Ordinances of the Governing Body

ORDINANCE I: Election and Tenure of Office of Principal

1. In the case of a vacancy occurring in the office of Principal owing to the retirement of the Principal at the age fixed by the Statutes or Ordinances, or at the end of an extended period of office, the Vice-Principal shall summon a meeting of the Fellows to consider the election of a new Principal. Such a meeting shall be held
   (a) not later than the division of the Lent Term following the announcement of the date of retirement, or
   (b) within twenty-one days (exclusive of Vacation) of the receipt of a requisition in writing made and signed by not less than four Fellows.

   At least fourteen days' notice (exclusive of Vacation) of such a meeting shall be given to each of the Fellows.

   In the event of a vacancy in the office of Principal occurring through the resignation, removal from office or death of the Principal the procedure is governed by Statute VII, paragraphs 2 and 3.

2. At the meeting summoned in accordance with paragraph 1 and at the meetings summoned to consider the election of a new Principal in accordance with paragraphs 2 and 3 of Statute VII the Fellows shall elect a Chairman and a Secretary, the latter to hold office until the election has been completed.

3. At a meeting of the Fellows for the election of a Principal no candidate shall be considered unless notice stating her name and the names of her proposer and seconder shall have been sent to each Fellow not less than seven days before the meeting.

4. The Principal shall retire from office on the thirty-first day of July in the academical year in which she attains the age seventy-nine.

5. The Principal shall be entitled to leave of absence for one term for every six terms of continuous service provided always that:
   (a) such term, or terms, shall be taken at a time convenient to the College;

(b) in estimating the amount of leave of absence account shall not normally be taken of any service more than six years before the period of leave;

(c) during leave of absence, no teaching, administrative or examining duties shall be undertaken for the University or for any Cambridge College, other than duties in connection with the supervision or examining of Research Students, or with acting as a referee of applications for higher doctorates or College Fellowships.

A request from the Principal for leave under this paragraph shall be made in the first instance to the Council, and shall be referred to the Fellows for their approval if the Council recommends that it be approved.

ORDINANCE II: Election and Tenure of Office of Bursar

1. The Bursar shall be elected by the Governing Body in accordance with the provisions of Ordinance III 8.

2. A Bursar appointed to the retiring age or without a fixed term of tenure shall retire from office not later than at the end of the academical year in which she or he attains the retiring age as set out in the College's retirement policy.

3. The Bursar shall give the Governing Body one year's notice of the date on which she or he intends to retire from office whether on reaching the retiring age or sooner.

   Tenure of office which is not to the retiring age may be terminated by either side upon giving twelve weeks' notice in writing.

   [There is no requirement for notice where termination of tenure will result from expiry of a fixed term of tenure (other than tenure to retiring age)]

   A Bursar appointed to the retiring age who wishes to terminate the appointment earlier for reasons other than retirement shall give the Governing Body notice in writing of this intention amounting to not less than twelve weeks.

   Nothing in these provisions shall prejudice the deprivation of office without notice under Statute XI.

4. The post of Bursar normally carries no entitlement to paid sabbatical leave.

ORDINANCE III: Regulations for the conduct of business by the Governing Body

1. Meetings

(a) the Annual General Meeting shall be held on the third Friday of Full Lent Term

(b) an Ordinary General Meeting shall be held at least once a term, the dates for Ordinary General Meetings to be fixed by resolution of the Governing Body.

(c) No meeting of the Governing Body shall last more than three hours unless at the end of that period a vote is taken and it is decided to continue the meeting.

2. Notice

Preliminary notice of every General Meeting, except such meetings as are summoned by requisition (see Statute IV 5) shall be sent to each member of the Governing Body not less than sixteen clear days before the date fixed for the meeting. The preliminary notice shall be divided between open and reserved business. Reserved business shall be as defined by Statute I 7, and the provisions (a) - (c) of Ordinance III A, Section III 2 shall also apply. When elections to any office named in the Statutes or to vacancies on the Governing Body or on the Council are to be made at a meeting the preliminary notice shall include a request for the nominations for such elections. Information about those eligible shall at the same time be sent to those entitled to vote in such elections.

3. Business

Business for the agenda for any General Meeting of the Governing Body and nominations requested under Regulation 4 shall be sent to the Secretary not less than ten clear days before the date fixed for the meeting. Such business shall be included on the agenda which shall be sent to each member of the Governing Body not less than seven clear days before the date fixed for the meeting. The agenda shall be divided between open and reserved business, and the definition of reserved business shall be as for Regulation 4. Information concerning nominations shall at the same time be sent to those entitled to vote in the elections. Resolutions intended to be sent to the Council under Article 7 of the Charter shall either be given in full on the agenda for open business or be sent with the agenda for reserved business to those entitled to vote on the matter.

4. Confidentiality

The provisions of Ordinance III A, Section II 3, shall apply to all members of the Governing Body where relevant.

5. Alteration of the Statutes

For the purpose of altering the Charter or Statutes of the College under Articles 8 and 10 of the Charter, the Governing Body is defined by the Universities of Oxford and Cambridge Act 1923. (See Supplemental Charter, Articles 7 and 8.)

Notice of a meeting of the Governing Body for the purpose of proposing an alteration in the Statutes shall be sent to each member of that Governing Body not less than four weeks before the date fixed for such a meeting and shall include the resolution or resolutions proposing such an alteration.

6. Secretary

A Secretary shall be elected from among the Governing Body Fellows and Qualifying College Lecturers[1]. The election shall normally take place at the Annual Meeting and the Secretary shall take office immediately afterwards; a casual vacancy may be filled at any Ordinary meeting. The Secretary shall normally serve for a term of three academic years and shall not normally be eligible for re-appointment for a second consecutive term.

It shall be the duty of the Secretary: to give notice of meetings; to prepare the agenda in consultation with the Chairman; to keep the Minutes; to send to the Secretary of the Council resolutions which the Governing Body wishes to lay before the Council.

7. Elections

(a) At a meeting at which elections for more than one of the following offices are to be held, they shall be held in the following order:

Vice-Principal, Bursar, Professorial Fellow, Associate Fellow, Fellow in Category D, member of the Council.

At a meeting at which elections are to be made to the same body for different periods, the election of a member or members to serve for the

[1] Men who are College Lecturers and who are not Fellows of another College, who are therefore entitled to attend Governing Body

longer period shall precede that of a member or members to serve for the shorter period.

(b) No person shall be eligible for election to any office by the Governing Body unless proposed and seconded, except in the case of Associate Fellows, whose election is made from nominees of the Associates [Charter, 4(f)], and except in the case of those Fellows in Category D whose election is made from nominees of the Council.

8. Election of Fellows

The election of a Bursar and Fellows other than Honorary Fellows and Fellows Emeritae shall be conducted as follows:

(a) Election shall be by ballot.

(b) No candidate shall be elected as a Fellow in Category D or as a Professorial Fellow unless she receives the votes specified in Statute II 2 (c) or (e).

(c) If more than one candidate is nominated in any category and the number proposed does not exceed the number of vacancies (see Statute II 2 (c)), the voting for each candidate shall be taken separately.

(d) If the number of candidates proposed exceeds the number of vacancies to be filled by an election a poll shall be held under the rules laid down in Regulation 10 (b).

The election of Honorary Fellows is governed by Statute XIII and that of Fellows Emeritae by Statute XIV.

9. Election to other Offices

For elections other than the election of a Principal, of a Bursar and of Fellows, the procedure shall be as follows:

If the number of candidates proposed and seconded exceeds the number of vacancies to be filled by an election there shall be a poll, but if not the candidate or candidates shall be declared elected without any poll. If a poll is necessary the voting shall be by ballot.

10. Method of conducting ballot

(a) A ballot held under Regulation 9 shall be conducted according to the following rules:

(i) Every elector shall have as many votes as there are vacancies to be filled, to be recorded on a single voting-paper.

(ii) No elector shall give more than one vote to any one candidate.

(iii) The voting-papers shall be scrutinised by the Chairman and Secretary. The result of each voting shall be announced from the Chair.

(iv) If there is only one vacancy to be filled that candidate shall be declared elected who receives the votes of majority of the electors present. If there is more than one vacancy to be filled the candidates receiving the highest numbers of votes shall be declared elected provided that each candidate elected shall have received the votes of a majority of the electors present.

(v) If all vacancies are not filled, either through failure to attain the required majority or as a result of an equality of votes, a second voting shall be taken, but before this is done the names of the candidates not receiving one fourth of the possible number of votes shall be removed from the list; provided always that the number of candidates retained shall exceed the number of remaining vacancies.

(vi) If after the second voting all the vacancies should still not be filled, the voting shall be repeated, the candidate receiving the smallest number of votes being removed from the list before the next voting is taken, until a vote is reached which represents a majority of the electors present.

If two or more names appear at the bottom of the list with the same number of votes these two or more shall all be removed from the list, unless by so doing the total number of remaining candidates is reduced to a number not exceeding the total number of remaining vacancies. In such a case the voting shall be taken again without the removal of any names. If the same result is obtained a second time, the candidate or candidates at the top of the list shall be declared elected. The Chairman has a second or casting vote in the case of equality of votes. (See Statute IV 11.)

(b) A ballot held under Regulation 8 (d) shall be held under the same rules, except in cases to which Regulation 8 (b) applies. In these cases:

(i) regulation 10(a) (i), (ii), (iii) and (v) shall apply;

(ii) in regulation 10(a) (iv) the words 'a majority of the electors present' shall be replaced by 'the votes specified in Statute III 2 (c) or (e)';

(iii) regulation 10(a) (vi) shall be replaced by the following rule:

If after the second voting all the vacancies should still not be filled, the voting shall be repeated, the candidate receiving the smallest number of votes being removed from the list before the next voting is taken, until a vote is reached which represents the votes specified in Statute III 2 (c) or (e). If two or more names appear at the bottom of the list with the same number of votes these two or more shall all be removed from the list. When the number of names remaining is reduced to a number not exceeding the number of vacancies, the procedure of 8 (c) shall be followed.

11. Casual vacancies

The procedure in the event of a casual vacancy in the office of Vice-Principal or of a member of the Council is governed by Statutes VIII 1 (b) and V 2.

If there is a casual vacancy in the office of senior member of a Committee elected by the Governing Body (Regulations 13, 14) the election to fill the vacancy shall be made at the last meeting before the vacancy occurs, provided that the vacancy is foreseen in time for notice of it to be included in the agenda of that meeting; otherwise the vacancy shall be filled at the first subsequent meeting. A person elected to fill a casual vacancy shall hold office for the unexpired portion of the tenure which is casually terminated.

The election to fill a casual vacancy for an Associate Fellow shall be held at an Annual General Meeting of the Governing Body. This shall be the first such meeting after the vacancy has occurred or is foreseen, provided that the Associates' panel then contains that number of candidates required by the Statutes (see Statutes III 3(c), XIV 5).

12. Special Admissions

Candidates for special admission to the College by the Governing Body under Minute 9, 25th November 1949, shall be proposed at one meeting of the Governing Body and voted on at the next. The voting shall be by ballot and a majority of two-thirds of those present shall be necessary. The names of women so admitted shall appear in the next College List after their admission as 'Specially admitted by the Governing Body'.

13. Committees

The membership of Standing Committees shall be constituted with reference to the following categories

a) The Principal (or her Deputy), or another named officer as Chair
b) Governing Body Fellows or Qualifying College Lecturers (GFQCL)[2]
c) Officers and other post-holders ex officio
d) Those serving in particular roles (e.g. College Lecturer, Director of Studies, Assistant Tutor) whether or not a GB Fellow or Qualifying College Lecturer
e) Junior members on the nomination of the JCR/MCR
f) External members, where appropriate either for reasons of expertise or of disinterestedness
g) Co-opted members appointed by the Committee for their expertise on a renewable annual basis.

Other staff may be required to attend in a non-voting capacity.

Quorum shall be 50% of the membership.

No formal business shall be transacted unless a majority of these present are Governing Body Fellows (whether or not also Officers), the Bursar, or Qualifying College Lecturers, unless otherwise specified by Ordinance.

When the Governing Body appoint a committee of which the Principal is not a member, the Vice-Principal shall be Chairman of the Committee if she is a member, otherwise the Governing Body shall appoint one of their members as Chairman.

The appointment of members by the Governing Body shall take place at their Annual General Meeting in the Lent Term.

Members in Classes (b), (d) and (f) shall normally serve for a term of three academic years. Retiring members shall be eligible for re-appointment, normally for a maximum of two consecutive terms in total.

[2] Men who are College Lecturers and who are not Fellows of another College, who are therefore entitled to attend Governing Body

Junior Members of College Committees shall be elected under the Constitutions of the JCR and of the MCR. Junior Members shall normally serve for a term of one year.

All Committees shall have the power to co-opt up to three members (including Junior Members where relevant). Under Statute 1 7 (d) business under consideration by a duly constituted committee or other body which does not include Junior Members among its membership shall be Reserved Business (see also Ordinance III A 5(b). Items of business considered by such bodies may be reported to Junior Members if the relevant body so decided.

The following shall be Standing Committees:

A. Joint Committee of Senior and Junior Members

B. Risk Committee

C. Scrutiny Committee

D. Valuable Possessions Committee

The following shall be established for a limited time in the first instance with a view to becoming a Standing Committee in due course:

E. [3]Committee on Committees

A. Joint Committee of Senior and Junior Members

The Joint Committee shall consist of

a) the Principal
b) one Governing Body Fellow or Qualifying College Lecturer elected by the Governing Body
c) the Vice-Principal, the Senior Tutor, the Graduate Tutor, the Bursar and the Domestic Bursar
e) the members of the JCR Committee and the members of the MCR Committee

The Admissions Tutor, the Financial Tutor, the Senior Treasurer of the JCR and the College Secretary shall receive the agenda and papers and shall be invited to attend meetings as appropriate. The Committee shall normally

[3] added by resolution of Governing Body 1 February 2019

meet once a term. The Principal or, in her absence, the Vice-Principal may convene the Committee on receiving a request in writing made and signed by not fewer than three members of the Committee. Members of the Committee shall receive not less than fourteen days' notice (exclusive of Vacation) of such extra meetings.

B. Risk Committee

The Risk Committee shall consist of

b) two Governing Body Fellows or Qualifying College Lecturers
f) three external members
g) up to two further members from within the College or externally

The quorum shall be three, of whom at least one is in class b)

The Chair shall be appointed by the Governing Body. No member of the Council, whether ex officio or otherwise, shall be a member of the Committee. The Bursar and /or the College Accountant shall be normally be in attendance where financial or staffing matters are being considered. Other members of the College may be invited to attend for particular topics.

The Committee's duties shall be:

i. To provide assurance on the adequacy of the College's risk management arrangements and the associated control environment as articulated in the College Risk Register.
ii. To review and monitor the risks identified and advise the Governing Body, Council or other bodies as necessary, and
iii. To address further issues as they arise

The Committee shall meet at least twice annually and shall report to Governing Body at the Annual General Meeting and at a Michaelmas Term meeting.

C. Scrutiny Committee

The Scrutiny Committee shall consist of

b) three Governing Body Fellows or Qualifying College Lecturers

The Principal, the Vice-Principal, the Bursar, the Senior Tutor and the Domestic Bursar shall not be eligible for membership, normally no Senior Member serving on the Finance Committee or the Audit Committee shall be eligible for membership. The longest serving member of the Committee shall normally act as its Chairman.

Its duties shall be:

(i) To examine the College's organisational processes referring its proposed topic for investigation to the Governing Body for approval;

(ii) to report to the Governing Body

D. Valuable Possessions Committee

The Valuable Possessions Committee shall consist of

a) The Principal or her Deputy as Chair
b) At least four Senior Members appointed by the Governing Body, from amongst whom the Principal may nominate a Deputy
c) the Bursar, the Librarian, the Archivist, the Domestic Bursar
e) one member of the JCR and one member of the MCR
g) co-opted members appointed by the Committee for their expertise and on a renewable annual basis the Curator may also be co-opted

The Committee shall normally meet once a term. Its duties shall be:

(i) To oversee the College's valuable possessions which include pictures, silver, china, furniture and furnishings. This oversight should include record keeping, the general safekeeping, repair or conservation of existing possessions, the organisation of their display and reasonable use for the benefit of all members of the College, proposals for the augmentation or disposal of part of the collection, and implementation of approved proposals.

(ii) To promote and enhance the appreciation and enjoyment of the collection by all members of the College.

(iii) To administer the valuable possessions funds to these ends

(iv) To present proposals, for major changes in the holdings of valuable possessions whether purchases or sales, to the Governing Body for approval, the Committee to have discretionary powers in the

implementation of any approved proposals for the changes in the holdings, provided always that decisions to sell shall require the agreement of two-thirds of the members of the full committee

(v) To make proposals for major expenditure to the Council

The Valuable Possessions Committee will discharge these duties in accordance with protocols and procedures which may from time to time be approved or amended by the Governing Body.

E. Committee on Committees

The Committee on Committees shall consist of:

a) the Principal, or her Deputy as Chair
b) no fewer than three Governing Body Fellows or Qualifying College Lecturers
c) the Bursar

Its duties shall be

(i) To consider the Ordinances governing the range, composition and activities of Committees required for the good governance of the College and to bring to the GB and Council recommendation for the amendment of Ordinances.

(ii) To review the membership of Committees annually to encourage appropriate turnover, equitable division of labour and wide participation among the relevant constituencies of the College.

14. Chairman

When the Governing Body appoint a committee of which the Principal is not a member, the Vice-Principal shall be Chairman of the Committee if she is a member; otherwise the Governing Body shall appoint one of their members as Chairman.

15. Bye-Fellows

Under Statute III 2 (g) the Governing Body determine the maximum number of Bye-Fellows at any one time. Such number shall be determined at the Ordinary General

Meeting of the Governing Body fixed by resolution under Ordinance III to be held in the Easter Term. It shall remain in force until next determined; except that the first determination of such number under the amendment to Statute III (g) proposed in 1991 may be decided at the first Ordinary General Meeting following approval of the amendment by the Privy Council. A request to reconsider the maximum number may be made by the Council or in writing by any three members of the Governing Body.

16. Fellows in Category D

Under Statute III.2(c), the Governing Body determine the maximum number of Fellows (Category D) at any one time, excluding any elected under Statute III,2(c)(i). Such number shall normally not exceed one third of the Senior Members of the Governing Body. A request to reconsider the maximum number may be made by the Council or in writing by any three members of the Governing Body.

ORDINANCE III A: Junior Members

1. Interpretation in this Ordinance

(a) 'Junior Member' shall mean a resident member of the College *in statu pupillari* as defined in Statute I of the Newnham College Statutes.

(b) Any period of days shall exclude Saturdays, Sundays and public holidays.

2. Junior Membership of the Governing Body

There shall be four junior members of the Governing Body as specified in the Charter, Article 4 and Statute IV 1, of whom one shall be a graduate student, one the President of the JCR *ex officio* and two undergraduates.

3. Elections of three Junior Members to the Governing Body

(a) Elections

There shall be elections as follows:

(i) For one graduate junior member an election by the Newnham College Middle Combination Room (MCR), on the voting day specified in 3(d). (A)

(ii) For two undergraduate junior members elections by the body of matriculated members of the College who are reading for a first degree, excluding those who are members of the Newnham College MCR, on one each of the voting days specified in 3(d). (B)

(b) Term of Service

The member elected under (A) shall serve as a member of the Governing Body for one calendar year from the end of the Annual General Meeting at which she is elected. One member elected under (B) shall serve as a member of the Governing Body for one calendar year from the beginning of the Lent Term following her election; one member elected under (B) shall serve as a member of the Governing Body for one calendar year from the beginning of the Easter Term following her election.

(c) Returning Officer

The Returning Officer for the election under (A) shall be the Tutor for Graduate Students or a deputy named by her. The Returning Officer for the elections under (B) shall be the Senior Tutor or a deputy named by her.

If on the first day of Full Term in which the election is to be held the office of Tutor for Graduate Students or of Senior Tutor is vacant the Principal shall as soon as practicable thereafter nominate as Returning Officer a Senior Member of the College who is willing to act.

Except as otherwise provided in this Ordinance the decision of the Returning Officer shall be final.

(d) Voting Days

The voting day for election (A) shall be the Annual General Meeting of the Newnham College MCR held in the 7th week of Full Lent Term. The voting day for the election of one member under (B) shall be in the 6th week of Full Term, Michaelmas Term; the voting day for the election of one member under (B) shall be in the 7th week of Full Lent Term.

Not later than the fifteenth day before the day specified as voting day the Returning Officer shall cause to be displayed a notice giving the day, the place within the College and the time of voting in the elections, together with a copy of this Ordinance. The time of voting for election (A) shall be that of the Annual General Meeting and the time for elections (B) shall be 0800 - 1000, 1200 - 1400, and 1600 - 2000 on voting days.

(e) Voting Registers

There shall be two voting registers which shall be the College List of junior members in residence so marked as to indicate those junior members who are eligible to vote in election (A) and those who are eligible to vote in elections (B), and certified as correct by the Tutor for Graduate Students (election A) or the Senior Tutor (elections B) on the ninth day before voting day. Only those junior members whose names appear on the appropriate voting register shall be eligible to vote, to be candidates, or to propose or second candidates in the elections.

Provisional voting registers shall be displayed in the Porters' Lodge by the current Returning Officer not later than the fifteenth day before voting day, where they shall be open to inspection by any member of College. Any junior member may, not later than the tenth day before voting day, make representations (oral or written) to the relevant Returning Officer concerning the inclusion of any name on or the exclusion of any name from the voting registers, or the classification of any junior member as eligible to vote in election (A) or elections (B). The decision of the Returning Officer whether to amend the provisional registers, in consequence of such representations shall be final.

(f) Nominations

All members of the Newnham College MCR are eligible for nomination for an election under (A); all members of the JCR, excluding those who are members of the Newnham College MCR are eligible for nomination for elections under (B); provided in all cases that the members nominated will, if elected, remain eligible to serve for the complete term of office as specified in Section 2. The candidates in the election shall be those junior members whose valid nominations shall have reached the Returning Officer not earlier than fourteen days nor later than five days before voting day. To be valid a nomination must be in writing and signed by the two junior members proposing and seconding the junior member being nominated who must countersign the nomination as indication of her willingness to stand for election and to serve if elected. Candidates in election (A) must be proposed and seconded by junior members of the Newnham College MCR, and candidates in elections (B) must be proposed and seconded by junior members eligible to vote in elections (B). No candidate may be proposed or seconded by another candidate.

(g) Number of candidates

If the number of candidates in an election does not exceed the number of junior members to be elected at that election, the candidate, or candidates, shall be declared elected and that election shall not take place.

(h) List of candidates

Not later than the fourth day before voting day the Returning Officer concerned shall post on the Graduate Common Room notice-board a list of candidates in election (A) or on the JCR notice-board a list of candidates in elections (B).

(i) Election addresses and expenses

Each candidate may issue an election address, not exceeding 400 words. It must be delivered to the Returning Officer concerned not later than five days before voting day, and the Returning Officer must then post it on the relevant notice-board as specified in 3(h), not later than the fourth day before voting day.

No member of the College may publish or circulate any election address, notice or advertisement, except in accordance with this Section, unless authorised to do so by the Committee of the MCR in the case of the election (A) or of the JCR Committee in the case of elections (B).

(j) Written complaint

(i) If written complaint is made to the Returning Officer concerned alleging a contravention of 3(i) it shall be considered by a Committee composed of the Returning Officer (who shall act as Chairman) and two members of the MCR in the case of election (A) or of the JCR Committee in the case of elections (B), except that the complainant, the person complained against and the candidates in the elections shall not act as members of the Committee. The Committee's decision shall be final.

(ii) A person found to have contravened 3(i) shall be disqualified from becoming or being a candidate in the election. The election of a candidate found to have contravened 3(i) shall be declared void.

(k) Voting

Voting shall be by secret ballot and the method of recording votes shall be such that the voters shall not be identifiable from the voting paper. Any person who will be absent during the voting and who wishes to register a vote shall submit it in writing to the Returning Officer by 08.30 on voting day. The Returning Officer or a teller appointed by her shall be present wherever voting is taking place. No candidate in the elections nor any junior member who has proposed or seconded a candidate may be appointed a teller.

(l) Quorum

The total number of votes cast in each election shall first be ascertained and if this number is less than 30% of the total number of graduate junior members entered on the voting register in respect of election (A), or less than 30% of the total number of undergraduate junior members entered on the voting register in respect of elections (B) the Returning Officers shall declare that the election to be a nullity and shall not proceed to count the votes in respect of it. A further vote shall be held and the outcome shall be binding whether or not 30% of votes are cast.

(m) Counting the votes

The votes in each election shall be counted in accordance with the University Single Transferable Vote Regulations prescribed in the University of Cambridge Ordinances for the time being in force.

The Returning Officer (or a teller appointed by her in accordance with Section 14) shall be present throughout the counting of the votes.

(n) Results of elections

The Returning Officer shall post the election results on the relevant notice-board as specified in 3(h) within 48 hours of the close of polling.

(o) Announcement

The announcement required by 3(n) shall be in the following terms:
'I declare that the election of Junior Members of the Governing Body took place on ..... in accordance with the Ordinance governing such elections and that the following are the results of those elections:

Election A

Number on voting register
Number of valid votes cast
Candidate elected .....
with ... votes, including ... transferred votes.

Election B

Number on voting register
Number of valid votes cast
Candidate elected .....
with ... votes, including ... transferred votes.

Signed Returning Officer

(p) Resignations

A junior member of the Governing Body other than the ex-officio member may resign her membership by sending her resignation in writing to the Chairman of the Governing Body and to either the President of the MCR or the President of the JCR as appropriate. The Chairman shall take the steps required under this Ordinance to fill the vacancy resulting from such a resignation.

(q) Casual vacancies and by-elections

If the election of a junior member is declared void or if a junior member other than the ex-officio member resigns her membership of the Governing Body for any reason or if the seat of a junior member falls vacant for any other reason, an election to fill the casual vacancy thus occasioned shall be held as soon as may be convenient in accordance with such of the requirements of this Ordinance as are applicable to a bye-election, provided always that all steps required to be taken for such an election shall be taken during the same Full Term, or, if the Returning Officer decides this to be impracticable, during the first ten days of the following Full Term. Any person elected under a bye-election shall hold office only until the next due date for an election under (A) or (B) as specified in 3(d).

4. Mandation

Junior members of any College body shall speak according to their own judgement while bearing in mind the interests of the College, the JCR and the Newnham College MCR If instructed by the Open Meeting of the JCR, or, in the case of the

graduate student, the MCR, to put forward a certain view, they shall put forward that view.

If any junior member of a College body is absent from three successive meetings of which due notice has been given, her seat shall become vacant unless at that or at any earlier meeting the cause of her absence shall have been declared sufficient by the body of which she is a member.

5. Procedure at meetings

(a) Substitution

Except with the permission of the Chairman, a junior member unable to attend a meeting of the Governing Body may not send a substitute.

(b) Reserved Business

Reserved Business shall be that as defined in Statute I 7. In addition the following shall apply

(i) Statute I.7 (d) shall cover:

(a) any body as relevant, i.e. Standing Committees of the Governing Body or the Council, or any working party, group, committee or sub-Committee appointed by any of those bodies;

(b) the making of any grants, loans, prizes or other awards to individuals;

(c) any matter affecting the personal position of any individual elected or appointed by the College

(ii) The Chairman's discretion to declare business reserved shall be subject to explanation in terms of the rubric defining reserved business.

(iii) There shall be a separate agenda for reserved business, and the agenda, but not papers, shall be sent to the junior members of the Governing Body. The junior members on that body may ask the Chairman to consider the release of any items from the reserved category.

(c) Confidentiality

(i) The following shall apply to the treatment of the agenda and papers for unreserved business by the Newnham College JCR Committee, the Newnham College MCR and Open Meetings of both bodies:

(a) if no request for an unusual degree of confidentiality has been made, the agenda for unreserved business of College bodies may be discussed in advance of the meeting which will consider it but supporting papers shall be treated as confidential unless the Chairman of the appropriate body directs otherwise; if papers are confidential they shall not be shown to, nor shall their contents be disclosed to, anyone who is not a member of the body in question;

(b) if no special request for confidentiality has been made, decisions on unreserved business of College bodies may be discussed within the College and may be communicated to Open Meetings of the JCR or of the MCR and published in the JCR Newsletter after confirmation of the Minutes of the relevant meeting. Details of voting and the personal opinions of individuals may not be disclosed. The business of College bodies may not be discussed outside the College and may not be released to the press except by those authorised to do so;

(c) if any member feels that any particular item or items in the Minutes of a meeting need to be discussed as a matter of urgency she may ask for the Minutes dealing with these items to be confirmed without waiting for the next meeting.

(ii) The agenda for reserved business shall in all cases be treated as confidential.

ORDINANCE IV: Alteration of Ordinances

Subject to the Charter and Statutes of the College, the Governing Body may from time to time make, alter and revoke these Ordinances for the conduct of its business. An Ordinance or an alteration thereof shall not be in force until it has been passed at one meeting of the Governing Body and confirmed at the next meeting; provided that minor verbal amendments of a proposed Ordinance, not affecting its substance may be made at the second of these meetings.

ORDINANCE V: Regulations for Statute XXV

1. The following Ordinances are made in pursuance of the requirements of Statute XXV and references in them to "the Statute" are references to that Statute.

Application of the Statute

2. (a) The offices of Vice-Principal, Bursar, Librarian, Senior Tutor, Admissions Tutor, Financial Tutor, Graduate Tutor, Tutor, Domestic Bursar, Junior Bursar, Steward, College Secretary, Development Director, Registrar of the Roll and College Accountant are hereby designated as offices to which the Statute applies by virtue of Section 3(1)(a) of the Statute and a holder of such an office is accordingly a person to whom the Statute applies.

(b) The posts of College Lecturer and Lectrice are hereby designated as posts to which the Statute applies by virtue of Section 3(1)(b) of the Statute and a holder of such a post is accordingly a person to whom the Statute applies.

(c) A person who is not a Senior Member of the College entitled to attend meetings of the Governing Body and who is employed by the College in teaching or research on a part-time basis only as Special Lecturer, Special Supervisor or Director of Studies and does not hold an office designated under paragraph (i) or post designated under paragraph (b) of this Ordinance is hereby excluded from the scope of Section 3(2) of the Statute on the ground that the duties in that regard are only of a limited nature, and accordingly such a person is not, by virtue of that employment, a person to whom the Statute applies.

(d) A person holding a Bye-Fellowship is not a person employed by the College to carry out teaching or research within the meaning of Section 3 of the Statute and accordingly is not by virtue of that award a member of the academic staff to whom the Statute applies.

(e) Where it is proposed that a College officer under Ordinance 2(a) who is not a member of the academic staff within the meaning of the Statute should be dismissed for good cause or for medical incapacity, the determination of such good cause or medical incapacity shall be regulated by the provisions specified in Parts III and IV of the Statute and in these Ordinances in respect

of members of the academic staff, and (without prejudice to any other right of appeal they may enjoy) such Fellows and College officers shall have the same rights of appeal under Part V of the Statute as members of the academic staff, save that the provisions of this paragraph shall not confer any rights in respect of the termination of an appointment by expiry of tenure.

Hearings by a Disciplinary Committee under Part III of the Statute

3. (a) If the Principal has determined that a charge or charges against a member of the academic staff should be considered by a disciplinary committee, she shall summon a special meeting of the Governing Body forthwith to appoint such a committee under Section 14 of the Statute.

(b) The Governing Body shall appoint three persons selected from the panel constituted under Section 16 of the Statute, and shall designate one of the persons so appointed to be chairman. The Governing Body may at the same time conditionally appoint a further person or persons from the panel to serve in place of any person who is unable or unwilling to serve on the committee. The person to be charged before the committee shall be informed of the appointments by the Secretary of the Governing Body and shall be entitled within 2 days to object for good cause to any member appointed to serve on the committee. The Governing Body shall rule on any such objection and its decision shall be final. The Secretary of the Governing Body shall forthwith send a copy of the Statute and of these Ordinances to the person to be charged.

(c) If any person selected is unwilling or unable to serve on the committee, they will immediately inform the Secretary of the Governing Body, and if no further person has already been conditionally appointed the Governing Body shall thereupon appoint another person to act in her or his place and shall, where necessary, designate a new chairman; but no replacement shall be made after a person has agreed to serve.

(d) The Governing Body shall appoint

(i) a suitable person to act as secretary or clerk of the committee:

(ii) a suitable person to formulate a charge or charges in writing and to present, or arrange for the presentation of, the charges before the committee.

Neither of these people is to be a member of the committee.

(e) With the consent of two of the Principal, Vice-Principal and Bursar the chairman may appoint a legal adviser to assist the committee in such manner as the committee may decide, and will normally agree a budget for such expenditure; provided that the committee shall alone make any findings, determinations and recommendations.

4. (a) If, after the committee has been appointed, a member of the committee becomes unable or unwilling to act, the remaining members shall continue to act, so long as there remain two members willing and able to act, but not otherwise; where necessary, the Governing Body shall designate one of the remaining members to be chairman. If more than one member becomes unwilling or unable to act, the Governing Body shall appoint a new committee to act de novo in the matter.

(b) A decision of the committee may be taken by a majority thereof. Where there remain only two members of the committee, any decision shall be unanimous.

5. (a) The parties to a hearing by the committee shall be:
   (i) the person charged;
   (ii) the person presenting the charges;
   (iii) any person who shall be added as a party by the committee on application or on its own motion.

(b) Any party to a hearing by the committee shall be entitled to be represented by another person, whether such person is legally qualified or not, in connection with or at any hearing by the committee. The party wishing to be so represented shall inform the chairman and the other parties in writing of the appointment or dismissal of any representative on her or his behalf, and shall give notice whether any papers or notices in connection with the case should be sent to that representative in substitution for or in addition to the person charged.

6. (a) The person presenting the charges shall send to the secretary of the committee written notice of the charge or charges to be brought before the committee and the particulars thereof, and shall send with the notice a copy of any documents which it is proposed to produce and a list of all witnesses

whom it is proposed to call, together with statements of the evidence that they are expected to give.

(b) After consultation with the person charged and with the party presenting the charges, the chairman of the committee shall fix the date, time and place of the hearing, and she or he shall have power, if the circumstances require it, to cancel a hearing so arranged at any time before the commencement of the hearing, and to appoint a different date, time, and place.

(c) Not later than 14 days (or such shorter period as may be agreed between her or him and the parties) before the date so fixed the secretary of the committee shall send to each party

(i) a notice of the hearing which shall contain information and guidance as to attendance at the hearing, the calling of witnesses and the production of documents, representation by another person and the use of written submissions, and

(ii) a copy of the charge or charges, together with a copy of the other documents and information specified in paragraph (a) of this Ordinance.

(d) Not later than 2 days before the date appointed for the hearing the person charged and any other person who has been added as a party shall forward to the secretary of the committee and to the other parties a copy of any documents she or he wishes to present and a list of all witnesses she or he proposes to call, with statements of the evidence they are expected to give.

(e) It shall be the duty of the person presenting the charges to make any necessary arrangements for the summoning of witnesses, the production of documents and generally for the proper presentation of the case before the committee.

(f) No new witness or documentary evidence may be introduced by the person presenting the charges, beyond those of which notice has been given under paragraph (a) of this Ordinance, without the consent of the committee, and that consent shall not be given except for good reason. If such late introduction is permitted, the person charged shall be allowed an adjournment sufficient to allow her or him to consider and respond to the new evidence and to introduce further evidence in rebuttal.

7. (a) The fact that any person has been or is liable to be prosecuted in a court of law in respect of an act or conduct which is the subject of the proceedings before the committee shall not affect the jurisdiction and powers of the committee under the Statute; but the committee shall consider the advisability of referring the matter to the police and if the matter is so referred (by the committee or otherwise), it may adjourn its proceedings for such time as is reasonable in the circumstances to enable a prosecution to be undertaken.

(b) Evidence that a person has been convicted of an offence by or before any court of law, or that any court of law has found an offence with which she or he was charged proved, shall, for the purpose of proving that she or he committed the offence or was guilty of any act or conduct in respect of which she or he was so charged or convicted, be admissible in any proceedings before the committee.

8. (a) A charge shall not be determined without an oral hearing at which the person charged and any other parties to the hearing are entitled to be present together with their representatives, if any. Where the person charged is unrepresented, she or he shall be entitled to be accompanied by another person who is not a witness in the proceedings.

(b) The committee shall have power, if it thinks appropriate in the circumstances, to hear charges against two or more persons at the same hearing.

(c) The committee may sit in camera or otherwise at the discretion of the chairman, provided that if the person charged so requests the committee shall normally sit in camera.

(d) The committee shall have power to proceed with a hearing in the absence of the person charged or of her or his representative and, notwithstanding the provisions of paragraph (a) of this Ordinance, the chairman shall have power to exclude any person from a hearing if in her or his opinion such exclusion is necessary for the maintenance of order.

(e) Each party to a hearing before the committee, or her or his representative, shall be entitled to make opening statements, to give evidence, to call witnesses, to question any witness concerning any relevant evidence, and to address the committee after the evidence has been heard; provided that, if the person charged chooses to be represented by any other person, she or he shall not also be entitled to speak at the hearing, otherwise than as a witness, without the consent of the chairman.

(f) Subject to the provisions of the Statute and of these Ordinances, the committee shall regulate its own procedure. The chairman may set time-limits for each stage of the proceedings, and any meeting may be postponed or adjourned at the discretion of the chairman. It shall be the duty of the committee and of the chairman to ensure that a charge is heard and disposed of as expeditiously as is reasonably practicable.

(g) The committee shall have power to dismiss a charge for want of prosecution.

9. (a) The committee shall not find a charge proved unless it is satisfied that the charge has been proved beyond reasonable doubt.

(b) If the person charged chooses not to give evidence or refuses, without good cause, to answer any question, the committee, in determining whether the charge has been proved, may draw such inferences as appear proper from the failure of the person charged to give evidence or their refusal, without good cause, to answer any question.

(c) If the committee finds a charge proved it shall give the parties an opportunity to address it in respect of the penalty to be recommended.

10. (a) The secretary and the committee's legal adviser, if any, shall be entitled to be present throughout the hearing and at any meeting of the committee, and the secretary shall keep a sufficient record of the proceedings of the committee; and the decision of the committee shall be recorded in a document signed by the chairman which shall contain

(i) its findings of fact;

(ii) the reasons for its decision; and

(iii) its recommendations.

(b) The chairman shall have power by certificate under her or his hand to correct in documents recording the decisions of the committee any clerical errors arising from accidental mistakes or omissions.

(c) The secretary of the committee shall send a copy of the document recording the decision of the committee to the Principal, the person charged and any person who shall have been added as a party.

(d) The committee shall draw attention to the period of time within which any appeal should be made by ensuring that a copy of Part V (Appeals) of the Statute accompanies each copy of its decision sent to a party to the proceedings.

11. The College shall meet all proper costs of members of the committee and of its secretary and legal adviser, if any.

Hearings by a Medical Board under Part IV of the Statute

12. (a) Where it appears to the Governing Body (or in any case of urgency the Principal) that it is necessary to refer a case to a medical board under the provisions of Part IV of the Statute, the Governing Body shall appoint a person to present the case to the board. The Secretary of the Governing Body shall forthwith send a copy of the Statute and of these Ordinances to the member of the academic staff whose possible retirement on medical grounds is to be considered by the board, herein referred to as the member concerned.

(b) When the board has been constituted under the provisions of Section 23(3) of the Statute, the Governing Body shall appoint a secretary to the board on the nomination of its chairman.

(c) With the consent of two of the Principal, Vice-Principal and Bursar the chairman may appoint a legal adviser to assist the committee in such manner as the chairman may decide, and will normally agree a budget for such expenditure; provided that the board shall alone determine the case referred.

13. (a) If, after the board has been constituted, a member of the board (other than the chairman) becomes unable or unwilling to act, the remaining members shall continue to act, provided

(i) that the party who nominated that member (or her or his representative) consent; and

(ii) that there remain two members willing and able to act. In any other case the Principal shall discharge the board and a new board shall be constituted in accordance with the provisions of Section 23(3) of the Statute.

(b) A decision of the board may be taken by a majority thereof. Where there remain only two members of the committee, any decision shall be unanimous.

14. (a) The parties to a hearing by the board shall be:

(i) the member concerned; and

(ii) the person appointed by the Governing Body to present the case to the board.

(b) The member concerned shall be entitled to be represented by another person, whether such person is legally qualified or not, in connection with and at any hearing by the board. The appointment of such a representative shall be made in writing by the member concerned or by any person having authority in law to act on her or his behalf, and the appointment may similarly be revoked in writing at any time. Notice of any appointment or revocation shall be given to the secretary of the board and to the person presenting the case. Service on the representative of any paper or notice in connection with the case shall constitute sufficient service upon the member concerned; and any consultation with the representative, and any action taken by the representative within the scope of her or his authority, shall be binding on the member concerned. References in these Ordinances to the member concerned shall, where appropriate, refer to or include reference to her or his representative.

15. (a) The person presenting the case shall send to the secretary of the board a written statement of the case and the relevant medical evidence, and shall send with the statement a copy of any documents which it is proposed to produce and a list of all witnesses it is proposed to call, together with statements containing the evidence they are expected to give.

(b) After consultation with the member concerned and with the person presenting the case, the chairman of the board shall appoint a date, time and place of the hearing, and she or he shall have power, if the circumstances require it, to cancel a hearing so appointed at any time before the commencement of the hearing and to appoint a different date, time, or place.

(c) Not later than 14 days (or such shorter period as may be agreed by her or him with the parties) before the date appointed for the hearing, the secretary of the board shall send a notice of the hearing to each party and to any representative appointed under Ordinance 14(b). The notice shall include

(i) information and guidance as to attendance at the hearing, the calling of witnesses and the bringing of documents, representation by another person and written submissions; and

(ii) a statement of the case, together with a copy of the documents and other information specified in paragraph (a) of this Ordinance.

(d) Not later than 2 days before the date appointed for the hearing the member concerned, or her or his representative, shall send to the secretary of the board and to the person presenting the case a copy of any documents she or he wishes to present and a list of all witnesses she or he proposes to call, with statements of the evidence they are expected to give.

(e) It shall be the duty of the person presenting the case to make any necessary arrangements for the summoning of witnesses, the production of documents and generally for the proper presentation of the case to the board.

(f) No new witness or documentary evidence may be introduced by the person presenting the case on behalf of the College without the consent of the board, and such consent shall not be given save for good reason. If such late introduction is permitted, the member concerned shall be allowed an adjournment sufficient to allow her or him to consider the additional evidence and respond to it, and to introduce further evidence as appropriate.

16. (a) The case shall not be determined without an oral hearing at which the member concerned shall be entitled to be represented.

(b) Any hearing before the board shall take place in camera. At any hearing at which the member concerned is present, she or he may be accompanied by another person who is not a witness in the proceedings.

(c) The board shall have power to proceed with a hearing in the absence of the member concerned or of her or his representative and, notwithstanding the provisions of paragraph (a) of this Ordinance, the chairman shall have power to exclude any person from a hearing if in her or his opinion such exclusion is necessary for the maintenance of order.

(d) Each party to a hearing before a medical board, or her or his representative, shall be entitled to make an opening statement, to give evidence, to call witnesses, to question any witness concerning any relevant evidence and to address the board after the evidence has been heard; provided that, if the person charged chooses to be represented by any other person, she or he shall not also be entitled to speak at the hearing, otherwise than as a witness, without the consent of the chairman.

(e) Subject to the provisions of the Statute and of these Ordinances, the board shall regulate its own procedure and any meeting may be postponed or adjourned at the discretion of the chairman. It shall be the duty of the board and of the chairman to ensure that the case is heard and determined as expeditiously as is reasonably practicable.

17. (a) The board may require the member concerned to undergo medical examination at the College's expense.

(b) The College shall meet all proper costs of members of the board and of its secretary and legal adviser, if any.

18. The board shall not determine that a person should be required to retire from office by reason of incapacity on medical grounds unless it is satisfied that the incapacity has been proved beyond reasonable doubt.

19. (a) The secretary and the board's legal adviser, if any, shall be entitled to be present throughout the hearing and at any meeting of the board, and the secretary shall keep a sufficient record of the proceedings of the board.

(b) The determination of the board shall be recorded in a document signed by the chairman which shall contain:
   (i) its medical findings
   (ii) its other findings of fact; and
   (iii) its determination and the reasons therefor.

(c) The chairman shall have power by certificate under her or his hand to correct in documents recording the determination of the medical board any clerical errors arising from accidental mistakes or omissions.

(d) The secretary of the board shall send a copy of the document specified in paragraph (ii) above to the Principal, to the person responsible for presenting the case to the board, and to the member concerned.

(e) The board shall draw attention to the period of time within which any appeal should be made by ensuring that a copy of Part V (Appeals) of the Statute accompanies each copy of its determination sent to the parties to the proceedings.

Appeals under Part V of the Statute

20. When an appeal is commenced under Part V of the Statute and the person who is the Visitor is unable or unwilling to act, the Governing Body shall appoint to hear and determine the appeal a person jointly agreed with the appellant or, in default of agreement, a person to be nominated by the Commissary. The person so appointed shall be a person who holds or has held judicial office or who is a barrister or solicitor of at least ten years' standing. Notice of the appointment shall be sent by the Secretary of the Governing Body to the appellant.

21. (a) In accordance with Section 26(4) of the Statute the parties to the appeal shall be:
   (i) the appellant;
   (ii) the Principal (or in the case of an appeal by the Principal, the Vice-Principal) acting on behalf of the College; and
   (iii) any other person added as a party by the direction of the person hearing the appeal.

(b) The Principal (or in the case of an appeal by the Principal, the Vice-Principal), may appoint a suitable person as respondent to act in her place on behalf of the College in the matter.

22. (a) The Principal shall send to the person appointed to hear the appeal and to the appellant:
   (i) copies of the record of the decision appealed against;
   (ii) copies of the papers received by the body that earlier heard or considered the matter; and
   (iii) copies of the document recording the determinations of that body.

(b) After consultation with the parties the person appointed to hear the appeal shall determine:
   (i) the date, time and place of the hearing of the appeal;
   (ii) whether any witnesses are to be heard and the extent of the matters (if any) on which oral evidence is to be permitted;
   (iii) whether she or he will sit alone to hear the appeal or will sit as chairman of an appeal tribunal in accordance with Section 29(4) of the Statute;

   and shall inform the parties accordingly.

(c) If the person appointed decides to sit as chairman of an appeal tribunal, she or he shall appoint two persons to sit with her or him, one of whom shall be a member of the Regent House of the University not being a Senior Member of the College entitled to attend meetings of the Governing Body; and she or he shall inform the parties that she or he has done so. In this event references to the person hearing the appeal shall be construed as references to the persons appointed.

(d) With the consent of two of the Principal, Vice-Principal and Bursar the person hearing the appeal may appoint a legal adviser to assist her or him in such manner as she or he may decide, and will normally agree a budget for such expenditure; provided that the person hearing the appeal shall alone determine the appeal.

23. (a) The appellant and the respondent shall each be entitled to be represented by another person, whether such other person is legally qualified or not, in connection with and at any hearing of the appeal; provided that if either party

chooses to be so represented, she or he shall not also be entitled to speak, other than as a witness, without the consent of the person hearing the appeal.

(b) The appellant and the respondent shall notify the person hearing the appeal and each other in writing of the appointment and of the dismissal of any representative, and shall give notice whether any papers or notices in connection with the case should be sent to the representative in substitution for, or in addition to, them.

24. (a) Not later than 14 days before the date set for the hearing, the appellant and the respondent shall send to the person hearing the appeal and to each other a copy of any documents to be submitted at the hearing, a list of any witnesses to be called with statements containing the evidence they are expected to give, and a list of any legal authorities which it is intended to cite at the hearing.

(b) The appeal shall not be determined without an oral hearing at which the appellant and her or his representative, if any, are entitled to be present.

(c) The person hearing the appeal shall have power, if they think it appropriate in the circumstances, to hear appeals by two or more parties at the same hearing.

(d) The hearing of the appeal may take place in camera or otherwise at the discretion of the person hearing the appeal, provided that if the appellant so requests it shall normally take place in camera.

(e) The person hearing the appeal shall have power to proceed with a hearing in the absence of any of the persons entitled to be present and, notwithstanding the provisions of paragraph (ii) of this Ordinance, she or he shall have power to exclude any person from a hearing if in her or his opinion such exclusion is necessary for the maintenance of order.

(f) The person hearing the appeal may agree to add any other person as a party to the appeal, if she or he is of the opinion that that step is desirable to give effect to the guiding principles stated in Section 1 of the Statute.

(g) Persons appearing at the hearing of the appeal shall be entitled to make opening statements and to address the person hearing the appeal. Any witnesses who are permitted to be called may be questioned concerning any evidence on permitted matters and shall be subject to cross-examination and re-examination on such evidence. Where a person seeks to adduce evidence, or to cite any legal authority, of which notice has not been given under Ordinance 24(a), the person hearing the appeal may, at her or his discretion, allow such evidence or legal authority, but, if she or he does so, she or he shall allow the other party an adjournment sufficient to allow her or him to consider and respond to such evidence or legal authority as the case may be.

(h) Subject to the provisions of the Statute and of these Ordinances, the person hearing the appeal shall regulate her or his own procedure. She or he may set time limits for each stage of the proceedings (including the hearing itself), may postpone or adjourn any meeting at her or his discretion, and may dismiss the appeal for want of prosecution. It shall be the duty of the person hearing the appeal to ensure that the appeal is heard and disposed of as expeditiously as is reasonably practicable.

(i) In any exercise of a discretion the person hearing the appeal shall seek to give effect to the guiding principles stated in Section 1 of the Statute. Any giving of a consent, or any exercise of a discretion, by the person hearing the appeal may be made subject to such conditions as she or he may think fit.

25. (a) Nothing contained in the modifications of the Statutes of the College by the University Commissioners under the Education Reform Act 1988 shall be taken as authorising the person hearing an appeal by a member of the academic staff against dismissal to allow such an appeal on any ground not recognised by law at the time of the making of the said Act as a ground for annulling or setting aside a dismissal of a member of the academic staff.

(b) The person hearing an appeal by a member of the academic staff against dismissal shall not have the power to make any order which would require any expenditure of money not authorised at or before the time of the decision to appoint the member concerned to the office or post from which she or he has been dismissed.

26. (a) The person hearing the appeal shall give written notice of her or his decision to the parties, together with her or his reasons and a statement of any findings of fact different from those made by the bodies specified in Section 31 of the Statute.

(b) The person hearing the appeal (or the chairman in the case of an appeal tribunal) shall have power by certificate under her or his hand to correct in documents recording her or his decisions any clerical errors arising from accidental mistakes or omissions.

27. The College shall meet all proper costs of the person or persons hearing the appeal and of the legal adviser, if any.

Grievance Procedures under Part VI of the Statute

28. (a) When a grievance committee is constituted under Section 35 of the Statute, the Governing Body shall appoint one of the members to be chairman of the committee.

(b) A grievance shall not be disposed of without an oral hearing at which the aggrieved person and any person against whom the grievance lies shall have the right to be heard and to be accompanied by a friend or representative.

(c) It shall be the duty of the committee to consider and determine the grievance as expeditiously as is reasonably practicable.

(d) The committee shall inform the Governing Body whether the grievance is or is not well-found, and if it is well-found the committee shall make such proposals for the redress of the grievance as it thinks fit.

(e) The Governing Body shall consider the proposals of the committee. In reaching any decision upon the matter, it shall seek to give effect to the guiding principles stated in Section 1 of the Statute.

Hearings by a Tribunal under Part VII of the Statute

29. The preceding Ordinances relating to hearings by a disciplinary committee shall apply to hearings by a tribunal appointed under Part VII of the Statute, provided that references in those Ordinances to a disciplinary committee and to a person charged shall be construed as referring to the tribunal and to the Principal respectively.

Appointment of an alternate under Section 7(ii) of the Statute

30. (a) The Governing Body shall appoint an alternate to act in place of any person who is designated to perform any duties or exercise any powers under the Statute or under these Ordinances if that person is himself involved in the matter in question.

(b) In any case in which the Statute or these Ordinances specify particular qualifications that must be satisfied by a person designated to perform any duties or exercise any powers, a person shall not be appointed as an alternate unless she or he satisfies those qualifications.

Notices

31. (a) Any notice given under the provisions of the Statute or of these Ordinances shall be in writing; and any documents and notices required to be sent to a person shall be sent by post or delivered to that person at her or his last known address or to her or his authorised representative. Where a document or notice is sent by post, it shall be sent by the recorded delivery service, and proof of posting by recorded delivery service shall be sufficient proof of delivery.

(b) A party may at any time by notice to the secretary of the disciplinary committee or medical board or tribunal (or, in the case of an appeal, to the person hearing the appeal) and to the other parties change her or his address for service under these Ordinances.

[Adopted by the Governing Body 26 January and 8 March 1996]