

KING'S COLLEGE CAMBRIDGE



DRAFT NEW ORDINANCES

**As approved by a special meeting of the Governing Body
on 17th October 2022**

A.1 MEMBERSHIP OF THE COLLEGE

1. In addition to the persons described in Statute A.4, the College Research Associates and College Teaching Associates will be members of the College.
2. In addition, the following will be members of the College while they hold the offices specified:

the Master over the Choristers, the Choristers, and the Choral and Organ Scholars.

3. The Provost, Fellows, Associate Fellows (with the exception of Visiting Fellows), College Research 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.
4. There shall be no right of appeal against a decision terminating membership of the College.
5. The Senior Members of the College shall be the Provost, the Fellows, the Chaplain, the Master over the Choristers, College Research 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 or Master of Philosophy by the University, provided that a period of at least two years and a term has elapsed since admission to that degree.

Notwithstanding Section 4 of this Ordinance, no person who is *in statu pupillari* shall be a Senior Member of the College unless he or she has been elected as a Fellow or an Associate Fellow, or Master over the Choristers.

6. All Members of the College agree, by virtue of their membership, to be bound by the Statutes and Ordinances of the College.
7. Any Senior Member of the College not in residence shall be referred to as and shall enjoy the rights and privileges of a Non-Resident Member.
8. Any former Visiting Fellow shall enjoy the rights and privileges of a Senior Non-Resident Member.
9. 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.

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 (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.

B.2 CONGREGATIONS OF THE GOVERNING BODY

1. The Provost shall ensure that all members of the Governing Body are informed of their duties and responsibilities as trustees of the College.
2. 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.
3. Notwithstanding Section 2 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.
4. 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.
5. 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 and as a trustee of the College. This register will be open to inspection by any member of the Governing Body at all reasonable times.

6. 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.
7. 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.
8. 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.
9. All business transacted at any Congregation shall be deemed to be confidential to the Governing Body.

B.3 ELECTION OF JUNIOR MEMBERS TO THE GOVERNING BODY AND COUNCIL

1. This Ordinance specifies the procedures to be used for the election of Junior Members to both Governing Body and Council.
2. Two graduate students and two undergraduate students shall be elected annually to serve as members of the Governing Body.
3. The number and composition of Junior Members elected annually to serve as members of Council shall be as declared in Ordinance C.1.
4. The electorate for election of undergraduates shall be the undergraduate members of the College in residence and the electorate for election of graduates shall be the graduate members of the College in residence who are *in statu pupillari*.
5. An election shall not be valid if the total number of votes cast does not exceed one-fifth of the number of the relevant electorate.
6. Where a specific number, or at least a specific number, of a particular category is required to be elected, those candidates with the most votes up to the required number shall be elected.

7. The Chaplain shall be the Returning Officer responsible for the conduct of the elections, failing whom the Council shall appoint a Returning Officer.
8. As well as ensuring that the election is carried out in accordance with this Ordinance, the Returning Officer is responsible for ensuring that the election is adequately publicised to all Junior Members including the date of the election and the closing date for nominations, giving in each case at least ten days' notice.
9. Save in exceptional circumstances, the annual election of Junior Members to the Governing Body and Council shall take place before the end of each Michaelmas Full Term.
10. In the event of a non-valid election, a further election shall be held at the earliest possible date.
11. Junior Members elected to serve on Governing Body and Council in accordance with this Ordinance shall take up their membership on the first day of the Lent Full Term following the election and serve for a calendar year.
12. A casual vacancy in the Junior Membership of Governing Body or Council shall be filled by a bye-election conducted on the same basis as was used for election of the member being replaced.
13. 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.4 COMMITTEES OF THE GOVERNING BODY

1. The Governing Body Committees established under the provisions of Statute B.19 shall be: the Development Committee; the Fellowship Committee; the Fellows' Remuneration Committee; the Investment Committee; the Research Committee; the Wine 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 a vote of a Congregation before being adopted.
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. A casual vacancy may be filled by an election held at a Congregation.
6. There shall be one undergraduate and one graduate student on all Governing Body Committees with the exception of the Fellowship Committee; the Fellows' Remuneration Committee; the Research Committee; the Wine Committee, and such other committees as the Governing Body may determine from time to time, including the appointments committees for such Officers of the College as are specified in Statute F.
7. The Junior Members of Governing Body Committees shall be appointed using procedures agreed by the members of the College *in statu pupillari* and approved by Council.
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.1.5, any Member of the Governing Body may, with the prior agreement 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, attend meetings of all Governing Body Committees, 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 binding on the College until the Governing Body has agreed the matter. If the Committee concerned believes that to defer 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. Any such matter put to a Congregation shall be decided in accordance with Statute B.8.

C.1 THE COUNCIL

1. 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.2.

2. The members of the Council identified in Section 1(a) and 1(b) shall be collectively referred to as the 'Senior Members of Council' and those identified in Section 1(c) as the 'Junior Members of Council'.
3. 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.
4. Members of the Council shall be eligible for re-election, provided that no elected member shall serve for more than four consecutive years.
5. 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.
6. 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.
7. No business shall be transacted at any meeting of the Council unless at least five Senior Members are present.
8. 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.
9. 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.
10. 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.
11. 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.
12. 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.
13. Subject to Ordinance B.1.5, 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.

14. 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 an absolute majority of the votes of members, 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.
15. 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.

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 Church Patronage Committee; the Education Committee; the Finance Committee; the Gardens Committee; the Library Committee; the Human Resources Committee; the Studentship Electors; the Visitors Committee, and the Chapel and Choirs 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, are set by the Council with the following limitation. The Provost is not an *ex officio* member of any Council Committee and the Chair is appointed by Council, preferably from the elected members of the committee, except that any Council Committee, with the Provost's consent, may co-opt the Provost to act as its Chair.
5. Apart from *ex officio* members, all Fellows serving on Council Committees shall be elected by the Governing Body at the Annual Congregation. A casual vacancy may be filled by appointment by the Council.
6. There shall be one graduate and one undergraduate student member on all Council Committees with the exception of appointments committees; the Church Patronage Committee; the Human Resources Committee and the Studentship Electors, and such other committees as the Governing Body may determine from time to time.
7. The Junior Members of Council Committees shall be appointed using procedures agreed by the members of the College *in statu pupillari* and approved by Council.

8. 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.
9. Subject to Ordinance B.1.5, any Member of the Governing Body may, with the prior agreement 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, attend meetings of any Council Committee, but without the right to speak or vote.
10. 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 not be binding on the College until the Council has agreed the matter.

D.1 ELECTION OF A PROVOST

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.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.

3. The number of Associate Fellows in each class shall not exceed the following:

a) Honorary Fellows	25
b) Visiting Fellows	3
c) Bye-Fellows and Directors of Research	15
d) Chaplains, Emeritus Chaplains, Emeritus Fellows, Fellow Benefactors, Fellow Commoners	No quota.

E.4 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 Regulation of the Governing Body.
3. Any Fellow shall have the right to stand for election to Council and any Governing Body or Council Committee with the exception of the Research Committee. Any Official, Extraordinary or Life Fellow may stand for election to 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.5 AGE OF RETIREMENT FOR FELLOWS

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.6 LIFE FELLOWSHIPS

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.
2. The provisions of Statute R and the associated Ordinances shall apply to all Life Fellows.

E.7 ASSOCIATE FELLOWS

1. This Ordinance and associated Regulations describe the election, rights and duties of Associate Fellows in accordance with Statute E.

E.7.1 Honorary Fellows

1. The procedure for the election of Honorary Fellows is determined by Regulation of the Governing Body.

E.7.2 Visiting Fellows

1. The procedure for the election of a Visiting Fellow is determined by this Ordinance and by Regulation of the Governing Body.
2. The tenure of a Visiting Fellowship shall not normally exceed one academical year.
3. Visiting Fellows hold their Associate Fellowships only during the period for which they have been elected.
4. The number of Visiting Fellows at any one time may not exceed the quota given in Ordinance E.2.
5. At the time of election, the Governing Body will agree the rights to be enjoyed by the Visiting Fellow.
6. Former Visiting Fellows may lunch and dine on the same terms as Senior Non-Resident Members.

E.7.3 Fellow Benefactors and Fellow Commoners

1. An Ordinary Congregation may elect as a Fellow Benefactor any person who has helped the College in exceptional ways and has normally donated a sum of at least £1,000,000 to the College.

2. An Ordinary Congregation may elect as a Fellow Commoner any person who has helped the College in very significant ways and has normally donated a sum of at least £250,000 to the College.
3. Fellow Benefactors and Fellow Commoners are normally elected for an indefinite period. The Governing Body may specify procedures under which Fellow Benefactorships and Fellow Commonerships may be terminated.
4. The rights and privileges of Fellow Benefactors and Fellow Commoners are determined by Regulation of the Governing Body.

E.7.4 Directors of Research

1. An Ordinary Congregation may elect as a Director of Research a former Fellow who satisfies the conditions of Statute E.46 and undertakes to continue his or her contribution to the purposes of the College.
2. Elections are for no more than five years, contingent upon the Director of Research continuing to hold his or her University Directorship, but may be renewed.
3. Following an election, or re-election, Council will prescribe in writing the rights that the Director of Research will enjoy. The rights should reflect the contribution being made to the purposes of the College, but will normally be those enjoyed by Emeritus Fellows in Class (ii).

E.7.5 Emeritus Fellows

1. Council may elect as an Emeritus Fellow in Class (i) any person who has served as a Fellow of the College for at least ten years and wishes to continue to contribute to the affairs of the College. In exceptional circumstances, where a Fellow has not served for ten years but Council considers that it is in the College's interest to elect him or her as an Emeritus Fellow because of other, significant contributions to the College, Council may seek approval from the Governing Body to make an election. Emeritus Fellows in Class (i) are normally elected for five years in the first instance and may be re-elected for up to five years on undertaking to continue their contribution to the College.
2. The rights and privileges of Emeritus Fellows in Class (i) are prescribed by Regulation of the Council.
3. Emeritus Fellows in Class (ii) are former Life Fellows who have retired from the Governing Body. Their rights and privileges are as those for Fellows, except on matters of governance where they are subject to the provisions of Ordinance B.1.

E.7.6 Bye-Fellows

1. The Council may elect as a Bye-Fellow any person who undertakes to carry out duties for the College concerned with education, religion, learning and research, subject to the signing of a contract of employment. Elections are for no more than five years but may be renewed.

2. At the time of election, or re-election, the Council will prescribe in writing the duties of the Bye-Fellow and the rights the Bye-Fellow will enjoy.
3. The normal rights and privileges of Bye-Fellows are set out in Regulations. The Council reserves the right to vary these rights according to the nature or the scope of the duties of a Bye-Fellow.
4. Bye-Fellows are admitted in the Chapel by the Provost or Vice-Provost having made the following declaration.

I, M.N., elected a Bye-Fellow of this College, do solemnly declare that I will observe all the Statutes of the College, and will endeavour to the utmost of my power to promote the interests of the College as a place of education, religion, learning and research.

5. Bye-Fellows may resign their positions at any time subject to any notice conditions in their contract of employment, and the Council may terminate the appointment, subject to the provisions of Statute R.

E.7.8 Chaplains

1. The Council may appoint as a Chaplain any person authorized to conduct divine service in the Chapel according to Statute I. The appointment will be for a fixed period of up to four years. A Chaplain may be reappointed for further fixed periods in the same manner.
2. A Chaplain is an employee of the College. The emoluments and privileges for a Chaplain will be agreed by the Council on appointment, subject to a contract of employment and to the approval of the Fellows' Remuneration Committee. The Dean of Chapel is responsible for managing the Chaplain.
3. The Chaplain's duties will include working with the Dean of Chapel to provide pastoral support for members of the College; to be fully engaged in the life of the Chapel, both liturgically and administratively; and to provide other such assistance as the Dean of Chapel may reasonably request.
4. The Chaplain has the following rights and privileges:
 - To take meals in College on the same terms as Fellows.
 - To apply for two tickets for the Advent Procession each year.
 - To apply for two tickets for the annual Festival of Nine Lessons and Carols.

E.7.9 *Emeritus Chaplains*

1. An Ordinary Congregation may elect as an Emeritus Chaplain someone who has been a Chaplain at the College and has played a significant part in the College during that chaplaincy, including exceptional service beyond that normally expected of a Chaplain.
2. The election takes place at the retirement of the Chaplain from the College chaplaincy. The appointment as an Emeritus Chaplain is for life or until resignation.
3. An Emeritus Chaplain is not entitled to College accommodation, but has the following rights and privileges:
 - To dine at High Table, free of charge, on up to twenty occasions in each academic year, excluding Mondays in Full Term and to bring a guest against payment on evenings when guests are permitted.
 - To attend the Summer Supper Party and to bring one guest without charge.
 - To apply for two tickets for the Advent Procession or the Festival of Nine Lessons and Carols each year.

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.4, 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.

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.

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.

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 approves affixing the Common Seal to the following class of documents.
 - (i) 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.
 - (ii) Contracts for building works, furnishing or other services that are part of schemes approved by the Governing Body.
 - (iii) Sales, purchases and transfer agreements as part of the College's shared equity scheme.
 - (iv) Trust deeds agreed with donors to the College and approved by the College Council or Governing Body.

Any other documents require the approval of the Governing Body, or by Council with authority from the Governing Body.

3. All sealings will be recorded in the register of sealings and reported at the next meeting of the Investment Committee.

Q.1 DISCIPLINE OF MEMBERS IN STATU PUPILLARI

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.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:

Grievances raised by academic staff;

Discipline of academic staff;

Appeals against dismissal and other sanctions;

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