

KING'S COLLEGE CAMBRIDGE



THE ORDINANCES

**As approved by the Governing Body on 26th June 2023
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ORDINANCES

A. THE CONSTITUTION OF THE COLLEGE

A.1 MEMBERSHIP OF THE COLLEGE

1. In addition to the persons described in Statute A.4, College Research Associates, College Teaching Associates, Choristers, Choral and Organ Scholars will be members of the College while they hold those positions in the College.
2. The Provost, Fellows, Associate Fellows, College Research Fellows, College Teaching Associates and graduates of the College will remain members of the College for life unless that membership is revoked for good cause following the appropriate disciplinary procedures. There shall be no right of appeal against a decision terminating membership of the College.
3. The Senior Members of the College shall be the Provost, the Fellows, the Associate Fellows, College Research Associates, College Teaching Associates, and all Members of the College who:
 - a. have been admitted to the degree of Doctor of Philosophy by the University; or
 - b. have been admitted to the degree of Master of Arts by the University, provided that a period of at least six years and a term has elapsed since their matriculation; or
 - c. have been admitted to the degree of Master of Science, Master of Letters, Master of Philosophy, or other comparable degrees, by the University, provided that a period of at least two years and a term has elapsed since admission to that degree.
4. No person who is *in statu pupillari* shall be a Senior Member of the College.
5. All Members of the College agree, by virtue of their membership, to be bound by the Statutes and Ordinances of the College.
6. Any Senior Member of the College not in residence shall be referred to as a Non-Resident Member and shall enjoy the corresponding rights and privileges.

B. THE GOVERNING BODY

B.1 MEMBERSHIP OF THE GOVERNING BODY

1. The Provost, the Official Fellows and the Extraordinary Fellows are members of the Governing Body by the provisions of Statute B.1.
2. The Research Fellows are members of the Governing Body for the duration of their Fellowships, but cease to be members during any intermission in their Fellowships.
3. Life Fellows shall retain their Fellowships and memberships of the Governing Body for the duration of their lives unless they retire by the provisions of Ordinance B.1.4 below or their Fellowship is terminated under Statute R.
4. A person holding a Life Fellowship may give notice that he or she wishes to retire from the Governing Body. Such notice must be given in writing to the Provost. If the notice is accepted and not withdrawn, the person retiring will cease to be a Life Fellow and a member of the Governing Body from the date of the Annual Congregation next

following, and will thereupon become an Emeritus Fellow in Class (ii) as defined in Statute E.49.

5. Former Life Fellows who have retired from the Governing Body may not attend Congregations, except by invitation of the Provost. They may not vote in the election of the Provost or in elections to Committees. They may be co-opted onto College Committees with the exception of the Council and Research Committee.
6. The Head of Development shall be a member of the Governing Body during the period of her tenure, according to the provisions of (revised) Statute B.1(c).

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B.2 CONGREGATIONS OF THE GOVERNING BODY

1. The Agenda of all business to be transacted at a Congregation of the Governing Body must be circulated to all members of the Governing Body at least seven days before the date of the meeting. All principal papers for the meeting will normally be circulated with the Agenda but may exceptionally be circulated later by permission of the Chair.
2. Notwithstanding Section 1 of this Ordinance, a Congregation may, with the agreement of a majority of those present, consider any business of which less than seven days' notice has been given.
3. The Annual Congregation shall be held on the last Thursday of Michaelmas Full Term, or on such other occasion as decided by a vote of an Ordinary Congregation.
4. All business transacted at any Congregation shall be deemed to be confidential to the Governing Body.

B.3 CONFLICTS OF INTEREST

1. The Provost shall ensure that all members of the Governing Body are informed of their duties and responsibilities.
2. The College shall maintain a register of interests where all members of the Governing Body will be required to declare any financial or personal interests that may conflict with their responsibilities as a member of the Governing Body. This register will be open to inspection by any member of the Governing Body at all reasonable times.
3. At the beginning of any Congregation or any meeting of a College committee, the Chair will ask if any member present has a conflict of interest arising over any of the matters to be discussed. Any such declarations will be recorded in the minutes.
4. If a Congregation or any meeting of a College committee is discussing a matter in which any person present has
 - a. a particular financial interest, or
 - b. any other personal interest which, in the opinion of the Chair makes his or her presence undesirable, or
 - c. an interest that might reasonably be regarded by others as creating a conflict of interest,

he or she shall declare this to the Chair and withdraw until after the decision is taken; but he or she shall be entitled to make representation to the meeting, either in writing, or in person before withdrawing.

5. The Council will promulgate a policy advising how conflicts of interest will be considered and dealt with. This policy will be considered each year by the Council and circulated to all members of the Governing Body.

B.4 ELECTION OF JUNIOR MEMBERS TO GOVERNING BODY & COUNCIL

1. The election of Junior Members to Governing Body, Council, and all College Committees will be made in accordance with a policy agreed by Council.
2. Junior Members elected to membership of the Governing Body shall swear the following oath, in the presence of the Provost, or in his or her absence the Vice-Provost, or in the absence of both, the senior Fellow who is a member of Council, before becoming full members of the Governing Body:

I, M. N., elected a member of the Governing Body of this College, do solemnly declare that I will observe all the Statutes of the College, and will endeavour to promote the interests of the College as a place of education, religion, learning and research.

B.5 COMMITTEES OF THE GOVERNING BODY

1. The Governing Body Committees established under the provisions of Statute B.19 shall be: the Audit and Scrutiny Committee; the Fellows' Remuneration Committee; the Investment Committee; the Research Committee; and such other committees as it may determine from time to time, including the appointments committees for such Officers of the College as are specified in Statute F.
2. Governing Body Committees shall report both to the Governing Body and to the Council. They shall be accountable to the Governing Body. The open Minutes of all Governing Body Committees shall be accessible to members of the Governing Body.
3. The Terms of Reference for all Governing Body Committees, or any amendment to the same, must be agreed by Congregation before being adopted. These Terms of Reference are included in Regulations and sent to members of the Governing Body before the Annual Congregation.
4. Except where the Governing Body expressly decides otherwise, the Provost shall be an *ex officio* member of, and if present shall chair, all Governing Body Committees. Should the Governing Body decide that the Provost need not be a member of one of its Committees or act as its Chair, it shall either appoint a chair or stipulate the process by which the chair is to be appointed.
5. The Governing Body shall elect Fellows to serve on its Committees at the Annual Congregation. No elected member shall serve for more than four consecutive years. A casual vacancy may be filled by an election held at a Congregation.
6. The Terms of Reference for any Governing Body Committee will normally specify that the membership will include one undergraduate and one graduate student. This will not apply to those Governing Body Committees where the business is reserved, including the Audit and Scrutiny Committee, the Fellows' Remuneration Committee, the Research Committee; and appointment committees for such Officers of the College as are specified in Statute F.
7. The Junior Members of Governing Body Committees shall be appointed in accordance with Ordinance B.4.
8. A Member of any Governing Body Committee who fails to attend three consecutive meetings of that Committee without good cause shall cease to be a member of the Committee. This section shall not apply in respect of non-attendance by undergraduate members during vacations.

9. Subject to Ordinance B.3, any Member of the Governing Body may, with the prior agreement of the chair of that Committee attend meetings of a Governing Body Committee, but without the right to speak or vote.
10. Within seven days of a meeting of the Council or any Governing Body Committee any twelve Senior Members of the Governing Body may request the Provost to place on the agenda of the next Congregation of the Governing Body any matter decided by the Committee at that meeting, other than a matter relating to the appointment or stipend of any Fellow or member of the College staff. All such requests must be made in writing and be signed by each Fellow making the request. When such a request has been made, the decision of the Committee shall not be acted upon until the Governing Body has agreed the matter. If the Committee concerned believes that deferring the matter to the next Congregation would cause undue delay in deciding the matter, it may require the Provost, or in his or her absence the Vice-Provost, or in the absence of both the senior Fellow who is a member of Council and available, to summon a Congregation.

C. THE COUNCIL

C.1 THE COUNCIL

1. The College is a charity subject to the oversight of the Charity Commission. All members of Council are charity Trustees of the College and are bound by the laws and regulations governing Charity Trustees.
2. The Council shall comprise:
 - a. The Provost *ex officio* in accordance with Statute C.4;
 - b. Ten Senior Members of the Governing Body, elected by the Senior Members of the Governing Body;
 - c. One undergraduate student and one graduate student, elected by those members of the College *in statu pupillari* who are in residence, using the procedures set down in Ordinance B.4.
3. The members of the Council identified in Section 2(a) and 2(b) shall be collectively referred to as the 'Senior Members of Council' and those identified in Section 2(c) as the 'Junior Members of Council'.
4. Attendance at Council is also required of the following officers: the Vice-Provost; the First Bursar, the Senior Tutor and the Second or Domus Bursar; the President of KCGS; the President of KCSU. All these required attendees have the right to speak and present business, but not the right to vote.
5. Members of the Council shall be eligible for re-election, provided that no elected member shall serve for more than four consecutive years.
6. The Senior Members of Council are elected annually at the Annual Congregation, except that casual vacancies may be filled by an election at an Ordinary Congregation.
7. The Provost, or in his or her absence the Vice-Provost, or in the absence of both the senior Fellow present, shall act as Chair of the Council.
8. No business shall be transacted at any meeting of the Council unless at least five Senior Members are present.
9. Nothing in these Ordinances shall be construed as preventing the Council from transacting business in the absence of the Junior Members through failure of election or any other cause.

10. All questions put to the vote at a meeting of the Council shall be decided by a majority of those members who are present; in the case of an equality of votes, the Chair shall have a second or casting vote.
11. The Council shall hold ordinary meetings at such stated intervals as it shall from time to time determine. The Provost may call a special meeting of the Council, and shall do so on receipt of a request signed by at least four members of the Council.
12. Notice of all business to be transacted at meetings of the Council shall be made available to all Members of the Governing Body in advance of the meeting.
13. The Minutes of all Council meetings shall be circulated to members of the Governing Body (whether in draft or final form) within seven days of the meeting to which they refer, save that the junior members shall not be entitled to receive the Minutes of reserved business as defined in Statute B.22, and that those members of the Governing Body described in Statute B.1(c) shall be entitled to receive the Minutes of reserved business only if permitted by Ordinance to receive the reserved Minutes of meetings of the Governing Body.
14. Subject to Ordinance B.3, any Member of the Governing Body may, with the prior agreement of the Provost, attend meetings of the Council, but without the right to speak or vote.
15. During the vacation, or when the matter is urgent, the Provost may determine that a matter before Council should be decided by correspondence. Such a decision shall be made by a majority of the votes of all members of Council with a right to vote on the relevant matter, those votes being given individually in writing to the Provost. A report of any decision arrived at in this way shall be brought to the next meeting of the Council.
16. Junior Members elected to the Council who are not already Members of the Governing Body shall swear the following oath in the presence of the Provost before becoming full members of Council:

I, M. N., elected a member of the College Council, do solemnly declare that I will observe all the Statutes of the College, and will endeavour to promote the interests of the College as a place of education, religion, learning and research.
17. The Council shall have power to authorize expenditure for any single purpose not exceeding £100,000.

C.2 COUNCIL COMMITTEES

1. The Council may from time to time establish Council Committees to deal with specific matters of business, provided that no Committee shall be authorised to dispose of any matter of business that the Council is expressly required or empowered to perform by the Statutes of the College.
2. The Council Committees shall include the Adornment Committee; the Buildings and Safety Committee; the Catering Committee; the Chapel and Choirs Committee; the Church Patronage Committee; the Development Committee; the Education Committee; the Fellowship Committee; the Finance Committee; the Gardens Committee; the Human Resources Committee; the Library Committee; the Studentship Electors; the Visitors Committee, and the Wine Committee.
3. Council Committees shall report, and be accountable to, the Council. The open Minutes of all Council Committees shall be accessible to all Members of the Governing Body.

4. The Terms of Reference for all Council Committees, or any amendment to the same, must be agreed by Council before being adopted. These Terms of Reference are included in Regulations and sent to members of the Governing Body before the Annual Congregation.
5. The Chair of each Council Committee is appointed by Council, preferably from the elected members of the committee, except where the Provost agrees to act as Chair.
6. The Governing Body shall elect Fellows to serve on Council Committees at the Annual Congregation. No elected member shall serve for more than four consecutive years. A casual vacancy may be filled through appointment by Council.
7. The Terms of Reference for any Council Committee will normally specify that the membership will include one undergraduate and one graduate student. This will not apply to those Council Committees where the business is reserved, including the Church Patronage Committee; Fellowship Committee; the Human Resources Committee; the Studentship Electors; the Wine Committee; and any appointment committee.
8. The Junior Members of Council Committees shall be appointed in accordance with Ordinance B.4.
9. A member of any Council Committee who fails to attend three consecutive meetings of that Committee without good cause shall cease to be a member of the Committee. This section shall not apply in respect of non-attendance by undergraduate members during vacations.
10. Subject to Ordinance B.3, any Member of the Governing Body may, with the prior agreement of the chair of that Committee, attend meetings of a Council Committee, but without the right to speak or vote.
11. Within five days of a meeting of a Council Committee any six Senior Members of the Council may request the Provost to place on the agenda of the next meeting of the Council any matter decided by the Committee at that meeting, other than a matter relating to the appointment or stipend of any Fellow or member of the College staff. All such requests must be made in writing and be signed by each Fellow making the request. When such a request has been made, the decision of the Committee shall be acted upon until the Council has agreed the matter.

D. THE PROVOST

D.1 ELECTION OF A PROVOST

1. The Governing Body shall approve, and may from time to time amend, a Statement of Practice in relation to the election of a Provost which shall have the status of a Regulation of the Governing Body.

E. THE FELLOWS AND ASSOCIATE FELLOWS

E.1 ELECTORS TO RESEARCH FELLOWSHIPS

1. The Electors to Fellowships for Research Fellowships shall be the members of the Research Committee.

E.2 NUMBER OF FELLOWSHIPS AND ASSOCIATE FELLOWSHIPS

1. The total number of Fellows, excluding Life Fellows, shall not exceed one hundred.
2. The number of Fellows in each class shall not exceed the following:
 - a. Official Fellows 80
 - b. Research Fellows 30
 - c. Extraordinary Fellows 4
 - d. Life Fellows No quota.

E.3 REQUIREMENTS AND PRIVILEGES OF FELLOWS

1. The first appointment of a Fellow to a Fellowship in any class other than Life Fellowships, shall be for a period not exceeding five years. The Electors to these Fellowships may re-elect a Fellow for further periods, each not exceeding five years, into the categories of Fellowship for which they are responsible. The tenure of Research Fellowships is limited to four years by the provisions of Statute E.21.
2. Subject to Statute E, the privileges and benefits of Fellows are determined from time to time by the Fellows' Remuneration Committee and reported to Council.
3. Any senior member of the Governing Body shall have the right to stand for election to Council and any Governing Body or Council Committee with the exception of the Fellowship Committee and the Research Committee. Any Official, Extraordinary or Life Fellow may stand for election to the Fellowship Committee or the Research Committee.
4. A Fellow shall not attend meetings of any Committee whilst on sabbatical leave, but he or she may attend and vote at Congregations of the Governing Body.
5. Each Fellow shall be required to fulfil the duties of his or her Fellowship, as specified by the Electors to Fellowships at the time of his or her election, or on the occasion of any subsequent renewal of the Fellowship and to perform such other duties as they are reasonably requested to undertake by the Governing Body or the Council.
6. Any Fellow who fails, without good cause, to fulfil the duties of his or her Fellowship, or to perform such other duties as he or she is reasonably requested to undertake by the Governing Body or the Council, shall be subject to the disciplinary procedures of Statute R.
7. All Official and Research Fellows are required to be in residence in Cambridge during Full Term unless granted leave by the Council. For the purposes of this Ordinance, a Fellow will be deemed to be in residence in Cambridge if he or she complies with the residency requirements for University Officers as defined in the Statutes and Ordinances of the University of Cambridge currently in force. A Fellow who is a University Officer and who has received permission from the University to reside away from Cambridge will normally be deemed to have received permission from the College.
8. A Research Fellow may, with the permission of the Research Committee, intermit his or her Research Fellowship for up to two years to pursue academic teaching or a research project elsewhere. A Research Fellow who is intermitting a Research Fellowship shall have the privileges associated with a non-resident member, except in such cases as Council makes a grant of additional privileges.

E.4 AGE OF RETIREMENT FOR FELLOW

1. A Fellow other than a College Officer shall retire from his or her Fellowship and any associated Office at the end of the academical year in which he or she reaches the University Retiring Age. The retirement age for College Officers is governed by Ordinance F.1.

E.5 LIFE FELLOWSHIPS

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1. A Fellow who satisfies the conditions of Statute E.27 may become a Life Fellow if in addition he or she retires at the retiring age from his or her Fellowship or from the Office on which his or her Fellowship is contingent. This requirement does not apply in the case of a Fellow retiring early on account of serious illness or disability.
2. The provisions of Statute R and the associated Ordinances shall apply to all Life Fellows.

E.6 ASSOCIATE FELLOWS

1. In addition to the classes of Associate Fellows described in Statute E.31, the Master over the Choristers will also hold an Associate Fellowship.
2. The number of Associate Fellows in each class shall not exceed the following:

Honorary Fellows	25
Visiting Fellows	3
Fellow Benefactors	No quota
Fellow Commoners	No quota
Directors of Research	No quota
Emeritus Fellows	No quota
Bye-Fellows	15
Chaplains	No quota
Emeritus Chaplains	No quota
Master over the Choristers	1
3. This Ordinance and associated Regulations describe the election, and duties of Associate Fellows in accordance with Statute E. The privileges and benefits of Associate Fellows are determined from time to time by the Fellows' Remuneration Committee.
4. Honorary Fellows are elected at the Annual Congregation. Visiting Fellows, Directors of Research, Emeritus Chaplains, Fellow Benefactors and Fellow Commoners are elected at any Congregation. Bye-Fellows, Chaplains, Emeritus Fellows, and the Master over the Choristers are elected by Council.
5. The procedure for the election of Associate Fellows is specified in Regulations.

F. THE OFFICERS

F.1 THE OFFICERS

1. The Officers of the College will consist of the Vice-Provost, Dean, First Bursar and Senior Tutor, as specified in Statute F.1, together with the Second or Domus Bursar, the Director of Music, and the Director of Development.

2. Requirements and Privileges of Fellows detailed in Ordinance E.3, shall apply to all Officers of the College.
3. The Retirement Age for Fellows specified in Ordinance E.5 shall apply to all Officers of the College, with the exception of the Vice-Provost and Senior Tutor.
4. The date on which a Vice-Provost or a Senior Tutor assumes the duties of the office or, if the post is renewed, re-assumes the duties of the office, must be before the end of the academical year in which he or she attains the University Retiring Age.
5. If, in exceptional circumstances, the Governing Body considers it necessary to extend the duration of an existing Vice-Provost or Senior Tutor's term (in circumstances not amounting to a renewal), the age of the Vice Provost or the Senior Tutor shall not be a barrier to that extension.
6. Other offices for Fellows within the College will not be regarded as College Offices. Retirement from these positions will be governed by the College's Retirement Policy for Fellows.

F.2 THE VICE-PROVOST'S DEPUTY

1. During any period in which the Vice-Provost is absent from the College for more than two nights the senior Fellow in residence who is a member of Council shall act as his or her deputy.
2. Should the Vice-Provost be absent from the College for a prolonged period as a result of illness, because he or she is on leave, or for other cause approved by the Governing Body, the Provost may nominate a Fellow to perform the duties of the Vice-Provost under such conditions as he or she shall think fit.
3. If at any time the offices of Provost and Vice-Provost are both vacant, the senior Fellow in residence who is a member of Council shall assume the position of Vice-Provost until a Vice-Provost has been elected.

G. MEMBERS *IN STATU PUPILLARI*

H. SCHOLARSHIPS

I. DIVINE SERVICE

I.1 THE CHORISTERS, CHORAL AND ORGAN SCHOLARS

1. There shall be no more than sixteen Choristers, fifteen Choral Scholars (to include the number of Lay Clerks), and two Organ Scholars in any one academical year.
2. The Choristers shall be accommodated and educated at King's College School unless otherwise decided by the Council. The Council will liaise with the School over the management of the Choristers.
3. The duties, benefits and remuneration for Choral Scholars, Lay Clerks, Volunteers, Organ Scholars and Choristers shall be in accordance with Regulation I.1, I.2 and the associated policy.

J. ENDOWMENTS

J.1 ACCEPTANCE OF ENDOWMENTS

1. The First Bursar and Director of Development are each authorised to accept gifts and endowments up to the value of £10,000.
2. All gifts and endowments of value exceeding £10,000 are reported to the Council for acceptance.
3. All gifts and endowments of value exceeding £500,000 are reported to the Governing Body for acceptance at a Congregation.

K. INVESTMENTS

L. COLLEGE ACCOUNTS AND AUDIT

M. COLLEGE FEES AND CHARGES

N. CONTRIBUTION TO THE UNIVERSITY

O. THE COMMON SEAL

O.1 THE COMMON SEAL

1. The College Officers empowered to affix the Common Seal to any deed or instrument shall be the Vice-Provost, the Dean of Chapel, the First Bursar, the Second Bursar and the Senior Tutor. Any Fellow may act as the second signatory.
2. The Governing Body gives approval for affixing the Common Seal to the following class of documents.
 - a. Leases, transfers, purchases, and royalty agreements made as part of the College's investments. These must all be with the advice of the College's agents.
 - b. Contracts for building works, furnishing or other services that are part of schemes approved by the Governing Body.
 - c. Sales, purchases and transfer agreements as part of the College's shared equity scheme.
 - d. Trust deeds agreed with donors to the College and approved by the College Council or Governing Body.
3. Any other documents require the approval of the Governing Body, or by Council with authority from the Governing Body.
4. All sealings will be recorded in the register of sealings and reported at the next meeting of the Investment Committee.

P. THE VISITOR

Q. DISCIPLINE OF MEMBERS *IN STATU PUPILLARI*

Q.1 DISCIPLINARY POLICY

1. The College's rules and procedures relating to student disciplinary matters are primarily set out in the Student Disciplinary Policy, available on the College Intranet and approved by the Council from time to time.
2. The rules in the Policy may be supplemented by rules in the Student Handbook (equally available on the College intranet) and by rules in other Policies of the College that specifically refer to a potential disciplinary consequence or where such a consequence is to be reasonably expected due to the nature of the breach of a College rule.

R. CONDUCT OF ACADEMIC STAFF

R.1 ACADEMIC STAFF ORDINANCES

1. These Ordinances shall apply to academic staff who are members of the College, including the Provost, Fellows, Associate Fellows and College Research and Teaching Associates.
2. The Fellows Remuneration Committee will approve an Academic Staff Handbook that will include employment policies for academic staff. That Handbook and these Ordinances will be subject to Statute R and, in particular, the aims of Statute R.2. The application of the Academic Staff Ordinances, and the Academic Staff Handbook, in relation to a position held by a member of the academic staff, shall conform to the terms and conditions applying to that position, as determined by or under the Statutes of the College, by contract, or in any other way.
3. Any changes to the Academic Staff Handbook will be reported to the Governing Body. A copy will be given to any person appointed to a role subject to the provisions of the Academic Staff Handbook.
4. The Academic Staff Handbook will include policies that deal with:
 - a. Grievances raised by academic staff;
 - b. Discipline of academic staff;
 - c. Appeals against dismissal and other sanctions;
 - d. Procedure for the confirmation of appointments at the end of an initial probationary period;

It may also include other policies.

5. The Annual Congregation shall elect each year an Academic Grievance Panel whose members may be required to hear a disciplinary or grievance case for a member of the academic staff, or a resulting appeal. The panel will consist of the following:

- a. At least one member of the Regent House of the University of Cambridge, who is not a Fellow of the College;
- b. At least one qualified solicitor or barrister who is not a Fellow of the College
- c. At least one medically qualified person, who is not a Fellow of the College;
- d. At least five Fellows of the College;

and such other suitably qualified persons as Congregation determine. The Academic Staff Handbook will specify the procedures for appointing a panel to hear a disciplinary or grievance case, or an appeal, and for the conduct of the panel.

END OF THE ORDINANCES