

BRASENOSE COLLEGE BY-LAWS

I. GENERAL PROVISIONS

1. These By-Laws are made in pursuance of Stat. VII.12 and III.12. Any addition or alteration requires notice of motion under the provisions of By-Law V.2 and 3.
2. During each academic year the Vice-Principal shall consider whether any decisions made by the Governing Body in the course of that year which are of a general and permanent character, but which have not been enacted as By-Laws, should be so enacted and shall give notice of motion accordingly.

II. EXECUTIVE COUNCIL [Stat.I.5]

1. The membership of the Executive Council shall consist of the Principal, College Officers being Fellows, and such other Fellows whose duties include oversight of members of the College in *statu pupillari*, and shall have the following powers:

to award prizes, exhibitions, and scholarships or to deprive junior members of the same (see also By-Law XIX.2 and 3); to grant Graces; to approve applications for incorporation; to give leave of absence to members of the College in *statu pupillari* where such absence involves loss of residence for a term or more; to give leave to such members to change their subject of study; to send junior members out of residence for failure in examinations, or on other evidence of unsatisfactory academic performance [See also By-Law XVIII]; to grant such dispensations from the College's academic regulations as may from time to time be necessary.
2. The Executive Council shall record the sending of junior members out of residence for non-academic causes but shall not hear appeals against such penalties.
3. College Lecturers who are not Fellows, but whose duties include oversight of members of the College in *statu pupillari*, may be invited to attend meetings of the Executive Council.
4. Graces shall be deemed to have been granted to those supplicants whose names appear on a list prepared by the Bursar and signed by one of the Deans of Degrees, but the Dean shall not sign such list in respect of any name to which the Executive Council makes objection.

III. COLLEGE OFFICERS [Stat. IV]

1. College Officers are responsible
 - i) for fulfilling the duties of the Office to which they have been elected, in accordance with Statutes, By Laws, plans, policies and procedures set by the Governing Body or its committees;
 - ii) for reporting from time to time to Governing Body or its committees on their activities as Officers; and
 - iii) for making proposals to Governing Body or its committees for amendments to plans, policies or procedures when necessary.

2. There shall be the following College Officers:

- a) Tutors, who shall teach and provide leadership in tuition; outreach; admissions; and pastoral care for Junior Members in their subjects or subject areas. Tutors shall, as members of Executive Council, contribute to the oversight and strategic direction of the Teaching Establishment and shall, in conjunction with the Senior Tutor, have a mentoring and leadership role with regard to others who teach for the College in their subject area.
- b) Officers who are not Tutors and are employed by the College specifically and primarily to fulfil the duties of their Office:
Bursar, Chaplain, Director of Development and Alumni Relations, and Senior Tutor
- c) Officers who fulfil duties of an Office in addition to the primary duties associated with their principal Office or Fellowship or employment by the College, or who do not receive a stipend for their Office;
Vice-Principal, Dean, Tutor for Graduates, Diversity and Equality Officer, Fellow Librarian, Editor of The Brazen Nose, Dean of Degrees, Senior Member of the Junior Common Room, Treasurer of the Amalgamated Clubs, Cellararius, Curator of Pictures, Curator of Plate, Senior Member for the Boat Club, Senior Member for the Arts Fund, Assessors and Master of Flags.

Except when a casual vacancy occurs, these College Officers shall be elected at the second Stated Meeting of Trinity Term to take office from 1 September following. Each election shall be for a term of one academic year, unless stated otherwise in this By Law.

3. The stipends and allowances, if any, of College Officers shall be fixed from time to time by the Remuneration Committee.
4. College Officers and Fellows acting on the College's behalf may be indemnified for reasonable costs approved in advance of any legal action against them in respect of their offices; and against consequential civil penalties.
5. For some offices, the College has agreed Further Particulars. Changes in Further Particulars must be approved by Governing Body.

The Officers:

6. [a] The Vice-Principal shall be elected from among the Official, Tutorial, Research or Professorial Fellows of more than ten years' standing. The normal term shall be three years and he/she shall not be re-eligible for an immediately succeeding term. The Vice Principal is responsible for co-ordination of the election of a new Principal (Statute II), fulfilling the duties of the Principal if he or she is absent (unless Governing Body make alternative arrangements per Statute IV.4) and monitoring the governance arrangements of the College.
- [b] In the absence of the Principal and the Vice-Principal, the Senior Fellow in residence (being a member of the Governing Body) shall, except in so far as is otherwise provided in the Statutes, perform the functions of the Principal (Stat.IV.4).

- [c] If the absence of the Principal is expected to be for a period longer than one term, the Governing Body may on a proposal from the Nominating Committee appoint any Fellow of the College (being a member of the Governing Body) as Acting Principal to perform, except in so far as is otherwise provided in the Statutes, the functions of the Principal (Stat.IV.4).

Full details of the role are laid out in the Further Particulars.

7. The Bursar shall be the Chief Financial and Administrative Officer of the College. The Bursar shall have ultimate responsibility for financial management, planning and control, employment matters, IT provision, the domestic arrangements, property, the endowment, and regulatory matters, working with the Domestic Bursar, College Accountant and other staff and advisers as appropriate and advising and working with relevant committees and Officers. Full details of the role are laid out in the Further Particulars.
8. The Senior Tutor shall be responsible, in conjunction with the relevant tutors, for the academic affairs of junior members pursuing undergraduate courses and for the maintenance of records relating to the academic affairs of all junior members in residence. The Senior Tutor shall in particular
 - (i) be responsible for all matters relating to admissions process for undergraduates, apart from the actual choice of successful candidates; in addition he/she shall be responsible for supporting the Tutor for Graduates on the implementation of the admissions policies for postgraduates;
 - (ii) be responsible for outreach to schools and prospective students;
 - (iii) make recommendations to the Academic Committee as to the appointment and remuneration of College Lecturers;
 - (iv) supervise the provision of out-college teaching and the payment of those who provide it.The Senior Tutor shall supervise the procedures leading to the election of Tutorial Fellows (By-Law IX.2(c),(d)) and shall also keep under review the longer term provision of teaching and make recommendations to the Academic Committee. Full details of the role are laid out in the Further Particulars.
9. The Chaplain shall conduct services in the Chapel in accordance with Statute VII.4, and shall be responsible for the performance and practice of music across the College. He/she shall also exercise such pastoral and counselling functions in relation to Junior Members as may be appropriate and shall participate in the co-ordination of the College's provision of welfare support for Junior Members. Full details of the role are laid out in the Further Particulars.
10. The Director of Development and Alumni Relations shall be responsible for fostering relations with alumni and other potential donors, nurturing their support for the College and maximising donations from them in support of the College's charitable objectives. Full details of the role are laid out in the Further Particulars.
11. Subject to Statute II.11 the Dean shall be responsible for the maintenance of discipline among junior members. He or she shall participate in the co-ordination of the College's provision of welfare support for Junior Members. The Dean may, for the purpose of enforcing College rules relating to discipline, impose such penalties as he or she thinks reasonable, subject to the regulations and right of appeal laid out in By-law XVIII and in all cases to

appeal to the Principal. Full details of the role are laid out in the Further Particulars. The Dean's term of office will normally be three years.

12. The Tutor for Graduates shall be responsible for oversight of all matters relating to the junior members pursuing graduate courses, including policies relating to their admissions, their academic work, in conjunction with the relevant College Advisers, and their welfare and needs. He/she will also shall have oversight of the constitutional and financial affairs of the HCR and shall advise the officers and members of the HCR and, as occasion may demand, represent their views to the Governing Body and vice versa. Full details of the role are laid out in the Further Particulars. The Tutor for Graduates' term of office will normally be three years.
13. The Diversity and Equality Officer shall support and advise students on issues and concern that arise because of possible or perceived discrimination within the College and University, and shall promote equality, diversity and inclusiveness within the college. Full details of the role are laid out in the Further Particulars.
14. The Fellow Librarian shall be responsible for the administration of the Library and the College Archive. He/she shall manage the library and archive staff. The Fellow Librarian's term of office will normally be five years.
15. The Editor of the Brazen Nose shall publish and distribute one edition of the magazine each year, coordinating with and supported by the Development Office.
16. The Dean or Deans of Degrees shall present for degrees those members of the College who seek such presentation and who are reported by the Bursar to be qualified.
17. The Senior Member of the Junior Common Room shall have oversight of the constitutional and financial affairs of the JCR and shall advise the officers and members of the JCR and, as occasion may demand, represent their views to the Governing Body and vice versa.
18. The Treasurer of the Amalgamated Clubs shall make allocations to junior members' sporting clubs from the funds made available to him/her by the College.
19. The Senior Member of the Boat Club is responsible for over-seeing the activities of the Boat Club. Full details of the role are laid out in the Further Particulars.
20. The Senior Member for the Arts Fund shall distribute the funds made available to him/her by the College in order to support excellence, achievement and participation in the arts in college and amongst Brasenose students.
21. The Cellararius shall, subject to the general oversight of the Cellars and Feasts Committee, be responsible for the purchase and care of wines.
22. The Curator of Art and Curator of Plate shall advise the Domestic Bursar on the care and preservation of the College pictures and Plate respectively.
23. The College will usually have two Assessors appointed for a term of two years concurrently. The Assessors will serve on Estates & Finance Committee.

In their second year the Assessors will be invited to report on an aspect of College governance or management of their choosing (while not adding materially to the burdens of other College Officers or employees), raising proposals or questions for the Officers and Governing Body to consider.

24. The Master of the Flags shall be responsible for determining which flags are to be flown from the College flagpole, and when.

IV. COMMITTEES [Stat. VII.9]

1. The Governing Body appoints four types of committees:
 - a. Governance Committees which review plans and policies (proposed by Officers) and recommend them to Governing Body for approval, then oversee the implementation of these plans by Officers. Governance committees are not usually decision-making bodies, except for specific decisions that can be delegated by Governing Body but are not appropriate to delegate to Officers or to management committees, for instance due to high levels of risk.
 - b. Sub-committees, which support a Governance committee, the Officer who convenes it and other relevant officers, providing review and advice on areas of particular specialism or complexity.
 - c. Consultative Committees, through which views of interested parties such as students and staff can be sought to influence policies and decisions. These are not decision-making bodies.
 - d. Management Committees, which are formed to take decisions that are not of strategic significance or high risk but that affect the Fellowship or Fellows personally, so should not be delegated to Officers.
2. Except when a casual vacancy occurs, elected members of Committees shall be elected at the second stated General Meeting of Trinity Term and shall hold office from 1st October following.
3. The Governing Body may from time to time appoint such ad hoc committees with such membership and such terms of reference as it thinks fit..
4. One person will be nominated as chair of each committee, responsible for ensuring that the committee works effectively, fulfils its remit and abides by its terms of reference. In the absence of the nominated chair, the committee will select one of those present to act as chair.
5. One Officer will be nominated as Convenor of each committee, responsible for preparing the agenda and papers for each meeting and ensuring that the decisions and actions arising from each meeting are recorded and reported to Governing Body.
6. Unless the following By Laws specify otherwise, committees may make decisions outside meetings, by email or telephone, but such decision must be recorded in the minutes of the following meeting. Decisions will require the majority of the committee, including the Chair and Convenor.

A) Governance committees

A.1) Academic Committee

[a] [i] Principal (chair), Vice-Principal, Bursar, Senior Tutor (convenor), Tutor for Graduates, Fellow Librarian, Convenor of Research Committee and three elected members, with a balance of representation from across subject communities. The President of the Hulme Common Room (or a member of the Hulme Common Room nominated by him/her for his/her year of office) and the President of the Junior Common Room (or a member of the Junior Common Room nominated by him/her for his/her year of office) shall attend for the first part of each regular meeting, which deals with matters within the province of the Committee which are of concern to junior members. The Academic Committee may co-opt a member of the College onto the Committee if a specific area of expertise is required which the co-optee could provide.

[ii] The quorum for meetings is six members. Majority decisions are final. The Chair has the casting vote.

[b] [i] in general, to keep under review the academic strategy and policies of the College, to review new plans and policies, as required, and recommend them to Governing Body for approval, and to review annual reports from the Senior Tutor on the state of the implementation of these strategies, plan and policies;

[ii] to keep under review all matters relating to the provision of teaching (other than the matters personal to individual Fellows or staff such as conditions of service, remuneration or performance), including:

- a) The extent of teaching provision provided by both Fellows (including review on vacancy as laid out in By Law VIII) and lecturers, including the agreement of leave, buy outs, replacement teaching and other similar matters for Fellows, agreement of stipendiary lecturer posts and the extent of teaching by non-stipendiary lecturers for each subject (to be then filled by subject tutors in consultation with Senior Tutor and Bursar)
- b) all matters relating to the academic welfare of those pursuing undergraduate and graduate courses,
- c) disciplinary procedures relating to academic performance, and
- d) all matters relating to Research Fellowships (save in so far as the actual elections to such Fellowships are governed by By-Law IX) and to make recommendations;

[iii] to report on the academic implications of matters referred to it;

[iv] to review the quantity of teaching required when a Fellowship falls vacant, as provided in By-Law VIII;

[v] to consider and approve the appointment of stipendiary lecturers;

[vi] to note recommendations from the Senior Tutor and subject tutors for the award of Scholarships and Exhibitions, ensure these are consistent with agreed policies and resolve any disagreements regarding these awards;

[vii] to review academic budgets and management accounts (including subject budgets and College office budgets) and to monitor other indicators of the success or otherwise of the College's academic policies.

[viii] to monitor and evaluate the principal risks that the College faces in its academic activities

A.2) Chapel and Music Committee

- a) The committee's remit is to keep under review:
1. matters pertaining to the Chaplain and the chaplaincy;
 2. the fabric and use of the Chapel, including the provision of religious services, and the use of chapel as a place for music, art and other College activities;
 3. college's interests in its benefices and livings, including nomination of candidates, property issues and expenditure;
 4. the performance and practising of music across College, including scholarship or other awards to enhance music at Brasenose.
- b) The committee will consist of the Principal (chair), Chaplain (Convenor) and up to three other members, of whom one must be a member of Governing Body;
- c) The quorum for the committee will be three.
- d) To fulfil its remit the committee will
- i) review plans and policies for recommendation to Governing Body for approval;
 - ii) to receive reports at regular intervals from the Chaplain and the Director of Music, and to recommend to Governing Body a report at least once a year on chapel and music provision in the College;
 - iii) to agree the annual budget to be proposed to Estates and Finance committee, and monitor expenditure against this budget;
 - iv) to seek the approval of the Governing Body for any proposals for significant departure from stated plans.
 - v) monitor and evaluate the principal risks that the College faces in the activities within its remit

A.3) Development Committee

- a) The committee will consist of the Principal (chair), Director of Development (convenor), Vice Principal, Bursar, the Editor of the Brazen

Nose and four other members, including two Fellows from the Governing Body.

- b) The committee's remit is:
- i. to keep under review all matters related to the fund raising and alumni relations activities of the College;
 - ii. to receive reports at regular intervals from the Director of Development
 - iii. to advise and support the Director of Development;
 - iv. to review each year (or more frequently if circumstances so require) a report from Director of Development & Alumni Relations to the Governing Body on objectives achieved and the evolution of plans;
 - v. to agree each year at a time determined by the Finance Committee a draft budget for the ensuing year, for approval or modification by that Committee and the Governing Body, and to supervise the operation of that budget;
 - vi. to review development plans and policies for recommendation to Governing Body for approval;
 - vii. to seek the approval of the Governing Body for any proposed significant departures from stated plans.
 - viii. to monitor and evaluate the principal risks that the College faces in its fundraising and development activities.

A.4) Estates & Finance Committee

- [a] Membership of the committee will be:
- i) Principal (chair), Vice Principal, Bursar (convenor), Senior Tutor, the Assessors, up to three other members elected from Governing Body
 - ii) Optionally, one co-optee, at the committee's discretion and to be selected by the committee

The committee meetings will normally be attended by the College Accountant, and other officers, staff and advisers as required. In addition, the JCR and HCR Presidents or their deputies may attend the first part of the meeting in which matters that are not confidential are discussed.

- [b] The committee will keep under review the investments of the college, whether in land, buildings, shares or in whatsoever form those investments are made, taking advice from the Bursar and the Investment Advisory Committee, recommending investment policy to the Governing Body, and making all investment decisions, except for those which are reserved to Governing Body being:
- i) the sale of land; and
 - ii) the purchase of shares in individual companies (except investment trusts and similar pooled investment vehicles that are structured as companies)

- [c] The committee will also keep under review all matters relating to the non-investment land and property of the College including the fabric of the College buildings themselves and
 - i) make recommendations to Governing Body on policy and strategy and on transactions exceeding £500,000 in value,
 - ii) take decisions on transactions whose life-time value is less than £500,000 and greater than £50,000, and
 - iii) delegate to the Bursar and then oversee and monitor all other transactions.

- [d] The committee will keep under review all matters relating to the financial policy of the College; in particular the committee will
 - i) make annual recommendations, based on income and expenditure estimates and plans for assets to be presented by the Bursar in advance, for a revenue budget and a capital budget for the College.
 - (ii) review at least once each term the progress of income and expenditure compared to the agreed budgets, and to report to Governing Body.
 - (iii) report to Governing Body on the financial advisability of proposals requiring capital expenditure or un-budgeted revenue expenditure of more than £100,000 and to take decisions, on the recommendations of the Bursar, on decisions that are less than £100,000 but more than £25,000. The Bursar has delegated authority to agree expenditure that is under £25,000.
 - (iv) review the annual accounts and auditors reports and to recommend them to the Governing Body.

- [e] The committee will monitor and evaluate the principal risks that the College faces in its financial activities, its management of facilities, hospitality and commercial services, and information technology, and will review the full risk register for the College and make recommendations to Governing Body to manage and mitigate those risks appropriately.

- [f] The quorum for meetings will be 6, with decisions to be decided by majority of those present. In the event of equal votes, the Principal (or in his absence the Vice Principal) will have a second casting vote.

- [g] If an urgent decision is required, and it is not possible to convene or contact most members of the committee by email, the Bursar must contact as many of the committee as possible and may act with the majority support of those members who have been contacted. The Bursar must then report this action as promptly as possible by any appropriate means to the other members of the committee, explain what action has been taken and why it was necessary to act without the approval of a majority of the committee.

A.5) Library & Archive Committee

- [a] The committee is a governance committee with a remit to keep under review all matters relating to the college libraries and archives.
- [b] The committee will consist of the Principal (chair), Fellow Librarian (Convenor), Bursar, Senior Tutor and two other Fellows. The College Librarian and Archivist will normally attend meetings, and representatives of the JCR and HCR will be invited to attend for matters that are not confidential.
- [c] The quorum for the committee will be four.
- [d] To fulfil its remit the committee will
 - i) review plans and policies and recommend them to Governing Body for approval;
 - ii) receive reports at regular intervals from the Fellow Librarian, Librarian and Archivist, and to recommend to Governing Body a report at least once a year on the state of the College libraries and archives;
 - iii) agree the annual budget to be proposed to Estates and Finance committee, and monitor expenditure against this budget termly;
 - iv) seek the approval of the Governing Body for any proposals for significant departure from stated plans.

A6) Human Resources Committee

1. The purpose of the HR Committee is to oversee all personnel and employment matters in College
2. The Committee will fulfil this purpose by:
 - a. Approving and reviewing HR policies¹ (except pay) relating to all employees (Principal, Fellows and staff) and ensuring these are compliant with legislation, are consistent with College objectives, structures and policies and with University policies where beneficial, and are pragmatic.
 - b. Approving pay policies for all employees other than the Principal and Governing Body Fellows (who, as trustees, will have remuneration determined by the Remuneration Committee)
 - c. Ensuring that all employees (Principal, Fellows and staff) are supported appropriately by the College, as the employer, in a way that meets the needs of the employees and recognises the importance of academic freedom for academic staff, while ensuring that the College fulfils its moral, legal and statutory duties as employer
 - d. Ensuring that appropriate recruitment, induction and probation procedures are in place for all employees (Principal, Fellows and staff)

¹ Policies include, for example, grievance, maternity, sick leave and diversity.

- e. Reporting to Governing Body on HR policies, and on changes to and implementation of these policies.
 - f. Overseeing the management of issues relating to individual Governing Body Fellows.
 - g. Reporting to Governing Body in a way that balances its need to govern the College with respect for confidentiality for individual Fellows and staff, while recognising that no confidential information can be withheld from Governing Body, should Governing Body request it.
 - h. monitoring and evaluating the principal risks that the College faces in its personnel and employment activities
3. The committee will consist of Principal (chair), Bursar (convenor), Domestic Bursar, Senior Tutor, Harassment Officer/Equality Officer or equivalent, two or three other Fellows. The HR Manager will be secretary to the committee.

A.7) Remuneration Committee

1. The purpose of the Remuneration Committee is to determine levels of pay, reward, benefits and allowances for Principal and Fellows who are members of Governing Body (and so Trustees) ensuring that these are set at a level that is appropriate for delivery of Brasenose College's charitable objectives and taking account of the College's strategic plans and priorities, and to report its conclusions to Governing Body. If Governing Body does not accept the Remuneration Committee's conclusions, Governing Body can refer the recommendations to the Visitor.
2. When remuneration or salary progression for Governing Body Fellows is linked to performance, the Committee receives reports from the Personnel Committee and other sources that it requests on the performance of those Fellows and determines the appropriate remuneration payment of salary increment.
3. No members of the committee can be employees of the College or be otherwise remunerated by the College, although they may be members of the Common Room and benefit from free meals and health insurance. The majority must have no other financial interest in the College. A minority may receive allowances for research or hospitality commensurate with their Fellowship. The committee will consist of four or five members and will include one Professorial Fellow, one or two Honorary or Emeritus Fellows, and one or two alumni or non-Brasenose members. The committee will appoint one member to be chair. Each term of membership will usually be for three years, and each member will usually serve a maximum of two terms, except for a member who is appointed chair who may serve for a further three years.
4. The committee will only be quorate if at least two members are voting and the majority of members voting have no financial interest in the decisions of the college.
5. The Principal, Vice Principal, Bursar (Convenor) and HR Manager (as secretary to the committee) will usually attend meetings (except when items affecting them are discussed)

A.8) Welfare Committee

- a) The committee's remit is:
 - i. to keep under review all matters relating to the welfare of undergraduate and postgraduate students and to their discipline not relating to academic matters ("non-academic discipline");
 - ii. to ensure effective communication between and coordination of all those involved in the welfare and non-academic discipline of students;
 - iii. to discuss matters arising from individual welfare or disciplinary cases, particularly where these may influence future policies or decision making.
- b) The committee will consist of the Principal (chair), Dean (Convenor), Senior Tutor, Chaplain, Tutor for Graduates, Domestic Bursar and Diversity and Equality Officer.
- c) The quorum for the committee will be four.
- d) The Junior Deans, JCR & HCR Welfare Reps, College Nurse, Peer Supporters Representative and College Doctors or other attendees (where appropriate) may be invited to attend the committee's meetings.
- e) In order to fulfil its remit, the committee will
 - i. review plans and policies relating to welfare and non-academic discipline for recommendation to Governing Body for approval;
 - ii. receive reports at regular intervals from the Dean and other Officers and advise and support all those with an interest in matters of student welfare and non-academic discipline;
 - iii. review and recommend to Governing Body an annual report from the Dean and other Officers on welfare matters, including both objectives achieved and plans for the future.
 - iv. agree the annual budget for welfare and non-academic discipline, to be proposed to Estates and Finance committee, and monitor expenditure against this budget.
 - v. seek the approval of the Governing Body for any proposed significant departures from stated plans.
 - vi. monitor and evaluate the principal risks that the College faces in its welfare activities

B) Sub-committees

B.1) Admissions Sub-Committee

- a) Admissions committee will be a sub-committee of Academic Committee

- b) Membership will be Principal (chair), Senior Tutor (Convenor), five or more members elected by Academic Committee, and one or more JCR representatives
- c) The committee will keep under review all matters concerning undergraduate admissions, including schools and outreach, and to make recommendations to Academic Committee on these matters.

B.2) Investment Advisory Committee

- a) The committee shall consist of Principal, Bursar, two other Tutorial or Official Fellows (of whom at least one and usually both will be members of the Estates & Finance Committee) and up to five other co-opted members from outside Estates & Finance committee. Members of the committee will be chosen by the Estates & Finance committee.
- b) The co-opted members will be chosen for their experience and skill in managing investments, with a mix of skills across asset classes.
- c) The committee will be convened by the Bursar, and will select a chair from its members.
- d) The committee will advise the Bursar and Estates & Finance Committee on matters relating to the College Endowments, including
 - a. The investment policy for the College's Endowments
 - b. The selection of fund managers
 - c. The performance of the portfolio and of fund managers
 - d. The strategy for managing the direct holdings in land and property
- e) The decisions on both policy and investments will be informed by the Investment Advisory Committee but will be taken by Governing Body, or such other bodies to which it delegates (usually the Estates & Finance committee or Bursar).
- f) The committee will meet four times a year, but may in addition conduct business by email or by a smaller group of the committee members where appropriate.

C) Consultative committees

C.1) General Purposes

- a) Principal (Chair), Bursar, Domestic Bursar (Convenor), Dean, Tutor for Graduates, Senior Tutor, Senior Member of the Junior Common Room, one other member of the Governing Body elected by the Governing Body, the President and up to two other members of the Hulme Common Room and the President and up to two other members of the Junior Common Room;
- b) [i] in general, to keep under review all matters relating to the domestic administration of the College other than the conditions of service and remuneration of the non-academic staff and to make recommendations;

- [ii] in particular, to co-ordinate information to be supplied to junior members before they come into residence.

C.2) Health & Safety Committee

- a) Membership of the committee shall consist of the Bursar (chair), the Senior Tutor, the Domestic Bursar (convenor), the Clerk of Works, the Head Chef, the Accommodation Manager and the College Nurse. Student Representatives will be asked to serve on the Health and Safety committee.
- b) The function of the Committee is to ensure the effective management of Health and Safety within the College.
- c) The committee shall meet at least termly.
- d) The Domestic Bursar shall issue an agenda paper to the members before each meeting. The agenda should include:
- review of previous minutes
 - review of the Accident Book entries made over the period, noting any accident, injury or disease trends, and making recommendations to avoid a recurrence
 - the Health and Safety audits, survey reports and recommendations
 - Health and Safety issues notified by Committee members or their employees.
 - Update on Training provided or planned.
- e) The Chair will review and approve an annual report to the Governing Body that will consider the appropriateness of risk assessments; feedback both from individual employees and from the Health and Safety Committee and reports from HSE Inspectors, Fire Officers, Insurance Advisors and other officials.

C.3) ICT steering group

- a) The ICT Steering Committee is a consultative committee.
- b) The ICT Steering Committee will review and advise the Bursar and ICT Officers on ICT plans and priorities and ICT policies, and the ICT risks that the College faces.
- c) Its members will be Bursar (chair), ICT Manager (convenor), IT Fellows, Senior Tutor, Development Director, Domestic Bursar, College Accountant.

C.4) Staff consultative committee

- a) The committee's remit is to provide a forum for the exchange of ideas and suggestions between College and staff through their committee representatives. It also allows for the provision of information by College to non-academic staff on developments which affect them, and to facilitate discussion of these matters so that staff views can be taken in to account when decisions are made. For example these matters could include the introduction of new employment policies and procedures, training, equality issues, pensions and other benefits.

- b) The committee will consist of Bursar (chair), Human Resources Manager (convenor), Domestic Bursar, four members of non-academic staff and one Fellow.
- c) Confidentiality: the Bursar or HR Manger will tell the committee which matters are confidential and should not be discussed with people who are not members of the committee.
- d) Representation: on non-confidential matters, the representatives will do the best they can to find out the views of other members of staff, and on all matters will represent the views of all staff fairly to the committee. Representatives should not only represent the views of their own team.
- e) The committee will meet regularly once each term, early enough that its conclusions can be reported to the Personnel Committee or such other committees as are considering the matter raised, and once at the end of Trinity Term. Additional meetings will be arranged should particular matters need discussion between meetings.

D) Management Committees

D.1) Cellars and Feasts.

- a) Bursar (Chair), Domestic Bursar (Convenor), Dean, Curator of Common Room, Cellararius.
- b) (i) to make recommendations as to the dates of and arrangements for feasts;
- (ii) to keep under review the administration of the College cellars and to make recommendations.

D.2) Disbursements Committee

- a) The committee's remit is to manage the disbursement of Annual Fund money and other funds that are provided by College to support students.
- b) The committee will consist of Principal (chair), Senior Tutor (convenor), Bursar, Tutor for Graduates, Senior Member of the JCR and three other Fellows (usually including at least one from the Sciences and one from Humanities or Social Sciences)
- c) The quorum for the committee will be four.
- d) The Development Director and College Accountant will attend. The meetings will be serviced by the Senior Tutor's Secretary. Representatives of JCR and HCR may be invited to attend part of the meetings not relating to grants to individual students.
- e) In order to fulfil its remit, the committee will

- i) Decide criteria for each category of support, with reference to any restrictions set by the funders
- ii) Monitor the funds available from each source, and, where not specified by funder restrictions or investment returns, determine the proportion of the budget to be allocated to each category.
- iii) Decide the mechanism for distribution of funds within each category, including, as appropriate, delegation to a relevant officer of officers.
- iv) Ensure that appropriate reports on the distribution of funds are made to JCR, HCR, Governing Body and Development Office.

D.3) Honorary Fellowships

- [a] Principal (Chair), Vice-Principal, ex-Vice-Principals being members of the Governing Body, Editor of The Brazen Nose, ex-Editors of The Brazen Nose being members of the Governing Body;
- [b] To discharge the functions laid down for it in By-Law IX.4.

D.4) Nominations

- [a]
 - (i) Principal (Chair), Vice-Principal, two ex-Vice-Principals being members of the Governing Body or other members of Governing Body if no ex-Vice Principals are eligible or willing to serve;
 - (ii) One Professorial Fellow, who shall serve for two years, selected by rota from the list of Professorial Fellows in order of seniority; and
 - (iii) the two most junior Tutorial Fellows not being Senior Tutor, or Tutor for Graduates, who have served on the Governing Body for at least five years on 1 October of each year.
- [b] To make proposals for the election of College Officers (other than the Bursar, the Domestic Bursar, the Senior Tutor and Tutors and Lecturers) and members of Standing Committees (By-Laws III.2 and IV.2), it being understood that the Committee's members in category (i) shall, between them and whenever possible, have consulted the other members of the Governing Body to ascertain who might be willing to serve and which names might command support.

D.5) Research

- [a] The committee will consist of Principal (chair) and eight Fellows, four from Science subject areas and four from Arts or Social Sciences. The committee will select a convenor.
- [b] The committee will:

- i) approve expenditure by Fellows and Stipendiary Lecturers under the Academic Budget Scheme (By-Law XXVI).
- ii) Oversee the management of any College Research Fund
- iii) advertise and make recommendations to Governing Body for the annual elections and renewals of Kurti and Golding Fellows.
- iv) Manage the determination of disbursements of income from the Jeffery Fund.

D.6) Rooms Allocation

- a) Principal (chair), Vice Principal, Bursar, Senior Tutor, Dean, Domestic Bursar (Convenor) and the most junior of the Tutorial Fellows of more than two years' standing not being otherwise a member of the Committee.
- b) To make recommendations for the procedures to be followed in the allocation of rooms to such persons being Senior Members of the College as the Governing Body shall decide to be eligible to occupy rooms for residence or work approved by the Governing Body (see Statute XIV) and to advise the Governing Body on policy relating to the use of College accommodation.

D.7) Furnishing, Fittings and Garden Committee

- a) The committee will consist of three Fellows (one to be chair), the Domestic Bursar (convenor), one member of non-academic staff, and one representative each from the JCR and HCR
- b) The committee's remit is:
 - 1. To make decisions on matters concerning the College fabric, decorations and facilities that are referred to it by the Domestic Bursar. The committee may decide to refer decisions on significant or sensitive matters to Governing Body;
 - 2. To advise the Domestic Bursar on projects as remitted to do so by College Committees or Officers;
 - 3. To review the maintenance and refurbishment programmes.
- c) The committee will usually meet once a term

V. PROCEDURE AT COLLEGE MEETINGS [Stat. VII.5.]

- 1. Stated General Meetings shall be held nine times in every year, on Wednesday in the first, fifth and eighth weeks in each Full Term. Other meetings shall be held when, in the opinion of the Principal, the pressure of business demands.
- 2. A member of the Governing Body wishing to give notice of a motion to be moved by him/her at a College Meeting may do so [except in cases where the Statutes provide otherwise] either by word of mouth at a preceding Stated General Meeting or in writing or by e-mail by circular addressed to all members of the Governing Body and circulated not less than twenty-one clear days before the Meeting at which the motion is to be moved.
- 3. If a proposal made by a Committee is of a nature such that by By-Law or by convention it would necessitate notice of motion, such notice shall be deemed to have been given if a report of the Committee containing the text

of the proposal has been circulated four clear days before the Meeting at which it is to be considered.

4. Any proposal, not being one made by a duly constituted committee, which requires capital expenditure of £20,000 or more or non-recurrent expenditure of £2,000 or more or recurrent expenditure of £500 or more, shall be referred to the Estates & Finance Committee for a report on its financial advisability before it is approved. Any such proposal which is made by a duly constituted committee shall be similarly referred if the Principal or the Bursar or any three members of the Governing Body shall so request, either at the meeting at which the proposal is to be considered or beforehand by notice to the Principal.
5. Except where a Statute or By-Law requires a ballot or provides for some other special voting procedure, any member of the Governing Body may propose that a straw vote be taken on a motion under discussion. Such a vote shall have no binding effect.
6. If demanded by any member of the Governing Body a formal vote shall be taken, either by show of hands or, if requested by a voting Fellow, by secret ballot.
7. [Stat VII.5] There must be at least ten Fellows present for a meeting of Governing Body to be quorate. If a meeting is not quorate, the only decisions that can be taken are
 - i) to set a new date for a General Meeting,
 - ii) to elect new Fellows, if for whatever reason the total number of serving Governing Body members has fallen below 20, and as long as the relevant procedures laid out in the By Laws are followed.
8. The Bursar if not a Fellow of the College shall, if required, attend meetings of the Governing Body and of the Executive Council and of any Committee.
9. The Principal shall inform the Presidents and Secretaries of the Hulme Common Room and Junior Common Room before every Stated Meeting of the matters to be discussed [save those that are confidential or concern individuals]. The Presidents and one other member of each Common Room may, if they so request, attend the meeting and take part in the discussion of items which, in the judgement of the Principal, are of concern to junior members.

VI. COLLEGE SEAL [Stat.VII.7.]

1. The Corporate Seal of the College shall be affixed under authority given in accordance with Statute VII.7 by the Bursar who shall also certify in writing on the deed or instrument that the Seal was duly affixed by him/her.
2. The sealing shall be attested under the hand of one member of the Governing Body other than the Bursar except in cases where it is required by law that the witness or witnesses shall not be members of the Corporation.
3. In the absence of the Bursar, the Principal, the Vice-Principal, the Senior Tutor or the senior Fellow in residence may act in the Bursar's place.
4. A record shall be kept of every sealing.

VII. NUMBER AND DISTRIBUTION OF FELLOWSHIPS AND RE-ELECTION TO JUNIOR RESEARCH FELLOWSHIPS

1. The general principle shall be that the ratio of non-tutorial to tutorial fellows on the Governing Body shall not exceed 6:7 and no category of non-tutorial fellowship [with membership of the Governing Body] shall be enlarged by the creation of new fellowships or by prolongation of existing fellowships if this would necessitate a contravention of the principle.
2. Proposals for election to non-Tutorial Fellowships [other than Emeritus and Honorary Fellowships], and proposals for re-election to non-Tutorial Fellowships [other than Senior Research Fellowships] shall be referred to the Academic Committee before submission to the Governing Body. The Academic Committee shall report on the effect of such proposed election or re-election on the size and shape of the Fellowship and advise on the steps to be taken [if these are not already prescribed by Statute or By-Law] to determine the suitability of any person proposed for election or re-election, or to find the most suitable person for election.
3. Junior Research Fellows shall be elected for a maximum term of three years.

VIII. REVIEW ON VACANCY IN TUTORIAL FELLOWSHIP

When a Tutorial Fellowship in any subject falls vacant, and before any steps are taken to fill the vacancy, the Academic Committee shall review the College's policy in respect of that subject in the light *inter alia* of the competing claims of other subjects, the College's financial position and any relevant aspect of University policy.

IX. PROCEDURE FOR ELECTIONS TO AND RENEWAL OF FELLOWSHIPS [OTHER THAN VISITING FELLOWSHIPS] [Stat. III].

1.
 - [a] Elections to Fellowships and the renewal of fixed-term Fellowships shall only be made at a Stated General Meeting of the Governing Body.
 - [b] The voting in elections to Fellowships and the renewal of fixed-term Fellowships shall be by ballot. In determining the number of persons voting a blank vote shall be deemed to be a vote.
 - [c] In the case of a fixed-term Fellowship, renewal shall be confirmed by a majority of those present and voting.
2. Save where the Fellowship is to be held in conjunction with an appointment made by the University or by some other body the procedure in elections to Tutorial, Official and Research Fellowships shall be as follows:
 - [a] Due notice having been given a motion shall be made at a Stated General Meeting of the Governing Body and shall propose either that a named individual be elected to the Fellowship or that steps be taken to find a person suitable for election.
 - [b] If a named individual is proposed for election a ballot shall be held and he/she shall be declared to be elected if there is a majority of those present and voting in his/her favour.

- [c] If it is proposed that steps be taken to find a person suitable for election and this proposal is approved by a majority of those present and voting the Governing Body shall at the same meeting:
- [i] appoint a committee to draw up a provisional short-list of not more than six candidates;
 - [ii] determine the date of a meeting at which the provisional short-list shall be considered;
 - [iii] determine certain dates and times at which candidates on the short-list may be interviewed by the Governing Body;
 - [iv] determine the date of the Stated General Meeting at which the election if any shall be made.
- [d] Unless the Governing Body decides otherwise the committee appointed under sub-clause [c][i] of this clause shall draft and publish an advertisement of the Fellowship. The committee need not confine its attention to candidates who apply for the Fellowship. At least one week before the date determined under sub-clause [c] [iii] of this clause the committee shall circulate to all members of the Governing Body its provisional short-list and shall make available to them all papers and correspondence concerning both the candidates short-listed and those not short-listed.
- [e] At the meeting summoned in accordance with sub-clause [c] [ii] of this clause the Governing Body shall after adding or deleting such names as it may think fit approve the short-list. The candidates short-listed shall be interviewed by the Governing Body on one or more of the dates determined under sub-clause [c] [iii] of this clause. In elections to Tutorial or Official Fellowships the committee appointed to prepare the short-list shall as soon as possible after the conclusion of the interviews submit to all members of the Governing Body a report in writing making comments on the suitability for the Fellowship of the candidates who have been interviewed.
- [f] At the meeting determined in accordance with sub-clause [c] [iv] of this clause if there is only one candidate for consideration the procedure in sub-clause [b] of this clause shall be followed. If there is more than one candidate for consideration each member of the Governing Body intending to exercise his/her vote shall write down a single name, and the number of votes cast for each candidate shall be read out. If there is an absolute majority of those voting in favour of a single candidate that candidate shall be proposed for election as provided at the end of the sub-clause. If there is not such a majority the candidate who has received the fewest votes shall be deleted from the list of candidates and shall no longer be considered qualified for the Fellowship. Balloting shall then continue according to the same procedure until an absolute majority of those voting has been obtained in favour of one candidate. If in any ballot no single candidate receives fewer votes than every other candidate a further ballot shall be held without the deletion of any name from the list of candidates. If in this further ballot no single candidate receives fewer votes than every other candidate the Principal shall determine which candidate shall be deleted from the list. When an absolute majority of those voting has been obtained in favour of one candidate that

candidate shall be proposed for election and a further ballot shall be held on this proposal. If in this ballot the candidate proposed receives a majority of the votes cast that candidate shall be declared to be elected. If he/she does not receive such a majority balloting shall be resumed according to the procedure laid down at the beginning of the sub-clause.

[g] When the procedure laid down in the preceding sub-clause has been completed any member of the Governing Body may propose that a ballot be held to determine which candidate shall be elected if the person chosen refuses election. If the proposal is accepted a ballot shall be held according to the provisions of the preceding sub-clause among all the candidates except the person already chosen. The person receiving a majority of the votes cast in the final ballot shall be deemed to be elected if the person first chosen signifies in writing to the Principal that he/she does not wish to accept the Fellowship.

[h] Any member of the Governing Body may at any stage of the balloting provided for in sub-clause [f] or [g] of this clause move that as the case may be no election or no further election be made or that the election be postponed and this motion if seconded shall thereupon be put to the vote.

3. Where a Tutorial, Official or Research Fellowship is to be held in conjunction with an appointment made by the University or some other body the procedure laid down in clause 2 shall be followed except that

[a] the function of the committee appointed under sub-clause [c] [i] of clause 2 shall be to conduct such negotiations with the other appointing body as shall be necessary and in consultation with that body to draw up the provisional short-list and if possible to make the report required by sub-clause [e] of clause 2;

[b] the dates determined under sub-clause [c] [ii] [iii] [iv] of clause 2 shall be provisional and the committee appointed under sub-clause [c] [i] shall have power subject to sub-clause [a] of clause 1 to alter them if agreement cannot otherwise be reached with the other appointing body; any such alteration shall be communicated at once to all members of the Governing Body;

[c] Any additions to or deletions from the provisional short-list under sub-clause [e] of clause 2 shall be subject to the agreement of the other appointing body;

[d] any election made under the procedure laid down in sub-clauses [f] or [g] of clause 2 shall unless the Governing Body shall expressly decide otherwise be subject to the successful candidate's being appointed also by the other appointing body. The tenure of his/her fellowship shall terminate if he/she ceases to hold the other appointment.

4. The procedure in the election to Honorary Fellowships shall be as follows:

[a] Honorary Fellows may be elected, on the recommendation of the Honorary Fellowships Committee, at the third Stated General meeting of Governing Body in Michaelmas Term and the second Stated General Meeting in Trinity Term each year. Notice of Motion to elect should be given at the second meeting of Michaelmas Term and the first meeting of Trinity Term.

- [b] proposals may be made to the Honorary Fellowships Committee in the form of a nomination, with supporting information, signed by three Fellows, to be submitted to the Principal or his secretary. Proposals may be made at any time, but if made less than three weeks before the relevant Stated General Meeting, the committee may choose not to reach a conclusion before that Stated General Meeting but may instead defer its recommendation (if it chooses to make one) to the next Stated General Meeting appointed by this By Law for the consideration of Honorary Fellowships.
 - [c] the Honorary Fellowships Committee may itself generate proposals from a list of college alumni drawn up and revised annually by the Development Office.
 - [d] proposals should remain strictly confidential until formal election has been completed.
 - [e] any person recommended shall be declared to be elected if he or she receives not less than two-thirds of the votes of those present and voting, excluding abstentions.
 - [f] if more than one person is recommended, the committee shall list its recommendations in its order of preference and a separate vote shall be taken on each person so recommended in the order proposed by the committee.
 - [g] the tenure of Honorary Fellowships shall be for life.
 - [h] the names of unsuccessful candidates may be kept under consideration by the committee for a period of four years after the original nomination and the nominator should be able to update the supporting information each year, as appropriate. The file should be closed after five years but it should remain possible to submit a new nomination for any candidate.
5. [Stat III.1(6)] Professorial, Tutorial, Official and Senior Research Fellows who vacate their Fellowship on retirement or vacate their Fellowship at any age after serving as Fellow for more than twenty years will be eligible for election as Emeritus Fellows. For this purpose, as Tutor is an Office, all Tutorial Fellows will be considered to also be Official Fellows.
 6. Election to Emeritus and Supernumerary Fellowships and to elective Professorial Fellowships shall be made by a simple majority of those present and voting on a motion made at a Stated General Meeting, due notice of such motion having been given. If at any such meeting there is more than one candidate proposed for election to the same class of Fellowship, any member of the Governing Body may propose that a vote be taken to agree the order in which votes on election will be taken.
 7. Immediately after an election to any Fellowship has been made the Governing Body shall if possible determine the date from which the tenure of the Fellowship shall begin and also where necessary the period of such tenure and the duties, conditions, privileges and advantages to be attached to the Fellowship.
 8. (i) The College may appoint fixed-term Teaching Supernumerary Fellows to assist with its tutorial needs. Every such Fellow shall be appointed on such terms and conditions as the Governing Body shall decide and on probation for the first year. At some time not later than the end of

the first year of the appointment the Governing Body shall determine whether the appointment shall be continued and if so for what period. Such continuation shall require the votes of not less than two-thirds of the members of the Governing Body present and voting. Further continuations shall be possible under like conditions subject to the proviso that the total period of employment by the College under this By-Law shall not exceed five years.

- (ii) A Teaching Supernumerary Fellow shall be a member of the Executive Council and be entitled to attend meetings of the Governing Body and if continued under the provisions of paragraph (i) above, shall become a member of the Governing Body.
- (iii) A Teaching Supernumerary Fellow shall not undertake any academic duties outside the College without the permission of the Governing Body and will not be expected to undertake a major College Office.

X. PROCEDURE FOR ELECTIONS TO VISITING FELLOWSHIPS
Stat III.1.8, III.3,8

1. Visiting Fellows shall be persons of academic distinction. Not more than two Visiting Fellows other than the holder of the Visiting Fellowship in Hellenic Studies shall be in residence at any one time.
2. No Visiting Fellow shall be elected for a period of less than three months.
3. Nominations, accompanied by brief statements setting out the academic qualifications of the persons nominated and details of their proposed study or research or teaching at Oxford, shall be submitted to the Principal who shall report them to the Governing Body at its next Stated Meeting.
4. The election, if any, shall take place at the next Stated Meeting of the Governing Body. Voting shall be by ballot and shall follow the procedure laid down in By-Law IX, clause 2[f]. By-Law IX, clause 6 shall apply.

XI. HOLDING OF OUTSIDE TEACHING APPOINTMENTS BY FELLOWS [Stat. III. 9.]

Tutorial and Official Fellows shall obtain the College's consent before accepting salaried offices or appointments [otherwise than as an examiner] at other Colleges or at any institution outside the University. This By-Law does not apply to Fellows on sabbatical leave.

XII. LEAVE OF ABSENCE [Stat. III.12]

1. Every Tutorial Fellow may claim leave of absence as of right during one term for every six terms in which they have performed their duties since their election (hereinafter referred to as 'terms of qualifying service'). For the purpose of calculation of entitlement to leave, terms of qualifying service shall accumulate up to a maximum of eighteen, from which six are deducted whenever a term of leave is granted.
2. The College will normally expect that the Fellow intends to serve for at least one subsequent term in respect of each term of sabbatical leave granted, before resignation or retirement.

3. Nothing in this By-Law shall limit or affect the power of the Governing Body to grant leave of absence for special reasons at its discretion.
4. Applications for leave of absence shall be made in writing to the Principal.
5. When a Fellow is on leave granted under clause 1 of this By-Law he/she shall be entitled to the whole of the emoluments of his/her Fellowship, subject to the following proviso [which is intended to apply to College emoluments, mutatis mutandis, the rule applicable to University salaries]. If the Fellow after taking account of [1] any loss of normal sources of income [but assuming for the calculation that he/she is in receipt of his/her full College emoluments, excluding separate establishment allowance, and the full University salary which he/she would normally receive] and [2] any gain of income from any new sources [less any additional expenses associated with new activities], is in a better financial position than if he/she had not taken leave, then he/she shall decide what sum would have to be deducted from his/her income so as to leave him/her approximately in the same financial state as if he/she had not taken leave, and he/she will forgo from his/her normal College emoluments such proportion of that sum as his/her College emoluments are [at the date of commencement of leave] of his/her combined University and College emoluments. The Fellow shall at the conclusion of his/her leave inform the Principal whether or not he/she is to forgo any part of his/her College emoluments and, if so, how much.
6. When a Fellow is absent by reason of illness, he/she shall be paid [in addition to the College's contribution to the USS] for twelve months his/her full Fellowship stipend less:
 - [i] if he/she holds a joint University appointment, such payments as he/she is entitled to receive from the "Earnings Related Supplements to Sickness Benefits' Scheme" as may be deemed, after negotiation with the University Chest, to arise by virtue of his/her Fellowship;
 - [ii] if he/she holds no University appointment, such payments as he/she is entitled to receive from the National Health and "Earnings Related Supplements to Sickness Benefits Scheme".

XIII. RESEARCH GRANTS TO FELLOWS ON SABBATICAL LEAVE [Stat.III.4(4)]
see also By-Law IV, Research Committee

1. Grants may be made to Fellows towards the cost of research carried out by them on sabbatical leave subject to the following conditions:
 - (a) that the Fellow shall have taken steps to secure support from any appropriate outside source;
 - (b) that the Fellow shall not accept other substantial responsibilities during his/her leave;
 - (c) that he/she shall submit a scheme to the Principal for the approval of the Governing Body, setting out:
 - (i) the general character of the research in question;
 - (ii) the expenses necessarily to be incurred in travelling and in securing access to research materials.

2. The College may make advances against approved schemes, but final financial settlement shall be made after the Fellow's return from leave in the light of his/her report.

XIV. FELLOWS' STIPENDS AND ALLOWANCES

1. Fellows' stipends shall be paid monthly. Deductions for sums due to the College in respect of housing loans, batels etc., shall be made monthly. If such sums exceed the net stipend for the month in which the deductions are made, the Fellow shall pay the balance due without further demand.
2. The College shall bear the cost of lighting and heating the rooms used in the performance of their duties by Fellows or Lecturers engaged in teaching for the College.
3. No rent shall be charged for furniture supplied by the College for rooms used by Fellows or Lecturers engaged in teaching for the College.
4. The College shall pay the expenses of any member of the Governing Body visiting College property, or otherwise travelling on College business.

The expenses of any member of the Governing Body incurred as Hulme Trustee shall be paid out of the Hulme Fund.

5. The College shall pay to each Fellow who is a Tutor or Lecturer or who undertakes the duties of a moral tutor a hospitality budget, such sum not exceeding an annual total laid down from time to time by the Governing Body as he/she shall certify to have been expended on the entertainment of students or other academics.
6. No charge shall be made for meals supplied to Fellows who are confined to their rooms by illness provided that either:
 - (a) the dishes are selected from the menu of the day, or
 - (b) if a special dish is ordered, the cost of the meal shall not exceed the full cost of the meal supplied to the Common Table; and provided that it may be served at a time which is most convenient to the Kitchen.

XV. ASSISTED HOUSING FOR FELLOWS [Stat.III.10]

1. The Principal, Tutorial and Official Fellows may apply to the College for a loan to assist with house purchase on the terms set out below. Entitlement to a loan shall be discretionary and not a contractual right. Such loans may be used to reduce or redeem existing loans, but in all cases the College must be satisfied that any funds advanced are for the sole purpose of purchasing or improving a residence to be occupied in connection with performing the duties of the borrower's employment with the College; the residence must usually therefore be within thirty miles of Radcliffe Square. The College shall also ensure that any funds advanced come only from capital which can be expended for the general purposes of the College.
2. The loan from the College is to supplement funds borrowed from an external mortgage lender whose loan is secured by the first legal mortgage on the

property. Applications, supported by full financial information on how the purchase is to be financed and how loans from both College and the external lender are to be serviced, should be sent to the Bursar, who shall, after making any necessary enquiries, have power to grant the application if, in the opinion of the Bursar, it meets the conditions set out in this By-Law. If the Bursar is unable to approve the application the Bursar shall refer it to the Personnel Committee, which shall have the power to decide whether it shall be granted or not and, if granted, any conditions consistent with this By-Law which it judges to be necessary. An applicant who is dissatisfied with any decision of the Personnel Committee shall be entitled to put his/her case to the Governing Body.

3. As from 1 January 2006 the maximum amount of any loan or loans made to the Principal or Fellow under the provisions of Statute III.10(2) shall be One Hundred Thousand pounds, or the value of the residence (including any improvements financed by loans), whichever shall be the less. The maximum loan available shall be increased annually on 1 August by the annual cost-of-living pay award or awards applied to the salaries of the Principal and Fellows during the preceding twelve months. The maximum loan available as at 1st December 2017 is £125,717. This takes in to account the 1.7% pay award for August 2017.
4. The value of the residence shall include the value of any improvement to be made with the loan, and be diminished by the amount outstanding on any existing mortgage.
5. The residence shall be valued by a valuer approved by the Bursar and the cost of the valuation shall be shared equally by the College and the borrower. The College will not contribute to the cost of any valuation required by an external lender or of any survey which the borrower may obtain. The College will meet its legal costs in connection with arranging the mortgage but will not contribute to legal costs incurred by the borrower.
6. At the time at which the loan is taken out, the loan shall be secured by a second or third mortgage on the residence.
7. No capital repayments shall be required while the borrower remains entitled to a loan under Clause 1 but the borrower is free to reduce the loan at any time by repaying a minimum of 5% of the initial sum advanced or Five Thousand Pounds, whichever is greater, after giving one month's notice. All costs associated with making such repayments will be met by the borrower. When the borrower ceases to be entitled to a loan under Clause 1 the loan must be repaid immediately and in full unless
 - i) the loss of entitlement is for an unforeseen reason (for example death in service; or early retirement on medical grounds); or
 - ii) the borrower needs to sell his/her house before repaying the College loan, and in such circumstances the sale might not complete before the termination of employment;when the Personnel Committee shall have discretion to allow a period of grace of up to 18 months before the loan becomes repayable in full. Any loans which have not been repaid at the cessation of the entitlement will, unless agreed otherwise by the Personnel Committee, attract a rate of interest set at 1% above the Barclays Bank base rate and will vary with any changes in that rate.
8. The College may require borrowers to take out life insurance up to a level equal to the size of the mortgage and lasting until the anticipated date of repayment.

9. The College will charge interest on the initial loan at 4% below HMRC's Official Rate of Interest which applies to beneficial loans then in force or 1%, whichever is the higher. This rate of interest will change whenever the Official Rate of Interest changes. On 6th April 2014 the HMRC rate was reduced to 3.25%, so the College's rate is 1.00%.
10. For the avoidance of doubt where, in any respect, this By Law conflicts with Regulation 60G(3) of The Financial Services and Markets Act 2000 (Regulated Activities) (Amendment) (No.2) Order 2013 ("the RAO Regulation"), this By Law shall construed so that the sum payable does not exceed the maximum stipulated by the RAO Regulation.
11. If the amount of a loan made to the Principal or a Fellow under the provisions of clause 2 is less than the maximum there provided, the borrower may at a later date apply for a further loan or loans up to the maximum then available under clause 2. The Bursar or the Personnel Committee may require a further valuation, and if it does then the contribution which the College will make to the cost of the valuation shall be the lower of 50% or the proportion which the new advance bears to the total loan thereby created.
12. If at any time the mortgage from the College is the only loan on the residence, and the borrower wishes to create a first mortgage from an external lender with priority over the College's mortgage, the College may permit the borrower to create such a mortgage with priority over the College's mortgage, provided that the total loans involved shall not exceed 80% of the value of the residence and that the conversion of the College's loan from a first to a second mortgage is consistent with the purpose of the scheme as set out in clause 1. The costs of any valuations required, and the legal costs of both the College and the borrower, will be met by the borrower.
13. If a borrower's terms and conditions of employment with the College change, the Bursar shall review the arrangements governing the mortgage. If, in the opinion of the Bursar, the changes could adversely affect the interests of the College, the matter shall be referred to the Personnel Committee, which shall have power to require repayment of part or all of the outstanding loan.
14. The mortgage may be transferred from one residence to another with the permission of the Bursar or the Personnel Committee.
15. A Fellow or Principal who has sold a residence and paid off the College's mortgage who subsequently wishes to acquire or improve another residence may apply for a new loan on the terms set out in this By-Law.
16. The College's loan shall be fully and immediately repaid if the residence for which it is granted ceases to be owned or occupied by the borrower, except that during a period of agreed leave from College (paid or unpaid) the borrower may, with the permission of the College, let the house to another occupier. A borrower who wishes to let the house should apply, through the Bursar, to the Personnel Committee, providing full details of the arrangements proposed, including the rent to be charged. If the College grants permission it reserves the right to increase the rate of interest during any such period to the Inland Revenue's Official rate then in force and to vary the interest with changes in that rate.
17. The legal charge document pertaining to the College's mortgage shall normally contain a stipulation that the external lender must immediately

inform the Bursar if the first mortgage is in arrears. A Fellow holding a mortgage from College whose payments on a first, external mortgage are in arrears shall so inform the Bursar. If, in the opinion of the Personnel Committee, the arrears are such as to render a closure of the first mortgage likely, the College may require immediate repayment of its mortgage.

18. Any changes to this By Law which fundamentally change the structure of the scheme and which materially affect the risk to the College must be approved by Estates & Finance Committee before consideration by Governing Body.
19. At the second Stated General Meeting in Hilary Term of each financial year the Bursar shall submit to the Governing Body a statement showing:
 - (a) the total loans outstanding on 31 July in the previous financial year.
 - (b) the comparable amount on 31 July in the financial year before that.
 - (c) the amounts received in repayments up to 31 July in the preceding year.
 - (d) the total number of borrowers in whose favour loans are outstanding.

XVI. GRANTS FOR CASES OF PERSONAL EMERGENCY.

The Governing Body may at any time make grants to alleviate extraordinary distress affecting the Principal or Fellows or their families.

XVII. COMMON TABLE [Stat. XIV.2]

1. The common dinner shall only be provided
 - [a] when the Principal or a Fellow of the College, or the Head or a Fellow of a College for the time being taking its common dinner in Brasenose, is dining, or when a College Officer is entertaining a College guest, and
 - [b] when the kitchens are open, which will usually be every day except Saturdays both in extended terms, and in vacation as much as possible, except for the days immediately around Christmas, Easter, and any other times required for servicing and maintenance and in case of breakdown or severe weather, accident or act of God.
2. Research, Supernumerary and Emeritus Fellows shall be entitled to partake of the common luncheon and common dinner at any time without charge. Honorary Fellows are invited to enjoy common dinner from time to time at the College's expense, and can arrange this through the Principal or Director of Development. Lecturers of the College shall be entitled to partake of the common luncheon or dinner as often is commensurate with their teaching commitments. Senior Hulme, Germaine and Senior Germaine Scholars shall be entitled to partake of common dinner twenty-four times in the academic year. Other members, employees or guests may also be entitled to or invited to common table in accordance with the policies of the college or from time to time.
3. All members of the College who are entitled to lunch or dine at the common table shall if they wish to lunch or dine give notice not later than 10 a.m. for weekdays and 10.a.m. on Saturday for dinner on Sunday.

XVIII. DISCIPLINE AND INSTRUCTION OF UNDERGRADUATES AND GRADUATES
[Stat.VII.2]

1. The regulations governing discipline and other matters relating to students at Brasenose are laid out in the Student Handbook ("Blue Book").

XIX. SCHOLARSHIPS AND PRIZES

1. Each Senior Scholar or holder of a Hulme Continuation Grant shall be required to send to the Tutor for Graduates at the end of each quarter a short report on the work done by him/her in that quarter. His/her emoluments shall only be paid on receipt of this report, save that at the beginning of his/her tenure an advance payment may be made.

2. Prizes of a value laid down by the Governing Body from time to time shall be awarded for:

First Class in Final Honour School or the B.C.L.
First Class in Honour Moderations
Distinction in supplementary subject in Chemistry or Biochemistry
Distinction in a preliminary examination
Winner or a proxime accessit to a major University prize
Winner or a proxime accessit to a minor University prize

The award of such prizes shall be made by the Principal and reported to the Executive Council.

3. Collection prizes of a value laid down by the Governing Body from time to time shall be awarded by the Executive Council on the recommendation of tutors for meritorious performance (or conspicuous improvement) in Collections. Not more than one Collection prize shall normally be awarded to any one person in any one term, but two may be awarded if two papers have been written and each has achieved a clear alpha mark. Recommendations shall be made either at meetings of the Executive Council or, between meetings, to the Principal, who may, if he/she thinks it appropriate, make the award and report it to the next meeting.
4. The title of Prescott Grammar School Scholar shall be conferred upon any undergraduate of not less than two terms' standing who has been educated at Prescott Grammar School and who in the opinion of the Governing Body has deserved such distinction.

XX. GRANTS FOR CHARITABLE PURPOSES EXTERNAL TO THE COLLEGE
[Stat. X. 4 and 8]

1. Brasenose College is a charity, providing education in Oxford. The College recognises the importance of its place in the wider community, and therefore will make donations of up to £5,000 each year to support educational charities and charities that support the community of Oxford.
2. The Estates & Finance Committee will determine the College's donations on the recommendation of the Bursar.

XXI. FINANCE

1. College resources, including the commitment of staff time, may be expended only under the following authorities:
 - [i] College Statutes or By-Laws;
 - [ii] Governing Body minutes;
 - [iii] Expenditure headings authorised annually in the Income/ Expenditure Estimates;
 - [iv] the Bursar (or those to whom he/she has delegated his/her authority.

The Bursar (or his/her representative) should be consulted before resources are committed in circumstances not covered by [i], [ii] and [iii] above.

2. Trust Funds shall pay a share of University taxation in proportion as they add to the College's liability to such taxation.

XXII. USE OF HALL AND OTHER ROOMS [Stat.VII.12]

1. Applications for the use of the Hall should be made in writing to the Domestic Bursar. If the use falls within Full Term, after consultation with the SCR Curator and other appropriate College Officers and staff the Domestic Bursar and Dean will agree whether to approve or reject the application. Outside Full Term the Domestic Bursar will decide on the application.
2. Applications for the use of rooms designated as Lecture Rooms and Meeting Rooms shall be made to the Senior Tutor during Full Term and to the Domestic Bursar at other times.
3. The High Table may not be removed from the dais for the performance of plays, concerts and similar activities without the express permission of the Governing Body.

XXIII. ENTERTAINMENT

All functions which will require the use of College staff should be booked with the Domestic Bursar before any commitments are made. In the vacations, where there is a conflict between the demands of private entertainment and of conferences, priority shall be given to conferences.

XXIV. PENSIONS

1. In accordance with the powers conferred by Statute VIII, the College shall operate the Universities Superannuation Scheme in respect of the Principal, Fellows and other persons to whom the System or the Scheme, as the case may be, is applicable.
2. The operation of both the System and the Scheme so far as it concerns the Principal and Fellows of the College shall be supervised by the Fellows' Emoluments Committee.
3. The College shall operate such other Pension schemes as the Establishments Committee agrees for other employees of the College.

XXV. FINANCIAL AND DOMESTIC MATTERS CONCERNING JUNIOR MEMBERS

- I. Junior members not paying University fees, other than those pursuing graduate courses who have completed their statutory residence but are still receiving supervision, shall not normally be eligible to occupy College accommodation.
2. University employees seeking admission to the College to pursue graduate courses supervised by or in association with a member of the Governing Body, may, on the recommendation of that member, apply for remission of three quarters of the College graduate fee. If the Tutor for Graduates approves such an application, he/she shall pass it to the Bursar for implementation. Cases of doubt or difficulty should be referred to the Governing Body.

XXVI. ACADEMIC BUDGET SCHEME

1. The Principal, Fellows whose duties include teaching or research, Professorial Fellows, Research Fellows, and Stipendiary Lecturers (whose contracts specify that they have access to the Academic Budget) are entitled, up to amounts laid down by the Governing Body from time to time, to have expenditure for the following purposes defrayed by the College:
 - (a) Purchase of books, journals and other materials for the purpose of teaching and/or research.
 - (b) Subject to the approval in each case of the Research Committee, which is normally delegated to the Convenor.
 - (i) Cost of travel and maintenance during travel in connection with research and/or teaching, provided that the purposes of the travel directly advance the Fellow's/Lecturer's research and/or teaching.
 - (ii) Cost of annual subscriptions to professional bodies that relate directly to the Fellow's/Lecturer's research/teaching activities.
 - (iii) Costs of the purchase of items of equipment, software or consumables for research use including within a Department or Faculty.
 - (iv) Costs of offering appropriate and limited hospitality to an academic visitor in Oxford or to an academic host while travelling away from Oxford on academic business.
 - (v) Costs of conference attendance (including registration, accommodation and subsistence) provided that attendance at the conference is directly related to the Fellow's/Lecturer's research and/or teaching.
 - (vi) Contributions towards the accommodation and subsistence costs of academic visitors invited to Oxford by the Fellow/Lecturer concerned.
 - (vii) Costs of hiring research assistants.
 - (viii) Such other costs relevant to the purpose of this scheme as may be approved by the Research Committee.
2. Equipment including computers acquired under this Scheme shall be the property of the College and shall be identified as such. IT equipment must be registered by the IT Office. Books acquired under the Scheme for the Fellow's research or teaching automatically become the property of the Fellow/Lecturer when he/she vacates his/her Fellowship/Lecturership.

3. Budgets not used in any year may be carried forward for up to four years.
4. Emeritus and Honorary fellows are eligible to apply to the Academic Budget for the use of any unspent personal allocations (that have accrued over previous years) for the support of research-relating expenses incurred during the 12-month period immediately following their date of retirement.

XXVII. HARASSMENT

1. The College has adopted the University's Code of Practice relating to Harassment.
2. The College is committed to protecting Junior Members, Senior Members and College Staff from harassment and has adopted the University's Principles and Definition of harassment.

The College's policy is that harassment within and between these groups is unacceptable.

3. In fulfilment of its policy, the College has approved and issued a Code of Practice relating to Harassment which is widely available within the College and printed in the Student Handbook and Employee Handbook.

XXVIII. ALLOCATION OF ROOMS

The Governing Body shall determine the classes of persons eligible to be allocated rooms in College and be advised by the Rooms Allocation Committee as to the allocation procedures to be followed.

Under the Governing Body's authority:

- (i) the Rooms Allocation Committee shall allocate rooms to Senior Members;
- (ii) rooms shall be allocated to Junior Members by the Domestic Bursar or Tutor for Graduates according to procedures agreed with the Junior Common Room and Hulme Common Room respectively;
- (iii) other areas shall be under the aegis of the relevant College Officers.

XXIX. BY-LAW TO STATUTE XVI

This By Law is recorded in a separate document

XXX. MANAGING THE COLLEGE'S BORROWING

In 2008 the College borrowed £9 million to finance the "Project Q" project to redevelop the College's catering facilities. The loan is repayable on 4th November 2048.

In 2017 the College borrowed £20 million to benefit from low interest rates in order finance £8m of operational projects (primarily for accommodation) and £12m of additional investment. The loan is repayable on 24 April 2057.

1. The College recognises that careful financial planning is required for the repayment of these loans, and for management of the covenants on these loans, and therefore requires that the Bursar present a statement to Governing Body at least every three years including:
 - a. the total outstanding loans undertaken by the College and net debt (total loans net of cash) of the College;
 - b. the covenants relating to those loans, the calculations of the metrics for those covenants at the most recent audited Balance Sheet date, and the amount that the endowment would have to fall for the covenants to be breached.
 - c. if the covenants would be breached by a fall of less than 30% in the endowment, the plans the College will put in place so that a 30% fall in endowment value would not breach the covenants
 - d. the plans for repaying the loans on termination.

2. The College recognises that borrowing brings risks, and would usually be limited in total value and limited to operational needs with clear repayment plans. The £20m loan includes an element of borrowing for investment purposes due to the exceptionally low interest rates and nature of the private placement market in 2017. The College does not expect or plan to increase its leverage further, and therefore does not expect or plan to take on any more substantive borrowings until the finance to repay these two loans has been substantially accrued.

XXXI FRANKLAND VISITORS

1. The College may appoint, from time to time, persons of significant distinction through their service to public or cultural life, but who are not necessarily themselves academics, to be Frankland Visitors (or such other title as may be agreed by Governing Body from time to time), but who shall not be Fellows. The number and the process of such appointments to be agreed by Governing Body from time to time.

CODE OF PRACTICE ON FREEDOM OF SPEECH

The following provisions constitute the Code of Practice adopted by Brasenose College to operate with effect from 1 September 1987 to facilitate the discharge of the duty imposed by Section 43(10) of the Education (No.2) Act 1986, in relation to the College.

PART 1 – General Duties

1. General duty to uphold freedom of speech

Members, students, and employees of the College are bound at all times so to conduct themselves as to ensure that freedom of speech within the law is secured for members, students, and employees of the College and for visiting speakers.

2. The freedom protected by para.1 of this Code of Practice is confined to the exercise of freedom of speech within the law. Examples of statements which involve a breach of the criminal law are incitement to commit a crime, sedition, and stirring up racial hatred in contravention of statute. Statements may also be unlawful if they are defamatory or constitute a contempt of court.

3. General duty not to impede access to, or egress from, places at which the right of freedom of speech is exercised on premises of the College.

Subject to such limitations on access as may lawfully be imposed by the competent college authorities, it shall be the duty of every member, student, and employee of the College not to impede any person entitled to be present from entering or leaving a place where the right of freedom of speech is being or is to be exercised on premises of the College.

4. Right of peaceful protest

Nothing in this Code of Practice shall be taken to prohibit the legitimate exercise of the right to protest by peaceful means; provided always that nothing is done which contravenes the foregoing general principles or the other requirements of this Code.

PART 2 – Academic Activities

5. All persons concerned with the organization or conduct of an activity which forms part of the College's teaching, study, or research (such as a tutorial, lecture, seminar, class, conference, research work, or examination) shall immediately give notice to the Dean of any facts coming to their notice which indicate that such activity is likely to be delayed or disrupted by improper means.

6. The Dean shall be empowered to give such directions and to adopt such measures as seem appropriate to the Dean to prevent or minimize the delay or disruption of an academic activity, and all persons concerned with the organization or conduct of the academic activity under threat shall co-operate in carrying out the Dean's directions and in facilitating the measures adopted.

7. In the event that any academic activity is delayed or disrupted by improper means a report shall forthwith be made to the Dean by the person or persons responsible for the conduct of such activity.

PART 3 – Meetings and assemblies on premises of the College of clubs, societies, and other organizations

8. Any member, student, or employee of the College who, whether alone or in collaboration with other persons, makes arrangements for the holding on premises of the College of any meeting or assembly of persons (including any meeting of any club, society or other organization and whether with or without a restriction to college membership), and who becomes aware of facts indicating that such meeting or assembly is likely to be delayed or disrupted by improper means, shall immediately report such facts to the Dean.
9. In relation to any such meeting or assembly which he believes to be threatened, the Dean shall be empowered to give such directions and to require the adoption of such measures as seem appropriate to the Dean to prevent or minimize the improper delay or disruption, and all persons concerned shall be bound to co-operate in carrying out the Dean's directions and in facilitating the measures required to be adopted. Where such persons are employees of the College, the Dean shall, where possible, consult the Bursar before issuing directions.

PART 4 – Powers of the Dean in relation to threatened meetings

10. (1) **Directions and measures to be adopted**

In relation to any academic activity or any meeting or assembly of persons which the Dean believes to be threatened by disruption, the Dean may give directions and require measures to be adopted pursuant to paras. 6 and 10 of this Code on the following (amongst other) matters:

- (a) the number of persons to be admitted to the premises where the meeting is to be held;
- (b) the issue of tickets of admission;
- (c) the designation of one or more persons as the official organizers of the meeting with direct responsibility to the Dean for all the arrangements thereof;
- (d) the designation of a persons as the chair of the meeting with responsibility for the proper conduct of such meeting;
- (e) the admission (or non-admission, as the case may be) of members of the University who are not members of the College, or members of the public generally;
- (f) the appointment of stewards to assist with the control of the meeting;
- (g) the employment of security staff to ensure the orderly conduct of the meeting and safe access to and egress from the meeting;
- (h) the carrying of banners, placards and similar objects into the meeting;

(i) the place where the meeting is to be held.

(2) **Meetings where serious disruption is anticipated**

The Dean may as necessary consult with the Proctors and the local police about forthcoming meetings and activities covered by this Code of Practice. In any case where serious disruption may be anticipated the Dean shall have power, having taken into consideration such advice from the police as may be available, to order the cancellation, postponement, or relocation of the meeting.

(3) **Expenses incurred in safeguarding academic activities and other meetings**

Where expenses are incurred (e.g. in the engagement of stewards or the employment of security staff) to safeguard an academic activity under Part 2 of this Code of Practice the cost thereof shall be borne by the College. In all other cases the cost shall be borne by the person or persons organizing the meeting, save that the Dean may (if so advised) make representations to the Governing Body of the College suggesting that the cost shall be borne in whole or in part by the College and the Governing Body may decide the matter.

PART 5 – College premises made available for use by outside organisations

11. In any case where the College is proposing to grant permission to an outside organization or group to hold meetings on its premises, the attention of such outside organization or group will be drawn to the contents of this Code of Practice and permission to use the premises may be refused unless the outside organization or group both undertakes to secure that the principles embodied in this Code will be upheld and satisfies the college authorities of its ability to discharge its obligations in regard to upholding freedom of speech.

PART 6 – Miscellaneous

12. The Governing Body of the College is under a duty pursuant to Section 43 (3) of the Education (No. 2) Act 1986 to keep this Code of Practice up to date. No revision of the Code will, however, take effect until after due notice has been given.
13. Failure to comply with the provisions of this Code of Practice may render the offender liable to disciplinary proceedings. Nothing in this Code of Practice affects the normal operation of the criminal law.
14. In the preceding provisions the term “the Dean” is to be understood as referring to the Dean in person or, in his absence, any other person with decanal authority.