

**BY-LAWS AND REGULATIONS
OF CHRIST CHURCH OXFORD**

*Made by the Governing Body on 9 March 2011 to take effect from 16 March 2011
when revised Statutes made by the Governing Body on 26 May 2010
were approved by Her Majesty in Council.*

Incorporating subsequent amendments to 30 September 2021

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Part I: Governing Body Meetings and Procedures

Meetings of the Governing Body

- 1 (1) Unless there is no business to transact, a meeting of the Governing Body shall be held on the Wednesday in the 2nd, 5th and 8th week of each Term.
- (2) Additional meetings may be summoned by the Dean or (in the case of the Dean being prevented from acting) by the Censor Theologiae or (in the case of both being prevented from acting) by the Senior Member of the Governing Body (determined in accordance with Stat. I.3.(b)) able to do so, whenever occasion shall require. Save in exceptional circumstances, one week's notice of such an additional meeting shall be given to all members of the Governing Body.
- (3) The President and Secretary of the J.C.R. or other appropriate Officers of the J.C.R., and the President of the G.C.R. or other appropriate Officer of the G.C.R., shall be invited to be present at all meetings of the Governing Body while unreserved business is discussed, but they shall not have a vote.
- (4) A person shall be deemed to be present at a meeting of the Governing Body, or of any committee, sub-committee or working group if he or she participates by telephone, video-conference or any other means of communication which permits all persons participating in the meeting simultaneously to speak to and to hear one another. For the avoidance of doubt, any such person entitled to vote at any such meeting shall be allowed to vote. Each person present at a meeting in this way must ensure that the means of communication and manner in which he or she participates in the meeting are confidential and secure, and that any part of the meeting, including his or her own contributions, cannot be overheard or seen by persons who are not members of the Governing Body or who have not been invited to participate in the meeting. Any person attending a meeting by such means shall do so over an appropriately secure connection.

Quorum

- 2 A quorum of five members besides the Chairman shall be required at all meetings of the Governing Body. A member of the Governing Body who is participating in a meeting of the Governing Body by telephone, video-conference or any other means of communication which permits all persons participating in the meeting simultaneously to speak to and to hear one another, shall be considered present and therefore shall count towards the quorum.

Notices of Motions

- 3 (1) Any member of the Governing Body may send to the Secretary a notice that he or she wishes a motion to be brought forward at a meeting.
- (2) Not later than five days before each meeting, the Secretary shall send to all members of the Governing Body a complete list of the Agenda so far as then known to the Secretary.

(3) Notices of motions received by the Secretary less than five days before a meeting shall be kept by the Secretary for the inspection of members of the Governing Body, and shall be read out by the Dean at the beginning of the meeting; they shall be considered only after suspension of Standing Orders.

(4) If any motion affect adversely the interest of any member of the Governing Body, 14 days' notice thereof shall be given by the Secretary to the Dean, who shall cause copies of it to be circulated without delay to every member of the Governing Body.

Order of Business

4 (1) The Dean and Censors in consultation with the Secretary of the Governing Body shall determine the order in which business is to be considered at meetings and which matters are to be dealt with as unreserved or reserved business.

(2) Finance Committee business shall normally appear at the beginning of the unreserved and/or reserved agenda.

(3) All motions shall be proposed and seconded and, if carried or voted upon, shall be entered in the minutes, together with a record of the number of votes on either side in divisions.

(4) Every measure which has been considered in detail shall be finally proposed as a whole.

(5) Once the Governing Body has made a decision on a given matter, no proposal involving a substantial change shall be considered in the same Term as that decision.

Conflicts of Interest

5 (1) There shall be a Code of Practice Governing the Management of Conflicts of Interest as set out in Appendix I of these By-laws. It shall apply to all members of the Governing Body and to all other persons attending meetings of the Governing Body and shall govern the conduct of business at all meetings of the Governing Body and at all meetings of any committees, sub-committees or working groups established by the Governing Body.

(2) Members of the Governing Body shall declare material conflicts of interest as required by the Code of Practice.

(3) In accordance with the Code of Practice there shall be a register of interests maintained by the Treasurer.

(4) The Code of Practice shall be distributed by the Treasurer to all new members of the Governing Body together with a form for the registration of interests.

(5) The Code of Practice shall be circulated annually by the Treasurer to all members of the Governing Body together with a form for the registration of interests.

(6) Members of the Governing Body shall register material conflicts of interest as required by the Code of Practice.

Standing Orders

- 6 By-laws 1-6 comprise the Standing Orders, and can be suspended only by a majority of at least two-thirds of the votes of those present and voting.

Part 2: The Standing Committees of the Governing Body

Academic Committee

- 7 (1) There shall be an Academic Committee to which the Governing Body may refer
- (a) questions relating to the teaching needs of the House;
 - (b) questions of absence and re-election of Official Students, Research Students, Research Fellows, Lecturers and Senior Scholars (except as provided by By-law 30(1)(a)) and questions of absence of Fixed Term Students;
 - (c) questions relating to Official Students wishing to reduce the amount of their educational work under Stat. XIII.2.(g);
 - (d) questions concerning maternity and paternity leave under Stat. XIII.2.(h);
 - (e) questions concerning general policy about Research Fellowships, Lectureships and Senior Scholarships; and
 - (f) such other matters of a primarily academic or educational nature, except as provided by By-laws 18 and 30(1), as it shall from time to time decide.
- (2) The Senior Censor shall have discretion to bring before the Committee any questions or matters comprised in clause (1) above which in his or her opinion would be referred to it by the Governing Body, and the Committee may make recommendations on these matters for consideration by the Governing Body.
- (3) The Committee shall consist of
- (a) the Dean,
 - (b) the Senior Censor,
 - (c) the Junior Censor,
 - (d) the Secretary of the Salaries Board,
 - (e) the Tutor for Admissions,
 - (f) the Tutor for Graduates and
 - (g) three other members of the Governing Body to be elected annually. At least one such member shall be elected from the Canons or the Ordinary or Research Students.
- The elected members shall be eligible to serve for three years, but at least one elected member shall retire annually. An elected member who has served for three years shall not be re-eligible for two years. In electing members the Governing Body shall take account of the desirability of the Committee including a member from each Division of the University.
- (4) The Committee shall meet at least once a Term.
- (5) The Senior Censor shall be responsible for convening meetings and for preparing the agenda.

Communications Sub-Committee

- 7.1 (i) There shall be a Communications Sub-Committee of the Academic Committee to consider all aspects of public relations and communications policy and practice of the House. In particular the Sub-Committee will consider the media relations of the House (whether via the print media, the college website or other social networks) in connection with all aspects of its activities, including academic matters and the activities of the Cathedral, Cathedral School, Library and Picture Gallery.
- (2) The Sub-Committee shall consist of
- (a) the Dean
 - (b) the Steward,
 - (c) the Treasurer,
 - (d) the Senior or the Junior Censor,
 - (e) the Tutor for Admissions,
 - (f) the Tutor for Graduates,
 - (g) the Librarian,
 - (h) the Curator of Pictures, and
 - (i) the Development Director.
- (3) The Cathedral Registrar, the Cathedral School Registrar, the Cathedral Media, Communications and Public Engagement Adviser, the Website Manager, and College Communication Officer shall be invited to attend meetings of the Sub-Committee, but shall not have a vote.
- (4) The President of the J.C.R. or an alternate Officer, and one other Officer of the J.C.R., and the President of the G.C.R. or an alternative Officer, and one other Officer of the G.C.R., shall be invited to be present when unreserved business is discussed, but they shall not have a vote.
- (5) The Sub-Committee shall meet at least once a year.
- (6) The Senior Censor shall be responsible for convening meetings and for preparing the agenda.

Research Centre Sub-Committee

- 7.2 (i) There shall be a Research Centre Sub-Committee to recommend to the Academic Committee Research Centre grants to eligible members of the House according to criteria agreed from time to time by the Governing Body.
- (2) The Sub-Committee shall consist of
- (a) the Director of the Research Centre, and
 - (b) four other members of the Academic Committee to be elected annually.

The elected members shall as far as possible ensure representation on the Sub-Committee of the different University Divisions. The elected members shall be eligible to serve for three years.

- (3) The Sub-Committee shall meet at least once a Term and shall make recommendations to

the last meeting of the Academic Committee of each Term.

(4) The Director of the Research Centre shall be responsible for convening meetings and for preparing the agenda, and shall provide an annual report to the Academic Committee concerning the projects supported by the Research Centre.

Archdeacon's Committee

7A (1) There shall be an Archdeacon's Committee to make recommendations to the Governing Body concerning grants for incumbents of benefices in the gift of the House from the three-fifths contribution of Dr. South's Trust and from the Stratford Trust, and concerning grants from the three-fifths contribution of Dr. South's Trust to persons in holy orders employed by Christ Church whose salaries are determined by Church of England scales.

(2) The Committee shall consist of

- a) the Archdeacon,
- b) the Sub-Dean,
- c) the Treasurer,
- d) a Canon, and
- e) one other member of the Governing Body to be elected annually.

(3) The Committee shall meet at least twice a Term.

(4) The Treasurer shall be responsible for convening meetings and for preparing the agenda.

Benefices Committee

8 (1) The Benefices Committee, to fulfil the functions prescribed by Stat. V, shall consist of:

- (a) the Dean,
- (b) the Canons,
 - (c) the additional Canon appointed by the Bishop of Oxford under section 42 of the Cathedrals Measure 1963,
- (d) the Treasurer, and
- (e) two other members of the Governing Body to be elected annually.

The elected members shall be eligible to serve for five years. An elected member who has served for five years shall not be re-eligible for two years.

(2) The Committee shall report to the Governing Body at its next meeting any action taken by it in exercise of its powers under Stat. V.

(3) The Sub-Dean shall be responsible for convening meetings and for preparing the agenda.

Cathedral School Committee

9 (1) So long as the Governing Body provides any buildings or land for the use or occupation of the Choir School pursuant to Stat. VII.2.(a) or contributes any sum to the maintenance of the

Choir School pursuant to Stat. VII.2.(b), there shall be a Cathedral School Committee.

(2) The Committee shall consist of:

- (a) the Dean,
- (b) the Sub-Dean,
- (c) the Chapter Treasurer (unless the Sub-Dean is the Chapter Treasurer, in which case another of the Canons to be elected annually on the nomination of the Dean and Canons),
- (d) the Treasurer,
- (e) two other members of the Governing Body to be elected annually, and
- (f) *either* the Organist (if a member of the Governing Body) *or* (if the Organist is not a member of the Governing Body) a further member of the Governing Body to be elected annually.

The Schoolteacher and the Bursar of the Cathedral School shall normally be invited to attend meetings of the Committee, but shall not have a vote. The elected members shall be eligible to serve for three years; an elected member who has served for three years shall not be re-eligible for two years.

(3) The Committee shall meet at least once a Term.

(4) The Committee shall receive annually from the Governors of the Cathedral School copies of the Cathedral School accounts, and shall have power to make recommendations to the Governing Body on any matter related to the provision of buildings or land or the contribution of any sum by the Governing Body to the Choir School in accordance with Stat. VII.2.

(5) The Treasurer shall be responsible for convening meetings and for preparing the agenda.

College Ball Committee

10 (1) There shall be a College Ball Committee established to oversee the organisation of any College Ball.

(2) A Ball shall not be held more often than once in three years. No Ball shall be held unless its general arrangements have been approved by the Governing Body.

(3) The Committee shall consist of

- (a) the Steward,
- (b) two other members of the Governing Body, to be elected by the Governing Body no later than at its first meeting of the Trinity Term in the year preceding the date of the intended Ball,
- (c) the Chaplain,
- (d) a representative of the Development Office,
- (e) a representative of the Clerk of Works' Department, and
- (f) six junior members of the House drawn from both the J.C.R. and the G.C.R.

(4) One member of the Governing Body and three junior members of the Committee shall be necessary to form a quorum.

(5) The Committee shall appoint from among its junior members a Ball President, Treasurer and a Secretary or Secretaries. The Ball President shall arrange the time and place of meetings after consultation with the senior members of the Committee, and the Secretary or one of the Secretaries shall keep minutes of all proceedings of the Committee. The Treasurer shall prepare a budget for the Ball which shall be kept under continuous review by the Committee. The Ball President and the Treasurer shall normally be drawn one from the J.C.R. and one from the G.C.R.

(6) The Committee shall appoint from among its senior members an Honorary Treasurer, who shall countersign all cheques.

(7) The general arrangements made for the Ball shall be submitted to the Governing Body no later than at its third meeting of the Trinity Term in the year preceding the date of the intended Ball for approval.

(8) No important arrangements, including the pricing and issue of tickets, shall be settled, nor any contracts entered into, before the approval of the Governing Body to the general arrangements for the Ball has been obtained under clause (7) of this By-law, nor afterwards except with the sanction of the Committee.

(9) The Committee shall present a complete balance sheet to the Governing Body not later than the last Meeting in the Michaelmas Term following the Ball.

Computing Committee

II (1) There shall be a Computing Committee, to consider questions of policy relating to computing facilities in the House.

(2) The Committee shall consist of

(a) the Dean,

(b) the Treasurer,

(c) the Computing Officer, and

(d) two other members of the Governing Body to be elected annually.

The Website Editor, a representative of Chapter, a representative of the Steward's Department, and up to two representatives of the Computing Office shall normally be invited to attend meetings. The elected members shall be eligible to serve for three years, but at least one elected member shall retire annually. An elected member who has served for three years shall not be re-eligible for two years.

(3) The President of the J.C.R. or an appropriate Officer of the J.C.R., and the President of the G.C.R. or an appropriate Officer of the G.C.R., shall be invited to be present when unreserved business is discussed, but they shall not have a vote.

(4) The Committee shall meet at least once a Term.

(5) The Computing Officer shall be responsible for convening meetings and for preparing the agenda.

Development Committee

- 12 (1) There shall be a Development Committee, to consider matters concerned with alumni relations and with fund-raising for the purposes of the House, to advise the Director of Development and the Development Adviser, and to liaise with the Development Board.
- (2) The Committee shall consist of
- (a) the Dean,
 - (b) the Senior Censor,
 - (c) the Director of Development,
 - (d) the Development Adviser,
 - (e) the Treasurer, and
 - (f) two other members of the Governing Body to be elected annually.

The Deputy Director of Development may be invited to attend meetings of the Committee for certain items of business, but shall not have a vote. The elected members shall be eligible to serve for three years.

- (3) The Committee shall meet at least once a Term.
- (4) The Development Director shall be responsible for convening meetings and for preparing the agenda.

Election of the Organ Scholar and Academical Clerks Committee

- 13 (1) There shall be a Committee to which the Governing Body may from time to time delegate the election of the Christopher Tatton Organ Scholar and Academical Clerks in accordance with Stat. XIX.I.(b).
- (2) The Committee shall consist of
- (a) the Dean,
 - (b) the Senior Censor,
 - (c) the Junior Censor,
 - (d) the Organist, and
 - (e) the Tutor for Admissions.

(3) The Committee shall report elections to the Governing Body at its first meeting after they have taken place.

Equality and Diversity Committee

- 13A (1) There shall be an Equality and Diversity Committee which shall consider all matters concerning equality and diversity within the House, save those that are reserved to the Dean and Chapter by Statute I.5 or to the Dean and Canons by Statute I.6. In particular it shall consider the obligations of the House arising under the Equality Act 2010 and in connection with the Public Sector Equality Duty. The Committee shall also consider such other matters as the Governing Body may from time to time decide and shall advise the Censors and other College officers on matters concerning equality and diversity in relation to their duties under

the By-laws.

(2) The Junior Censor shall have discretion to bring before the Committee any questions or matters comprised in clause (1) above which in his or her opinion would be referred to it by the Governing Body, and the Committee may make recommendations on these matters for consideration by the Governing Body.

(3) The Committee shall consist of

- (a) the Dean,
- (b) a Canon,
- (c) the Senior Censor,
- (d) the Junior Censor,
- (e) the Treasurer,
- (f) the Steward,
- (g) the Tutor for Admissions,
- (h) the Tutor for Graduates, and
- (i) three other members of the Governing Body, one of whom shall normally have been a member of the Governing Body for no longer than seven years.

(4) The President of the J.C.R. or an alternate Officer, the President of the G.C.R. or an alternate Officer, and two representatives from the House's non-academic staff (one nominated by the Senior Censor and the other by the Steward) shall be invited to be present when unreserved business is discussed, but they shall not have a vote. The elected members shall be eligible to serve for three years. An elected member who has served for three years shall not be re-eligible for two years.

(5) The Committee shall meet at least twice per year.

(6) The Junior Censor shall be responsible for convening meetings and for preparing the agenda, in consultation with the Senior Censor.

Finance Committee

14 (1) There shall be a Finance Committee which shall consider matters relating to the property and investments of the House, and questions involving the overall financial policy of the House, including the plan of expenditure for the following five financial years, all annual accounts and estimates and any exceptional recommendations for major items of expenditure. The Committee shall consider such other matters as the Governing Body shall from time to time decide and shall advise the Treasurer, Steward and Senior Censor on finance and estates matters in relation to their duties under By-laws 36, 37 and 33.

(2) The Treasurer shall have discretion to bring before the Committee any questions or matters comprised in clause (1) above which in his or her opinion would be referred to it by the Governing Body, and the Committee may make recommendations on these matters for consideration by the Governing Body.

(3) The Committee shall consist of

- (a) the Dean,
- (b) the Senior Censor,

- (c) the Junior Censor,
- (d) the Treasurer,
- (e) the Chapter Treasurer,
- (f) the Steward,
- (g) the Secretary to the Salaries Board,
- (h) the Development Director, and
- (i) five other members of the Governing Body.

Two persons who are not members of the Governing Body may be invited to attend meetings of the Committee, but they shall not have a vote. The five elected members shall be eligible to serve for four years, but at least one of them shall retire annually. A member who has served for four years shall not be re-eligible for one year. Any casual vacancy shall be filled by the Governing Body at its next meeting.

(4) The Committee shall meet at least once a Term.

(5) The Committee shall report to the Governing Body

- (a) on the plan of expenditure for the following five financial years each Hilary Term;
- (b) on the annual budgets each Trinity Term; and
- (c) on the annual accounts each Michaelmas Term.

(6) The Treasurer shall be responsible for convening meetings and for preparing the agenda, in consultation with the Senior Censor and the Steward.

(7) The Committee shall report significant investment transactions to the Governing Body at its first meeting after they have taken place, and on performance of the portfolio and the operation of the Governing Body's investment policy generally at least once each year.

Investment Group

- 14.1 (1) There shall be an Investment Group to advise the Treasurer in connection with such investment business as the Finance Committee shall think fit.
- (2) The composition of the Investment Group shall be determined by the Committee and may include persons who are not members of the Governing Body.
- (3) The Group shall meet at such times as its business requires.
- (4) The Treasurer shall be responsible for convening meetings of the Investment Group and for preparing the agenda.

Planning and Housing Sub-Committee

- 14.2 (1) There shall be a Planning and Housing Sub-Committee to advise the Treasurer in connection with such planning and housing projects as the Finance Committee shall think fit.
- (2) The Sub-Committee shall consist of

- (a) the Dean,
- (b) the Senior Censor,
- (c) the Treasurer, and
- (d) two other members of the Governing Body, who may or may not be members of the Committee, to be elected annually.

(3) Two persons who are not members of the Governing Body may be invited to attend meetings of the Sub-Committee, but they shall not have a vote. In addition, the Director of Planning and Housing may be invited to attend meetings of the Sub-Committee, but shall not have a vote. The elected members shall be eligible to serve for three years, but at least one shall retire annually.

(4) The Sub-Committee shall meet at such times as its business requires.

(5) The Treasurer shall be responsible for convening meetings of the Sub-Committee and for preparing the agenda.

Buildings Sub-Committee

14.3 (1) There shall be a Buildings Sub-Committee to recommend to the Finance Committee expenditure on buildings within the curtilage of Christ Church. In particular it shall take account of the 10 year expenditure plan prepared by the Architect to the Foundation in connection with the decennial survey, any repair, maintenance, alteration or improvement proposals from the House Surveyor, and general matters of budgetary constraint. It will also review the progress of any agreed plan for such buildings works.

(2) The Sub-Committee shall consist of

- (a) the Dean,
- (b) the Sub-Dean,
- (c) the Senior Censor,
- (d) the Treasurer,
- (e) the Steward, and
- (f) three other members of the Governing Body to be elected annually.

The Architect to the Foundation, the House Surveyor and the Clerk of Works shall be invited to attend meetings of the Sub-Committee, but shall not have a vote. The elected members shall be eligible to serve for three years, but at least one shall retire annually.

(3) The Sub-Committee shall meet at least once a Term.

(4) The House Surveyor shall be responsible for convening meetings and for preparing the agenda.

Gardens Committee

15 (1) There shall be a Gardens Committee to have the care of the College gardens.

(2) The committee shall consist of

- (a) the Dean,
- (b) the Treasurer,
- (c) the Steward, and
- (d) not less than two other members of the Governing Body to be elected annually.

The elected members shall be eligible to serve for three years, but an elected member who has served for three years shall not be re-eligible for two years.

- (3) The Committee shall meet at least once a year.
- (4) The Treasurer shall be responsible for convening meetings and for preparing the agenda.

Gaudy Committee

16 (1) There shall be a Gaudy Committee to consider the arrangements for the Summer Gaudy, the Autumn Gaudy and the 101 Gaudy.

(2) The Committee shall consist of

- (a) the Dean,
- (b) the Junior Censor,
- (c) the Steward,
- (d) the Curator of Common Room,
- (e) the Development Director, and
- (f) one other member of the Governing Body to be elected annually.

The elected member shall be eligible to serve for three years, but an elected member who has served for three years shall not be re-eligible for two years.

- (3) The Committee shall meet at such times as its business requires.
- (4) The Steward shall be responsible for convening meetings and for preparing the agenda.

General Purposes and Strategy Committee

16A (1) There shall be a General Purposes and Strategy Committee to advise the Governing Body on questions of policy and strategy concerning the House. The Committee shall consider such matters as the Governing Body may from time to time decide; and may consider, at its discretion, other matters proposed to the Committee by other Committees, by College Officers, or by individual members of the Governing Body.

(2) The Committee shall consist of

- (a) the Dean,
- (b) the Senior Censor,
- (c) the Treasurer, and
- (d) six other members of the Governing Body to be elected annually, four of whom shall be Official Students nominated by the Tutors' Meeting, one of whom shall be a Canon nominated by the Chapter, and one of whom shall be an Ordinary or Research Student

nominated by the Ordinary and Research Students. At least one of the nominated Official Students shall have been a member of the Governing Body for no more than seven years at the time of election.

The six elected members shall be eligible to serve for three years, and at least two shall retire annually. A member who has served for three years shall not be re-eligible for one year. The Governing Body may elect up to two further members of the Committee for the consideration of particular business.

(3) The Committee at its discretion may invite one or more of the Steward, the Development Director, the Chapter Treasurer, the Secretary of the Salaries Board, the Librarian, the Curator of Pictures, the Secretary of the Governing Body, the Junior Censor, the Tutor for Admissions and the Tutor for Graduates to attend for items of business concerning their areas of responsibility, but they shall not have a vote.

(4) The Committee shall meet at least once a Term.

(5) The Dean and Censors shall be responsible for convening meetings and for preparing the agenda, with the assistance of the Secretary to the Governing Body.

Graduate Awards Committee

17 (1) There shall be a Graduate Awards Committee to make recommendations to the Governing Body concerning graduate awards.

(2) The Committee shall consist of

- (a) the Dean,
- (b) the Tutor for Graduates,
- (c) the Senior Censor,
- (d) the Junior Censor, and
- (e) three other members of the Governing Body to be elected annually.

The elected members shall be eligible to serve for three years, but an elected member who has served for three years shall not be re-eligible for two years.

(3) The Committee shall meet at such times as its business requires.

(4) The Tutor for Graduates shall be responsible for convening meetings and for preparing the agenda.

Grants Committee

18 (1) There shall be a Grants Committee, to which the Governing Body shall normally refer questions of reasonable charitable donations under Stat. XXXI.3.(v) and of grants for members of the Governing Body, Lecturers, Junior Research Fellows and Senior Scholars, and such other matters as it shall from time to time decide.

(2) Grants made to members of the Governing Body, Lecturers, Junior Research Fellows and Senior Scholars are to be reported to the Governing Body for information each term

(2) The Committee may also consider other applications for grants, and questions of general policy relating to grants, and the Committee may make recommendations on these matters for consideration by the Governing Body.

(3) The Committee shall consist of

- (a) the Dean,
- (b) the Junior Censor, and
- (c) three other members of the Governing Body to be elected annually, one of whom shall be the Convenor. At least one such member shall be elected from the Canons or the Ordinary or Research Students.

The elected members shall be eligible to serve for three years, but at least one elected member shall retire annually. An elected member who has served for three years shall not be re-eligible for two years.

(4) The President of the J.C.R. or an appropriate Officer of the J.C.R., and the President of the G.C.R. or an appropriate Officer of the G.C.R., shall be invited to be present when external charitable donations are discussed, but they shall not have a vote.

(5) The Committee shall meet at least twice a year.

(6) The Convenor shall be responsible for convening meetings and for preparing the agenda.

*Hart-Synnot and Shared Equity
House Purchase Scheme Panel*

19 *Deleted: see now By-law 24A*

Honorary Students Committee

20 (1) There shall be an Honorary Students Committee to consider nominations for election to Honorary Studentships under Stat. XV.1.

(2) The Committee shall consist of

- (a) The Dean,
- (b) The Senior Censor,
- (c) The Junior Censor,
- (d) The Development Adviser, and
- (e) three other members of the Governing Body.

The elected members shall be eligible to serve for three years, but an elected member who has served for three years shall not be re-eligible for two years. In electing members the Governing Body shall take account of the desirability of the Committee including a member from each Division of the University.

(3) The Committee shall meet at such times as its business requires, and shall invite nominations for election from all members of the Governing Body. The Committee shall

normally consider for election only persons who are members of the House or who have a close connection with the House.

(4) The Dean shall be responsible for convening meetings and for preparing the agenda.

House Committee

21 (1) There shall be a House Committee which shall consider questions involving the domestic finances, management and organisation of the House, accommodation and the use of space, and other domestic matters. The Committee shall consider such other matters as the Governing Body shall from time to time decide and shall advise the Steward, Treasurer and Senior Censor on domestic matters in relation to their duties under By-laws 37, 36 and 33.

(2) The Steward shall have discretion to bring before the Committee any questions or matters comprised in clause (1) above which in his or her opinion would be referred to it by the Governing Body, and the Committee may make recommendations on these matters for consideration by the Governing Body.

(3) The Committee shall consist of

- (a) the Dean,
- (b) a Canon,
- (c) the Senior Censor,
- (d) the Junior Censor,
- (e) the Treasurer,
- (f) the Steward,
- (g) the Curator of Common Room, and
- (h) two other members of the Governing Body.

(4) The President of the J.C.R. or an alternate Officer, and one other Officer of the J.C.R., and the President of the G.C.R. or an alternative Officer, and one other Officer of the G.C.R., shall be invited to be present when unreserved business is discussed, but they shall not have a vote. The elected members shall be eligible to serve for three years, but at least one elected member shall retire annually. An elected member who has served for three years shall not be re-eligible for two years.

(5) The Committee shall meet at least once a Term.

(6) The Steward shall be responsible for convening meetings and for preparing the agenda, in consultation with the Senior Censor and the Treasurer.

Health and Safety Sub-Committee

21.1 (1) There shall be a Health and Safety Sub-Committee of the House Committee to consider all aspects of good health and safety policy and practice in the House.

(2) The Sub-Committee shall consist of

- (a) the Steward,
- (b) the Treasurer, and

- (c) the Junior Censor.

The Cathedral Registrar, the House Surveyor, the Curator of the Picture Gallery, the College Librarian, the Clerk of Works, the Assistant Clerk of Works, the Steward's Secretary, a representative of the Development Office and an external adviser shall be invited to attend meetings of the Sub-Committee, but shall not have a vote.

- (3) The Sub-Committee shall meet at least once a year.
- (4) The Steward shall be responsible for convening meetings and for preparing the agenda.

Sustainability Sub-Committee

- 21.2 (1) There shall be a Sustainability Sub-Committee of the House Committee to consider all aspects of sustainability policy and practice in the House.
- (2) The Sub-Committee shall consist of
 - (a) the Steward,
 - (b) the Junior Censor, and
 - (c) one other member of the Governing Body to be elected annually.

The House Surveyor, the Clerk of Works and the Environment Representatives of the J.C.R. and the G.C.R. shall be invited to attend meetings of the Sub-Committee, but shall not have a vote.

- (3) The Sub-Committee shall meet at least once a year.
- (4) The Steward shall be responsible for convening meetings and for preparing the agenda.

Library and Archives Committee

- 22 (1) There shall be a Library and Archives Committee, to advise the Librarian in relation to his or her duties under By-law 34, and to make such recommendations to the Governing Body as seem appropriate to the Committee.
- (2) The Committee shall consist of
 - (a) the Dean,
 - (b) the Librarian,
 - (c) the Senior Tutor in Law, and
 - (d) four other members of the Governing Body to be elected annually.

The College Librarian and the Archivist shall normally be invited to attend meetings of the Committee, but they shall not have a vote. The elected members shall be eligible to serve for three years, but at least one elected member shall retire annually. An elected member who has served for three years shall not be re-eligible for two years.

- (3) The President of the J.C.R. or an appropriate Officer of the J.C.R., and the President of the G.C.R. or an appropriate Officer of the G.C.R., shall be invited to be present when

unreserved business is discussed, but they shall not have a vote.

(4) The Committee shall meet at least once a Term.

(5) The Committee shall provide

(a) a plan of expenditure for the following five financial years to the Finance Committee for consideration at its meeting in Hilary Term each year;

(b) an estimate of expenditure for the following financial year to the Finance Committee for consideration at its meeting in Trinity Term in each year; and

(c) a set of accounts for the last complete financial year to the Finance Committee for consideration at its meeting in Michaelmas Term in each year.

(6) The Librarian shall be responsible for convening meetings and for preparing the agenda.

Pictures Committee

23 (1) There shall be a Pictures Committee, to advise the Curator of Pictures in relation to his or her duties under By-law 35, and to make such recommendations to the Governing Body as seem appropriate to the Committee.

(2) The Committee shall consist of

(a) the Dean,

(b) the Curator of Pictures,

(c) the Treasurer, and

(d) four other members of the Governing Body to be elected annually.

The Curator of the Picture Gallery shall normally be invited to attend meetings of the Committee, but shall not have a vote. The elected members shall be eligible to serve for three years, but at least one elected member shall retire annually. An elected member who has served for three years shall not be eligible for two years.

(3) The Committee shall meet at least once a Term.

(4) The Committee shall provide

(a) a plan of expenditure for the following five financial years to the Finance Committee for consideration at its meeting in Hilary Term each year;

(b) an estimate of expenditure for the following financial year to the Finance Committee for consideration at its meeting in Trinity Term in each year; and

(c) a set of accounts for the last complete financial year to the Finance Committee for consideration at its meeting in Michaelmas Term in each year.

(5) Any offers to present to the House paintings, drawings or other works of art shall be submitted to the Governing Body through the Pictures Committee.

(6) The Curator of Pictures shall be responsible for convening meetings and for preparing the agenda.

Remuneration Advisory Committee

23A (1) There shall be a Remuneration Advisory Committee to monitor non-academic staff remuneration across Christ Church and to advise Heads of Departments about apparent anomalies.

(2) It shall also consider any proposals for awarding members of non-academic staff additional salary increments or discretionary increments above a scale bar, any proposals to move a member of non-academic staff to a higher grade, and any proposals for an exceptional increase to the salary of a non-academic member of staff not on a scale. Such proposals normally require Heads of Department to obtain the approval of the Committee. The Committee may if it thinks it appropriate refer any such proposal to the Finance Committee.

(3) The Committee shall also make recommendations to the Finance Committee for annual cost of living increases for staff not on scales, and may consider other matters relating to the remuneration of the non-academic staff of Christ Church as it deems appropriate, and advise Heads of Departments and/or make recommendations to the Finance Committee or to Governing Body accordingly.

(4) The Committee shall consist of

- (a) the Dean,
- (b) the Senior Censor,
- (c) the Junior Censor,
- (d) the Treasurer,
- (e) the Steward,
- (f) the Sub-Dean, and
- (g) the Secretary of the Salaries Board

(5) The Committee shall meet at least twice a year.

(6) The Steward shall be responsible for convening meetings and for preparing the agenda.

Salaries Board

24 (1) A Salaries Board shall be appointed in accordance with the provisions of Stat. VIII.2.

(2) The Board shall consist of

- (a) the Dean,
- (b) the Senior Censor,
- (c) the Secretary of the Salaries Board,
- (d) two Official Students to be elected annually, and
- (e) three persons who are not members of the Governing Body and who do not receive remuneration from Christ Church to be elected annually.

The elected members who are Official Students shall be eligible to serve for five years; such a

member who has served for five years shall not be re-eligible for two years. The elected members who are not members of the Governing Body shall be nominated by the Finance Committee and shall be eligible to serve for five years; such a member who has served for five years shall be eligible to be re-elected for one further term of up to five years, after which he or she will not be re-eligible for three years.

(3) The Board shall meet at least twice a year.

(4) In accordance with the provisions of Stat. VIII.2.(a) the Board shall consider questions relating to the salaries and expenses of those engaged in teaching members of the House and to other expenses connected with such teaching.

(5) In accordance with the provisions of Stat. VIII.2.(b) the Board shall consider questions relating to the salaries and expenses of those engaged in research and to other expenses connected with such research.

(6) In accordance with the provisions of Stat. VIII.2.(c) the Board shall consider questions relating to the salaries, housing allowances and any other benefits provided to members of the Governing Body, or to persons connected with them as defined by By-law 118, save those concerning matters which are reserved to the Dean and Chapter by Stat. VII.1.(b), whether of its own motion or on the basis of proposals from other Committees or College Officers, and before any recommendation as to remuneration is considered by the Governing Body.

(7) In accordance with the provisions of Stat. VIII.2.(d) the Board shall consider such other questions relating to emoluments and allowances and such other financial questions as the Governing Body may from time to time determine. In particular it may consider the remuneration of College Officers who are not members of the Governing Body, and the terms of arrangements whereby members of the Governing Body are permitted to enter into contracts with the House (such as those concerning the sale of wine and use of rooms, catering, or other facilities).

(8) In accordance with the provisions of Stat. VIII.2.(f) the Board shall not make a recommendation to the Governing Body concerning the remuneration of members of the Governing Body unless it is approved by a majority of those members of the Board who are not members of the Governing Body.

(9) The Secretary of the Board shall be responsible for convening meetings and for preparing the agenda.

Shared Equity House Purchase Scheme and Academic Accommodation Panel

24A (1) There shall be a Shared Equity House Purchase Scheme and Academic Accommodation Panel to make recommendations to the Governing Body concerning:

- (a) the assignment of residential accommodation under Stat. XIII.6.(c)(i);
- (b) the approval of the entering into of certain shared equity arrangements under Stat. XXVII.5;
- (c) applications from Official Students, Fixed Term Students, the Treasurer, the Steward, the Director of Development, and Junior Research Fellows to be allowed a notice period shorter than 12 months for electing to receive the appropriate amount of additional housing allowance because he/she is vacating

college-provided accommodation which he/she occupies, or is reducing in whole or in part the college's participation in a shared equity property which he/she occupies.

(2) When considering applications under (1) (c), the Panel should consider recommending that the Governing Body exercise its discretion to waive or reduce the normal 12-month notice period only if there are very exceptional circumstances, e.g. in relation to important life or career development events; if the Panel makes such a recommendation it must as part of the recommendation explain the basis of its decision in the light of these circumstances. The Governing Body may exercise its discretion to waive or reduce the normal 12-month notice period only if it considers that it is reasonable to do so in the light of these very exceptional circumstances, and it shall in all such cases record the basis of its decision in its Minutes.

(3) The Panel shall consist of

- (a) the Treasurer,
- (b) the Secretary to the Salaries Board, and
- (c) one other member of the Governing Body to be elected annually.

The elected member shall be eligible to serve for five years, but an elected member who has served for five years shall not be re-eligible for two years.

The Governing Body shall also appoint members of the Governing Body as first, second and third alternates. If any member of the Panel has a conflict of interest (and/or, when the matter to be considered is under (1)(c), occupies college-provided accommodation or a shared equity property), he or she shall be replaced by an alternate.

(4) The Panel shall meet at such times as its business requires.

(5) The Treasurer shall be responsible for convening meetings and for preparing the agenda.

St. Cyres Committee

25 (1) There shall be a St. Cyres Committee to make recommendations to the Governing Body concerning any residue of the St. Cyres Scholarship fund in accordance with By-law 57.

(2) The Committee shall consist of

- (a) the Dean,
- (b) the Senior Censor, and
- (c) the Tutors in History.

(3) The Committee shall meet at such times as its business requires.

(4) The Senior Censor shall be responsible for convening meetings and for preparing the agenda.

Statutes and By-laws Committee

26 (1) There shall be a Statutes and By-laws Committee which shall consider questions relating to the revision of the Statutes or the By-laws of the House.

(2) The Committee shall consist of

- (a) the Dean,
- (b) the Senior Censor,
- (c) the Treasurer,
- (d) the Senior Tutor in Law, and
- (e) one other member of the Governing Body to be elected annually.

The Secretary to the Governing Body shall be invited to attend meetings of the Committee, but shall not have a vote. The elected member shall be eligible to serve for three years, but an elected member who has served for three years shall not be re-eligible for two years.

(3) The Committee shall meet at such times as its business requires.

(4) The Senior Censor shall be responsible for convening meetings and for preparing the agenda.

Tower Poetry Prize Committee

27 (1) There shall be a Poetry Prize Committee to recommend to the Governing Body persons to be appointed to judge the Tower Poetry Competition in accordance with By-law 105. It shall also make recommendations concerning the value of the prizes, and the division of each prize between the candidate and his or her school.

(2) It shall consist of

- (a) the Dean,
- (b) the Senior Censor,
- (c) a Christopher Tower Poetry Student (or another Official Student in English as his or her deputy),
- (d) a further Official Student in English,
- (e) one other member of Governing Body, and
- (f) such further members as the Governing Body may determine.

(3) The Christopher Tower Poetry Student (or his or her deputy) shall be responsible for convening meetings and for preparing the agenda.

Tutors' Meeting

28 (1) There shall be a Tutors' Meeting to consider matters of a primarily academic or educational nature and to advise the Senior Censor and the Academic Committee.

(2) Recommendations other than those provided for by By-law 17 concerning the award of Scholarships, Exhibitions, Prizes, Bursaries and grants shall normally be submitted to the Governing Body through the Tutors' Meeting.

(3) The Senior Censor shall have discretion to bring before Tutors' Meetings any questions or matters comprised in clause (1) above which in his or her opinion would be referred to it by the Governing Body, and shall communicate its views to the Academic Committee.

(4) The Tutors' Meeting shall consist of

- (a) the Senior Censor,
- (b) all subject Tutors, and
- (c) at the discretion of the Senior Censor, other Students or Lecturers carrying for the time being substantial subject responsibility.

(5) A Tutors' Meeting shall be held at least once a Term.

(6) The Senior Censor shall be responsible for convening meetings and for preparing the agenda.

Welfare Committee

28A (1) There shall be a Welfare Committee which shall consider issues relating to the welfare of Junior Members, Senior Members, and staff of the House (including the Prevent Duty and Safeguarding), not including those that are reserved to the Dean and Chapter by Statute I.5 or to the Dean and Canons by Statute I.6, and issues pertaining to non-academic discipline of Junior Members; and it shall make such recommendations in relation to those issues to the Governing Body as it thinks appropriate. The Committee shall also

- (a) be responsible for the development, implementation, monitoring and review of welfare and of Junior Member non-academic disciplinary policies for recommendation to the Governing Body;
- (b) receive and consider reports on the matters within its remit from Governing Body members, the Junior and Graduate Common Rooms, welfare staff and groups from the collegiate University, and external bodies;
- (c) monitor welfare training of staff;
- (d) review and plan the College's response to public health issues;
- (e) ensure effective communication between, and coordination of, and advice and support of, all those involved in welfare and non-academic disciplinary matters;
- (f) monitor and evaluate the principal risks that the College faces in its welfare activities, including the Prevent Duty and Safeguarding.

The Committee shall also consider such other matters as the Governing Body may from time to time decide and shall advise the Censors and other College officers on welfare matters in relation to their duties under the By-laws.

(2) The Junior Censor shall have discretion to bring before the Committee any questions or matters comprised in clause (1) above which in his or her opinion would be referred to it by the Governing Body, and the Committee may make recommendations on these matters for consideration by the Governing Body.

(3) The Committee shall consist of

- (a) the Dean,
- (b) the Steward,
- (c) the Senior Censor,

- (d) the Junior Censor,
 - (e) the Tutor for Graduates,
 - (f) a Harassment Advisor, and
 - (g) a Welfare Tutor.
- (4)
- (a) The Welfare Coordinator, the Academic Registrar, the College doctors, the College nurse, the College counsellor, a representative of the Disability Advisory Service, and two other representatives from the College's administrative staff (one nominated by the Junior Censor and the other by the Steward) may be invited to attend meetings, but shall not have a vote.
 - (b) The Wardens and the Welfare Officers of the JCR and GCR or an alternative officer may be invited to attend when unreserved business is discussed, but shall not have a vote.
 - (c) On occasions when Safeguarding matters are discussed, those staff with a remit for safeguarding in the institution (including, but not limited to, the Tutor for Admissions, Development Director, Cathedral Safeguarding Lead and Cathedral School Safeguarding Lead) may be invited to attend, but shall not have a vote.
- (5) The Committee shall meet at least twice a year.
- (6) The Junior Censor shall be responsible for convening meetings and for preparing the agenda.

Part 3: Committee Elections and Procedures

Election to Standing Committees

- 29 (1) The election of members of the Standing Committees in accordance with By-laws 7 to 28 shall take place at the meeting of the Governing Body in the eighth week of Trinity Term each year, and shall date from the following 1st August.
- (2) A casual vacancy on a Standing Committee shall be filled up by the Governing Body by an election *ad hoc*.
- (3) If the Governing Body considers the addition of some other member or members to any of these Committees desirable, it may add not more than two to the Committee.

Special Committees

- 30 (1) Before the Governing Body takes any decision on any of the following matters, it shall appoint a Special Committee to consider the matter in question:
- (a) proposals for the election and re-election of Students and the election and re-election of Officers of the House under Stat. XVI.1.(b);
 - (b) applications by Official Students wishing to reduce the amount of their educational work, except as provided for by By-law 7(1); and
 - (c).applications by Official Students further to By-law 47(1) for additional accommodation in College.
- (2) Special Committees may also be appointed at the discretion of the Governing Body to consider any other matters relating to the affairs of the House.

Membership of Special Committees

- 31 (1) The Dean shall normally be a member of every Special Committee.
- (2) There shall normally be five or seven members of Special Committees, and in any case an odd number of members.
- (3) The members of a Special Committee other than the Dean shall be elected by the Governing Body.
- (4) The members of a Special Committee other than the Dean shall be nominated as follows:
- (a) in cases where the Committee is proposed by the Dean and Censors, the Dean and Censors shall nominate members, and propose a Convenor, for election;
 - (b) in other cases, the Proposer of the Committee and the Dean and Censors shall each nominate half the number of members (excluding the Dean), and the Proposer shall propose a Convenor, for election.

(5) The person elected as Convenor of a Special Committee shall be responsible for convening meetings of the Committee and for preparing the agenda.

(6) A casual vacancy on a Special Committee shall be filled up by the Governing Body by an election *ad hoc*.

Handling of Committee Business

32 (1) A Standing or Special Committee may of its own motion invite persons who are not members of the Committee (whether or not they are members of the Governing Body) to attend meetings for the consideration of particular business, but such persons shall not have a vote.

(2) Where there is good cause to do so Standing and Special Committees may set up Sub-Committees consisting of three or more of their own members. If such a Sub-Committee is to continue in existence for more than two years a By-law shall be adopted by the Governing Body defining the purpose and membership of the Sub-Committee.

(3) Where there is good cause to do so the Governing Body may by By-law set up Sub-Committees of Standing or Special Committees which include members other than the members of the Committee to which the Sub-Committee is to report.

(4) Members of the Governing Body shall be entitled to see any paper considered by a Standing or Special Committee or Sub-Committee unless the Dean and the Convenor of the Committee agree that there is good cause for its contents to remain confidential to the Committee or Sub-Committee (for example because it concerns individuals, or contains sensitive personal data).

(5) A Standing or Special Committee or Sub-Committee may meet by circulation if the Convenor judges it appropriate to do so and no member of the Committee or Sub-Committee disagrees. In any event, a Standing or Special Committee or Sub-Committee may meet by means of telephone, video-conference or any other means of communication which permits all members of the Committee or Sub-Committee simultaneously to hear one another. The members of the Committee or Sub-Committee must ensure that the means of communication and manner in which they participate in the meeting is confidential and secure and will ensure that the meeting cannot be overheard by members of the public or third parties who are not members of the Standing or Special Committee or Sub-Committee and will not attend over a public wifi system which can be accessed without a password unique to the member of the Standing or Special Committee or Sub-Committee.

Part 4: Officers of the House

The Censors

- 33 (1) There shall be a Senior and a Junior Censor, to be elected from the number of the Official Students, who shall work with the Dean in all matters pertaining to the academic life and administration of the college.
- (2) The Censors shall also advise and assist the Dean, in consultation with other college Officers (in particular the Treasurer, the Steward, and the Development Director), on non-academic matters which may directly or indirectly affect the academic activities, prosperity or reputation of Christ Church.
- (3) The Censors shall also be responsible to the Governing Body for the welfare and discipline of members of the House *in statu pupillari*.
- (4) The Censors shall both be elected by the Governing Body at its meeting in the eighth week of Trinity Term each year and shall enter office on the following 1st August. An Official Student elected to the Censorship shall normally serve two years as Junior Censor and two subsequent years as Senior Censor.
- (5) The Censors shall be nominated for election by the Senior ex-Censor on the advice of the ex-Censors and following consultation with Tutors and College Officers. The Senior ex-Censor shall give notice to a Tutors' Meeting of any intention of the ex-Censors to consider candidates for nomination, and the names of intended nominees shall be announced at a subsequent Tutors' Meeting and at a meeting of the Governing Body at least one year prior to election.
- (6) The Senior Censor shall consult the Academic Committee, the Finance Committee and other Committees as appropriate in the discharge of his or her duties.
- (7) The Senior Censor shall provide, in relation to the Academic Account,
- (a) a plan of expenditure for the following five years to the Finance Committee for consideration at its meeting in Hilary Term in each year;
 - (b) an estimate of expenditure for the following financial year to the Finance Committee for consideration at its meeting in Trinity Term in each year; and
 - (c) a set of accounts for the last complete financial year to the Finance Committee for consideration at its meeting in Michaelmas Term in each year.

The Librarian

- 34 (1) Subject to the provisions of By-laws 43 and 45, the Librarian shall be responsible to the Governing Body for
- (a) the management of the Library and the Law Library; and
 - (b) the care and maintenance of
 - (i) the books customarily housed in the Library and the Law Library;
 - (ii) (except as provided by orders made by the Governing Body under By-law 35(b)(ii)) such other collections of books and manuscripts as may be from time to time in the ownership of the House;
 - (iii) such other collections of books and manuscripts as may be from time to time in the custody of the House; and
 - (iv) (subject to By-law 35(b)(ii)) such other artefacts as are in the custody of the Library.

The Librarian shall consult the Library Committee as appropriate in the discharge of his or her duties.

- (2) The Archives shall be within the general responsibility of the Librarian, although the Archivist shall have charge of the day-to-day running of the Archives.
- (3) The Librarian shall furnish an annual report to the Governing Body at its meeting in the fifth week of Michaelmas Term.

The Curator of Pictures

- 35 (1) Subject to the provisions of By-laws 43, 44 and 45, the Curator of Pictures shall be responsible to the Governing Body for
- (a) the management of the Picture Gallery;
 - (b) the care and maintenance of
 - (i) all the paintings, drawings and sculpture belonging to the House; and
 - (ii) any other works of fine art belonging to the House which have been assigned to his or her care by the Governing Body;

and shall have charge of all photographic imagery of such paintings, drawings, sculpture and other works of fine art in digital, negative or other format.

- (2) The Curator shall consult the Pictures Committee as appropriate in the discharge of his or her duties.
- (3) The Curator of Pictures shall furnish an annual report to the Governing Body at its meeting

in the fifth week of Michaelmas Term.

The Treasurer

- 36 (1) Except in so far as such matters fall within the responsibilities of the Librarian, the Curator of Pictures, the Steward, the Finance Committee or the Salaries Board under the provisions of these By-laws, the Treasurer shall be responsible to the Governing Body for the management of the fabric, property and the estates of the House, including oversight and control of its finances, the management of its investments including property, the provision of financial information and advice including the preparation and presentation of budget estimates and accounts, oversight of the maintenance and repair of buildings, gardens, houses and the Meadow, and the implementation of appropriate health and safety procedures in connection with those parts of the House for which the Treasury has management responsibility.
- (2) The Treasurer shall consult the Finance Committee, the House Committee and its Sub-Committees, the Investment Group and other Committees as appropriate in the discharge of his or her duties.

The Steward

- 37 (1) The Steward shall be responsible to the Governing Body for the domestic finances, management and organisation of the House, including all aspects of hospitality and catering, the maintenance and refurbishment of accommodation, financial management and control in respect of domestic services budgets, and the implementation of appropriate health and safety procedures in connection with all parts of the House except those for which the Treasury, the Librarian or the Curator of Pictures have management responsibility.
- (2) The Steward shall consult the House Committee and other Committees as appropriate in the discharge of his or her duties.
- (3) The Steward shall provide, in relation to the Internal Account,
- (a) a plan of expenditure for the following five years to the Finance Committee for consideration at its meeting in Hilary Term in each year;
 - (b) an estimate of expenditure for the following financial year to the Finance Committee for consideration at its meeting in Trinity Term in each year; and
 - (c) a set of accounts for the last complete financial year to the Finance Committee for consideration at its meeting in Michaelmas Term in each year.

The Development Director

- 38 (1) There shall be a Development Director responsible to the Governing Body for alumni relations and fund-raising for the purposes of the House and for managing the Development Office.
- (2) The Development Director shall work closely with the Dean, the Development Adviser and subject tutors in fostering relations with alumni, and shall consult the Development

Committee, the Finance Committee and other Committees as appropriate in the discharge of his or her duties.

- (3) The Development Director shall provide, in relation to the Development Office,
- (a) a plan of expenditure for the following five years to the Finance Committee for consideration at its meeting in Hilary Term in each year;
 - (b) an estimate of expenditure for the following financial year to the Finance Committee for consideration at its meeting in Trinity Term in each year; and
 - (c) a set of accounts for the last complete financial year to the Finance Committee for consideration at its meeting in Michaelmas Term in each year.

The Tutor for Admissions

- 39 (i) There shall be a Tutor for Admissions whose responsibilities to the Governing Body shall include the following:
- (a) to make, maintain and extend contacts with schools of every kind throughout the country and, where appropriate, elsewhere, and contacts and negotiations with other colleges and the University authorities in all matters concerning admission for undergraduate courses;
 - (b) to make the arrangements for the interviewing and examination of candidates for admission for undergraduate courses;
 - (c) to inform the subject Tutors concerned of the success or failure of candidates in achieving the qualifications set for admission to undergraduate courses; and, in a case where the subject Tutor or Tutors and the Tutor for Admissions find it impossible to agree on a decision concerning admission, to refer the question to the Dean and Censors for arbitration.
 - (d) to notify schools of the acceptance or rejection of their candidates and to conduct subsequent correspondence with schools and candidates on this subject.

In cases concerning the admission of students already holding a first degree to read for the B.A. the Tutor for Admissions shall consult with the Tutor for Graduates.

- (2) The Tutor for Admissions shall be elected from time to time for such period or periods as the Governing Body may decide.

The Tutor for Graduates

- 40 (i) There shall be a Tutor for Graduates whose responsibilities to the Governing Body shall include the following:
- (a) to conduct negotiations with the University authorities and other colleges in all matters concerning graduate admission and other policy relating to graduates;

(b) to advise the Dean, in conjunction with the Censors, on all questions of graduate admission and other policy relating to graduates;

(c) to have concern, in conjunction with the Censors, for the pastoral care, education and welfare of members of the Graduate Common Room; and

(d) to act as Senior Treasurer of the Graduate Common Room, and as such to report to the Governing Body at its meeting in the fifth week of the Michaelmas Term on the accounts of the Graduate Common Room.

(2) The Tutor for Graduates shall be elected from time to time for such period or periods as the Governing Body may decide.

(3) In this By-law “graduate admission” means the admission of students to read for advanced degrees and diplomas.

The Editor of the Annual Report

41 (1) There shall be an Editor of the Annual Report, whose responsibilities to the Governing Body shall include the following:

(a) to compile a Report on the life of the House in all its aspects during the preceding calendar year, appending to the Report news from old members and former staff; and

(b) to arrange for publication and distribution of the Report to members of the House.

(2) The Editor of the Annual Report shall be elected from time to time, and for such period or periods as the Governing Body may decide.

Other College Officers

42 (1) The following College Officers shall be elected by the Governing Body at its meeting in the eighth week of Trinity Term each year, and shall take office from the following 1st August:

The Secretary of the Governing Body;

The Secretary of the Salaries Board;

The Censor or Censors of Degrees;

The Development Adviser;

The Senior Computing Officer;

The Senior Treasurer of the Amalgamated Clubs;

The Senior Treasurer of the Boat Club;

The Senior Treasurer of the Music Society;

The Senior Treasurer of the Dramatic Society;

The Senior Treasurer of the Junior Common Room;

The Member of the Governing Body to be associated with the Auditor;

The Welfare Adviser or Advisers;

The Member or Members of the Governing Body responsible for Conciliation under the Harassment Code; and

The Caterer.

- (2) The Secretary of the Salaries Board shall be elected from amongst the Official Students.
- (3) The Senior Treasurers of the Amalgamated Clubs, the Boat Club and the Junior Common Room shall report to the Governing Body at its meeting in the fifth week of Michaelmas Term on the accounts of the Amalgamated Clubs, the Boat Club and the Junior Common Room respectively.
- (4) The Senior Treasurer of the Music Society shall report to the Governing Body on the financial circumstances of the Music Society whenever it appears to him or her to be desirable, in the light of the activities of the Society.
- (5) The Senior Treasurer of the Dramatic Society shall report to the Governing Body on the financial circumstances of the Dramatic Society whenever it appears to him or her to be desirable, in the light of the activities of the Society.
- (6) The Member of the Governing Body to be associated with the Auditor shall make himself or herself reasonably available for consultation by the Auditor during the Audit, and shall report to the Governing Body at its meeting in the fifth week of Michaelmas Term.

Part 5: Loans, Copying and Photography

Loan of the College Manuscripts, Printed Books, Paintings, Drawings, Sculpture, Plate and other Works of Art and Artefacts

- 43 (1) Manuscripts, printed books, paintings, drawings, sculpture, plate and other works of art and artefacts may be loaned for exhibition outside Christ Church only with the prior authority of the Governing Body.
- (2) Any object so loaned shall be insured by the applicant during transit and during custody outside Christ Church or a satisfactory indemnity offered.

Conditions on which leave is given to copy the College Paintings.

- 44 (1) The picture shall be returned within six months.
- (2) The picture shall be insured by the applicant during transit and during custody outside Christ Church.
- (3) The copy shall not be of the same size as the picture, its dimensions being sufficiently divergent for no question ever to arise as to which is the original and which is the copy.
- (4) The copyright of the picture shall remain with the House.

Conditions on which leave is given to photograph the College Manuscripts, Printed Books, Paintings, Drawings, Sculpture, Plate and other Works of Art and Artefacts

- 45 (1) Unless photographed within the House, manuscripts, printed books, paintings and drawings shall be photographed only with the prior authority of the Governing Body, except that the Curator of Pictures may authorise the photographing of paintings and drawings that are already deposited outside the House. Sculpture, plate and other works of art and artefacts may not be removed from the House for the purposes of being photographed without the prior authority of the Governing Body.
- (2) The applicant shall meet the cost of photographing and printing if images in the possession of the House do not suffice for the purpose.
- (3) The property in any photographic imagery, whether in digital, negative or other format, and the rights of reproduction shall be retained by the Governing Body. Any negative of a painting, drawing or sculpture shall be supplied to an applicant only in exceptional circumstances, and shall be returned to the Curator of Pictures as soon as the applicant no longer needs it.
- (4) The photographs shall be used only for the particular purpose mentioned in the application.

Part 6: Senior Members

Review of Appointments

- 46 At the first meeting in each Term the Senior Censor shall cause a list to be circulated to the Governing Body of
- (a) every Studentship which will expire before the end of the Term following the Term in question; and
 - (b) other Governing Body appointments which will expire before the end of the Term following the Term in question.

Retirement

- 46A (1) The Governing Body resolved on 23 May 2012 to maintain with effect from 1 October 2011 for an initial period of ten years an employer-justified retirement age of the 30th September immediately preceding the 68th birthday for academic staff and the 30th September immediately preceding the 71st birthday in the case of the Dean. On 17 June 2020 it resolved to maintain an employer-justified retirement age for academic staff of the 30th September immediately preceding the 69th birthday, and to continue to maintain an employer-justified retirement age of the 30th September immediately preceding the 71st birthday in the case of the Dean.
- (2) 'Academic staff' for the purposes of this By-law means the holders of those Canonries annexed in accordance with Statute I.1.(b) to University Professorships, Official Students elected under Statute XIII.2 and any other holder of a joint academic appointment with the University, Ordinary Students admitted under Statute XIII.3.(a), and Lecturers appointed under statute XVII.1.
- (3) There shall be a Code of Practice Governing Retirement as set out in Appendix II of these By-Laws which shall govern the retirement of academic staff and the Dean.
- (4) At the last meeting in each Trinity Term the Senior Censor shall indicate to the Governing Body whether he or she has initiated any discussions required by the Code of Practice Governing Retirement in connection with any member of academic staff or the Dean.

Residence of Official Students

- 47 (1) An Official Student if not resident in college shall be entitled to a teaching room in College.
- (2) Every Official Student shall be reasonably available for College purposes during the period from the Wednesday before each Term until the end of Term. If an Official Student wishes to be absent during that period:
- (a) if the absence is intended to be of no more than a single weekday, no formal notification is required;

(b) if the absence is intended to be of two or three weekdays within any week, the Student should inform the Senior Censor, indicating where possible a means of contacting him or her;

(c) if the absence is intended to be for any period which includes more than three successive weekdays, the Student should normally apply to the Academic Committee for leave to be absent. In circumstances where it is not possible to make prior application, the Student should inform the Senior Censor of how his or her academic and pastoral duties are to be covered, and should where possible indicate a means of contacting him or her.

Junior Research Fellowships

48 (1) Subject to the conditions of Stat. XVII.2, Junior Research Fellowships shall be offered annually.

(2) In the Michaelmas Term of each year, the Governing Body shall appoint a Committee of not less than five members to consider the election to Junior Research Fellowships in the Arts, and a similar Committee in the Sciences.

Part 7: Junior Members

Graduate Common Room

- 49 Those eligible for membership of the Graduate Common Room shall include all B.A.s in residence, and all resident members of the House who have graduated from other universities, and are working for a research degree or are undergoing clinical training or are candidates for a diploma, or are engaged on such other work as may, in the opinion of the Honorary Treasurer and the Censors, make them eligible for membership.

Residence of Scholars, Exhibitioners, Academical Clerks and Bursars under By-laws 51 to 60 and 70 to 74

- 50 (1) A Scholar, Exhibitioner, Academical Clerk or Bursar who without leave of the Governing Body shall cease to reside shall thereby vacate his or her Scholarship, Exhibition, Academical Clerkship or Bursary.
- (2) Except by resolution of the Governing Body, no Scholar, Exhibitioner, Academical Clerk or Bursar shall be entitled to the emoluments of his or her Scholarship, Exhibition, Academical Clerkship or Bursary for any Term in which he or she has not resided.
- (3) A Scholar, Exhibitioner, Academical Clerk or Bursar shall not be considered out of residence for the purpose of this By-law during any period of study away from Oxford required as part of his or her course.

Undergraduate Scholarships and Exhibitions: Open awards

Open Scholarships, Open Exhibitions, Smith Open Exhibitions and Academical Clerkships

- 51 (1) Unless otherwise ordered, the tenure of Open Scholarships, Open Exhibitions and Smith Open Exhibitions shall begin from the first day of the term in which the election is made; and the tenure of Academical Clerkships shall begin from the first day of the Michaelmas Term next following the day of election.
- (2) Open Scholarships, Open Exhibitions, and Smith Open Exhibitions shall be tenable on election until the first meeting of the Governing Body in the next Michaelmas Term and may be renewed annually. Academical Clerkships shall be tenable for one year and may be renewed annually.
- (3) The Governing Body may elect to such number of Open Scholarships, Open Exhibitions, Smith Open Exhibitions and Academical Clerkships, and in such subjects, as it shall think fit.
- (4) No one shall simultaneously hold any two of the following; Open Scholarship, Douglas Jerrold Scholarship, Marjoribanks Scholarship, St. Cyres Scholarship, Hoppin Scholarship, Gladstone Scholarship, Hogan Lovells Scholarship, Westminster Scholarship, Open Exhibition, Smith Open Exhibition, Holford Exhibition, Westminster Exhibition.
- (5) In accordance with Stat. XIX.I.(b) the Governing Body may delegate to a committee the

election of the Christopher Tatton Organ Scholar and Academical Clerks.

Gladstone Scholarship

The Trustees of the Gladstone Memorial Trust fund a Scholarship in Politics, Philosophy and Economics each year.

- 52 The Gladstone Scholarship shall be awarded as an Open Scholarship in Politics, Philosophy and Economics and is subject to the provisions of Stat. XIX.

Hogan Lovells Scholarships and Exhibitions

Hogan Lovells International LLP, a firm of solicitors, funds up to a total of two Scholarships and Exhibitions in Law each year.

- 53 The Hogan Lovells Scholarships and Exhibitions shall be awarded as Open Scholarships and Open Exhibitions in Law and are subject to the provisions of Stats. XIX and XX respectively.

Hoppin Scholarship

In 1999 Christ Church received a generous bequest from Susan Mitchell Hoppin in memory of James Mason Hoppin, Jr, for the purpose of establishing one or more Scholarships in Classics.

- 54 The Hoppin Scholarships are awarded as Open Scholarships for excellence in Greek studies and/or Latin studies and are subject to the provisions of Stat. XIX.

Douglas Jerrold Scholarship

In 1911 money which had been subscribed to form a permanent memorial to Douglas Jerrold was applied to found a Scholarship at Christ Church "for the study or proficiency there in English Literature" to be called the "Douglas Jerrold Scholarship", and to be awarded after Examination.

- 55 The Douglas Jerrold Scholarships shall be awarded, as often as funds permit, as Open Scholarships in English Literature and are subject to the provisions of Stat. XIX.

Marjoribanks Scholarship

In 1932 Edward Marjoribanks, M.P., formerly Open Scholar of the House, left money to found one or more Scholarships in Classics.

- 56 (1) The Marjoribanks Scholarships are awarded as Open Scholarships in Classics and are subject to the provisions of Stat. XIX.

(2) In making an election to a Scholarship, among candidates of equal merit preference shall be given to a candidate educated at Eton College.

St. Cyres Scholarship

In 1936 money left by Viscountess St. Cyres as a gift from her late husband Viscount St. Cyres, formerly Student of the House, was applied to found a Scholarship in Modern History.

57 (1) The St. Cyres Scholarship is awarded as an Open Scholarship in Modern History and is subject to the provisions of Stat. XIX.

(2) Any residue of the St. Cyres Scholarship fund remaining after satisfying the requirements of the Scholarship shall be used for the furtherance of the study of Modern History in the House in accordance with recommendations to be made from time to time by a Standing Committee to be appointed by the Governing Body under By-law 25.

Christopher Tatton Organ Scholarship

In 1943 Robert Henry Grenville Tatton, together with his wife and daughter, founded an Organ Scholarship in memory of his son, Christopher Tatton, Commoner-elect of the House, who lost his life on active service in 1941.

58 (1) The Christopher Tatton Organ Scholarship is awarded as an Open Scholarship and is subject to the provisions of Stat. XIX.

(2) The Scholarship shall be awarded for proficiency and promise in organ playing and general musicianship, but among candidates of equal merit preference shall be given to a candidate living in Cheshire.

(3) Should the income of the Scholarship fund permit, the Governing Body may establish a further Scholarship or Scholarships.

(4) The Scholarship shall normally be offered so that there shall be at least one holder in residence at any one time.

Undergraduate Scholarships and Exhibitions: Closed awards

Holford Scholarships and Exhibitions

In 1717 the Holford Trust was founded by the Lady Elizabeth Holford for five Exhibitions open to boys educated at Charterhouse School. The original instructions for the award of the Exhibitions were set aside by the Ordinance of 1867 and the Exhibitions are now regulated by Statute.

59 Holford Scholarships and Exhibitions are subject to the provisions of Stat. XXI.

Westminster Scholarships and Exhibitions

60 Westminster Scholarships and Exhibitions are subject to the provisions of Stat. XXII.

Scholarships open to Graduates

American Friends' Scholarships

Since 1997 funds have been given annually by the American Friends of Christ Church to provide scholarships for American citizens who have completed undergraduate study at a North American university and wish to read for a graduate degree of the University at the House.

- 61 (1) American Friends' Scholarships shall be awarded annually by the Governing Body to citizens of the United States of America who have completed undergraduate study at a North American university and wish to read for any graduate degree of the University at the House.
- (2) The number and value of the Scholarships shall be such as the Governing Body may from time to time determine.

Marian Buck Overseas Scholarship

Janet Margaret Beith, who died in 1965, left money in memory of her friend Mrs. Marian Buck to establish a scholarship at the House to be awarded to an undergraduate or graduate of any Canadian University admitted to membership of the Association of Universities of the British Commonwealth, preference being given to an undergraduate or graduate of the University of Toronto. The scholar must be a student of the Humanities and not of Science.

- 62 (1) A candidate for the Scholarship shall be nominated by a Canadian Committee of three, invited by the Dean of Christ Church from senior members of the University of Toronto.
- (2) When funds permit, the Dean shall give notice of an impending vacancy to the Chairman of the Canadian Committee in the Michaelmas Term preceding the determination of each Scholarship. The Governing Body shall in normal circumstances proceed to an election at its last meeting in Hilary Term.
- (3) The Scholar shall read for a higher degree in an Arts subject.
- (4) The Scholarship shall normally be tenable for two years in the first instance, but may be extended by the Governing Body for a further year.
- (5) The annual value of the Scholarship shall be as the Governing Body may from time to time determine.

Anne Campbell Scholarships

In 2010 Emily Campbell, who matriculated in 1990, began to give annual sums to found and support in perpetuity a scholarship in memory of her mother, Anne Campbell. The scholarship is intended primarily for former law undergraduates of the House reading for the graduate degrees of BCL or M Jur.

- 63 (1) The Anne Campbell Scholarship shall be awarded annually by the Governing Body on the

advice of the tutors in law to the best graduate in law from the House reading for the BCL or M Jur.

(2) In any year where there is no such former undergraduate member of the House the Governing Body shall have discretion to award the Scholarship to any other person reading for the BCL or M Jur, or instead to make no award.

(3) The value of the Scholarship shall be such as the Governing Body may from time to time determine in accordance with the wishes of the benefactor.

(4) The Governing Body shall have discretion to award the Scholarship in any one year to more than one candidate by splitting the value of the award, or (having due regard to the benefactor's desire to build up an endowment) to grant more than one full award in any year.

Alberto Del Vicario Scholarships

In 2007 Philip Oetker, who matriculated at the House in 1993 to read PPE, gave money to found a graduate scholarship in Engineering in memory of a member of his family.

64 (1) The Alberto Del Vicario Scholarship shall be awarded annually by the Governing Body to a person from the European Union reading for a graduate degree of the University in Engineering.

(2) The value of the Scholarship shall be such as the Governing Body may from time to time determine.

Dixon Scholarships

In 1890 Elizabeth Dixon left money to found two Scholarships, one in memory of her husband, Lieutenant-Colonel Dixon, the other to be called after herself. They were to be open to "graduate or undergraduate members of the House or to those who shall matriculate as members of the House, with or without examination and in such subjects as the Governing Body shall decide". If the candidates are otherwise of equal merit, the Governing Body shall be at liberty to give preference to persons proved to be of Founder's kin.

65 (1) In Michaelmas Term of each year there shall be offered Dixon Scholarships tenable for one year. The annual value of the Scholarship shall be as the Governing Body may from time to time determine.

(2) The Scholars shall be appointed not later than the first Meeting in Michaelmas Term, without examination, but with such conditions as to work or residence as the Governing Body may determine; and the appointment shall date from Michaelmas.

(3) A Dixon Scholarship can only be held by a member of the House who has passed all the examinations necessary for a Final Honour School. It may be held with any Scholarship (other than a Senior Scholarship) or Exhibition of the House, but not with a Studentship or a Lectureship of the House or a Fellowship, Lectureship or Senior Scholarship of another College.

(4) Any residue, after payment of the Scholarship emoluments, may be applied by the

Governing Body to the award of grants of such amount as the Governing Body shall determine.

Ida Mary Henderson Scholarships

Ida Mary Henderson of Leamington Spa, who died in 1945, left money to found a Scholarship or Scholarships in Medicine, or, failing that, in any branch of Natural Science.

- 66 (1) The Ida Mary Henderson Scholarships shall be open to graduate or undergraduate members of the House, of British parentage, who are reading Medicine, or if suitable candidates are not available, any branch of Natural Science.
- (2) Two Scholarships, each of such annual value as the Governing Body may from time to time determine, shall be offered in the first instance, on such conditions of work and residence as the Governing Body may determine, to members of the House in the clinical stage of their medical training.
- (3) If no such candidates are available then a Scholarship or Scholarships shall be offered to a member or members of the House reading for an Honour School of Natural Science in that year in which they are due to complete their Second Public Examination.
- (4) The Scholarships shall be tenable in the first instance for one year but may be renewed annually to a total maximum of three years.
- (5) The emoluments of a Scholarship shall be paid in one instalment unless the Governing Body shall direct otherwise.
- (6) In the case of Scholarships under clause (2) the Scholars shall be appointed by the Governing Body without examination on the nomination of the Dean at the first Meeting in Michaelmas Term. Before nomination the Dean shall consult Dr. Lee's Reader in Anatomy.
- (7) In the case of Scholarships under clause (3) the Scholars shall be appointed by the Governing Body without examination on the nomination of the Dean at the first Meeting in Hilary Term. Before nomination, the Dean shall consult Dr. Lee's Readers in Anatomy, Chemistry and Physics.
- (8) Any residue, after paying the Scholarship emoluments, may be applied by the Governing Body to the furtherance of any branch of Medical or Scientific research.

Myers Scholarships

In 2002 Allan Myers QC, who matriculated at the House in 1971 to read Jurisprudence, gave money to found a scholarship for Australians reading for a graduate degree at the House, with preference to be given to those reading for a graduate degree in Law.

- 67 (1) The Myers Scholarship shall be awarded annually by the Governing Body to a citizen of Australia reading for a graduate degree of the University at the House, with preference to be given to those reading for a graduate degree in Law.
- (2) The value of the Scholarship shall be such as the Governing Body may from time to time determine.

Hugh Pilkington Scholarships

In 1997 Dr Roger Pilkington agreed that a portion of the Pilkington benefaction could be used to provide scholarships for persons reading for a graduate degree of the University at the House, to be named in memory of Dr Hugh Pilkington (1942-1986) who read for a D. Phil. in Theology at the House.

- 68 (1) Hugh Pilkington Scholarships shall be awarded annually by the Governing Body to persons reading for a graduate degree of the University at the House.
- (2) The number and value of the Scholarships shall be such as the Governing Body may from time to time determine.

Philip Wetton Scholarships

In 2005 Philip Wetton, who matriculated at the House in 1955 to read Modern Languages, gave money to found a graduate scholarship in Astrophysics.

- 69 (1) The Philip Wetton Scholarship shall be awarded annually by the Governing Body to a person from central or Eastern Europe reading for a graduate degree of the University in Astrophysics at the House.
- (2) The value of the Scholarship shall be such as the Governing Body may from time to time determine.

Bursaries

Allen Bursary

In 1950 Florence Eliza Allen, widow of Frederick George Allen, sometime Clerk of the Peace in Portsmouth, founded in agreement with her two sons and daughter an Exhibition in memory of her husband. The Exhibition is tenable by pupils educated at Portsmouth Grammar School. The intention of the donors was from time to time to assist a boy who, although worthy of education at a University, was unlikely by a narrow margin to win an Open Award.

- 70 (1) There shall normally be one Allen Bursar.
- (2) The Dean shall give notice of a vacancy to the Headmaster of Portsmouth Grammar School.
- (3) The Governing Body shall in normal circumstances proceed to an election at the first meeting in the Michaelmas Term.
- (4) The annual value of the Bursary shall be as the Governing Body may from time to time determine. It shall be tenable for one year but may be renewed annually.

Glass-Williams Bursary

The Glass-Williams Scholarship was founded in 1939 by D. J. C. Glass to commemorate the appointment of Dr. A. T. P. Williams, formerly a pupil at Rossall School, as Dean of Christ Church in 1934. It is tenable by persons educated at Rossall School and may be awarded by the Governing Body of Christ Church with or without examination after nomination by the Headmaster.

- 71
- (1) The Senior Censor shall report to the Headmaster of Rossall School in each Hilary Term the names of those from Rossall School who have been accepted as future Commoners of the House and shall invite the Headmaster to nominate a candidate from them.
 - (2) The Governing Body shall in normal circumstances proceed to an election at the first meeting in the Michaelmas Term.
 - (3) The annual value of the Bursary shall be as the Governing Body may from time to time determine. It shall be tenable for one year but may be renewed annually.
 - (4) Any Bursar who, without previously accorded written consent of the Governing Body, shall cease to read for Honours shall thereby vacate his Bursary.
 - (5) Should the income of the Bursary fund permit, the Governing Body may establish a further Bursary or Bursaries.
 - (6) Any residue remaining in the Bursary fund after satisfying the requirements of the Scholarships and Exhibitions may be applied by the Governing Body as grants for any of the following purposes:
 - (a) on special grounds of need and merit to any resident undergraduate member of the House who has been educated at Rossall School;
 - (b) to assist any former member of Rossall School in residence at the House to read for a second Honour School, or an Advanced or Research Degree, or to pursue any other authorised course of postgraduate studies for research which the Governing Body considers him qualified or pursue, provided that he or she is of not more than seven years' standing from matriculation and continues to reside at the House unless given special permission by the Governing Body to reside elsewhere. Such grants shall be made for a maximum period for one year in the first instance and may be renewed annually up to a total of three more years.
 - (c) to assist the careers of former members of Rossall School who have graduated at the House and have their own way to make in the world and require financial assistance. Such graduates must be of not more than seven years' standing from matriculation.

Hawkins Bursaries

In 1970 there became effective a bequest made by Charles Edward Hawkins, who died in 1917, providing money "for the purpose of endowing a scholarship or scholarships for the sons of poor clergy" in memory of his father, the Reverend Charles Hawkins, B.C.L., Commoner of the House 1838-45 and holder of the Boulter and Fell Exhibitions, who died in 1893.

- 72
- (1) The Hawkins Bursaries may be awarded, on the recommendation of the Dean and Censors, to any resident junior member of the House who is the son or daughter of a member of the clergy and who stands in special financial need thereby.
 - (2) The annual value of the Bursaries shall be as the Governing Body may from time to time determine. They shall be tenable in the first instance for one year and may be renewed for one or two years. But it shall be permissible to extend their tenure for a fourth year if the holder remains in residence.
 - (3) The Governing Body shall in normal circumstances proceed to an election at its second Meeting of the Michaelmas Term.

Shelton Memorial Bursary

In 1956 R. H. Shelton founded an Exhibition in memory of his two sons, Robert Anthony Shelton, former Exhibitor of the House, and Michael Howard Shelton, who fell in the service of their country during the Second World War. The Exhibition is tenable by pupils educated at Cranleigh School, St. John's School, Leatherhead, The King's School, Canterbury, and Mill Hill School, who have been accepted as future Commoners of the House. It may be awarded by the Governing Body of Christ Church on the nomination and recommendation of the Headmaster concerned.

- 73
- (1) The Bursary may be awarded to a candidate from one of the following schools (a) Cranleigh School, (b) St. John's School, Leatherhead, (c) The King's School, Canterbury, (d) Mill Hill School.
 - (2) The Dean shall give notice of a vacancy to each Headmaster.
 - (3) The Senior Censor shall invite the Headmaster of Cranleigh School to nominate a candidate from the pupils of Cranleigh School who are or shall be at the House at the time of their election. If no suitable candidate shall be so nominated, the Senior Censor shall give notice similarly to the Headmaster of each of the other schools in order.
 - (4) The Governing Body shall in normal circumstances proceed to an election at the first meeting in the Michaelmas Term.
 - (5) The annual value of the Bursary shall be as the Governing Body may from time to time determine. It shall be tenable for one year but may be renewed annually.

Timmis Bursary

In 1935 Colonel George Dunstan Timmis founded a Trust in memory of his son, John Dunstan Sutton Timmis, Commoner of the House, to provide an Exhibition open to Oppidans of Eton College.

- 74 (1) Candidates shall satisfy the authorities of Eton College that they are in need of financial assistance for their University career.
- (2) The Bursary may be offered annually and the Governing Body shall in normal circumstances proceed to an election at the first meeting of the Michaelmas Term.
- (3) The annual value of the Bursary shall be as the Governing Body may from time to time determine. It shall be tenable for one year but may be renewed annually.

Academic Prizes

University Examination and Collections Prizes

- 75 (1) A prize of books shall be awarded to anyone who has been placed in the First Class in any Honour School.
- (2) A prize of books shall be awarded to anyone who has been placed in the First Class in Honour Moderations.
- (3) A prize of books shall be awarded to anyone who has been awarded a distinction in Law Moderations or any Preliminary Examination.
- (4) A prize of books may be awarded to anyone who, in the opinion of the Governing Body, has done work of distinction in a Preliminary Examination in which no distinction can be awarded by the examiners.
- (5) A prize of books may be awarded to anyone who is mentioned with distinction in the examination for such University prizes as are awarded on the submission of an essay or composition or after a written examination.
- (6) A Collections prize or prizes of books may be awarded each year after an examination of those reading for a first public examination.
- (7) A Collections prize or prizes of books may be awarded in any Honour School each year after an examination of those reading for the School.
- (8) The value of the prizes awarded under this By-law shall be as the Governing Body may from time to time determine.

Ancient History Prize

In 1988 J.H. Biggins gave money to found a prize in Ancient History.

- 76 (1) An Ancient History Prize may be awarded by the Governing Body annually in Trinity Term on the recommendation of the Tutors in Ancient History.
- (2) The value of the Ancient History Prize shall be of such amount not exceeding £150 as the Governing Body may from time to time determine.

W.H. Auden and Luke Prizes

In 2006 Christ Church received a generous bequest from Dr Luke, Official Student and Tutor in German (1960-1988), a renowned translator of German prose and poetry and friend of W.H. Auden. The following prizes were established in memory of Auden and of Dr Luke.

- 77 (1) The W.H. Auden Prize for creative writing in English of £500 shall be awarded annually by the Governing Body at the second meeting of Michaelmas Term.
- (2) The Prize shall be awarded for a piece of creative writing in English following a competition advertised in Trinity Term, and normally judged by the Tutors in English.
- (3) The Prize shall be open to any undergraduate reading for any Final Honour School.
- (4) The Prize may be divided; or, if funds permit, additional Prizes awarded. The Governing Body may also determine to award no Prize.
- (5) The Luke Prize in German Literature of £250 shall be awarded annually by the Governing Body at the first meeting of Michaelmas Term to the member of the House who has performed best in the German Literature papers of the Final Honour School of Modern Languages, or associated Joint Schools; but no member shall qualify for the Prize unless placed in the First or Upper Second class.
- (6) The Prize may be divided; or, if funds permit, additional Prizes awarded. The Governing Body may also determine to award no Prize.
- (7) Any surplus revenues arising in any year from the Luke bequest may be applied by the Governing Body for the furtherance of the study of English or German language or literature in the House.

Carey Prizes

Dr. Carey, Bishop of St. Asaph, a former Student of Christ Church and Head Master of Westminster School, established a Trust (which became operative in 1862) for the benefit of Westminster scholars "who have their own way to make in the world and more especially those who are intended to enter Holy Orders". The original Trust was modified by Orders in Chancery in 1876 and 1895, and by a scheme sanctioned by the Board of Education in 1936.

- 78 (1) Carey Prizes may be of such amounts not exceeding £150 as the Governing Body shall think

fit. They may be awarded at the second Meeting of the Hilary Term in each year.

(2) They shall be awarded only to Westminster Scholars and Exhibitioners who have been in residence for at least one year, or for such shorter period or periods as the Governing Body shall from time to time in special circumstances deem sufficient. Among candidates equally eligible preference shall be given to sons or daughters of clergy.

Collie Prize

In 1994 a sum of money was given to endow a prize in memory of Dr C.H. Collie, Student of Christ Church and Tutor in Physics from 1930 to 1971.

- 79
- (1) The Collie Prize for experimental work in Physics may be awarded by the Governing Body at the second meeting in Hilary Term, on the recommendation of the Tutors in Physics.
 - (2) The Prize shall be for particularly meritorious work by any member of the House reading for the Final Honour School in Physics.
 - (3) The Prize shall be of such value as the Governing Body may from time to time determine, and any revenue balance after the award of the prize may be used for grants towards the costs of projects in Physics.

Dukes Prize

In 1883, the Rev. E. R. Dukes left money to found an annual prize "for proficiency in the French language to be tested by a competitive examination subject to such rules and regulations as the Dean and Chapter may think fit to adopt for that purpose".

- 80
- (1) A Prize may be awarded annually at the second Meeting of the Governing Body in Hilary Term after examination and on the recommendation of the Tutors in Modern Languages for proficiency in the French language.
 - (2) The value of the Prize shall be as the Governing Body may from time to time determine.
 - (3) Any member of the House reading for an Honour School whose native language is not French is eligible. No one shall be awarded the Prize a second time.
 - (4) The Governing Body may, on the recommendation of the Tutors in Modern Languages, award out of the balance of the fund a prize or prizes in money or books to any undergraduate or undergraduates eligible under clause (3) whose work is declared to reach a high standard of merit.

Keith Feiling Prize

In 1964 a volume of essays in British History by ten of his former colleagues and pupils was presented on the occasion of his eightieth birthday to Sir Keith Feiling, Honorary Student of Christ Church, who between 1909 and 1946 served the House as Student and Tutor in Modern History.

In 1965 the royalties from this publication were presented to Christ Church by the contributors to endow an annual prize for an undergraduate reading Modern History.

- 81 (1) The Keith Feiling Prize may be awarded by the Governing Body at the second meeting in Hilary Term on the recommendation of the Tutors in Modern History.
- (2) The Prize shall be open to members of the House taking the Schools in the year of award.
- (3) The value of the Prize shall be as the Governing Body may from time to time determine.
- (4) If in any year no recommendation is made by the Tutors in Modern History the income for that year shall be retained in the revenue balance of the fund; and in any year when the state of the fund allows, a second prize may be awarded.

Fell, Boulter and Bostock Prizes

In 1633 Joan Bostock left property to found Exhibitions for four "students" who should have "most need and be of towardliest hope for learning and conversation", with preference to Founder's kin.

In 1686 Dr. John Fell, Bishop of Oxford, left property to found, inter alia, Exhibitions for such Commoners "as shall be ingenious and indigent in Christ Church".

In 1729, Dr. Hugh Boulter, Archbishop of Armagh, left money to found Exhibitions for five of "the poorest and most deserving Commoners".

The original provisions of these Trusts were superseded by the Ordinance of 1867, and in the same year the separate funds were amalgamated by Order in Chancery. The amalgamated benefaction is now governed by Stat. XXIII.

- 82 (1) In each year there shall be offered four Boulter Prizes, one in Law, one in Modern History, one in Philosophy, Politics and Economics, and one in English; and two Bostock Prizes, one in Natural Science, and one in Mathematics. The value of each prize shall be as the Governing Body may from time to time determine.
- (2) A Boulter or a Bostock Prize shall not be awarded twice to the same person in the same subject.
- (3) Boulter and Bostock Prizes shall be awarded by the Governing Body at the second Meeting in Hilary Term.
- (4) The Governing Body at its discretion may divide a Boulter or a Bostock Prize.
- (5) In each year there shall be offered without restriction of subject two Fell Prizes. The value of each prize shall be as the Governing Body may from time to time determine.
- (6) Fell Prizes shall be awarded by the Governing Body on the nomination of the Dean at the first Meeting in Trinity Term. Names of candidates shall be sent by their Tutors to the Dean before the end of Hilary Term.
- (7) The Boulter, Bostock and Fell Prizes shall be open only to Commoners of the House.

(8) A Fell Prize may not be held in the same year with either a Boulter or Bostock Prize.

J. L. Field Prize

In 1955 H. E. K. Field made a benefaction, to found an Exhibition in memory of his brother, John Lawrence Field, former Commoner of the House and Fell Exhibitioner. In 1988 he made a further benefaction to award a second Exhibition. The Exhibitions are to be awarded for the purpose of travel abroad, to Commoners in their second year reading Modern History and Literae Humaniores, and other things being equal shall be given to men and women studying at their own expense. A statement of the career of J. L. Field shall be sent to each prizewinner.

- 83
- (1) Two J. L. Field Prizes may be awarded annually by the Governing Body, on the recommendation of the Tutors in Modern History and Literae Humaniores, at the second Meeting of the Trinity Term.
 - (2) If in any year no recommendations are made by the Tutors in Modern History and Literae Humaniores, the income for that year shall be retained in the revenue balance of the fund; and in any year when the state of the fund allows, a third Prize may be awarded.
 - (3) The value of the Prizes shall be as the Governing Body may from time to time determine.

Franks Prize

In 1988 a sum of money was given to endow a prize in memory of Harry Franks who read PPE at Christ Church in 1980-3 and died in 1987.

- 84
- (1) The Franks Prize may be awarded annually by the Governing Body at the second meeting of the Michaelmas Term on the recommendation of the Tutors.
 - (2) The Prize shall be awarded for an essay to be written during the Long Vacation, on a subject in Economics or an allied field, from a list drawn up by the Tutors in Economics. The essay should be typed and should not exceed 8,000 words in length. Credit will be given for style as well as content and the essay should convey the nature and importance (theoretical or practical) of the issues discussed.
 - (3) Entries shall normally be judged by the Tutors in Economics and at least one external Assessor.
 - (4) The Prize shall consist of books to such value as the Governing Body may from time to time determine.
 - (5) The tutors may recommend that the prize be divided or that it not be awarded.

Gladstone Prize

The Trustees of the Gladstone Memorial Trust fund an annual prize at the House.

- 85
- (1) The Prize shall be of the value of £300 unless the Trustees determine otherwise.

(2) The Prize is awarded to the member of the House who has submitted the best B.A. Thesis in the Honour School of Modern History, PPE or Geography.

Hooke Prize

In 2003 a public Symposium was organised at Christ Church to mark the tercentenary of the death of Robert Hooke (1635-1703), the most inventive scientist in the history of the House (matriculated 1658). This Prize seeks to perpetuate the memory of the achievements of this remarkable member.

86 (1) The Hooke Prize shall be awarded annually by the Governing Body to the most outstanding undergraduate (to be judged in accordance with Clause 2. below) across the following branches of Science: Mathematics, Biochemistry, Chemistry, Engineering, Physics, Materials Science and Biological Science.

(2) The most outstanding undergraduate is a matter to be judged by the Governing Body, but it will normally be the person placed proportionately highest in an appropriate Honour School (including in a joint School with Philosophy); that is, standing in the list is to be reckoned as a proportion of the number entered for that Honour School across the University in that year. The Prize is awarded only to those who have completed their undergraduate studies. In cases where the Final Honour School is divided between years, completion of the entire course is necessary for eligibility.

(3) The Prize shall not be awarded to anyone who, at the time of taking Schools, has exceeded 12 terms since matriculation at Oxford or any other University.

(4) In the event of candidates achieving near identical proportionate standing in their Honour Schools, the Prize may be divided; or, if funds permit, additional Prizes awarded. The Governing Body may also determine to award no Prize.

(5) Nominations for the Prize are to be made by the Dean and Censors who shall consult the Tutors in the relevant Honour Schools who are members of the Governing Body.

(6) The Prize shall be of the maximum value of £100 payable in one instalment and shall be awarded at the first meeting of the Governing Body in Michaelmas Term.

John V. Lovitt Prize

John Valentine Lovitt, former Commoner of the House and Rhodes scholar from Pennsylvania, who died in 1966, left money "to establish an annual prize to be awarded to a student of the College reading for the Bachelor's degree in the Honour School of Jurisprudences who places first in a written examination set by the law Don of the College during course".

87 (1) The John V. Lovitt Prize may be awarded at the second meeting of the Governing Body in Trinity Term on the recommendation of the Tutors in Law.

(2) The prize shall be open to those reading the Honour School of Law who are in the second year of the course.

(3) If in any year no recommendation is made by the Tutors in Law the income for that year

shall be retained in the revenue balance of the fund; and in any year when the state of the fund allows, a second prize may be awarded.

(4) The value of the Prize shall be as the Governing Body may from time to time determine.

Francesco Palla Prize

In 2018 and subsequently Adele Bardazzi, Barbara Palla and Arianne Palla gave money to found a prize in Astrophysics in memory of Francesco Palla, Astronomer, former Director of the Observatory of Arcetri (Florence), and Professor of Physics of Interstellar Matter at the University of Florence, who died in 2016. Adele Bardazzi, his goddaughter, was a graduate student in Modern Languages at the House. The Prize was established both as a reward for undergraduates for hard work, and to motivate them to continue their studies in Astrophysics.

87A (1) The Francesco Palla Prize in Astrophysics may be awarded by the Governing Body annually on the recommendation of the Tutors in Physics in consultation with the Philip Wetton Professor of Astrophysics.

(2) The Prize may be awarded to any fourth-year undergraduate of the House taking the Astrophysics option, or doing a fourth-year project in Astrophysics, who obtains a first class mark. Should more than one such undergraduate obtain a first class mark the Prize will be awarded to the undergraduate with the highest mark, unless that undergraduate is awarded a University Prize, in which case the undergraduate with the next highest (first class) mark will be awarded the Prize.

(3) The value of the Prize shall be as the Governing Body may from time to time determine.

Roger Prentice Prize

In 1964 Mr. and Mrs. Ronald Prentice made a benefaction to found an Exhibition in memory of their son, Roger John Prentice, former Smith Open Exhibitioner in Natural Science. The Governing Body added from the Smith Benefaction those emoluments which would have been charged to it if Roger John Prentice had held the Exhibition for its normal tenure. The Exhibition is to be awarded, for the purposes of travel abroad, to an undergraduate member of the House with a preference to one reading Chemistry.

88 (1) The Roger Prentice Prize may be awarded annually by the Governing Body, on the recommendation of the Tutors in Chemistry, at the second meeting of the Trinity Term.

(2) The value of the Prize shall be as the Governing Body may from time to time determine.

(3) If in any year no recommendation is made by the Tutors in Chemistry, the income for that year shall be retained in the revenue balance of the fund; and in any year when the state of the fund allows, further prizes may be awarded.

John Radcliffe Prize

John Edward Yonge Radcliffe, a former Westminster Exhibitioner of the House who died in 1926,

left money to found an annual Exhibition, open to competition by members of the House in the examination in the Honour School of Jurisprudence.

- 89 (1) The John Radcliffe Prize shall be awarded each year to the member of the House whom the Governing Body considers to have acquitted himself or herself best in the Honour School of Jurisprudence; but no member shall qualify for the Prize unless he or she is placed in the First or upper Second Class.
- (2) If two or more such members of the House are considered to be of equal merit, the Prize shall be divided between them in equal shares, except that in such an event priority shall be given to a member or members educated at Westminster School to the exclusion of those not so educated.
- (3) The Prize shall be awarded at the first meeting of the Governing Body in Michaelmas Term. The Governing Body may for special reason refrain from awarding the Prize.
- (4) If in any year the Prize is not awarded, then the income available for payment in that year shall be added to the capital of the fund.
- (5) The value of the Prize shall be as the Governing Body may from time to time determine.

Stanley Robinson Prize

In 1943 Dr. Stanley Robinson made a benefaction of £400 (being the monies received by him as Scholar of the House for five years from 1906 to 1911), to provide a non-recurrent post-graduate award to support a member of the House interested in Archaeology or Numismatics.

In 1956 Dr. Robinson agreed that the income from the benefaction should be used to provide an annual prize for an undergraduate reading Literae Humaniores.

If at any time a suitable candidate should be found, the capital shall be used in accordance with Dr. Robinson's original intention.

- 90 (1) The Stanley Robinson Prize may be awarded by the Governing Body at the second meeting in Hilary Term, after examination and on the recommendation of the Tutors in Literae Humaniores.
- (2) The Prize shall be open to members of the House taking the Schools in the year of election.
- (3) The value of the Prize shall be as the Governing Body may from time to time determine.

Edward Roach Prize

In 2012 the House received a benefaction from Mrs Roach in memory of her husband, Edward Roach (a former member of the House). She expressed the wish that the revenue be used to provide a prize (or prizes) for final year undergraduates who have demonstrated high academic performance, to be used towards the payment of debt accumulated during their period of study.

- 90A (1) The Edward Roach Prize or Prizes shall be awarded annually by the Governing Body to the most outstanding undergraduate or undergraduates (to be judged in accordance with Clauses (2) and (3) below) in one or more of the following branches of Science: Mathematics, Biochemistry, Chemistry, Earth Sciences, Engineering, Physics, Materials Science and Biological Science.
- (2) The most outstanding undergraduate in a single subject or group of subjects is a matter to be judged by the Governing Body, but where comparison is made across subjects it will normally be the person placed proportionately highest in an appropriate Final Honour School (including in a joint School); that is, standing in the list is to be reckoned as a proportion of the number entered for that Honour School across the University in that year.
- (3) Roach Prizes are given only to those who have completed their undergraduate studies. In cases where the Final Honour School is divided between years, completion of the entire course is necessary for eligibility. If a single Prize is awarded, it will normally be given to the proportionately highest person across all of the eligible subjects, as defined in Clause (2) above. Alternatively, the Governing Body may decide to give a number of Prizes, in two or more subjects or groups of subjects, according to the same criterion applied separately in each subject or group of subjects.
- (4) The Prize or Prizes shall not be given to anyone who, at the time of taking Schools, has exceeded 12 terms since matriculation at Oxford or any other University.
- (5) In the event of candidates achieving near identical proportionate standing in their Honour Schools, the Prizes may be divided; or, if funds permit, additional Prizes given. The Governing Body may also determine to make no Prize in any year.
- (6) Nominations for the Prize or Prizes are to be made by the Dean and Censors who shall consult the Tutors in the relevant Honour Schools who are members of the Governing Body.
- (7) The value of the Prize or Prizes shall be as the Governing Body may from time to time determine. The Prize or Prizes shall be payable in one instalment, and shall be awarded at the first meeting of the Governing Body in Michaelmas Term.

Sadler Prize

Lieutenant-Colonel Henry Knight Sadler, former Commoner of the House, who died in 1961, left money "to use as Christ Church wishes but preferably to assist the education of any for the Foreign Service". In 1963 the Governing Body decided to create a Prize to be awarded to any member of the House who wins a place in the Foreign Service.

- 91 (1) The Sadler Prize may be awarded to any member of the House who wins a place in the Foreign Service of the United Kingdom.
- (2) The value of the Prize shall be as the Governing Body may from time to time determine. It shall be awarded at the first meeting of the Governing Body in Michaelmas Term.
- (3) Any residue, after the payment of the Prize, may be applied at the discretion of the Governing Body.

Slade Prize

In 1846 Grace Annabella Slade, "being desirous of establishing a memorial to her father, the Rev. Richard Slade and her brothers, the Rev. Richard Slade and the Rev. Samuel Slade (all sometime Students of Christ Church elected from Westminster School)", made a donation the income from which was to be "bestowed upon some individual who after a diligent examination by the Dean and Officers of the College should be found most worthy, preference being given in case of an equality of merit to a person educated at Westminster School". In 1963 a Scheme made by the Minister of Education gave the trustees power to apply the net yearly income in the award of exhibitions or prizes of such amounts as the trustees think fit.

- 92 (1) The Slade Prize may be awarded at the second Meeting of the Governing Body in Hilary Term of each year. It shall be open to members of the House taking Schools in the year of election.
- (2) The annual value of the Prize shall be as the Governing Body may from time to time determine.
- (3) Any residue, after paying the Prize, may be applied by the Governing Body to the award of a further prize or prizes on the same terms as the Prize awarded under clause (1).

Clifford Smith Prize

Richard Clifford Smith, former Commoner of the House who matriculated in 1865, left a benefaction to the House from which the Smith Open Exhibitions are awarded. In 1969 the Governing Body set aside a sum of money from that benefaction to be applied to the award of an annual prize to undergraduates reading Natural Science, to be known as the Clifford Smith Prize. In 1978 the Governing Body set aside a further sum from that benefaction to be applied to the award of a further Clifford Smith Prize in Natural Science and to create a Clifford Smith Prize in Music.

- 93 (1) Three Clifford Smith Prizes may be awarded at the second meeting of the Governing Body in Hilary Term, two on the recommendation of the Tutors in any branch of Natural Science other than Medicine, and one on the recommendation of the Tutor in Music.
- (2) The Prizes shall be open to members of the House taking the Schools in the year of award.
- (3) The value of the Prizes shall be as the Governing Body may from time to time determine.
- (4) Any residue, after paying the emoluments of the Prizes, may be applied by the Governing Body to the award of a further prize or prizes on the same terms as the Prizes under clause (1).

Stahl Prize

In 1994 Christ Church received a generous benefaction from Mrs Kathleen Mary Stahl. The Prize and a separate Travel Prize were established in memory of Mrs Stahl and her husband, Ernst Ludwig Stahl, Student of the House from 1945 to 1959 and thereafter Taylor Professor of German.

- 94 (1) The Stahl Prize for German language or literature shall be awarded by the Governing Body

at the first meeting in Trinity Term on the recommendation of the Tutors in Modern Languages.

(2) The Prize may be awarded to any first- or second-year undergraduate of the House reading Modern Languages whose native language is not German, and shall not be awarded twice to the same person.

(3) The Prize shall be of such value as the Governing Body shall from time to time determine, and may be given in money or books.

E. T. Warner Prizes

Miss Ida Gladys Warner, who died in 1976, left a benefaction to Christ Church in memory of the late Ernest Thomas Warner, former Scholar of the House. In 1978 the Governing Body decided to create annual Prizes to be awarded to undergraduates reading each of the following Honour Schools: English; Philosophy, Politics and Economics; and Geography.

95 (1) Three E. T. Warner Prizes may be awarded at the second meeting of the Governing Body in Michaelmas Term, one on the recommendation of the Tutors in English, one on the recommendation of the Tutors in Philosophy, Politics and Economics, and one on the recommendation of the Tutor in Geography.

(2) The Prizes shall be open to members of the House taking Schools in the year of award.

(3) The value of the Prizes shall be as the Governing Body may from time to time determine.

(4) Any residue, after paying the Prizes, may be applied by the Governing Body to the award of a further prize or prizes on the same terms as the Prizes under clause (1).

Wilson Prize

Dulcibella Mary Chester Wilson, who died in 1941, left money "to provide for such Scholarships as the Governing Body of Christ Church shall think fit". Her father, the Reverend Dr. Arnold Whittaker Oxford, was a former Junior Student of the House in Mathematics. In 1963 the Governing Body decided to create annual Scholarships to be awarded to members of the House after examination in an Honour School.

96 (1) The Wilson Prize may be awarded each year in Mathematics or in such other subject as the Governing Body may from time to time determine.

(2) The value of the Prize shall be as the Governing Body may from time to time determine. It shall be awarded at the first meeting of the Governing Body in Michaelmas Term.

(3) Any residue, after paying the Prize, may be applied by the Governing Body to the award of prizes to candidates in Honour Schools.

Edward Wright Prize

In 2013 and subsequent years Professor JDM Wright gave money to found a prize in Mathematical Sciences. The Prize is named after his father, Sir Edward Maitland Wright FRSE, a distinguished analyst and number theorist who held the first ever equivalent of what are now called Junior Research Fellowships at Christ Church; he later became Vice-Chancellor and Principal of the University of Aberdeen. The money to support the prize is held in the Edward Wright Fund, which also supports other activities in Mathematical and Computational Sciences.

- 96A (1) One or two Edward Wright Prizes may be awarded by the Governing Body annually on the recommendation of the Tutors in Mathematics and Computer Science.
- (2) The value of the Prizes shall be of such amount not exceeding £200 as the Governing Body may from time to time determine.
- (3) Each Prize shall be awarded for an essay or project (which may include computer-based work) on a subject in Mathematical or Computational Sciences.
- (4) Entries shall normally be judged by the tutors in Mathematics and Computer Science. The tutors may seek advice from other assessors as they deem appropriate.
- (5) The tutors may recommend that the prizes be divided or that no prize be awarded or that, in any year when the state of the fund allows and entries of sufficient merit are received, further prizes be awarded.

Chorister Awards

Cracknell Bursaries

In 1989 Christ Church received a generous benefaction in memory of Derrick Michael Cracknell (1921-44), a former Chorister, to provide for Choristers at the Cathedral School.

- 97 (1) Cracknell Bursaries shall be awarded annually by the Governing Body to Choristers at the Cathedral School on grounds of achievement or need on the recommendation of the Dean, the Headteacher and the Organist.
- (2) The number and value of the Bursaries shall be such as the Governing Body may from time to time determine.

Harwood Bursaries

In 1952 M. A. Harwood, widow of Dr. Basil Harwood (organist of the Cathedral from 1893 to 1909), founded in agreement with her sons, J. E. G. Harwood (Christ Church 1919) and B. A. Harwood (Christ Church 1921), a Scholarship in memory of her husband. In 1960 the donors, at the suggestion of the Governing Body, agreed that in place of one Scholarship of £80 per annum there should be two Scholarships each of £40 per annum. The intention of the donors was to assist the further education of a chorister from time to time either in the field of music or generally.

- 98 (1) Two Harwood Bursaries may be awarded from time to time, as funds permit, by the electors, that is to say, the Governing Body of Christ Church, on the recommendation of the Dean, the Headmaster of the Choir School, and the Organist.
- (2) The Bursaries shall be awarded either to choristers (present or past), or probationer choristers, to assist in their education (especially in the field of music) after they have left, or in exceptional cases while they are still at the Choir School.
- (3) Each Bursary shall be of such annual value as the Governing Body may from time to time determine, and shall be tenable for such period or periods not exceeding in total 5 years as the electors may in each case determine.
- (4) If in any year a Bursary is not awarded or held, or if there is any residue remaining in the fund after satisfying the requirements of the Bursaries, the electors may make one or more single grants, of such amounts as they may think fit, for the purpose set out in paragraph (2); they shall, however, endeavour in the following year to select a suitable candidate for a Bursary.
- (5) Subject as aforesaid, any residue remaining in the fund after satisfying the requirements of the Bursary shall be accumulated and added to the capital of the fund, and, should the income of the fund permit, the Governing Body may establish further Bursaries, of such yearly value as it may determine, and the accumulation or part of it may be treated as income for the year.
- (6) Should the objects of the fund as above set out ever become impossible of fulfilment, the Governing Body of Christ Church may in their absolute discretion apply the money in all or any of the following ways, and shall prepare a scheme (preserving the name of Basil Harwood in connection therewith) to give effect to their decision:-
- (a) The foundation of a musical Scholarship not limited by the above mentioned conditions.
 - (b) Promoting the study and performance of music in Christ Church and the University of Oxford.
 - (c) Augmenting the salary of the organist of Christ Church.

Harwood Prizes

In 1950 Christ Church received a generous benefaction to provide an annual prize of books or music for Choristers at the Cathedral School.

- 99 (1) Harwood Prizes shall be awarded annually by the Governing Body to the Chorister or Choristers at the Cathedral School who, in the opinion of the Dean, the Headteacher and the Organist are most fit to receive a Prize.
- (2) The number and value of the Prizes shall be such as the Governing Body may from time to time determine.

Travel Prizes and other Funds

Dundas Travel Prize

Robert Hamilton Dundas, Student of the House from 1910 until his death in 1960, left money "to help junior members of Christ Church to travel abroad whether undergraduates or B.A. with a preference for classical students but not necessarily for classical research."

- 100 (1) The Dundas Prize may be awarded annually by the Governing Body at the second meeting of the Trinity Term on the recommendation of the Tutors.
- (2) If in any year no recommendation is made by the Tutors the income for that year shall be retained in the revenue balance of the fund; and, in any year when the state of the fund allows, further prizes or grants may be awarded.
- (3) The value of the Prize shall be as the Governing Body may from time to time determine.

William Gurney Travel Prize

In 1985, William John Surman Gurney, former Commoner of the House, who matriculated in 1935, made a benefaction to establish an annual prize to encourage undergraduates to travel for academic or cultural purposes in Europe, Asia, North Africa and South America.

- 101 (1) The William Gurney Travel Prize may be awarded annually by the Governing Body at the second meeting of Trinity Term on the recommendation of the Tutors.
- (2) The Prize shall be open to any undergraduate reading a Final Honour School who is in a year other than the first or final year of the course.
- (3) If in any year no recommendation is made by the Tutors, the income for that year shall be retained in the revenue balance of the fund; and in any year when the state of the fund allows, further prizes may be awarded.
- (4) The value of the Prize shall be as the Governing Body may from time to time determine.

Stahl Travel Prize

In 1994 Christ Church received a generous benefaction from Mrs Kathleen Mary Stahl. The Travel Prize and a separate Prize for German language or literature were established in memory of Mrs Stahl and her husband, Ernst Ludwig Stahl, Student of the House from 1945 to 1959 and thereafter Taylor Professor of German.

- 102 (1) The Stahl Travel Prize may be awarded by the Governing Body at the first meeting in Trinity Term on the recommendation of the Tutors in Modern Languages, Politics, Philosophy and Economics, and Modern History.
- (2) The Prize may be awarded to a first- or second-year undergraduate of the House reading a subject specified in clause 1, to assist with the costs of travel or residence for study purposes in Germany or Austria, and shall not be awarded twice to the same person.

- (3) The Prize shall be of such value as the Governing Body shall from time to time determine.

Robin and David Birch Fund.

In 1999 Christ Church received a generous benefaction by Mr Robin Birch (Marjoribanks Scholar 1957-61) and his elder son Mr David Birch (1984-88) in gratitude for the education in Classical Mods and Greats which they received at the College. They wished the benefaction to be used for the benefit of Junior Members of Christ Church studying any aspect of the Classical world.

- 103 (1) The revenue from the Robin and David Birch Fund shall be used for the benefit of undergraduates and graduates studying Classical languages and literature, ancient history, or ancient philosophy.
- (2) The revenue shall be applied by the Governing Body on the recommendation of the Tutors in the subjects listed in clause (1). The specific uses to which the income may be put include (but are not restricted to) grants to undergraduates or graduates for travel and/or research, and the purchase of books on Classical subjects for the College Library.

The Robin and Mary Burn Fund.

In 2001 Christ Church received a generous legacy from Mary Wynn Burn, who wished the benefaction to be used for travel grants or essay prizes for undergraduates or graduates of Christ Church studying Greek History. Mrs Burn's husband, A.R. Burn, was a Scholar of the House (1921-5), and subsequently became a distinguished Greek Historian.

- 103A Revenue from the Mary Burn Fund shall be used to support the study of Greek history (including the history of Greek art and modern Greek history) by undergraduates and graduate students, principally by the award of essay prizes and grants for short or extended travel to study Greek history, preference being given to those whose course involves Greek history.

The Heyman Moritz Fund

In 2008 Harriet Heyman and Michael Moritz made a very substantial donation to support the work of the House. The funds, including the manner of their investment, are governed by a Trust Deed dated 24 June 2008. The purposes for which the revenue of the funds is to be used are set out below.

- 104 (i) Subject to a requirement in respect of one eighth of the revenue of the Trust that matching funding be raised from or procured by persons who matriculated at the House after 1983, the funds are held:
- (a) to support the cost of joint academic posts held between the House and the University, and create at least one early-career, fixed term fellowship for a scientist that combines teaching and research;
- (b) to support fully-funded bursaries for graduate students pursuing scientific studies, across a range of University research-training degrees;

(c) to provide undergraduate financial support; and
(d) to contribute to the redevelopment of the Blue Boar site and the Library of the House, and thereafter such other capital development projects of the House as it may decide from time to time.

(2) No more than one quarter of the revenue allocated to these purposes is to be applied towards the purpose specified in Clause (1)(d) of this By-law, and at least one third of the revenue so allocated is to be applied towards the purpose specified in Clause (1)(a).

(3) Subject to Clause 2 the allocation of revenue between the purposes specified in Clause 1 shall be at the discretion of the House, taking into account its financial needs and obligations, and future developments in the national regime for higher education undergraduate fees.

(4) In respect of Clause (1)(a) of this By-law the donors have expressed the hope (but without imposing any binding trust or obligation) that up to four such posts might be created.

(5) In respect of Clause (1)(d) of this By-law the donors have expressed the hope (but without imposing any binding trust or obligation) that a future project might include the creation of an education centre that will increase the eligibility of the House for support by other charities.

Christopher Tower Funds

In 1999 four Christopher Tower Funds were set up as a result of a substantial benefaction from Mr Christopher Tower, who matriculated in 1934, to promote the art and understanding of poetry in the English language and research in ancient Greek mythology.

In 2011 the Christopher Tower Foundation added certain funds to the benefaction made by the late Christopher Tower as additions to the Christopher Tower Poetry Studentship Fund and the Christopher Tower Fund, and transferred certain lands at Honeypot Lane Chelmsford Essex to Christ Church on the terms set out in a Declaration of Trust dated 28 February 2011.

105 (1) The Christopher Tower Poetry Studentship Fund shall be used to establish and maintain an Official Studentship in Poetry in the English Language.

(i) The net revenue of the Fund shall be applied to the salary and other emoluments of the Christopher Tower Poetry Student, and the overhead costs associated with the Student's employment.

(ii) Any residue of the revenue of the Fund remaining after satisfying the requirements of clause (i) may be used to provide further Studentships in English Poetry (such Studentships to be known as 'Christopher Tower Studentships'), to promote research into, and the understanding of, poetry in the English Language (this includes the provision of Tutorships and/or Lecturerships in English Poetry—such posts to be known as 'Christopher Tower Tutorships/Lecturerships'—and the purchase of books and other materials for the College Library which promote the understanding of English poetry), and to augment the Fund. In applying the revenue the Governing Body shall, as far as practicable, ensure that the name of Christopher Tower is appropriately commemorated.

(iii) For the avoidance of doubt the income of the Fund shall be applied for the purpose of establishing and maintaining an Official Studentship in Poetry in priority to the purposes set out in clause (ii).

(2) The Christopher Tower Fund shall be used to promote research into, and the understanding of, poetry in the English Language; appropriate uses of the Fund include the provision of Tutorships and/or Lecturerships in English Poetry (such posts to be known as 'Christopher Tower Tutorships/Lecturerships'), the purchase of books and other materials for the College Library which promote the understanding of English poetry, and to augment the Fund. In applying the revenue the Governing Body shall, as far as practicable, ensure that the name of Christopher Tower is appropriately commemorated.

(i) Not more than one academic appointment shall be charged to the Christopher Tower Fund and 20% of the net income from the Christopher Tower Fund shall be applied to activities aimed at promoting the art of poetry in the English Language beyond the normal teaching work of Christ Church.

(3) The Christopher Tower Prize Fund shall be used for an annual prize competition for a poem in English, open to all students in the sixth form or equivalent in schools in the United Kingdom.

(i) The Governing Body shall appoint each year a Poetry Prize Committee in accordance with By-law 27.

(ii) On the recommendation of the Committee the Governing Body shall each year appoint judges for the Prize, who shall be no fewer than three in number and who shall normally include a Christopher Tower Poetry Student, and determine the value of the prizes, dividing each prize between the candidate and his or her school as it thinks fit.

(iii) The subject or subjects (if any) of the poems for a particular competition shall be selected, for the first competition, by the Christopher Tower Poetry Student, and thereafter by the judges who adjudicated the last preceding competition. The judges shall award at least a First, Second and Third prize in each competition.

(iv) The revenue of the fund may be used by the Governing Body for prizes, publicity for the competition, other costs of administering the competition, proper and reasonable expenses incurred by the judges, and fees for judges who are not Official Students of Christ Church. Any residue of the revenue may be used to augment the Fund or for such purposes as in the opinion of the Governing Body promote and aid the appreciation and teaching of poetry in English in schools.

(4) The Christopher Tower Greek Mythology Fund shall be used to establish and maintain a Junior Research Fellowship in ancient Greek mythology.

(i) The net revenue of the Fund shall be applied to the salary and other emoluments of the Junior Research Fellow, and the overhead costs associated with the Fellow's employment.

(ii) Any residue of the revenue of the Fund remaining after satisfying the requirements of clause (i) may be used to provide further Fellowships in ancient Greek mythology, to promote research into ancient Greek mythology (this includes the purchase of books and other materials for the College Library which assist or promote such research), and to augment the Fund. In applying the revenue the Governing Body shall, as far as practicable, ensure that the name of Christopher Tower is appropriately commemorated.

(5) The College shall not charge any of the Christopher Tower Funds with any charges or

assessments made to or by the University of Oxford under the College Contributions Scheme established under Statute XV of the Statutes of the University of Oxford 2002 but shall pay such contributions out of its general resources.

Grants

Grants from the Assistance Fund

- 106 (1) Recommendations for grants under Stat. XXV shall be made by the Senior Censor.
- (2) Tutors shall report to the Senior Censor cases of financial need for consideration.
- (3) At the third Meeting of the Governing Body in Trinity Term, the Senior Censor shall submit an estimate of requirements for the ensuing year.

Grants from the Carey Fund

Dr. Carey, Bishop of St. Asaph, a former Student of Christ Church and Head Master of Westminster School, established a Trust (which became operative in 1862) for the benefit of Westminster scholars "who have their own way to make in the world and more especially those who are intended to enter Holy Orders". The original Trust was modified by Orders in Chancery in 1876 and 1895, and by a scheme sanctioned by the Board of Education in 1936.

- 107 (1) On special grounds of need and merit a grant from the Carey fund may be assigned by the Governing Body to any resident undergraduate Member of the House who has been educated at Westminster School.
- (2) Such grants from the fund may be awarded at any meeting of the Governing Body. They may be awarded only for the current academic year, and, except by special order, shall be paid in equal terminal instalments.
- (3) If the state of the fund permits, any former member of Westminster School in residence at Christ Church may be awarded by the Governing Body, at the last Meeting of Trinity Term or the first Meeting of Michaelmas Term in any year, a grant to assist him to read for a second Honour School, or an Advanced or Research Degree, or to pursue any other authorised course of post-graduate studies or research which the Governing Body considers him or her qualified to pursue, provided that he or she is of not more than seven years' standing from matriculation and that he or she continues to reside at Christ Church unless given special permission by the Governing Body to reside elsewhere.

Such grants shall be made for a maximum period of one year in the first instance and may be renewed annually up to a total of three more years.

(4) Any residue remaining in any year after all allowed claims have been met under clauses (1) and (2) preceding may be applied at the discretion of the Governing Body to assist the careers of former members of Westminster School who have graduated at Christ Church and have their own way to make in the world. Such graduates must not be of more than seven years' standing from matriculation.

(5) In making grants from the Carey fund, among candidates equally eligible preference shall

be given to Westminster Scholars and Westminster Exhibitioners in that order of priority, and in general to those intended for Holy Orders.

Part 8: High Table, Gaudies and Hospitality

High Table Regulations

- 108 (1) The Dean, Canons, Students, Honorary Students and Emeritus Students alone are by right members of the High Table.
- (2) Former Deans, Canons and Students, present Officers of the House (if not members of the Governing Body), and present Lecturers and Research Fellows are Honorary Members of the High Table.
- (3) Members of the High Table under clauses (1) and (2) of this By-law may bring up to two guests to dinner on any night, unless there has been notification of a restriction or suspension. The number of guests may be increased, subject to prior confirmation from the Steward that there is room on the night in question. The approved guest charge is payable.
- (4) Governing Body may elect other persons to become Honorary Members of the High Table for such period or periods as it shall think fit by the votes of at least two-thirds of the number of Members of the Governing Body present and voting. During Full Term Honorary Members elected under this clause may bring guests up to the total number of three, but not more than one at a time, having first ascertained from the Steward that there is room on the night in question. The Steward may suspend this restriction if space is available. The approved guest charge is payable.
- (5) Other Members of the House who matriculated at the House for a first degree more than seven years ago or who matriculated at the House for a second degree or diploma or certificate of the University or as a visiting student more than four years ago may apply to dine at the High Table on two days in each Term. Application to dine shall be made to the Steward. There is no entitlement to invite guests to the High Table, but the Steward may suspend this restriction, if space is available. The Steward may also in special cases extend the limit of two days in a given Term and allow applications to dine during the Vacation. Former Officers, Lecturers, Research Fellows and Senior Scholars may apply to dine at the High Table on the same basis. The approved guest charge is payable.
- (6) The Dean or (in the absence of the Dean) the senior Canon present or (in the absence of all the Canons) the senior Student present shall take the Chair at 7.15 p.m. by the Cathedral clock. Seniority of the Canons and Students for this purpose shall be reckoned as in Stat. I.3.(b).
- (7) Except under clause (8) of this By-law undergraduate members of the House shall not be invited to dine at High Table.
- (8) On one day in the Trinity Term of each year up to four officers of the J.C.R. may be brought to the High Table as Guests. In exceptional circumstances the Dean and Censors may bring to the High Table as Guests other undergraduate members who have distinguished themselves in such manner as to bring credit to the House.

The Summer and Autumn Gaudies

109 (1) The Summer Gaudy shall normally be held on the Thursday following the end of Trinity Term and the Autumn Gaudy on the second Thursday before the beginning of Michaelmas Term.

(2) The members of the Governing Body are the hosts at the Summer Gaudy and the Autumn Gaudy.

(3) The guests at the Summer Gaudy and the Autumn Gaudy shall be as follows:

(a) *Permanent, to be invited to each Gaudy:*

- (i) Honorary Students and Emeritus Students;
- (ii) The Officers of the House (if not members of the Governing Body);
- (iii) Present Lecturers appointed under Stat. XVII.1 for whom the House has a substantial measure of responsibility;
- (iv) Present Research Fellows and Senior Scholars;
- (v) The Organist (if not a member of the Governing Body); the Precentor and the Headmaster of the Cathedral School;
- (vi) The Curator of the Picture Gallery, the Deputy Development Director(s) and the Development Manager; and
- (vii) The Presidents of the Graduate and Junior Common Rooms.

(b) *Recurrent, to be invited in rotation:*

- (i) All persons who have matriculated at the House and who have completed a course of not less than one year's duration, regardless of degree or conferment status;
- (ii) Former Members of the Governing Body; and
- (iii) Former Chaplains, Lecturers, Research Fellows and Senior Scholars.

(c) *Discretionary Guests:*

Such University Officers and other distinguished persons as may be invited by resolution of the Governing Body.

The 101 Gaudy

110 (1) The 101 Gaudy shall normally be held on the Tuesday before Hilary Term. In any year when this is the day after Easter Monday the 101 Gaudy shall normally be held on the Wednesday before Hilary Term.

(2) The members of the Governing Body are the hosts at the 101 Gaudy and have the right to invite one guest each.

(3) Other guests shall be:

- (i) The Chancellor and the Vice-Chancellor of the University;
- (ii) The Master and two Fellows of Trinity College, Cambridge, with spouses;
- (iii) Honorary and Emeritus Students of the House;

- (iv) The Officers of the House (if not members of the Governing Body);
- (v) Lecturers appointed under Stat. XVII.1 for whom the House has a substantial measure of responsibility;
- (vi) Research Fellows;
- (vii) The Organist (if not a member of the Governing Body), the Precentor and the Headmaster of the Cathedral School;
- (viii) The Curator of the Picture Gallery, the Deputy Development Director(s) and the Development Manager;
- (ix) The Chairman of the Christ Church Association; and
- (x) External members of Governing Body Committees.

(4) The Governing Body shall invite such other guests as it may from time to time resolve.

Exchange of Hospitality with Trinity College, Cambridge

The Master and Fellows of Trinity College, Cambridge, offer the following privileges:-

- 1. Any present or former Dean, Canon, Student or Honorary Student of Christ Church who may be temporarily in Cambridge will receive an invitation to take lunch or dinner in Hall in Trinity College, if it is convenient, on giving notice to the Vice-Master; and will be offered a room in College, if one should be available.
 - 2. There is customarily no charge for dinner or rooms.
- 111 The Governing Body of Christ Church offers reciprocal privileges to any present or former Master, Fellow or Honorary Fellow of Trinity College, Cambridge, who may be temporarily in Oxford, upon their giving notice to the Steward. There is customarily no charge for dinner or rooms.

Exchange of hospitality with Morse College, Yale, New Haven

- 112 The Governing Body of Christ Church offers reciprocal privileges to the Master or any Fellow of Morse College, New Haven, who may be temporarily in Oxford, upon their giving notice to the Steward. The customary charges will be made for dinner and rooms.

Part 9: Redundancy, Discipline and Incapacity of Academic Staff; Grievance Procedures

Redundancy, Discipline and Incapacity of Academic Staff; Grievance Procedures.

- 113 The regulations governing procedures in relation to redundancy, discipline and incapacity of academic staff, and grievance procedures, are set out in Appendix II of these By-laws, as required by Stat. XXXIX.

The Academic Disciplinary Panel and Committee.

- 114 (1) The Governing Body shall appoint an Academic Disciplinary Panel annually. The Panel shall consist of seven members of the Governing Body.
- (2) If an Academic Disciplinary Committee is required under Stat. XXXIX.15, the Governing Body shall select the Committee by first excluding from consideration any members of the Panel who (i) are the person charged or (ii) have been involved in or associated with the making of the complaint or any part of it, or (iii) have been involved in any preliminary hearing or investigation, and then choosing the three members of the Committee from among the other members of the Panel by lot.

Tenure of College Offices by Academic Staff.

- 115 Unless the Governing Body shall explicitly stipulate otherwise, the tenure of any College Office by a member of the academic staff shall be subject to the holder continuing to be a member of the academic staff (such continuance is governed by the provisions of Stat. XXXIX and By-law 113).

Redundancy, Discipline and Incapacity of certain College Officers; Grievance Procedures.

- 116 The regulations governing procedures in relation to redundancy, discipline and incapacity of the Treasurer, the Steward, the Librarian, the Curator of Pictures, the College Chaplain and the Development Director, and grievance procedures, are set out in Appendix III of these By-laws.

The Employment Panel and Board.

- 117 (1) The members of the Academic Disciplinary Panel as constituted under By-law 114 shall *eo ipso* be members of the Employment Panel.
- (2) If an Employment Board is required under the provisions set out in Clauses IIIA.2 and IIIB.3 of Appendix II, it shall be selected by first excluding from consideration any members of the Employment Panel who (i) is the Officer concerned or (ii) have been involved in any preliminary hearing or investigation, and then choosing the three members of the Board from among the other members of the Panel by lot. If exclusions under (i) and (ii) leave fewer than three members of the Panel, the total shall be brought up to three by the addition of the required number of Official Students who have not been involved in any preliminary hearing or investigation and who are not on leave, chosen in order of seniority.

Part 10: Definitions

Definitions for the purposes of these By-laws

- 118 (1) Unless the context requires otherwise words and phrases defined in the Statutes of Christ Church shall have the same meaning in these By-laws.
- (2) Unless the context requires otherwise the following words and phrases are defined for the purposes of these By-laws as follows:
- “Schoolteacher” means the Headmaster or Headmistress of the Cathedral School;
- “Sub-Dean” means the Canon appointed to act as the Dean’s deputy in all matters relating to the Cathedral;
- “Term” means “Full Term” as prescribed by the Council of the University pursuant to University regulations on the number and length of terms, i.e. a period of eight weeks beginning on a Sunday within each of Michaelmas, Hilary and Trinity term;
- and
- “Tutor” means an Official Student or a Fixed Term Student as defined in Stats. XIII.2 and XIII.4.
- (3) For the purposes of By-law 24(6) a person is connected with a member of the Governing Body if he or she is his or her partner or other close family member.
- (4) Time periods specified within these By-laws are inclusive of beginning and end date and of Saturdays and Sundays. Where relevant they run from time of sending rather than time of receipt.