

# LINACRE COLLEGE

## BYLAWS AND REGULATIONS

### 1. Times of Governing Body Meetings

Stated Meetings of the Governing Body shall be held at 5.00 p.m. on the Wednesday before the beginning of full Term (0<sup>th</sup> week) in Michaelmas Term, and at 1.45 p.m. on the Wednesdays of the 4<sup>th</sup> and 8<sup>th</sup> weeks. In Hilary and Trinity Terms, Stated Meetings of the Governing Body shall be held at 1.45 pm on the Wednesdays of 0<sup>th</sup>, 4<sup>th</sup> and 8<sup>th</sup> weeks of Full Term, and the Wednesday of the 10<sup>th</sup> week of Trinity Term, unless there is insufficient business to justify holding such a meeting. Extraordinary and Specially Summoned Meetings may be called as laid down in the Statutes.

### 2. Standing Committees

The Standing Committees of the Governing Body shall be those set out below. Members, apart from those appointed ex officio, shall be appointed for one year at a time. Appointments to the committees by the Governing Body shall be made at a Stated Meeting in Trinity Term. The Principal shall be ex officio a member of all standing committees, and shall take the chair, unless he asks another member of the Governing Body to act for him.

- (a) Finance Committee: Principal, Vice-Principal, Senior Tutor, Finance Bursar, Domestic Bursar, Development Director ex officio; 3 Fellows; one Junior Research Fellow; President of the Common Room; 3 students. The Committee may co-opt up to three additional members, and may appoint a sub-committee to deal with matters of investment.
- (b) Library Committee: Principal, Vice-Principal, Domestic Bursar, Librarian ex officio; 4 Fellows; President of the Common Room; 3 students. The Committee may co-opt up to three additional members.
- (c) Academic Committee: Principal, Vice-Principal, Senior Tutor ex officio; 6 Fellows; President of the Common Room; 3 students.
- (d) Admissions Committee: Principal, Vice-Principal, Tutor for Admissions ex officio; 4 Fellows.
- (e) Domestic and Buildings Committee: Principal, Vice-Principal, Finance Bursar, Domestic Bursar ex officio; 3 Fellows; one Junior Research Fellow; President of the Common Room; three students. The Committee shall have power to co-opt up to three additional members.
- (f) Development Committee: Principal, Vice-Principal, Finance Bursar, Domestic Bursar, Director of Development ex officio; five Fellows; President of the Common Room; three students. The Committee shall have power to co-opt up to three additional members.

- (g) Disciplinary Committee: Two members of the Governing Body not being Officers of the College; two student members of the Common Room chosen by lot from a panel of five; a non-voting Chairman (see Statute VIII).
- (h) Staff Committee: Principal, Vice-Principal, Finance Bursar, Domestic Bursar ex officio; two Fellows.
- (i) Equality Committee: Principal, Vice-Principal, Senior Tutor, Domestic Bursar, Tutor for Admissions, President of Common Room, College Secretary, one Fellow, one Student, one member of Staff. The Committee shall have power to co-opt up to four additional members.
- (j) Remuneration Committee: Principal, Finance Bursar ex officio; two Honorary Fellows; two Emeritus Fellows; two Elected Fellows, one of whom shall be a member of the Staff Committee, and two members independent of the College elected by the Official Members of Governing Body. Governing Body shall appoint a chair for the Remuneration Committee who shall not be the Principal, Finance Bursar or either of the Elected Fellows.
- (k) Grants Committee: Vice-Principal, Senior Tutor, Finance Bursar, Domestic Bursar ex officio; two Fellows. The Committee shall have power to coopt up to two additional members.
- (l) Computing Committee: Principal, three Fellows, Domestic Bursar, IT Manager, Librarian; 4 students. The Committee shall have power to coopt up to two additional members.
- (m) Health and Safety: Domestic Bursar ex officio; two Fellows; Accommodation Manager, Maintenance Manager, Housekeeper; four students. The Committee shall have power to coopt up to three additional members.
- (n) Strategy Liaison Committee: Principal, Vice-Principal, Senior Tutor, Finance Bursar, Domestic Bursar ex officio; President, Secretary, Treasurer of the Common Room, ex officio.

### 3. Ad hoc committees

A motion to set up an ad hoc committee to consider any question or questions and to make recommendations to the Governing Body must be proposed and seconded and carried by a majority of those present and voting. Ad hoc committees shall consist of not less than three nor more than five members of the Governing Body, and shall have the right to co-opt an equal number of members of the College unless this is expressly excluded by the term of the motion by which they were constituted.

### 4. Amendment of Bylaws and Regulations

Amendments to Bye-Laws and Regulations may be made by the Governing Body, provided that notice of any proposed amendment is included with the circulated agenda for the meeting at which it is to be proposed, and that any such proposal is carried by a two-thirds majority of those present.

### 5. Conflict of Interest Policy

6. Remuneration Committee: Terms of Reference

7. Bylaws on Discipline, Ill-Health and Members of Common Room (attached)

8. Bylaws on Complaints Procedure for Junior Members and Members of Common Room (attached)