

**CLARE HALL, CAMBRIDGE CB3 9AL**

**ORDINANCES**

Revised 2010

**CLARE HALL, CAMBRIDGE****ORDINANCES**

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## **INTRODUCTION**

By Statute XI, 3, the Governing Body shall have power to make, and when made to revoke, amend or add to standing orders which shall be called "Ordinances", provided that such Ordinances shall not be inconsistent with the Charter or with the Statutes or with the Statutes of the University. Such Ordinances shall be made, revoked, amended or added to only by the Governing Body.

By Statute XI, 4, Special Ordinances shall be Ordinances substantially determining, modifying or limiting the size of the Governing Body and the number of fellows under Titles A, B, C and D. Special Ordinances shall only be made, revoked, amended or added to by Special Resolution. The decision of the President or of any other person presiding as to whether or not any particular Ordinance falls within these definitions shall be conclusive.

Specific references in the Statutes to matters which are to be prescribed by Ordinance are as follows;

By Statute II, 9, Fellows under the several Titles shall enjoy such privileges as may be prescribed by Ordinance of the College and such additional privileges as may from time to time be determined by the Governing Body.

By Statute XI, 5, the Graduate Student members of the Governing Body shall be chosen by the Graduate Student Body in such manner and for such periods as shall be specified by Ordinance of the College.

By Statute XI, 14, reserved business at a meeting of any body constituted by the Charter, the Statutes or the Ordinances or of any other body appointed by such a body shall include, among others, such other matters as may be specified by Statute or Ordinance.

By Statute XVII, 5, the place on Council of any student member who is subject to disciplinary proceeding by the Council shall be taken, at the Council meeting which discusses his case, by another student who shall be appointed by the Graduate Student Body in a manner prescribed by Ordinance.

By Statute XXII, 2, the Governing Body shall by Ordinance approve such rules for the administration of superannuation and pension schemes for the President, College Officers, Fellows and College Staff as they may from time to time think fit provided that such rules are not inconsistent with the provisions of the schemes themselves.

By Statute XXVI, 18, the procedure to be followed in respect of the preparation, hearing and determination of charges by a Disciplinary Committee shall be prescribed by Ordinances made under that Statute.

By Statute XXVI, 23 (4), the procedure to be followed in respect of the preparation, hearing and determination of a case by a Medical Board shall be prescribed by Ordinances made under that section.

By Statute XXVI, 29 (1), where an appeal is commenced under Part V of the Statute the appeal shall, subject to the provisions of section 28 (3) and sub-section (3) of that section, be heard and determined by a person appointed in accordance with Ordinances made under that section.

By Statute XXVI, 30 (1), the procedure to be followed in respect of the preparation, consolidation, hearing and determination of appeals shall be that set out in Ordinances made under that section.

By Statute XXVI, 37, the procedure in connection with the consideration and determination of grievances shall be determined in Ordinances in such a way as to ensure that the aggrieved person and any person against whom the grievance lies shall have the right to be heard at a hearing and to be accompanied by a friend or representative.

By Statute XXVII, 1, in any Ordinance of the College, words of the masculine gender shall import the feminine unless this interpretation is excluded expressly or by necessary implication.

**I. THE FELLOWS \***

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|---|----|---|
| Grants to Fellows                                 | 1. | Fellows may be awarded grants at the discretion of the Council as follows: to Fellows in all classes, grants for foreign travel or for other expenses incurred in pursuit of their academic work; to Research Fellows annual grants for their maintenance and the pursuit of their academic work; to Visiting Fellows grants towards their research expenses while in Cambridge or grants towards such other expenses as may be deemed appropriate. |
| Commons Allowance                                 | 2. | Every Fellow shall be entitled, for him or herself and his/her guests, to an allowance of free meals to be determined from time to time by the Governing Body up to a maximum of 300 meals per year.  |
| At least one week's notice                        | 3. | No proposal for the election of a Fellow shall be considered at a meeting of the Governing Body of election unless supporting documents have been circulated at least one week before the meeting.  |
| Special Ordinance on election of Official Fellows | 4. | No person may be elected to an Official Fellowship at a meeting of the Governing Body held within the previous twelve months.   |
| Election of Research Fellows                      | 5. | The election of Research Fellows shall be carried out by the Governing Body in accordance with procedures laid down from time to time by the Governing Body.  |
| Teaching by Research Fellows                      | 6. | A Research Fellow shall not undertake teaching duties in excess of 120 hours per annum without the permission of the Council.   |
| Re-election of Research Fellows                   | 7. | Application for re-election according to Statute II. C. 20 shall normally be made to the Bursar not later than the end of the Lent Term next before expiry of the Research Fellowship. Re-election shall be made by the Governing Body on the recommendation of the Fellowship Committee, who shall follow the procedures laid down from time to time by the Governing Body.  |
| Intermission by Research Fellows                  | 8. | The Governing Body may agree that the period of absence or leave requested by a Research Fellow shall be omitted in reckoning the limit of tenure of his/her Fellowship (Statute XXIII.1), but such omission shall not exceed one   |

year.

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|---|-----|---|
| Election of Post-<br>Doctoral Research<br>Fellows | 9.  | The Governing Body may from time to time elect as post-doctoral Research Fellows persons who have been awarded Fellowships by distinguished outside bodies such as the British Academy and Royal Society. The election of such Fellows shall take place no earlier than late July annually. At any time the complement shall not exceed 2 in the Humanities or in the Sciences. Such Fellows shall enjoy the privileges and responsibilities of Research Fellows for a period of not less than one year and not more than 3 years.<br>Ordinance repealed, pending confirmation [Ref Governing Body minute 12 117.6] |
| Contacts  | 10. | The President or the Chair of the Fellowship Committee shall ensure that a member of the College, normally a member of the Governing Body, shall be the contact of a Visiting Fellow with the responsibility of introducing him/her to the College.   |
| Short-term visitors                               | 11. | Visiting Fellowships shall not normally be offered to visitors coming to Cambridge for less than three months.  |
| No re-election of<br>Visiting Fellows             | 12. | A Visiting Fellow shall not normally be re-elected for a second period.   |
| Establishment<br>charges                          | 13. | All Visiting Fellows shall be liable to pay such establishment charges as Council may from time to time determine.  |
| Number of Visiting<br>Fellows                     | 14. | The maximum number of Visiting Fellows at any one time shall normally not exceed 42.  |

\*Ref. Statute II

## I THE COLLEGE OFFICERS

Annual Re-election                      Any College Officer appointed by the Governing Body shall be appointed in the first instance for one academical year only or, if first appointment of such Officer takes effect during an academical year, until the end of the academical year in which such Officer is first appointed and for the ensuing year.

Re-appointments by the Governing Body of any College Officer shall in each case be for one academical year at a time.

## III THE GOVERNING BODY

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|---|----|--|
| Suspension of Ordinances                      | 1. | The Governing Body may suspend (i.e. temporarily revoke) any Ordinance but a Special Ordinance may be suspended only by Special Resolution. (Ref. Statutes XI.4 and XI.12)   |
| Dates and Duration of Governing Body Meetings | 2. | The dates of meetings of the Governing Body in any year shall be agreed not later than the last meeting of the Easter Term in the previous year. Meetings of the Governing Body shall be restricted to two hours duration, unless the Governing Body votes to extend the time of a meeting in progress by not more than 30 minutes.                              |
| Subjects eligible for voting on               | 3. | No subject which is unrelated to an item on the agenda or to a motion already submitted shall be put to the vote at a Governing Body meeting, except with permission of the Chairman.  |
| Special ordinance size                        | 4. | The following limitations shall be placed on the size of the Governing Body: the number of Official Fellows shall not exceed 24. The Microsoft Research Fellowship and the Isaac Newton-Ann Johnston Research Fellowship shall be counted in addition to the normal ceiling of 24 Research Fellows.  |
| Meeting to discuss size and composition       | 5. | The second meeting of the Lent Term shall have as its principal item of business the discussion of the size and composition of the College, with a view to laying down guidelines for the following twelve months in respect of the numbers of Fellows of all titles and of Senior Members, and the balance between different academic fields in the Fellowship. |

Minutes of each Governing Body meeting shall be circulated as

- Circulation of minutes 6. soon as convenient after the meeting, and proposed corrections to the Minutes shall be communicated to the Bursar well in advance of the next meeting.

\*Ref. Statute XI

#### **IV CONFLICTS OF INTEREST**

##### **1. Purpose of Policy**

The purpose of this Policy is to avoid the danger of Governing Body members being influenced, or appearing to be influenced, by their private interests in the exercise of their duties as members of the Governing Body.

##### **2. 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 judgement, so that the judgement 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 the transaction involving the College.
- d) If the President considers that any member of the Governing Body may have a material interest in an item of business, then the President may refer the matter to the Governing body, who shall, in the member's absence but after hearing his or her views, determine the matter. The determination of the Governing Body shall be binding the member concerned.

### 3. Register of Interests

- a) The Bursar shall maintain a Register of Interests of members of the Governing Body, into which shall be entered such information as may be required by this 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. It shall also include any other matters as may be specified by the Governing Body by Ordinance.
- c) The Bursar shall seek information for entry into the Register of Interests from members of the Governing Body when they become members, and also annually. Members of the Governing Body 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 College Office.

### 4. Declaration of Interests

- a) Each agenda for a meeting of the Governing Body shall contain an early item "Declaration of Interests".
- b) A member of the Governing Body who has a material interest in an item of business before the Governing Body shall declare that fact on each occasion that the business is under consideration. But that shall not be required:
  - i) for business solely for report which is not discussed by the Governing Body;  
or
  - ii) where the interest 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
  - iii) where the interest 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;
- c) a member of the Governing Body 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 Governing Body 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 Governing Body under Rule 3 (d) shall be recorded in the minutes of the meeting at which it is made.

## **5. Special Decisions**

- a) A special decision of the Governing Body is one in which a majority of the decision-makers have a material interest.
- b) For this purpose the decision-makers shall be taken to comprise the members of the Governing Body present when the decision is made, except for any member who is not entitled to vote in consequence of this Ordinance or for any other reason.
- c) Before the Governing Body make a special decision they will consider, having taken full regard of all the circumstances of the matter
  - i) whether the nature of the conflict of interest is so pervasive throughout the Governing Body that they have no alternative but to surrender their discretion by seeking the direction of the Charity Commission in the matter; or
  - ii) whether, notwithstanding the conflict of interest, they are nevertheless fairly and reasonably to take the decision; and, in that case,
  - iii) whether, before making their decision, they should seek the advice of the Charity Commission in the matter.

## **6. 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 Governing Body.
- b) But Ordinances 1 (d), 2 and 4 shall not apply, and any other rule may be disapplied either generally or for specified items of business by decision of the Governing Body.

**V**      **COMMITTEES OF THE GOVERNING BODY**

- Number**
1. There shall be the following Committees and Sub-Committees of the Governing Body:
    - i)      The Council (Statute XII)  
Reporting to the Governing Body via the Council:  
Special Events Committee  
Art Committee  
Music Committee  
Health and Safety Committee  
Web Committee  
Computer Committee  
Garden Committee  
Environmental Committee
    - ii)     The Finance Committee (Statute XIII)  
Reporting to the Governing Body via the Finance Committee:  
Investments Committee  
Remuneration Committee
    - iii)    Buildings and Estates Committee
    - iv)     The Official Fellowship Committee
    - v)      The Fellowship Committee  
Reporting to the Governing Body via the Fellowship Committee:    Research Fellowships Committees  
Research Fellowship Re-election Committee
    - vi)     The Tanner Lectureship Committee
    - vii)    The Fundraising Committee
    - viii)   The Nominations Committee
    - ix)     The Standing Complaints Committee
  
  2. A Committee of the Governing Body shall pass recommendations to the Governing Bod only if at least half the members of the Committee are present.
- Quorum**

**\*Ref. Statute XI.13**

**V.A. THE COUNCIL\***

- |                                |  |
|--------------------------------|--|
| Review of activities           | 1. At the first meeting of the Governing Body in each term, the President shall present a brief review of the Council's activities since the last review, including all major executive decisions.   |
| Casual vacancies               | 2. The Governing Body shall fill any casual vacancy in the number of elected Fellows on the Council by electing a Fellow who shall serve for the remainder of the period of service of the elected Fellow whose departure from the Council created the vacancy.  |
| Meetings, procedure and notice | 3. Ordinary meetings of the Council shall be held at such times and be subject to such regulations as to procedure as shall from time to time be determined by the Council. All members of the Council shall be notified of an ordinary meeting at least seven days before the date of the proposed meeting. |
| Special meetings               | 4. The President may at any time and shall, if requested by four members of the Council, call a special meeting of the Council.  |
| Non-attendance                 | 5. If an elected member of the Council fails to attend two consecutive meetings except for a cause approved by at least two-thirds of the Council, exclusive of him or herself, his/her membership of the Council shall forthwith terminate.   |

**\*Ref. Statute XII****V.B. FINANCE COMMITTEE**

The composition, secretary, meetings, functions and voting requirements of the Finance Committee are all as laid down in Statute XIII.

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|------------------------|--|
| Remuneration Committee | There shall be a Remuneration Committee, reporting to the Governing Body via the Finance Committee, whose duty shall be to approve on the annual basis the remuneration to be paid to all College Officers. The Remuneration Committee shall consist of the President and Bursar (ex officio), two Professorial Fellows who are not in receipt of any remuneration from the College, to be elected by the Governing Body, and one Emeritus Fellow, elected by the Governing Body, who shall serve as Chair. Elected members of the Remuneration Committee shall serve for four years in the first instance and shall be eligible to be re-elected for one further four year term |
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**V.C. OFFICIAL FELLOWSHIP COMMITTEE**

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|----------------------------|----|---|
| Composition                | 1. | The Official Fellowship Committee shall consist of the President (as Chair), Vice-President (ex officio) and eight Official, Professorial or Supernumerary Fellows serving for two years and taken in sequential rotation from a list of all such Fellows, and two Research Fellows elected to the Committee by the Governing Body for two years or until the end of their Research Fellowship. The said list of Fellows shall be drawn up or Supplemented by the President and Vice-President and submitted to the Governing Body annually.  |
| Meetings                   | 2. | The President shall call a meeting of the Official Fellowship Committee at least once in each academical year, dates of meetings being notified to the Governing Body, at least one month in advance.   |
| Secretary                  | 3. | The Bursar shall, ex officio, be Secretary of the Official Fellowship Committee with no voting rights except when under the rota of membership the Bursar is a member. The Secretary shall be responsible, in consultation with the President, for arranging meetings and for preparing Minutes of meetings for submission to the Governing Body.   |
| Consideration of Proposals | 4. | Proposals from members of the Governing Body of candidates for election to Official Fellowships shall be sent to the President,, with supporting documents, at least two weeks before the date of a meeting of the Committee. These proposals, together with the list of University Officers who are not Fellows of a college, and together with any proposals put forward by members of the Committee, shall be considered by the Committee with a view to making recommendations to the Governing Body. Every effort shall be made to allow members of the Governing Body to meet those candidates who are recommended to the Governing Body. |

**V.D. FELLOWSHIP COMMITTEE**

- Composition    1.    The Fellowship Committee shall consist of Official, Professorial, Supernumerary and Research Fellows elected to the Committee by the Governing Body annually on the advice of the Fellowship Committee. In advising the Governing Body, the Fellowship Committee shall keep in mind the need to maintain a balance between different academic fields in the Committee **ex-officio**.
- Chairman &    2.    The Governing Body shall elect one member of the Fellowship  
Convenor        Committee to be Chair and Convenor for the academical year.
- Meetings,    3.    The Fellowship Committee shall meet in sufficient time to ensure that its  
recommenda-    recommendations can be included in the formal Agenda of the Governing  
tions, advice    Body Meeting at which the recommendations and advice are to be  
considered.
- Function       4.    The Fellowship Committee shall make recommendations to the  
Governing Body on the following matters:
- a) Elections to Research Fellowships
  - b) Elections to Visiting Fellowships and Guest Scholarships
  - c) Admissions to Associateships
  - d) Any other matters which the Governing Body may from time to time direct the Committee to consider.
- Co-option     5.    The Fellowship Committee shall have power to co-opt additional members for the selection procedure for Research Fellowships within limits determined from time to time by the Governing Body

**V.E. RESEARCH FELLOWSHIP RE-ELECTION COMMITTEE**

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|-------------|--|
| Composition | 1. The Research Fellowship Re-election Committee shall consist of all Official Fellows , Professorial Fellows and Supernumerary Fellows. The President shall be Chair. |
| Meetings    | 2. The Committee shall meet whenever a Research Fellow shall have applied for re-election. This would normally be in the Lent Term.                                    |
| Function    | 3. The Committee shall meet whenever a Research Fellow shall have applied for re-election. This will normally be in the Lent Term.                                     |

**V.F. TANNER LECTURESHIP COMMITTEE**

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|-------------|--|
| Composition | 1. The Governing Body shall from time to time elect from among its members the Tanner Lectureship Committee. The President, Vice-President and Bursar shall be members <b>ex-officio</b> . Members shall normally be elected for a two-year term and shall be eligible for re-election.  |
| Officers    | 2. After each Tanner Lecture, the Governing Body shall elect one of its members to be Chair and the Committee shall elect one of its members to act as Secretary until the conclusion of the next Tanner Lecture and its associated functions.   |
| Co-option   | 3. The Committee may co-opt additional members as appropriate, who need not be members of Clare Hall.  |
| Function    | 4. The Committee shall be responsible to the Governing Body for the following: <ol style="list-style-type: none"> <li>a) Making a proposal for the Tanner Lectures in each academic year.</li> <li>b) Proposing such modification to the guide-lines governing the Tanner Lectures as seem desirable, and putting such proposals to the Tanner Trustees after due authorisation by the Governing Body.</li> <li>c) Making all arrangements for the Tanner Lectures, seminars or other functions.</li> <li>d) Any other matters which the Governing Body may from time to time direct the Committee to consider.</li> </ol> |

**VI. SENIOR MEMBERS\*****VI a. ASSOCIATES**

Classes of  
Associate

1. There shall be the following Classes of Associate:
  - a) The Master and Fellows of Clare College.
  - b) Former Fellows under Titles A, B, C and D.
  - c) Associates, admitted by the Governing Body or Council from among scholars visiting Cambridge, normally for not more than one year, known personally to and proposed by Fellows or senior members for the purpose of pursuing a joint research programme.
  - d) Associates, admitted by the Governing Body from among scholars resident in Cambridge who are not members of a Cambridge college.
  - e) Overseas Associates, admitted by the Governing Body on the recommendation of Council, from persons resident in selected overseas countries and having appropriate local knowledge and contacts to assist the College in establishing and maintaining appropriate links with individuals, universities and businesses in those countries.
  - f) Any persons whom it shall appear to the Governing Body to be in the interest of the College to admit.

Associates

2. The proposal and admission of an Associate (other than an Overseas Associate or Postdoctoral Associate) shall be subject to the following rules:
  - a) Each member of the Governing body may propose one person for Associateship whom he/she feels would benefit from membership of Clare Hall and would contribute to the life of the College. Proposals should reach the Fellowship Committee by 30 April each year and be accompanied by a Curriculum Vitae and a statement indicating why the candidate and the College would benefit from the proposed admission to an Associateship.
  - b) The Fellowship Committee will consider the proposals and make recommendations to the Governing Body.
  - c) Associates will be admitted for one year in the first instance, but may be considered for annual re-admission for up to four

further years if re-proposed by a member of the Governing Body and seconded by two other members each year.

- d) A member of the Governing Body may either propose one candidate or re-propose one candidate each year, but may second other candidates.

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|-----------------------|--|
| Overseas Associates   | 3. Overseas Associates will be admitted for three years in the first instance, renewable as appropriate.   |
| Stipend or grant      | 4. Associates shall not be eligible to receive any stipend or grant.   |
| Commons allowance     | 5. The Governing Body shall determine from time to time on recommendation of Council what allowances of free meals, if any, shall be made to Associates. |
| Establishment charges | 6. All Associates shall be liable to pay such establishment charges as Council may from time to time determine.  |

\*Ref. Statute XV.

#### **V1 b. GUEST SCHOLARS**

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|----------------|--|
| Recommendation | 1. Persons of great distinction who are visiting Cambridge for less than one month may be recommended to the Governing Body by the President or the Fellowship Committee for election as Guest Scholars. |
| Election       | 2. Guest Scholars shall be elected by the Governing Body and shall have the status and privileges of Visiting Fellows.   |

#### **VI c. LIFE MEMBERS**

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|------------|---|
| Election   | 1. The Governing Body may elect to Life Membership any former Visiting Fellow, Guest Scholar, Associate, Graduate Student who has received a degree, diploma or equivalent on completion of a course of study at the College, or any other person whom the Governing Body recognise as having had a close association with the College. |
| Privileges | 2. Life Members shall be entitled to lunching and dining rights covering up to ten days in any academical year. Council may grant an extension for a longer period on application.  |

#### **VI d. PRESIDENT'S AWARD**

Up to 3 individuals may be put forward each year for approval by the Governing Body as President's Award holders. Nominations will be submitted direct to the Governing Body by the President, who

will provide a brief written proposal including details of the reason why an Award would be appropriate. Approval shall be by a two thirds majority of those members of the Governing Body present at the meeting.

Nominations will be made at any meeting of the Governing Body in the Michaelmas or Lent Term, and Awards, once approved by the Governing Body, will be handed out at a ceremony prior to a specially designated Formal Hall, to be held in the Easter Term. The Award Holder will receive a gilded certificate and will be entitled to become a Life Member of the College. The names of all Award Holders will be added to a Roll or Honour and all Award Holders will be invited to dine at the waqCollege's expense at the Awards Formal Hall each year. An announcement will be made each year in the 'Clare Hall Review'.

## **VII. GRADUATE STUDENTS\***

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| Elections to the Governing Body and the Council | 1. The Senior Tutor shall ensure that the Graduate Student Body of the College arranges an Annual General Meeting of the Graduate Students in the Easter Term for the purpose of electing to serve for one year from the beginning of the Michaelmas Term following a Student President. The Senior Tutor shall furthermore ensure that the Graduate Student Body of the college arranges a General Meeting in the Michaelmas Term for the purpose of electing to serve forthwith until the next Michaelmas Term their Committee and officers, including one representative on the Governing Body and one representative on the Council in addition to the aforementioned Student President. |
| Grants from the Tutors' Fund                    | 2. Minor Grants may be made to Graduate Students at the discretion of the Tutors within such total sum each year as may be determined by the Council.  |
| Vacancies on the Governing Body and the Council | 3. If a vacancy occurs among the Graduate Student representatives on the Governing Body or on the Council, the Senior Tutor shall forthwith ensure that the Graduate Student Body arranges a meeting of all Graduate Students for the purpose of electing a representative.  |
| Numbers   | 4. The Senior Tutor shall make a report on the number of Graduate Students to the Governing Body in the Michaelmas Term.   |
| Disciplinary                                    | 5. If a Graduate Student representative on the Council is charged with a disciplinary offence, the said Graduate Student is forbidden by Statute XVII.5 to take part in discussions or vote on his own case. His place on the Council at that meeting shall be taken by another representative who shall be nominated by the Committee of the  |

## Graduate Student Body.

- Ref. Statutes XII and XVI

**VIII. SUPERANNUATION\***

- U.S.S. / F.S.S.U.      1.    The College shall participate in the University's Superannuation Scheme (hereinafter called the U.S.S.) The College shall continue to participate in the Federated Superannuation System for Universities (hereinafter called the F.S.S.U.) in respect of those persons choosing and entitled to remain in that system. The College shall make regulations for the administration of its superannuation arrangements, provided that in so far as such regulations for the administration relate to the U.S. S. or to the F.S.S.U. they shall be compatible with the constitution and rules of the U.S.S. or the F.S.S.U. respectively.
- Staff Scheme            2.    The College shall participate in the Cambridge Colleges Federated Pension Scheme and shall make such pension scheme available to its staff.

\*Ref. Statute XXII

**IX. GENERAL DISCIPLINE**

Members of the College who are members of the university or who are persons **in statu pupillari** who have not matriculated are subject to University Regulations on Discipline as laid down in the Statutes and Ordinances of the University of Cambridge.

The General Regulations on Discipline of the University 1985 1-9, appended hereto, shall also as amended below be the Disciplinary Regulations of the College until further notice and all members of the College shall be subject to them. For these purposes 'member of the College' shall be substituted for 'member of the University' in the appended Regulations (except in the case of the second usage of the former phrase in Regulation 5) and likewise 'members of the College' for 'members of the University'. In Regulation 8, the words 'or officer of the College', shall be inserted after the words 'by a University officer', and likewise the words 'or of the College', after the words 'or of the College', after the words 'on behalf of the University'.

**APPENDIX TO ORDINANCE IX****GENERAL DISCIPLINE – REGULATIONS**

1. No member of the University shall intentionally or recklessly disrupt or impede or attempt to disrupt or impede the activities and functions of the University, or any part thereof, or of any College.

2. No member of the University shall intentionally or recklessly impede freedom of speech or lawful assembly within the Precincts of the University. No member of the University shall intentionally or recklessly fail to give any notice which is required to be given to a University officer or a University authority under the terms of a code of practice issued under the provisions of section 43 of the Education (No 2) Act 1986.
3. No member of the University shall intentionally occupy or use any property of the University or of any College except at may be expressly or by implication authorised by the University or College authorities concerned.
4. No member of the University shall intentionally or recklessly damage or deface or knowingly misappropriate any property of the University or of any College.
5. No member of the University shall intentionally or recklessly endanger the safety, health, or property or any member, officer, or employee of the University within the Precincts of the University.
6. No candidate shall make use of unfair means in any University examination or knowingly have in his possession at an examination any book, paper, or other material relevant to the examination unless specifically authorised. No member of the University shall assist a candidate to make use of such unfair means.
7. No member of the University shall forge or falsify or knowingly make improper use of any degree certificate or other document attesting to academic achievement nor shall he knowingly make false statements concerning standing or concerning results in examinations.
8. All members of the University shall comply with any instruction given by a University officer, or by any other person authorised to act on behalf of the University, in the proper discharge of his/her duties.
9. All members of the University shall state their names and the College to which they belong when asked by a Proctor or Pro-Proctor, or other person in authority in the University or in any of the Colleges in the University.