

# 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 and Investment Committee: Principal (Chair), Vice-Principal, Senior Tutor, Finance Bursar (Secretary), Domestic Bursar, Accounts Manager/College Accountant, Alumni and Development Manager ex officio; 2 Fellows; President of the Common Room; Common Room Treasurer. The Committee may co-opt up to three additional members, and may appoint a sub-committee to deal with matters of investment. This Committee shall meet twice per term, typically in 3<sup>rd</sup> and 7<sup>th</sup> week.
- (b) Academic Committee: Senior Tutor (Chair), Principal, Vice-Principal, Finance Bursar, Academic Registrar (Secretary), IT Manager ex officio; 2 Fellows; 2 students. This Committee shall meet once per term, typically in 6<sup>th</sup> week. The Committee shall have power to co-opt up to three additional members.
- (c) Domestic Committee: Domestic Bursar (Chair), Principal, Senior Tutor, Finance Bursar, Accommodation Manager (Secretary), Steward and Hospitality Manager, Head Chef, Head of Maintenance ex officio; President of the Common Room; CR Treasurer; CR Green Representative; 2 Fellows. The Committee shall have power to co-opt up to three additional members. This Committee shall meet once per term, typically in 5<sup>th</sup> week.
- (d) Disciplinary Committee: Formed on an *ad hoc* basis in accordance with Statute VIII and formed of a non-voting Chair, three Governing Body Fellows who are not College Officers, Dean for Equality and Diversity (*ex officio*) and 1 CR Welfare and Equality Officer. Principal's PA and Executive Administrator as Committee Secretary.
- (e) Human Resources Committee: Principal (Chair), Vice-Principal, Finance Bursar, Domestic Bursar, Dean for Equalities and Diversity ex officio; three Fellows,

Principal's PA and Executive Administrator as Committee Secretary. This Committee shall meet at least once per term typically in 4<sup>th</sup> week. Outside of the meeting cycle matters that are no urgent may be approved by correspondence and matters that are critically urgent may be approved by the Principal and Finance Bursar together. In both cases such items must be entered into the minutes of the next meeting.

- (f) Welfare and Equality Committee: Senior Tutor (Chair), Principal, Finance Bursar, Domestic Bursar, Dean for Discipline, Dean for Equalities and Diversity, Academic Registrar, Academic Administrator (Secretary) ex officio; CR Welfare Officers; Junior Dean; 2 Fellows. The Committee shall have power to co-opt up to four additional members.
- (g) Remuneration Committee: Principal, Finance Bursar ex officio; two Elected Fellows, one of whom shall be a member of the Staff Committee, and six other members who may be Honorary Fellows, Emeritus Fellows or Independent persons. Governing Body shall appoint a chair for the Remuneration Committee who shall not be the Principal, Finance Bursar or either of the Elected Fellows. Principal's PA and Executive Administrator as Committee Secretary. This Committee has its own formal terms of reference.
- (h) Governance, Audit and Risk Committee: Principal, Finance Bursar, Senior Tutor, Domestic Bursar, Dean for Discipline ex officio; an external member as Chair; CR President; CR Secretary; 3 Fellows and 1 additional external member. Principal's PA and Executive Administrator as Committee Secretary. This Committee shall meet once per term, typically in 7<sup>th</sup> week.
- (i) Advisory Panel: Senior Tutor (convenor), Vice-Principal, Academic Registrar, Accounts Manager/College Accountant, Dean for Equality and Diversity ex officio; 1 Fellow.
- (j) Strategy Liaison Group: Principal (convenor), Vice-Principal, Senior Tutor, Finance Bursar, Domestic Bursar ex officio; all members of CR Exec; Junior Dean and Assistant Junior Deans.

### 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)

Updated January 2022