



WOLFSON COLLEGE CAMBRIDGE

THE ORDINANCES
RELATING TO
STATUTES A-G

Incorporating revisions agreed by the Governing Body on
9 May 2018

THE ORDINANCES OF WOLFSON COLLEGE CAMBRIDGE
CONTENTS

Ordinances relating to Statute A: The Constitution and Government of the College

Statute

A.IV	Meetings of the Governing Body	4
A.V	The Council	5
A.V	Council Committees	9
A.VII	Association of the Students of the College	9

Ordinances relating to Statute B: The President

Statute

B.I.3	Election of the President	10
B.I.6	President's Sabbatical Leave	11
B.IV	Removal of the President from Office	11

Ordinances relating to Statute C: The College Officers

Statute

C.I.1	College Offices	13
C.I.1	The Bursar	14
C.I.1	The Senior Tutor	15
C.I.1	The Development Director	16
C.I.1	The Tutors	17
C.I.1	The College Teaching Officers	18
C.I.1	The Praelector	19
C.II.1	Election of the Vice-President	20

Ordinances relating to Statute D: The Fellows

Statute

D.II.4	Research Fellowships under Title B	21
D.II.5	College Official Fellowships under Title C	22
D.II.8	Emeritus Fellowships under Title E	22
D.II.9	Visiting Fellowships under Title F	22
D.V.3	Resignation and Retirement of a Fellow	22

THE ORDINANCES OF WOLFSON COLLEGE CAMBRIDGE
CONTENTS

Ordinances relating to Statute E: Membership and Discipline

Statute

E.I.1	Membership of the College	23
E.II.1	Discipline	25
E.II.2	Composition and Method of Appointment of the Disciplinary Committee	26
E.II.4	Rules of Procedure of the Disciplinary Committee	26

Ordinances relating to Statute F: Finance

Statute

F.I	Endowment Funds	27
F.I	The Speelman Fellowship	29
F.I	The John Morrison Fund	29
F.I	Lee Seng Tee Distinguished Lecture Fund	30
F.I	The Wolfson English Fund	30
F.III.3	Inspectors of Accounts	31

Ordinances relating to Statute G: The Statutes

Statute

G	The Statutes	32
---	--------------	----

ORDINANCES RELATING TO STATUTE A

Stat. A.IV

MEETINGS OF THE GOVERNING BODY

1. The President shall cause to be sent to each member of the Governing Body, not later than the fourteenth day before the day appointed for an Ordinary Meeting, a notice announcing the date, time, and place of the meeting.
2. A vote on a proposal to make, amend, or rescind a Statute or an Ordinance shall not be valid unless notification of the proposed alteration has been sent to the members of the Governing Body not later than the seventh day before the day on which the vote is taken; provided that such a vote shall not be invalid by virtue of the correction of an error in the form of words of the proposed alteration which, in the judgement of the President, is obvious or immaterial.
3. It shall be the duty of the Bursar, or of such other Fellow as the Governing Body may direct, to keep minutes of decisions of the Governing Body and to distribute them to members of the Governing Body.

Stat. A.V

THE COUNCIL

1. Without prejudice to the generality of the powers conferred by Statute on the Council for the management of the affairs of the College, the Council shall be authorised in the name of the College to exercise in relation to such affairs the following powers, being powers which for the avoidance of doubt it is desirable to mention expressly, namely:

- (a) to draft Ordinances for the good government of the College and amendments and rescissions of any such Ordinances, and to submit such draft Ordinances to the Governing Body for approval;
- (b) to establish Studentships for the encouragement of study and research in any branch of learning and to determine the number, conditions of tenure and emoluments of such Studentships;
- (c) to appoint all College Officers, other than the President and the Vice-President, to determine their stipends or salaries as appropriate, and to dismiss them, including members of the academic staff, subject to the provisions of Statute H in the case of College Officers defined as members of the academic staff in Ordinances made under Statute H;
- (d) to appoint such persons other than College Officers, including members of the academic staff, for the performance of such duties in the College as the Council considers appropriate, to determine their stipends or salaries, and to dismiss them, subject to the provisions of Statute H in the case of members of the academic staff;
- (e) to do any act which by the University Statutes or otherwise is directed or authorised to be done by the College;
- (f) to make rules governing its own procedure;
- (g) to appoint Committees, whose membership need not be restricted to members of the Council or to Fellows, and, subject to the provisions of the Statutes and Ordinances, to delegate to such Committees such power as the Council may from time to time determine.

2. No Fellow shall be eligible for election to the Council under Statute A.V.3(b) unless a paper, signed by two members of the Governing Body, nominating the Fellow as a candidate and certifying that he or she has consented to the nomination, has been received by the President not later than the seventh day before the day appointed for the election or bye-election. The President shall announce without delay all nominations received in accordance with this Ordinance.

3. If the number of candidates duly nominated does not exceed the number of vacancies to be filled, the President shall declare those nominated to have been elected.

4. If the number of candidates duly nominated exceeds the number of vacancies to be filled, a vote shall be taken. Voting shall take place at a meeting of the Governing Body. Each elector present shall have as many votes as there are places to be filled and electors shall cast their votes by putting a mark on the voting paper against the name of each candidate for whom they wish to vote. The President, or the Fellow presiding in his or her absence, shall conduct the count.

5.
 - (a) The candidate or candidates (according to the number of places to be filled) who receives or receive most votes shall be declared to have been elected.
 - (b) If, owing to a tie between two or more candidates, one of the places cannot be filled, the President, or the Fellow presiding in his or her absence, shall be entitled to give a casting vote.
 - (c) If, owing to a tie between three or more candidates, two or more places cannot be filled, the President, or the Fellow presiding in his or her absence, shall be entitled to give a casting vote for such number of the candidates as equals the number of places remaining to be filled.
 - (d) If, when there is a tie and the President, or the Fellow presiding in his or her absence, decides not to give a casting vote or casting votes in accordance with (b) or (c), there shall be a further vote for the places remaining to be filled between the tied candidates.
 - (e) If, after a further vote, one or more places cannot be filled owing to a tie between two or more candidates, the President, or the Fellow presiding in his or her absence, shall give a casting vote for such number of the candidates as equals the number of places remaining to be filled.
6. Five of the members in class (b) of Statute A.V.3 shall be elected annually in the Easter Term to serve for two years from 1 October following and shall be eligible for re-election for one further term of two years; provided that any member in class (b) who ceases to be a member of the Governing Body shall thereupon cease to be a member of the Council. If at the end of a Fellow's period of tenure as a member in class (b) he or she has been a member in that class continuously for four years or more, he or she shall not be eligible for re-election until two years have elapsed after such period of tenure.
7. The members in class (c) of Statute A.V.3 shall be elected annually to serve for one year and shall be eligible for re-election; provided that any member in class (c) who ceases to be a student shall thereupon cease to be a member of the Council. They shall be the elected President of the Association of the Students of the College and two other elected members of the Committee selected by the President in consultation with the Committee.
8. If an elected member in class (b) vacates his or her place on the Council, or becomes a member *ex officio*, a bye-election shall be held at the next Ordinary meeting of the Governing Body. A Fellow elected in a bye-election shall hold office for the remainder of the period for which the vacating member was elected.
9. If an elected member of the Council fails to attend three consecutive ordinary meetings of the Council he or she shall cease to be a member of the Council unless the cause of his or her absence has been declared sufficient by the Council.
10. The members of the Council will adhere to the Policy for the Management of Conflicts of Interest attached as an appendix to this Ordinance.

Appendix to Ordinance 10 relating to Statute A.V (THE COUNCIL)Policy for the Management of Conflicts of Interest1. Material interests

- (a) A material interest is any matter which may influence the judgment of the person possessing it, or may reasonably appear as capable of influencing that person's judgment, so that the judgment may not be, or may not appear to be, exercised wholly and exclusively in the interests of the College.
- (b) But an interest shall not be a material interest unless the person having the interest either knew about it or should reasonably have been aware of it.
- (c) Any position as a company director or charity trustee shall not constitute a material interest unless there is a reasonable possibility that the company or the charity, as the case may be, may be engaged in some business, appeal, or transaction involving the College.
- (d) If the President considers that any member of the College Council may have a material interest in an item of business, then the President may refer the matter to the College Council, who shall, in the member's absence but after hearing his or her views, determine the matter. The determination of the College Council shall be binding on the member concerned.

2. Excluded interests

- (a) An excluded interest is a material interest which either
 - (i) arises from the holding of an office or position in the College, where the other persons holding such an office or position in the College have a similar interest; or
 - (ii) arises from membership of a Faculty or Department in the University, or the holding of an office or position in the University, where the other members of the Faculty or Department or the other persons holding such an office or position in the University, as the case may be, have a similar interest.
- (b) In particular, an interest which arises from a general review of College stipends is excluded.
- (c) A person's interest in his or her election or re-election to a Fellowship or appointment or re-appointment to any paid office or position in the College is not excluded, but matters concerning appointment or re-appointment to any unpaid position in the College are excluded.
- (d) In relation to an item of business and to any member, the College Council may decide, in the member's absence but after hearing his or her views, that, in variation of the above rules, a material interest affecting the member should not be treated as an excluded interest.

3. Register of Interests

- (a) The Bursar shall maintain a Register of Interests of members of the College Council, into which shall be entered such information as may be required by these rules or by Ordinance or as may reasonably be requested by the Bursar.
- (b) The Register of Interests shall include a statement of membership of any Faculty or Department in the University, and the holding of any office or position in the University. It shall also include any other matters as may be specified by the College Council by Ordinance.
- (c) The Bursar shall seek information for entry into the Register of Interests from members of the College Council when they become members, and also annually. Members of the College Council shall notify the Bursar of changes in their information relevant to the Register of Interests as they occur.
- (d) The Register of Interests shall be available for inspection in the Bursar's office.

4. Declaration of Interests

- (a) Each agenda for a meeting of the College Council shall contain an early item "Declaration of Interests".
- (b) A member of the College Council who has a material interest, not being an excluded interest, in an item of business before the College Council shall declare that fact on each occasion that the business is under consideration. But that shall not apply to business solely for report which is not discussed by the College Council.
- (c) A member of the College Council declaring an interest shall withdraw from any part of a meeting at which the business is under consideration, and shall not speak or vote on the matter.
- (d) But if the interest is not a pecuniary interest, then the College Council may resolve that the member may remain present, and may further resolve to permit the member to speak or to vote on the matter.
- (e) Where a member withdraws from a meeting in accordance with Rule 4(c), that fact shall be recorded in the minutes of the meeting. Any resolution of the College Council under Rule 4(d) shall be recorded in the minutes of the meeting at which it is made.

5. Committees and other bodies

- (a) The above rules shall apply with necessary modifications to committees, working parties and other bodies within the College, as they apply to the College Council.
- (b) But Rules 1(d), 2(d) and 3 shall not apply, and any other rule may be disapplied either generally or for specified items of business by decision of the College Council.

Stat. A.V

COUNCIL COMMITTEES

1. The Council shall have the power to appoint Committees to assist it in the discharge of its responsibilities. Such Committees shall be Committees of the Council and shall report to the Council.
2. The Council shall have the power to discontinue any of its Committees and the power to create any new Committees. It shall report any exercise of these powers to the next meeting of the Governing Body.
3. There shall be the following Committees of the Council:
 - Carbon Reduction Committee
 - Development Committee
 - Disciplinary Committee (Statute E)
 - Disciplinary Committee (Statute H)
 - Educational Policy Committee
 - Fellowship and Membership Committee
 - Finance Committee
 - Fine Arts Committee
 - Health and Safety Committee
 - House and Student Events Committee
 - IT Strategy Committee
 - Personnel Committee
 - Statutes and Ordinances Committee
4. The arrangements for the despatch of all Committee business shall be in accordance with guidelines issued by the Council. Such guidelines shall relate to the appointment of Committee members, the frequency of meetings, the pre-circulation of papers, and the reporting line for each Committee, together with such other matters as are in the opinion of the Council relevant.
5. The President and Vice-President shall be entitled to attend any meeting of any Committee appointed by the Council and to receive any of the papers relating to that meeting.

Stat. A.VII

ASSOCIATION OF THE
STUDENTS OF THE COLLEGE

For the purpose of Statute A.VII, the Association of the Students of the College shall be the association known as the Wolfson College Students' Association.

ORDINANCES RELATING TO STATUTE B

Stat. B.I.2-3

ELECTION OF THE PRESIDENT

1. In all matters relating to the election of the President, the Presiding Officer shall be the Vice-President, or, if he or she is a candidate for the office of President, the most senior Fellow who is a member of the Council and not a candidate for the office of President. The Presiding Officer shall be responsible for calling and chairing all Special Meetings relating to the election of the President.
2. Before the end of the tenure of the current President or within fourteen days of the notification, or occurrence, of a vacancy in the office of President other than by expiry of the President's tenure, the Presiding Officer shall give notice of a Special Meeting of the Governing Body in accordance with Statute B.I.2. Such a meeting shall determine the timetable and process for the election of the next President. The meeting shall be held on a day in Full Term and at least fourteen days' notice of the meeting shall be given to all members of the Governing Body.
3. At the Special Meeting convened in accordance with Ordinance 2 above decisions shall be taken on the timetable and each of its constituent stages for the election of a President, including setting the date of the Election Meeting; and on the process to be adopted therefor, including the process for determining a list of candidates to put forward to the Governing Body to vote on at the Election Meeting.
4. To achieve its purpose of agreeing the timetable and process for the election of the next President the Special Meeting convened in accordance with Ordinance 2 above may be adjourned to a further date agreed by the meeting, and any decision to be taken under Ordinance 3 above may be taken at the adjourned session.
5. Between the Special Meeting convened in accordance with Ordinance 2 above and the Election Meeting, the Presiding Officer may update and consult with the Governing Body at Ordinary Meetings of the Governing Body, and may also call further Special Meetings for the same purpose.
6. At the Election Meeting the election shall be conducted according to the Single Transferable Vote system adopted by the University, as published from time to time in University Ordinances. The method of deciding how to break any tie which may arise at any stage of the transferable voting process shall have been determined in advance at the Special Meeting specified in Ordinances 2 and 3 above.
7. If at the Election Meeting there is only one candidate, the Governing Body shall decide by a majority vote whether to vote on that candidate as President or to defer an election and extend the process. If the Governing Body decides to vote on that candidate and he or she receives a majority vote of those present and voting he or she shall be elected President. If the Governing Body decides to vote on that candidate and he or she does not receive a majority vote of those present and voting, the process will be extended. If the outcome is an extension of the election process, the Presiding Officer will announce the date of a second Election Meeting. Candidates for election at a second Election Meeting will be selected by the Council. The process described in sections 6 and 7 of this Ordinance will be repeated until a candidate is elected.
8. A candidate may withdraw his or her candidature at any time before the day of the Election Meeting by giving notice in writing to the Presiding Officer, who, upon receipt of such notice, shall inform the Governing Body without delay.

9. The new President shall take office immediately upon election if a vacancy in the office of President exists, or on the day following the day on which the end of tenure or resignation of the outgoing President takes effect, as the case may be.

10. Following the election of the President, the Council shall confirm to him or her in writing the terms and conditions for the office of President, such terms and conditions to be determined by the Council on the recommendation of the Personnel Committee, in accordance with current employment legislation and good practice.

Stat. B.I.6

PRESIDENT'S SABBATICAL LEAVE

1. If the President holds a University office listed in Schedule C (I) 1 under Special Ordinance C (I) of the University's Statutes and Ordinances, he or she may request the Council to grant sabbatical leave from discharging the duties of the Office of President for a term to coincide with the leave granted by the University. The President may request one term's sabbatical leave from the duties of office for every six terms of service completed in the period before the start of the proposed sabbatical leave. Such a request shall be made to the Council in writing at the same time as any request to the University, and not later than six months before the start of the proposed sabbatical leave. Two consecutive terms' sabbatical leave may not be requested, nor may two terms in any one academical year. A request for sabbatical leave in the final year of office shall not normally be granted.

2. The Council shall upon receiving such a request consider all relevant circumstances in order to be satisfied that the duties of the Office of President shall be discharged satisfactorily in his or her absence on sabbatical leave. If the Council is so satisfied, it shall confirm its acceptance of the President's request. If it is not so satisfied, it shall explain to the President its reasons for not granting the request, and may suggest alternative arrangements for such sabbatical leave, by varying its timing or length or otherwise.

Stat. B.IV

REMOVAL OF THE PRESIDENT FROM OFFICE

1. Any fifteen voting members of the Governing Body may make a complaint to the Vice-President seeking the removal of the President from office for good cause.

2. The Vice-President shall refer such a complaint to the Governing Body exclusive of the President, the members making the complaint, and any observers. If the Governing Body determines by a majority vote of those present that the complaint does not raise a *prima facie* case, no further action shall be taken upon the complaint.

3. If it appears to the Governing Body exclusive of the President, the members making the complaint, and any observers, on the material presented, that the complaint raises a *prima facie* case which could, if proved, constitute good cause for the dismissal or removal of the President from office, the Governing Body shall appoint a Tribunal to hear and determine the complaint and shall relieve the President from performing his or her duties until such time as the decision set out in Ordinance 6 is reached. A Tribunal so appointed shall consist of three persons who are not Fellows, other than Honorary Fellows, and who are not employed by the College, as follows:

- (a) one person who holds, or has held, high judicial office, or who is a barrister or solicitor of at least ten years' standing, who shall chair the Tribunal; and
- (b) two other persons.

4. The Tribunal shall send its decision in writing on the complaint, together with its findings of fact and the reasons for its decision, to the President and the Vice-President. The Tribunal shall draw attention to the period of time within which any appeal should be instituted by ensuring that a copy of any relevant Ordinances accompanies the notification of its decision sent to the President.

5. If the Tribunal finds that the complaint constitutes good cause for dismissal, the Vice-President, after consulting the Governing Body at a meeting excluding the President and any observers, shall dismiss the President unless the Governing Body decides on an alternative course of action. In all other cases, the President's dispensation from performing his or her duties will end and he or she will resume the duties of President.

6. The President may institute an appeal against dismissal to the Visitor by setting out in writing the grounds of the appeal. The Visitor may appoint a deputy to hear an appeal. A notice of appeal shall be served within twenty-eight days of the date on which the notice of dismissal was sent to the President; provided that the person appointed to hear an appeal shall have power to hear an appeal commenced after that date if he or she considers that justice and fairness so require in the circumstances of the case.

7. For the purposes of the removal of the President for incapacity on medical grounds the provisions of Statute H and its related Ordinances shall have effect, provided that the Vice-President shall perform any duty or exercise any power there assigned to the President.

8. For the purposes of these Ordinances relating to Chapter B.IV, references to the Vice-President shall, if the Vice-President is not in residence, or is incapacitated by illness or otherwise, be construed as referring to the senior Fellow who is a member of the Council.

ORDINANCES RELATING TO STATUTE C

Stat. C.I.1

COLLEGE OFFICES

1. The College Offices are those established by Statute. The Council may from time to time establish under Ordinance such other offices as it may think fit, provided that the President shall at the first opportunity report the establishment of any additional office to a meeting of the Governing Body.
2. Appointments to all College Offices, other than the offices of President and of Vice-President, shall be made by the Council.
3. If the Council appoints a Fellow to a College Office, unless specified otherwise by or under Ordinance, his or her tenure shall normally be for one year in the first instance and he or she shall be eligible for reappointment for such period or periods not exceeding five years each as the Council shall determine.
4. If the Council appoints to a College Office a person who at the time of his or her appointment is not a Fellow, the appointment shall be for such period and subject to such other conditions of tenure as the Council shall determine.
5. All College Officers (other than the President, Vice-President and Praelector, and any College Officer who is exempted under any Statute or Ordinance from the provisions of this Ordinance) shall vacate their Offices not later than the end of the academical year in which they attain the retiring age for University officers specified in the University Statutes.

Stat. C.I.1

THE BURSAR

1. The Bursar shall be appointed by the Council on the nomination of a panel appointed by the Council and chaired by the President and shall be subject to any initial period of probation determined by the Council in accordance with Ordinance 2 below.
2. The terms and conditions of employment for the appointment shall be determined by the Council on the recommendation of the Personnel Committee, in accordance with current employment legislation and good practice.
3. The Bursar, if not already a Fellow, shall be elected to a Fellowship by the Council and shall hold that Fellowship during the tenure of office as Bursar.
4. The Bursar shall under the direction of the Council:
 - (a) be responsible for the care of the property of the College;
 - (b) receive all rents and moneys due to the College;
 - (c) make such payments as may be due from the College;
 - (d) keep such moneys as the College receives in a bank or banks approved by the Council;
 - (e) negotiate any loans by overdraft or otherwise;
 - (f) have charge of the external, legal and financial affairs of the College in relation to any of its property;
 - (g) exercise supervision over the College finances as a whole in accordance with the Statutes and Ordinances of the College or of any resolution of the Council; and
 - (h) perform such other duties as the Council may from time to time determine.

Stat. C.I.1

THE SENIOR TUTOR

1. The Senior Tutor shall be appointed by the Council on the nomination of a panel appointed by the Council and chaired by the President and shall be subject to any initial period of probation determined by the Council in accordance with Ordinance 2 below.
2. The terms and conditions of employment for the appointment shall be determined by the Council on the recommendation of the Personnel Committee, in accordance with current employment legislation and good practice.
3. The Senior Tutor, if not already a Fellow, shall be elected to a Fellowship by the Council and shall hold that Fellowship during the tenure of office as Senior Tutor.
4. The Senior Tutor shall under the direction of the Council:
 - (a) have overall responsibility for the academic policy of the College;
 - (b) be responsible for dealing with the University and its teaching departments on all academic matters affecting the College;
 - (c) be responsible for admissions and admissions policy;
 - (d) oversee all academic, pastoral and welfare matters relating to the students of the College;
 - (e) administer and monitor the tutorial budget of the College; and
 - (f) perform such other duties as the Council may from time to time determine.

Stat. C.I.1

THE DEVELOPMENT DIRECTOR

1. The Development Director shall be appointed by the Council on the nomination of a panel appointed by the Council and chaired by the President and shall be subject to any initial period of probation determined by the Council in accordance with Ordinance 2 below.
2. The terms and conditions of employment for the appointment shall be determined by the Council on the recommendation of the Personnel Committee, in accordance with current employment legislation and good practice.
3. The Development Director, if not already a Fellow, shall be elected to a Fellowship by the Council and shall hold that Fellowship during the tenure of office as Development Director.
4. The duties of the Development Director shall be determined by the Council.

Stat. C.I.1

THE TUTORS

1. The Tutors shall each be appointed by the Council on the nomination of a panel appointed by the Council, including the Senior Tutor and chaired by the President.
2. The Tutors shall each be appointed for periods not exceeding three years and shall be eligible for reappointment.
3. The terms and conditions of employment for each appointment shall be determined by the Council on the recommendation of the Personnel Committee, in accordance with current employment legislation and good practice.
4. Every Tutor, if not already a Fellow, shall be elected to a Fellowship by the Council and shall hold that Fellowship during his or her tenure of office as Tutor.
5. A Tutor shall perform such duties relating to the education, discipline, health and welfare of the students of the College as the Council may from time to time determine.

Stat. C.I.1

THE COLLEGE TEACHING OFFICERS

1. There shall be such number of College Teaching Officers as the Council shall from time to time determine.
2. The College Teaching Officers shall each be appointed by the Council on the nomination of a panel appointed by the Council, including the Senior Tutor and chaired by the President.
3. The terms and conditions of employment for each appointment shall be determined by the Council on the recommendation of the Personnel Committee, in accordance with current employment legislation and good practice.
4. Every College Teaching Officer, if not already a Fellow, shall be elected to a Fellowship by the Council and if so elected shall hold that Fellowship during his or her tenure of office as College Teaching Officer.
5. A College Teaching Officer shall perform such duties as the Council may from time to time determine.

Stat. C.I.1

THE PRAELECTOR

1. The Council shall appoint one of the Fellows or Emeritus Fellows as Praelector on the nomination of a panel chaired by the President. Such appointment shall be for a period of two years in the first instance. The Praelector shall be eligible for reappointment for such period or periods, not exceeding five years each, as the Council may determine and shall receive such remuneration as the Council may determine.
2. It shall be the duty of the Praelector to matriculate students to the College and University, to keep a record of such students, to present candidates for Degrees and to perform such other duties as the Council may from time to time determine.

Stat. C.II.1

ELECTION OF THE VICE-PRESIDENT

1. When a vacancy occurs or is about to occur in the office of Vice-President, the President shall summon a meeting of the Governing Body for the purpose of electing or pre-electing a new Vice-President. The day appointed for the election shall be a day in Full Term not later than the thirtieth day in term after the occurrence of the vacancy. At least fourteen days' notice of the meeting shall be given to all the electors.
2. No Fellow shall be eligible for election as Vice-President unless a paper, signed by two members of the Governing Body, nominating him or her as a candidate and certifying that he or she has consented in writing to being nominated, has been received by the President not later than the seventh day before the day appointed for the election. The President shall notify the electors without delay of all nominations duly received.
3. If only one candidate is duly nominated, the President shall declare that candidate to have been elected, or pre-elected, Vice-President, as the case may be.
4. If two or more candidates are duly nominated, a vote shall be taken. Such election shall be held at a meeting of the Governing Body. If there are more than two candidates, the vote shall be according to the Single Transferable Vote system adopted by the University, as published from time to time in University Ordinances.
5. Following the election or pre-election of the Vice-President, the Council shall confirm to him or her in writing the terms and conditions of the appointment, such terms and conditions to be determined by the Council.

ORDINANCES RELATING TO STATUTE D

Stat. D.II.4 RESEARCH FELLOWSHIPS UNDER TITLE B

1. There shall be the following classes of Research Fellow elected by the Council:

Class I	Those elected to a Junior Research Fellowship, without a stipend, following an open competition
Class IIa	Those elected by virtue of their academic achievement to a Research Fellowship, without a stipend
Class IIb	Those elected to a Stipendiary Research Fellowship, with a stipend, following a restricted or open competition and who become eligible for a stipend emanating from the College, or from an outside source
2. There shall be such number of Research Fellows in each class as the Council shall determine.
3. For all Research Fellows elected the provision of any stipend or of any additional emoluments or allowances or entitlements shall be determined by the Council on the recommendation of the Fellowship and Membership Committee.
4. Research Fellows shall produce such evidence as the Fellowship and Membership Committee may from time to time require that they are satisfactorily carrying out their research.
5. The tenure of a Junior Research Fellowship under Class I shall be for one year, renewable for up to a maximum of three years in all. The tenure of a Research Fellowship under Class IIa shall be for five years, or coterminous with the position with which a Fellowship is associated, whichever is the shorter, with subsequent re-election at the Council's discretion for a further period or periods of up to five years each. The tenure of a Stipendiary Research Fellowship under Class IIb shall be determined taking account of the source of funding for it.
6. In the case of Research Fellows under Title BIIa, 'academic achievement' should be demonstrated in one of the following ways:
 - (a) the award of a funded Fellowship, such as a British Academy Fellowship, a Leverhulme award, or a Royal Society Research Fellowship, or an award of similar standing, that is held in a University Faculty or Department or in an affiliated research institute;
 - (b) holding a senior leadership position in a University Faculty or Department or in an affiliated research institute, such as that of Principal Investigator of a major research project, Research Director, or Head of Institute;
 - (c) providing evidence of current active research and of eminence in his or her field, with a means of funding his or her research that is conducted in a University Faculty or Department or in an affiliated research institute.

Stat. D.II.5 COLLEGE OFFICIAL FELLOWSHIPS UNDER TITLE C

1. If a Fellow under Title A, B or D is appointed to a College Office under Title C, he or she shall hold his or her Fellowship under Title C while holding a College Office. On ceasing to hold a College Office, a Fellow is eligible for re-election to a Fellowship under Title A, B or D (subject to the retiring age for Fellows specified by Ordinance), on the recommendation of the Fellowship and Membership Committee.

Stat. D.II.8 EMERITUS FELLOWSHIPS UNDER TITLE E

1. Under Title E the Council may confer an Emeritus Fellowship on:
- (a) the President at the end of term of office;
 - (b) a Fellow who, having passed the age of sixty years and having been a Fellow for fifteen years or more, whether continuously or not, vacates his or her Fellowship on retirement.

The conferring of an Emeritus Fellowship shall not be automatic, and will be at the discretion of the Council, which may take into account contributions made to the life of the College.

2. In exceptional circumstances the Council may confer an Emeritus Fellowship on a former Fellow not qualified under Ordinance 1 above.
3. An Emeritus Fellow shall hold his or her Emeritus Fellowship for life.
4. An Emeritus Fellow shall enjoy such privileges and amenities as the Council shall from time to time determine.

Stat. D.II.9 VISITING FELLOWSHIPS UNDER TITLE F

1. The Council shall determine the period for which each Visiting Fellow is elected, including any extension thereof and any re-election to a further Visiting Fellowship, subject always to the provisions of Statute D.II.9.
2. A Visiting Fellow shall enjoy such privileges and amenities as the Council shall from time to time determine.
3. A Visiting Fellow is expected to reside within 20 miles of Great St Mary's Church in Cambridge while holding a Visiting Fellowship.

Stat. D.V.3 RESIGNATION AND RETIREMENT OF A FELLOW

1. Every Fellow (defined as Governing Body Fellows under Title A, B, C or D) shall vacate his or her Fellowship not later than the end of the academical year in which he or she attains the retiring age for University officers specified in the University Statutes.

ORDINANCES RELATING TO STATUTE E: MEMBERSHIP AND DISCIPLINE

Stat. E.I.1 MEMBERSHIP OF THE COLLEGE

1. There shall be the following categories of members of the College:
 - (a) The President and former Presidents
 - (b) Fellows and former Fellows
 - (c) Emeritus Fellows
 - (d) Honorary Fellows
 - (e) Bredon Fellows
 - (f) Visiting Fellows and former Visiting Fellows
 - (g) Press Fellows and former Press Fellows
 - (h) Visiting College Research Associates and former Visiting College Research Associates
 - (i) former Visiting Scholars
 - (j) Senior Members and former Senior Members
 - (k) College Research Associates and former College Research Associates
 - (l) Students and Alumni (former Students)

2. The Council shall have power to admit to membership of the College for such period and under such conditions as they shall in each case determine:
 - (a) Persons employed in the University or in institutions connected with the University or local residents with a contribution to make to the College, who shall be known as Senior Members;
 - (b) Persons holding post-doctoral research appointments in the University or in organisations undertaking research in Cambridge, who shall be known as College Research Associates;
 - (c) Persons not normally resident in Cambridge who hold academic appointments in other universities, or in organisations undertaking research, outside of Cambridge and who are visiting Cambridge for a period of up to two years to undertake research, who do not qualify for a Visiting Fellowship in the judgment of the Fellowship & Membership Committee, who shall be known as Visiting College Research Associates;
 - (d) Persons with experience in the fields of journalism or communication or in related fields who are visiting Wolfson College for a period of up to a year to undertake research, who shall be known as Press Fellows.

3. Senior Members shall be appointed for periods not exceeding five years and shall be eligible for reappointment provided they continue to meet the conditions set out in 2(a) above.
4. The members of the College shall enjoy such privileges as the Council may from time to time determine in respect of each category of member.
5. The Council shall have discretion to determine the privileges a member may be granted on retirement from his or her membership.
6. Any member of the College may communicate the resignation of his or her membership in writing to the President and shall cease to be a member on the acceptance of his or her resignation by the Council; provided
 - (a) that a member listed in categories (b), (c), (d), (e), (f), (g), (h), (i), (j) or (k) in Ordinance 1 above shall not resign his or her membership without also resigning his or her Fellowship or title;
 - (b) that a student who resigns his or her membership shall thereupon cease to hold any Studentship or other award of the College and shall receive no further emolument in respect of such Studentship or other award.
7. The Council shall have power to deprive a member, listed in categories (g), (h), (i), (j) or (k) in Ordinance 1 above, of membership or the privileges thereof, as it shall think fit, if it is of the opinion that such member has been guilty of grave misconduct or has by his or her actions brought the College into disrepute. Before exercising such power the Council shall ensure that the matter of which complaint has been made is examined in accordance with procedures set out in the Ordinances below for Discipline.

Stat. E.II.1

DISCIPLINE

1. The Council shall appoint a Fellow as Dean of Students to deal with matters of student discipline. The terms of such appointment shall be decided by the Council.
2. If a complaint is made to the Dean of Students that a student has failed to observe or conform to any Statute or Ordinance, or to any order or regulation made under Statute E.II.1, or has committed acts prejudicial to discipline or good order, the Dean shall investigate the matter and have the power: (i) to dismiss the complaint as without foundation; (ii) to impose a fine or other penalty provided always that the conditions stipulated in Statute E.I.4 shall apply; or (iii) to determine that the matter is sufficiently serious to require it to be heard by the Disciplinary Committee.
3. There shall be a right of appeal against a fine or other penalty imposed by the Dean of Students. Such an appeal shall be heard by the Disciplinary Committee.
4. In the case of a matter referred to the Disciplinary Committee by the Dean of Students under Ordinance 2 relating to Statute E.II.1, the Committee shall hear the matter and shall give the student reasonable opportunity of being heard and represented. The Committee and the student shall each have the power to call and cross-examine witnesses if desired. On the conclusion of the hearing the Committee shall present a report to the Council setting out its procedure, its consideration of the evidence, its findings and its recommendation whether or not the student should be deprived of membership or whether any other penalty should be imposed. The Council shall either accept the recommendation of the Disciplinary Committee or refer the report back to the Committee for clarification of any matter. The decision of the Council at the conclusion of such consideration shall be final.
5. In the case of an appeal to the Disciplinary Committee by a student against a decision of the Dean of Students under Ordinance 3 relating to Statute E.II.1, the Committee shall hear the matter and shall give the student reasonable opportunity of being heard and represented. The Committee and the student shall each have the power to call and cross-examine witnesses if desired. On conclusion of the hearing the Committee shall decide if any penalty should be imposed. The decision of the Committee shall be final.
6. In relation to students, the College has adopted the University's Code of Conduct in respect of Harassment and Sexual Misconduct and has agreed its own Harassment and Sexual Misconduct Procedures (set out in the document 'Wolfson College guidance on and procedures for handling cases for harassment and sexual misconduct raised by one student (or students) about another student (or students)'). In the event of any inconsistency between these Procedures and the Ordinances, the Procedures shall prevail.
7. If a formal complaint is made to the President that a member listed in categories (g), (h), (i), (j) or (k) in Ordinance 1 relating to Statute E.I.1 has committed an act of grave misconduct, or by his or her actions brought the College into disrepute, the President may institute such preliminary enquiries as he or she thinks fit or refer the matter to the Council. On the conclusion of any such enquiries the President may: (i) dismiss the complaint as without foundation; (ii) seek to resolve the complaint informally; or (iii) refer the matter to the Council.
8. In relation to a complaint made under Ordinance 7 relating to Statute E.II.1, the Council shall consider whether in its opinion there is a case to answer and if it concludes that there is, it shall refer the matter to the Disciplinary Committee.
9. The Committee shall hear the matter and shall give the member reasonable opportunity of

ORDINANCES RELATING TO STATUTE F

Stat. F.I

ENDOWMENT FUNDS

1. The endowment shall comprise a number of funds, each of which shall be accounted for in one of the following three ways: (i) permanent and unrestricted; (ii) permanent and restricted; or (iii) expendable and restricted.
2. A permanent and unrestricted endowment fund shall be invested so as to produce annual income to be spent on the general purposes of the College, while maintaining the capital value of the fund in perpetuity. The annual income may be calculated on a total return basis.
3. A permanent and restricted endowment fund shall be invested so as to produce annual income to be spent on a restricted purpose, while maintaining the capital value of the fund in perpetuity. The annual income may be calculated on a total return basis.
4. An expendable and restricted endowment fund shall be invested so as to produce annual income to be spent on a restricted purpose, without a requirement to maintain the capital value of the fund, thus allowing for expenditure of the capital.
5. There shall be the following permanent and unrestricted endowment funds:
 - (a) General Endowment Fund (for the general purposes of the College);
 - (b) President's Fund (for the general purposes of the College).
6. There shall be the following permanent and restricted endowment funds:
 - (a) Scholarship Fund (to provide scholarships and bursaries for students);
 - (b) John Morrison Fund (see separate Ordinance);
 - (c) Chidambaram Scholarship Fund (to provide a scholarship for a student in financial need from India, preferably first generation to study outside India);
 - (d) Wolfson – Isaac Newton Fund for Student Support (to provide bursaries and hardship grants for students);
 - (e) Wilkinson Clinical Elective Fund (to support Medical students on electives);
 - (f) Joseph Petty Bursary Fund (to provide a bursary for a postgraduate student, with a preference for a student in Criminology or a subject related to Metallurgy);
 - (g) Jack King Bursary Fund (to provide a bursary for a student in financial need);
 - (h) Peter and Angela Lucas Bursary Fund (to provide a bursary for a postgraduate student in the subjects of Anglo-Saxon or Medieval English);
 - (i) Academic Prizes Fund (to provide prizes to students for academic distinction);
 - (j) Dato' Ng Kong Yeam Prize Fund (to provide a prize for the best performance by an undergraduate student placed in the First Class of Part I of the Law Tripos);

- (k) Jack King Prize Fund (to provide a prize for the best MPhil performance in subjects related to Architecture, Engineering or History);
 - (l) Joseph Petty Prize Fund (to provide a prize for the best performance in the MPhil in Criminology);
 - (m) Charles Carlton Prize Fund (to provide a prize for the best postgraduate student preferably in History, failing which in the Arts, Humanities and Social Sciences, excluding Law);
 - (n) Lee Seng Tee Distinguished Lecture Fund (see separate Ordinance);
 - (o) Elizabeth Williams Library Fund (to support the College Library).
7. There shall be the following expendable and restricted endowment funds:
- (a) Speelman Fellowship Fund (see separate Ordinance);
 - (b) Wolfson English Fund (see separate Ordinance);
 - (c) Lady Williams Childcare Bursary and Ujejski-Williams Bursary Fund (to support student parents and students from outside the UK in extra-curricular activity);
 - (d) Medical Research Studentship Fund (to provide a studentship for a student reading for a PhD Medical student);
 - (e) Roger Needham Fund (to provide a studentship for a postgraduate student in Computing, Mathematics, Engineering or Philosophy);
 - (f) Donald and Beryl O'May Studentship Fund (to provide a studentship for a student from the UK or Republic of Ireland in the Arts and Social Sciences (including Law), with a preference for a student with a significant break in their studies since leaving school);
 - (g) Professor Sir David Williams Law Fund (to provide a studentship for a Law student and to support the purchase of Law books for the Library);
 - (h) Senior Members' Wolf50n Fund (to support a Masters student continuing at Wolfson College for a PhD);
 - (i) Brian Moore Accompanist Scholarship Fund (to provide a scholarship for a pianist to accompany the College Choir and other College musicians);
 - (j) Choral Scholarships Fund (to provide scholarships to singers to participate in the College Choir and Chamber Singers).

Stat. F.I

THE SPEELMAN FELLOWSHIP

1. There shall be a Fellowship for the study of Dutch and Flemish art, supported by a Fund provided by Edward Speelman Limited, to be known as the Speelman Fellowship.
2. The purposes of the Fellowship shall be to further the study, and hence ultimately the teaching, of Dutch and Flemish art in the United Kingdom. The holder of the Fellowship shall be known as the Speelman Fellow and shall undertake a programme of study and research in the field of Dutch and Flemish art, which is further defined for the purpose of the Fellowship as the drawing and painting of the Dutch and Flemish Masters of the fifteenth, sixteenth and seventeenth centuries.
3. There shall be an advisory committee constituted as follows:
 - A representative of Edward Speelman Limited, nominated by it;
 - the President;
 - the Director of the Fitzwilliam Museum;
 - the Head of the University's Department of History of Art;
 - and such further persons as the Council shall deem appropriate.
4. The advisory committee shall recommend to the Council each appointment to the Fellowship. It shall have the power to enter into appropriate collaborative arrangements with the University or with other funding bodies in order to ensure that appointments to the Research Fellowship may be made at the appropriate level of seniority and experience.
5. The Speelman Fellow shall be elected by the Council to a Fellowship under Title BIIa for a period of three years so long as the Fellow holds the Speelman Fellowship. The holder of the Fellowship shall be eligible for re-election for a further period as determined by the Council.
6. The Fund shall be held as an expendable and restricted endowment fund and shall be accounted for accordingly.

Stat. F.I

THE JOHN MORRISON FUND

1. There shall be a Fund called the John Morrison Fund, established in memory of John Morrison, first President of the College.
2. The purposes of the Fund shall be the provision of financial support, whether wholly or in part, for a John Morrison Fellowship or for a John Morrison Studentship or for both, tenable at the College, to be awarded or renewed, as the case may be, annually by the Council, without restriction of subject.
3. The capital of the Fund shall consist of a donation made by Trinity College, Cambridge, in 2001, together with any further capital moneys which may be donated to the Fund from time to time.
4. The Fund shall be held as a permanent and restricted endowment fund and shall be accounted for accordingly.

Stat. F.I

LEE SENG TEE DISTINGUISHED
LECTURE FUND

1. There shall be a Fund in the College called the Lee Seng Tee Distinguished Lecture Fund.
2. The purposes of the Fund shall be to support and enhance research and advanced studies associated with the Chancellor's Centre of Graduate Studies, established in the College in 2004, by the provision of an annual lecture on any relevant subject, and by any other means related to these activities of the Centre.
3. The capital of the Fund shall consist of the donation of £100,000 made to the College in its fortieth anniversary year by Dr Lee Seng Tee, FBA (Hon.), Honorary Fellow of the College, together with any further capital moneys which may be allocated to the Fund from time to time by the Council. Any such allocation of new capital moneys shall be notified by the Council to the Governing Body.
4. The income of the Fund shall be applied each year for the purposes of the Fund, and the costs of the annual lecture shall be a first charge upon this income. Any part of the income of the Fund not expended in any year may be applied as income in any subsequent year, or may at the discretion of the Council be accumulated and added to the capital of the Fund.
5. The lecturer shall be appointed by the Council on the nomination of an advisory committee chaired by the President. In making such an appointment, the Council may invite any distinguished person to give the lecture, including a Nobel Laureate whenever feasible.
6. The Fund shall be held by the College as a permanent and restricted fund and shall be accounted for accordingly.

Stat. F.I

THE WOLFSON ENGLISH FUND

1. There shall be a Fund called the Wolfson English Fund.
2. The purposes of the Fund shall be to support the teaching of English in the College by the provision of or contribution towards any or all of the following: appropriate classes, lectures, seminars, workshops, cultural visits, purchases for the College Library, and financial assistance for individual students.
3. The capital of the Fund shall consist of donations made by Mr John Charles Spencer Mott since 2004, together with any further capital moneys which may be donated to the Fund from time to time.
4. The Managers of the Fund shall be the President, the Senior Tutor and the Director of Studies in English.
5. The Managers shall have discretion in applying the income arising from the Fund to any one or more of the purposes of the Fund. In circumstances which they judge exceptional, they may also apply capital from the Fund to any of its purposes, but they shall not do so without first informing the Council of their intention.
6. The Fund shall be held as an expendable and restricted endowment fund and shall be accounted for accordingly.

Stat. F.III.3

INSPECTORS OF ACCOUNTS

The Governing Body shall appoint three Fellows as College Inspectors of Accounts to serve for three years, one to be elected each year to serve for three years. Inspectors shall not be members of the Finance Committee; and shall not normally be members of the Council, although one Inspector can be a member of the Council if agreed by the Governing Body. Any casual vacancy arising shall be filled by appointment at the next following meeting of the Governing Body. Any Fellow so appointed shall serve for the balance of the term created by the vacancy, and shall be eligible to be reappointed thereafter for a further term of three years.

ORDINANCES RELATING TO STATUTE G

Stat. G

THE STATUTES

There are no Ordinances relating to this Statute.

