who has completed at least ten years of continuous service as a Fellow or Provost.
2. An Emeritus Fellow will not be a member of the Governing Body and may not stand for election to Council or any other College Committee. He or she will not be entitled to College Accommodation, but will have the following rights and privileges:
  - To dine at High Table, free of charge, on up to twenty occasions in each academical year, including Mondays in Full Term and to bring a guest against payment on evenings when guests are permitted.
  - To lunch in College against payment.
  - To make use of the facilities of the Senior Combination Room.
  - To attend one Beves Dinner per year, at the invitation of the Vice-Provost.
  - To attend the Summer Supper Party and to bring one guest without charge.
  - To apply for two tickets for the Advent Procession each year.
  - To walk freely across the front and back lawns.

##### ***Fellow Commoners***

1. An Ordinary Congregation may elect as a Fellow Commoner any person who has helped the College in significant ways. This will normally include having donated an amount of at least £250,000 to the College.

2. A Fellow Commoner will not be a member of the Governing Body and may not stand for election to Council or any other College Committee. He or she will not be entitled to College Accommodation, but will have the following rights and privileges:
  - To dine at High Table, free of charge, on up to ten occasions in each academical year, excluding Mondays in Full Term, and to bring a guest against payment.
  - To lunch in College against payment.
  - To make use of the facilities of the Senior Combination Room
  - To attend the Beves Dinner on any occasion when another Fellow Commoner, or a Fellow whose Fellowship he or she has funded is being admitted.
  - To attend the Summer Supper Party, and to bring one guest without charge.
  - To apply for two tickets for the Advent Procession each year.
  - To walk freely across the front and back lawns.

### ***Fellow Benefactors***

1. An Ordinary Congregation may elect as a Fellow Benefactor any person who has helped the College in significant ways and has donated a sum of at least £1,000,000 to the College.
2. A Fellow Benefactor will not be a member of the Governing Body and may not stand for election to Council or any other College Committee. He or she will not be entitled to College Accommodation, but will have the following rights and privileges:

## **F.1 COLLEGE APPOINTMENTS**

### ***Directors of Studies***

1. Directors of Studies are appointed annually by Council, on the recommendation of the Senior Tutor.
2. The Senior Tutor's recommendations for appointment should be submitted to Council no later than the second meeting of Council in the Long Vacation.
3. Directors of Studies shall undertake such duties, and receive such stipends, privileges and allowances as shall be agreed by Council from time to time.

### ***Lay Dean***

1. The Lay Dean is appointed by Council. He or she shall be appointed for a period not exceeding five years, but Council may renew his or her appointment for further periods, each not exceeding five years.
2. The Lay Dean shall receive such stipend, privileges and allowances as shall be agreed by Council from time to time.

### ***Praelector***

1. The Praelector is appointed by the Council. He or she shall be appointed for a period not exceeding five years, but Council may renew his or her appointment for further periods, each not exceeding five years.

2. The Praelector shall receive such stipend, privileges and allowances as shall be agreed by Council from time to time.

### **Tutors**

1. Tutors are appointed annually by Council from amongst the Fellows and the Chaplain of the College, on the recommendation of the Senior Tutor.
2. The Senior Tutor's recommendations for appointment should be submitted to Council no later than the second meeting of Council in the Long Vacation.
3. Tutors shall undertake such duties, and receive such stipends, privileges and allowances as shall be agreed by Council from time to time.

### **G.1 ACADEMIC PERFORMANCE**

1. An undergraduate will be required to withdraw from the College as a result of failure in a University examination. Any undergraduate who, notwithstanding failure in an examination, may still fulfil the requirements for an Honours degree of the University, if allowed to remain in residence by the College, shall have the right of appeal to the Council.
2. Appeals against being asked to withdraw from College shall be heard at the second meeting of Council in the Long Vacation.
3. Academic appeals shall be heard in accordance with the procedures for Academic Appeals, as amended by Council from time-to-time.
4. The Senior Tutor may request that Council consider requiring any member *in statu pupillari* who fails to apply him or herself to his or her studies as required under Statute Q.2(b) to withdraw from the College. When such a request is made, Council shall hear the case in accordance with the procedures for Academic Appeals referred to in Section 3 of this Regulation.

### **H.1 SCHOLARSHIPS**

1. Council shall elect to Scholarships those members of the College placed in the First Class in a Tripos examination. The term 'placed in the First Class in a Tripos examination' shall, in the case of a Tripos where the class list is undivided, mean 'obtain a distinction' and, in the case of a Tripos where candidates are classed in more than one section, mean 'placed in the First Class in each section'. Council may also elect to Scholarships members of the College who have been studying away from Cambridge and who have achieved a result which is equivalent to being placed in the First Class in a Tripos examination.
2. Scholars shall be paid £100 at the time of their election, whether or not awarded a named subject prize in the same year.
3. Scholars shall be admitted to their Scholarships, in accordance with Statute H.3, in the Michaelmas Term following their first election to a Scholarship provided that they are then still in residence.

## **H.2 STUDENTSHIPS**

1. The Council may award or make grants from any of the Studentship Funds up to the limits of the income and unexpended balance in each Fund. Studentships may be Internal or External.
2. Internal Studentships are open to members of the College who (a) are Bachelors of the Arts of the University but who are not of standing to be Masters of Arts, or (b) are undergraduates who have passed an examination qualifying them for the degree of Bachelor of Arts and have kept at least eight terms of residence, or (c) have entered the College as Research Students and have kept at least two but no more than seven terms of residence.
3. Candidates must apply in writing to the Senior Tutor by 30 June, and enclose a statement of the proposed course of study or research.
4. The tenure of an Internal Studentship is for one year, from 1 October following the award, but a Studentship may be renewed annually up to a maximum total tenure of three years.
5. External Studentships are open to graduates of Universities other than Cambridge, who are not members of the College.
6. The tenure of an External Studentship is for one year, but a Studentship may be renewed annually up to a maximum total tenure of three years.
7. The value of each Studentship shall be fixed by the Council together with the value of any dependant's allowance. Holders of Studentships who are in receipt of other income of a similar nature must report it to the Tutor and the Council will normally make a reduction in the value of the Studentship and dependants' allowance equivalent to the amount of such other income.
8. Students must pursue a course of study or research proposed by them and approved by the Council. Students must be or become members of the College and, except in the case of Internal Studentships, must pursue their course of study or research in Cambridge, but the Council may give leave to work elsewhere for part of the tenure of a Studentship.
9. The Council may require a student to submit a written progress report to the Provost by 30 June each year.
10. The Council may terminate a Studentship at any time if it is dissatisfied with the diligence or conduct of a student.
11. A Studentship is not tenable with a University post or a Fellowship at any College.

## **I.1 CHORAL AND ORGAN SCHOLARS**

### ***Choral Scholars and Volunteers***

1. The conditions as to academic standards and examination results applying to students generally in the College shall apply equally to Choral Scholars, and to Volunteers who are members of King's.

2. Choral Scholars and Volunteers are appointed by Council. The tenure of a Choral Scholarship shall be for three years but may in certain circumstances be extended for a fourth year. The tenure of a Volunteer shall be agreed with the Organist in advance. Choral Scholars, because they are admitted to the College on the basis of both academic and choral credentials, and Volunteers, are required to remain in the Choir for the duration of the agreed period of tenure unless the Council determines otherwise. In the case of a Choral Scholar following a four year course involving absence for the third year, e.g. MML, he will be a member of the Choir for years 1, 2, and 4.
3. Choral Scholars are required to reside in College (a Volunteer in King's or his own College) as follows:
  - (i) Michaelmas Term: from 1200 on the Friday before the first day of Full Term to the end of the Sung Eucharist on Christmas Day. (First year Choral Scholars will generally be asked to arrive on the Thursday evening);
  - (ii) Lent Term: for the whole of Full Term, and until the end of the Foundation Concert on the Saturday evening following the end of Full Term;
  - (iii) Easter (when wholly or partly out of Full Term): from 1200 on the Wednesday (or sometimes Tuesday) of Holy Week until the end of Evensong on Easter Day;
  - (iv) Easter Term: for the whole of Full Term, and until the end of the May Week Concert on the Monday evening following the end of Full Term;
  - (v) Period of Summer Residence: from 1600 on the Wednesday preceding General Admission until the end of Evensong on the third Sunday following General Admission;
  - (vi) Non-residents' weekend (usually the last weekend of September): from 12 noon on the Saturday until the end of any concert (which may be held outside Cambridge) which may take place on the Sunday evening;
  - (vii) During other short periods, usually at the beginning or end of the Lent and Easter Terms or in September, for taking part in concerts, broadcasts and recordings previously approved by the Use of Choirs Committee, subject to reasonable notice having been given by the Organist.
4. The duties of the Choral Scholars and Volunteers shall be:
  - (i) To sing at all rehearsals and services during periods of residence; the normal weekly schedule is annexed;
  - (ii) To sing on certain College and University occasions and at the associated rehearsals, subject to reasonable notice having been given by the Organist; a list of those most commonly occurring is annexed;
  - (iii) To sing at all concerts, broadcasts and recordings, with or without the choristers, previously approved by the Use of Choirs Committee, and at the associated rehearsals, and subject to reasonable notice having been given by the Organist.

The Choir's calendar is published in a document 'Additions to and Changes from Routine' which is circulated termly in advance. The Choir's extra-liturgical commitments are agreed by the Use of Choirs Committee, of which the Senior Choral Scholar for the time being is a member.

5. Permission for absence is granted only in exceptional circumstances and must be sought in advance from the Organist.

6. In the event of illness, a Choral Scholar or Volunteer should contact the Organist immediately.
7. The Choir does not operate a deputy system, but in the event of absence arising in connection with 5 or 6 above, the Organist will discuss with a Choral Scholar where responsibility lies for finding a replacement singer, approved by the Organist, if such should be needed in the circumstances.
8. Each Choral Scholar shall be paid a Scholarship of £100 per annum for three years, to be paid by crediting his College bill for this amount in the Michaelmas Term. Volunteers shall be similarly remunerated.
9. Each Choral Scholar and Volunteer shall be reimbursed up to a total of £60 for the purchase of sheet music approved by the Organist.
10. A Choral Scholar or Volunteer required to reside in College outside the dates of the 29 week rental period shall have the cost of any College fees thereby incurred met by the College. The College shall in addition provide him with a grant towards the cost of maintenance, provided that on each such occasion the Organist shall have certified that the Choral Scholar or Volunteer is required to reside in College. The daily maintenance grant shall be calculated as the daily rate of the Long Vacation maintenance grant as certified by the Senior Tutor, and will be credited to the Choral Scholar's King's College EPOS account. The receipt by a Choral Scholar of fees for recording or for any other service performed on behalf of the choir shall not be taken into account in calculating the maintenance grant.
11. The College will reimburse travelling expenses actually incurred (subject to their not exceeding return second-class rail travel between a Choral Scholar's or Volunteer's home and Cambridge at the cheapest available fare based on the use of a Student Railcard where possible) in respect of travel to and from Cambridge to enable him to come back into residence outside the 29 week rental period, when required to do so. (Taxi fares are not normally reimbursed.) Such periods might include:
  - (i) the Easter period, when this falls outside Term and does not immediately follow the Lent Term or precede the Easter Term;
  - (ii) attendance at the Non-residents' Dinner, and on certain other occasions outside Term by prior agreement with the Organist.

Arrangements for return to take part in tours will be announced in advance by the Organist.

12. The College will provide free of charge a piano or keyboard for each Choral Scholar's room, and for each Volunteer who is a member of King's.
13. The College will pay on receipt of invoices submitted through the Organist the cost of six singing lessons a term (currently £35 per lesson) and three Alexander lessons a term for each Choral Scholar and Volunteer, provided such lessons have been approved in advance by the Organist.
14. The terms of any contracts for the Choir to broadcast, to perform publicly, to go on tour, to make recordings, or to sing at weddings shall be decided by the College. Such contracts may include provision for the payment of a per capita fee to members of the Choir; alternatively there may be an all-inclusive fee payable to the College. The College will determine the aggregate performance fees to be paid to Choral Scholars and Volunteers (which will include any fees contractually due to members of the Choir) and will make payments to Choral

Scholars monthly. The amount to be paid each month will be agreed by the Dean and the Organist, in consultation with the accounts department, and will be paid, via the College payroll.

15. Choral Scholars and Volunteers shall be deemed to have given their consent to the reproduction of performances for broadcasting or recording and the subsequent transmission or sale of the performance so reproduced and shall, upon request, put that consent in writing in respect of a particular broadcast or recording generally.
16. Each Choral Scholar and Volunteer undertakes to assign to the College his rights, if any, to all royalty payments that may become due to him as a result of the broadcast or other public performance of recordings in which he has taken part.
17. Each Choral Scholar and Volunteer shall on request sign a form of Consent and an Undertaking to the effect of paragraphs 14, 15 and 16 above.
18. The Choral Scholars for the time being may offer their services privately under the name "Collegium Regale" and in so doing may describe themselves as choral scholars of King's College. Work in this capacity may only be undertaken within limits approved by the Use of Choirs Committee. The Choral Scholars may not collectively engage in any other paid work.
19. Any question as to the meaning or application of these regulations should be put to the Organist.

### ***Organ Scholars***

1. The conditions as to academic standards and examination results applying to students generally in the College shall apply equally to Organ Scholars.
2. Organ Scholars are appointed by Council. The tenure of an Organ Scholarship shall be for three years, but may in certain circumstances be extended for a fourth year. An Organ Scholar may be designated a Mann Organ Student. Organ Scholars, because they are admitted to the College on the basis of both academic and organ credentials are required to carry out the duties of an Organ Scholar for the duration of the agreed period of tenure unless the Council determines otherwise.
3. It is College policy to elect an Organ Scholar in two of out of every three years.
4. Organ Students are required to reside in College as follows:
  - (i) Michaelmas Term: from 1200 on the Friday before the first day of Full Term to the end of the Sung Eucharist on Christmas Day. First year Organ Scholars will generally be asked to arrive on the Thursday evening);
  - (ii) Lent Term: for the whole of Full Term, and until the end of the Foundation Concert on the Saturday evening following the end of Full Term;
  - (iii) Easter (when wholly or partly out of Full Term): from 1200 on the Wednesday (or sometimes Tuesday) of Holy Week until the end of Evensong on Easter Day;
  - (iv) Easter Term: for the whole of Full Term, and until the end of the May Week Concert on the Monday evening following the end of Full Term;
  - (v) Period of Summer Residence: from 1600 on the Wednesday preceding General Admission until the end of Evensong on the third Sunday following General Admission;

- (vi) Period of the annual organ and choral trials (usually late September);
- (vii) Non-residents' weekend: (usually the last weekend of September) from 12 noon on the Saturday until the end of any concert (which may be held outside Cambridge) which may take place on the Sunday evening;
- (viii) During other short periods, usually at the beginning or end of the Lent and Easter Terms or in September, for taking part in concerts, broadcasts and recordings previously approved by the Use of Choirs Committee, and for taking rehearsals of the choristers and probationers at the College School, subject to reasonable notice having been given by the Organist.

5. The duties of Organ Scholars shall be:

- (i) To attend and to participate by active observation, playing and conducting as required by the Organist, all rehearsals and services in College and Chapel during periods of residence. The normal weekly schedule is annexed;
- (ii) To take rehearsals of the choristers and probationers at the College School as required by the Organist. (This will normally involve four mornings a week and one or two afternoon practices a week during periods of residence, and occasional rehearsals outside the periods of residence, subject to reasonable notice having been given by the Organist.);
- (iii) To attend and to participate by active observation, playing and conducting as required by the Organist on certain College and University occasions and at the associated rehearsals, subject to reasonable notice having been given by the Organist; a list of those most commonly occurring is annexed;
- (iv) To attend and to participate by active observation, playing and conducting as required by the Organist at all concerts, broadcasts and recordings previously approved by the Use of Choirs Committee, subject to reasonable notice having been given by the Organist;
- (v) To assist the Organist in practical arrangements relating to visiting organ recitalists.

The Choir's calendar is published in a document 'Additions to and Changes from Routine' which is circulated termly in advance. The Choir's extra-liturgical commitments are agreed by the Use of Choirs Committee, of which the Senior Choral Scholar for the time being is a member.

- 6. Permission for absence is granted only in exceptional circumstances and must be sought in advance from the Organist.
- 7. In the event of illness, the Organ Scholar should contact the Organist immediately.
- 8. There is no deputy system, but in the event of absence arising in connection with 5 or 6 above, the Organist will discuss with an Organ Scholar where responsibility lies for finding a replacement Organist, approved by the Organist, if such should be needed in the circumstances.
- 9. An Organ Scholar shall be entitled to a Scholarship of £250 per annum for three years, to be paid by crediting his College Bill at the rate of £75 in each of the Michaelmas and Lent Terms and £100 in the Easter Term.
- 10. Each Organ Scholar shall be reimbursed up to a total of £120 for the purchase of sheet music approved by the Organist.

11. An Organ Scholar required to reside in College outside the dates of the 29 week rental period shall have the cost of any College fees thereby incurred met by the College. The College shall in addition provide the Organ Scholar with a grant towards the cost of maintenance, provided that on each such occasion the Organist shall have certified that the Organ Scholar is required to reside in College. The daily maintenance grant shall be calculated as the daily rate of the Long Vacation maintenance grant as certified by the Senior Tutor, and will be credited to the Organ Scholar's King's College EPOS account. The receipt by an Organ Scholar of fees for recording or for any other service performed on behalf of the choir shall not be taken into account in calculating the maintenance grant.
12. The College will reimburse travelling expenses actually incurred (subject to their not exceeding return second-class rail travel between an Organ Scholar's home and Cambridge at the cheapest available fare based on the use of a Student Railcard where possible) in respect of travel to and from Cambridge to enable him to come back into residence outside the 29 week rental period when required to do so. Taxi fares are not normally reimbursed.) Such periods might include:
  - (i) the Easter period, when this falls outside Term and does not immediately follow the Lent Term or precede the Easter Term;
  - (ii) attendance at the Non-residents' Dinner and on certain other occasions outside Term by prior agreement with the Organist.

Arrangements for return to take part in tours will be announced in advance by the Organist. Reasonable expenses incurred on College business, e.g., travelling early to a concert venue to rehearse, will also be reimbursed. Taxi fares will not be reimbursed when public transport is easily available.

13. The College will provide free of charge a piano or keyboard for the Organ Scholar's Room.
14. The College will pay the cost of lessons in organ, piano, singing, conducting, or Alexander Technique up to a maximum of £300 per term, approved in advance by the Organist.
15. The terms of any contracts for the Organ Scholars to broadcast, to perform publicly, to go on tour, or to make recordings, or to play and/or organise the music at weddings, are decided by the College. Such contracts may include provision for the payment of a fee to the Organ Scholar; alternatively there may be an all-inclusive fee payable to the College. The College will determine the aggregate performance fees to be paid to Organ Scholars (which will include any fees contractually due) and will make payments monthly. The amount to be paid each month will be agreed by the Dean and the Organist, in consultation with the accounts department, and will be paid, via the College payroll.
16. An Organ Scholar shall be deemed to have given his consent to the reproduction of performances for broadcasting or recording and the subsequent transmission or sale of the performance so reproduced and shall, upon request, put that consent in writing in respect of a particular broadcast or recording or generally.
17. Each Organ Scholar undertakes to assign to the College his rights, if any, to all royalty payments that may become due to him as a result of the broadcast or other public performance of recordings in which he has taken part.
18. Each Organ Scholar shall on request sign a form of Consent and an Undertaking to the effect of paragraphs 15, 16 and 17 above.

19. Any question as to the meaning or application of these regulations should be put to the Organist.

## **1.2 STIPENDIARY MEMBERS**

### ***Chaplain***

1. It shall be the duty of the Chaplain to assist the Dean with the provision of Chapel services and in the pastoral care of the whole College community, and to undertake such other duties as may be required by the Council. In relation to pastoral care, the Chaplain shall have special concern for the welfare of the Junior Members.
2. The Chaplain shall normally be appointed for a maximum term of up to four years.
3. The Chaplain shall receive such stipend, privileges and allowances as shall be agreed by Council from time to time.

### ***Master over the Choristers***

1. It shall be the duty of the Master over the Choristers to ensure the educational and pastoral well being of the Choristers, and to liaise with the Dean and the Organist on all matters pertaining thereto.
2. The Headmaster of the College School may, but need not necessarily, be appointed Master over the Choristers.
3. The Master over the Choristers shall receive such stipend, privileges and allowances as shall be agreed by Council from time to time.

## **1.3 THE GOVERNANCE OF KING'S COLLEGE SCHOOL**

1. The Council of King's College is ultimately responsible for the operation of the School, which is an integral part of the College. Council exercises this responsibility through the Governors who are a committee of Council.
2. The Governors of King's College School shall be: the Provost, the Fellow appointed as Deputy Chair by Council, the Organist, and the First Bursar, all ex officio; three other Fellows appointed by Council; a Parent Governor appointed by Council on the recommendation of the Headmaster; up to five other persons appointed by Council with appropriate experience to enhance the strengths of the Governors.
3. Subject to the agreement of Council, the Governors have the power to co-opt up to two other Governors to balance the interests of the School and the expertise available to them, but a majority of College Fellows must be maintained at all times.
4. The primary responsibilities of the Governors shall be the well-being of the children in the School, and the pursuit of high quality education within the framework of all relevant legislation and the Statutes, Ordinances and Regulations of the College.

5. The Governors must inform the College of any matters arising which might impact on the College in any way and the Council must inform the Governors of any matters arising within the College which may impact upon the School.
6. Governors, other than those who are *ex officio*, shall be appointed for a period of four years and shall be eligible for reappointment for a further four years. Normally no further reappointments will be possible, but Council may reappoint a Governor for a third term of office, if it feels this would be in the best interests of the School and the College.
7. Any Governor who is appointed as a Fellow or Parent Governor shall resign if he or she ceases to be a Fellow of the College or to have a child at the School.
8. The Headmaster, the School Bursar (who will act as Secretary), and not more than three other teachers selected by the Headmaster after consultation with the teaching staff, shall be in attendance at all full meetings of the Governors.
9. There shall be at least one meeting of the Governors every School term.
10. All Governors attending meetings shall have voting rights; those persons only in attendance under Section 8 of this Regulation will not.
11. In the event of a tied vote, the Chairman of the Governors or, in the absence of the Chairman, the Deputy Chairman, shall have a casting vote.
12. The Chairman shall be responsible for ensuring that the Governors meet in accordance with this regulation.
13. The Deputy Chairman shall be responsible for liaising with the Headmaster on all matters relating to the interests of the College and the well-being of the School's pupils and staff.
14. The Organist shall be responsible for bringing to the attention of the Governors all matters relating to the Choristers that may affect the School or the College.
15. The Secretary shall be responsible for drawing up meeting schedules, the preparation of agenda (in consultation with the Headmaster and the Chairman or, in his or her absence, the Deputy Chairman), and the taking and circulation of minutes.
16. Without prejudice to the provisions of the School's policies and to any specific obligations or responsibilities set out therein, the Headmaster shall be responsible for bringing to the attention of the Governors all matters of policy relating to the education of the School's pupils, their well-being and that of the Staff, as well as any issue that may impinge on the financial security of the School and its relationship with the College.
17. The minutes of all meetings of the Governors must be submitted to Council immediately after the meeting to which they refer. In addition, the Governors are to submit an annual written report to Council in the Lent Term, or more often if required to do so. Reports to Council must provide sufficient information for Council to be able effectively fulfil its responsibilities for overseeing the running of the School.
18. The Council may ask the Headmaster or any Governor(s) to attend meetings of Council when any business relating to the School is to be discussed. The Headmaster and the Deputy Chairman may request permission to attend any such meeting, should they not have been asked to do so.

19. The Governors are responsible to Council for the secure management of the finances of the School, in accordance with the budgetary principles and financial policies set by Council from time to time.
20. Any proposed expenditure over £10,000 not included in the annual budget must first be approved by Council and, in certain circumstances, may require the approval of a Congregation of the Governing Body of the College.
21. It is the responsibility of the Governors to bring to the attention of Council any major changes in the financial status of the School and to liaise with it over any long-term plans relating to the School.
22. The business of the Governors is to be carried out at full meetings, and through sub-committees. There are four standing sub-committees:
  - a) *Education:*  
Responsible for all matters relating to education, including the development of academic policy and the practical delivery of teaching and pastoral care.
  - b) *Estates and Finance:*  
Responsible for the annual budget of the School, the management of expenditure and income, and other matters relating to the School's finances.
  - c) *Legal and General Purposes:*  
Responsible for advising the Governors on matters relating to compliance with all relevant legislation, the production, review and implementation of School policy documents, and all other matters referred to it by the Governors.
  - d) *Remuneration*  
Responsible for recommending the salaries of the senior staff (Headmaster, Deputy Heads and School Bursar).
23. The Governors shall appoint members to the sub-committees as appropriate, those appointed need not necessarily be Governors.
24. All sub-committees must submit a report to each full meeting of the Governors.
25. The Governors have the power to establish *ad hoc* sub-committees as and when necessary.

## **END OF THE REGULATIONS**