Selwyn College Cambridge

SELWYN COLLEGE REGULATIONS

PREAMBLE CONCERNING THE FRAMEWORK AND RELATIONSHIP OF STATUTES, REGULATIONS AND POLICIES

1. The purpose of this Preamble

This preamble defines the framework of Statutes, Regulations and Policies, and in particular:

(a) Provides definitions of each of Statutes, Regulations and Policies respectively;

(b) Identifies the role of, and relationships between, Statutes, Regulations and Policies, and also the distinct purposes of each;

(c) Details the practical application and operation of each

respectively.

2. Statutes

2.1 The definition of Statutes

Together with the Royal Charter dated 13 September 1882 (the "Charter"), the Statutes represent the ultimate constitutional authority governing the College as a corporate body. The Statutes also represent the "governing document" required by the Charity Commission.

2.2 The force of Statutes

The Statutes of the College are binding unless inconsistent with domestic or international law.

2.3 The making of Statutes

The procedure for the making or amendment of Statutes is laid down in the Statutes (statutes 27 and 29(3)).

2.4 The publication of Statutes

The arrangements for publication and accessibility of the Statutes are laid down in the Statutes (statute 29(3)). It is expected that this would include the publication of the Statutes on a publicly-accessible section of the College's website.

2.5 The periodic review of Statutes

Except for the requirement in statute 29(3) that the Statutes Committee keeps the Statutes under continuous review and makes proposals when changes are considered necessary, no timescale for periodic review of Statutes is specified.

3 Regulations

3.1 The definition of Regulations

In combination with the Charter and Statutes, the Regulations provide the constitutional framework that allows the College to govern its affairs.

Specifically, Regulations set out more detailed supporting processes and procedures relating to the constitutional governance of the College, which underpin the Statutes, either:

(a) Where Statutes expressly require a Regulation or Regulations to provide detailed support to more general principles set out in Statutes; or

(b) Where a gap is identified in the constitutional governance of the College which requires a Regulation, even though the requirement is not expressly set out in Statutes

3.2 The force of Regulations

The Regulations carry the same force as the Statutes in the governance of the College except that in the event that there is a conflict between Statutes and Regulations, the Statutes shall have precedence.

3.3 The making of Regulations

The Council shall be responsible for the making, amendment and approval of all Regulations, except where the Statutes expressly reserve the power to some other body. Where this is the case, the Regulation shall note that some other body has the power to make or amend that Regulation.

The Council shall also be responsible for approving the discontinuance of Regulations where they are no longer required, except that there must at all times be Regulations in place in respect of matters where Regulations are required by Statutes.

Regulations may be made, amended, approved and discontinued by Council either:

(a) On the recommendation of the Statutes Committee; or
(b) On its own authority, without the involvement of the Statutes Committee

The Council may not delegate its powers set out in this section.

Where a Council meeting includes consideration of a proposal to make, amend or discontinue a Regulation, this fact shall be brought expressly to the attention of all members of the Governing Body, over and above any general notification that Council papers have been made available, and a minimum of four calendar days before the meeting of the Council.

3.4 The publication of Regulations

Statute 29(3) requires that the current versions of all approved Regulations shall at all times be published and made accessible to the members of the College. For consistency with Statutes, it is anticipated that this would include the publication of the Regulations on a publicly-accessible section of the College's website.

3.5 The periodic review of Regulations

Except for the requirement in statute 29(3) that the Statutes Committee keeps the Regulations under continuous review and makes proposals when changes are considered necessary, no timescale for periodic review of Regulations is specified.

4 Policies

4.1 The definition of Policies

Policies are detailed statements of principles, processes and procedures which relate to specific areas of the day-to-day operations of the College, either:

(a) To ensure compliance with the law; or

(b) To give practical effect to the objectives of the College and the ways in which the College wishes to achieve those objectives

Policies do not form part of the constitutional governance of the College.

4.2 The force of Policies

Members of the College are required to comply with the terms of all approved Policies.

In most cases, Policies will be wholly separate to Statutes and Regulations, but where there is a relationship, Statutes and Regulations shall have precedence.

4.3 The making of Policies

The Council shall be responsible for making, amending, periodically reviewing and approving Policies, except where it decides, in its absolute discretion, that this responsibility shall be delegated to some other body (which could include the Governing Body).

The Council shall be also be responsible for approving the discontinuance of Policies where they are no longer required.

Policies may be made, amended, approved and discontinued by Council either:

(a) On the recommendation of a committee or other body of the College; or

(b) On its own authority, without the involvement of a committee or other body

4.4 The publication of Policies

The current versions of all approved Policies shall be published on the public section of the College's website, except where the approving body considers the policy to be confidential to the College.

4.5 The periodic review of Policies

Each Policy will include a periodic review date as part of the policy document. The length of time before a review is required will be set on a case-by-case basis and will depend on the nature of the individual Policy.

Selwyn College Cambridge

SELWYN COLLEGE REGULATIONS

REGULATION 1

REGULATIONS CONCERNING GOVERNING BODY FELLOWS

1. The purpose of this Regulation

The purpose of this Regulation is to provide further detail in addition to that set out in Statute 11 relating to Governing Body Fellows with respect to:

(a) Eligibility for election;

(b) Election procedures;

(c) Admission;

(d) Re-appointment, re-election and continuation;

(e) Circumstances in which their Fellowship shall cease, including resignation.

Specifically, Statute 11(1) requires Regulations to be in place covering (b) above, and Statute 11(7) requires Regulations to be in place covering (d) and (e) above.

2. Eligibility

Statute 11(5) sets out the criteria by which a Governing Body Fellowship may be held. Any person nominated for a Governing Body Fellowship must meet at least one of these criteria.

Additionally, a person shall not be eligible to be nominated if he or she:

(a) Is a Head of House or Fellow (other than an Honorary Fellow or Fellow Benefactor, or equivalent) of another College in the University of Cambridge or of a College in the University of Oxford; or

(b) Has any full-time post outside the University of Cambridge;

unless it has been expressly agreed that such offices or posts shall be resigned as a condition of election as a Governing Body Fellow.

If a Fellow holds a Governing Body Fellowship under one of the criteria set out in Statute 11(5), and then ceases to meet that criterion but immediately qualifies by virtue of another criterion set out in that statute, the Council may by resolution declare that he or

she may continue to hold his or her Fellowship by virtue of qualification under the new criterion and accordingly is not required to be re-elected.

3. Election

3.1 Procedures in common whether the usual or expedited process for election is used

(a) As set out in Statute 11(1), a Governing Body Fellow shall be elected by the Council on the nomination of the Head of House.

(b) The election of a Governing Body Fellow shall be an item of reserved business at the Council.

(c) Every member of the Council (including co-opted members) shall vote for a person nominated whom he or she judges to be best qualified to promote the interests of the College as a place of education, religion, learning and research.

(d) When electing a Governing Body Fellow, the Council shall declare the basis of the person's eligibility to be a Governing Body Fellow from the list of criteria in Statute 11(5), specify the tenure of the Governing Body Fellowship, and name a date on which the election shall take effect.

3.2 The usual process for election of a Governing Body Fellow by Council

In addition to the procedures set out in section 3.1 above, under the usual process for election:

(a) The Head of House shall only proceed to nominate a person for election to a Governing Body Fellowship if he or she has given ten days' notice to all senior members of the Governing Body of his or her intention to do so.

(b) Election shall require the votes of at least two-thirds of the members of the Council present and voting (including co-opted members), and that the Council meeting is quorate at the time of the election.

3.3 The expedited procedure for election of a Governing Body Fellow by the Council

The expedited procedure for election may only be used where the Governing Body has by resolution, on the recommendation of the Council identified an area of scholarship in which the College has need of a Governing Body Fellow and indicated that speed is required to make an election; and authorised the Council to use the expedited procedure for such an election.

In addition to the procedures set out in sections 3.1 and 3.2 above, under the expedited process for election:

(a) No notice of intention to nominate shall be required to be given to members of the Governing Body, but at least three days' notice in writing of intention to nominate shall be given by the Head of House to all senior members of the Council (including co-opted members).

(b) Election shall require the unanimous vote of all Council members present and voting, and that the Council meeting is quorate at the time of the election.

4. Admission

Although Governing Body Fellows become Fellows from the date of their election, a formal admission ceremony should be held as soon as practicable thereafter.

Admission as a Governing Body Fellow will normally take place in the Chapel. One or more than one Governing Body Fellows may be admitted at the same ceremony.

The form of the ceremony may be varied but would normally include the following:

(a) The Head of House, Fellows and Fellow(s)-elect assemble in the Ante-Chapel.

(b) The Head of House gives each Fellow-elect a copy of the Statutes of the College and invites them (in turn) to read and sign the declaration set out in Statute 11(3).

(c) The Fellow(s)-elect sign the declaration in the book using all their names.

(d) The Head of House then proceeds into the Chapel and stands on the Sanctuary steps. He or she is followed by the Fellows (other than the Senior Fellow) who go to their accustomed places in order of seniority.

(e) The Senior Fellow then conducts the Fellow(s)-elect to the Head of House.

(f) Prayers are then led by the Dean of Chapel.

(g) The Senior Fellow then presents each Fellow-elect to the Head of House in order of seniority with the words "Dignissime Magister praesento tibi A.B. ut admittatur in socium/sociam huius Collegii."

(h) The Head of House takes the Fellow-elect by the right hand and says "Auctoritate mihi commissa admitto te in socium/sociam huius Collegii."

(i) The Head of House then conducts the Fellow to a designated stall and invites the Fellow to occupy it.

(j) When all the Fellows have been admitted and installed, the Dean of Chapel says "The Lord be with you" and the response is "And also with you." The Dean of Chapel then leads further prayers.

(k) The Head of House then leads the new Fellow(s) into the Ante-Chapel. Fellows proceed out of the Chapel in order of seniority, greeting the new Fellow(s) as they leave.

5. Re-appointment, re-election and continuation as a Governing Body Fellow

There shall be a Re-appointments Committee of the Council, which shall consider the continued eligibility and suitability for re-appointment and/or re-election of Governing Body Fellows at the end of their current period of tenure.

The Re-appointments Committee shall meet at least once a year, and consider all Governing Body Fellows, both stipendiary and non-stipendiary, whose current tenure ends by the end of the current academical year. The Head of House and the Deputy Head of House shall be ex-officio members of the Re-appointments Committee.

In considering whether to recommend re-appointment and/or re-election, the Committee should require information on the status of appraisals for stipendiary Fellows, i.e. whether they have been completed or not. The Committee should at the

same meeting carry out a review of the teaching contribution and/or broader contribution to the College of non-stipendiary Fellows up for re- election. The Committee should confirm the list of stipendiary and non-stipendiary Fellows for re-appointment and re-election that is then sent to Council.

The Head of House shall then ensure that Council is provided, at a suitable time prior to the end of the relevant Fellows' current tenure, with a list of Governing Body Fellows nominated for re-election, which shall be considered by the Council at a meeting under reserved business.

The Council may re-elect a person who already holds a Governing Body Fellowship, and is eligible to continue, to a further period of tenure by a simple majority and without any special notice being given.

6. Circumstances in which a Governing Body Fellowship shall cease

6.1 Cessation of Governing Body Fellowship for reasons other than those set out in Statute11(9)

Other than the circumstances set out in Statute 11(9), a Governing Body Fellow shall cease to hold his or her Fellowship if:

(a) The Council determines that he or she shall not be re-elected at the end of the current period of tenure under section 5 above (in which case his or her Governing Body Fellowship shall cease at the date when the current period of tenure ends); or

(b) He or she becomes the Head of House; or

(c) He or she becomes the Head of House or a Fellow (other than an Honorary Fellow or Fellow Benefactor, or equivalent) of another College in the University of Cambridge or of a College in the University of Oxford; or

(d) He or she takes up a full-time post outside the University of Cambridge, unless the Council resolves that his or her Governing Body Fellowship may continue.

The Regulations concerning eligibility to be an Emeritus Fellow in the circumstances that a Governing Body Fellowship ceases are set out in the Regulations concerning Emeritus Fellows.

6.2 Resignation of a Governing Body Fellowship

A Governing Body Fellow may resign his or her Fellowship by means of any of the following:

(a) Resigning from the College or University office or post by which he or she is eligible to be a Governing Body Fellow; or

(b) Resigning from his or her Governing Body Fellowship without resigning from the office or post by which he or she is eligible to be a Governing Body Fellow, except that where the Fellow holds any of the offices of Bursar, Senior Tutor, Dean of Chapel, Director of Music, Development Director or those Lecturers who are deemed to be 'College Teaching Officers', then he or she may only resign his or her Fellowship by means of (a) above

In all cases, the resignation of a Governing Body Fellowship should be effected by giving notice in writing to the Head of House, including a proposed date from which the resignation shall take effect.

The resignation of a Governing Body Fellow, who has communicated his or her resignation in writing to the Head of House, shall be communicated to the Council at the earliest opportunity. At its next meeting, the Council shall note the resignation and agree the date on which it should take effect.

Approved by Council: **13 June 2023**

Approved by Governing Body: **20 June 2023**

Selwyn College Cambridge

SELWYN COLLEGE REGULATIONS

REGULATION 2

REGULATIONS CONCERNING ALL THOSE APPOINTED INTO ACADEMIC ROLES OTHER THAN GOVERNING BODY FELLOWS.

1. The purpose of this Regulation

The purpose of this Regulation is to set out arrangements concerning those appointed into academic roles other than Governing Body Fellows

The Council may from time to time elect:

(a) Visiting Fellows;
(b) Bye-Fellows;
(c) Visiting Bye-Fellows;
(d) Stipendiary Bye-Fellows;
(e) Teaching Bye-Fellows;
(f) College Teaching Associates; and
(g) Trevelyan Research Associates.

Visiting Fellowships may be held for up to two years. Stipendiary Bye-Fellowships shall be held coterminous with another appointment external to the College. Other positions under these Regulations shall be tenable for a period of no more than one academic year, renewable on an annual basis without prescribed limit. The Council shall review all existing appointments annually.

These appointments are not defined in the Statutes. In all cases, they shall not be deemed a Fellow as defined in Statute 4, shall not be a member of the Governing Body, and appointment shall not automatically entitle them to any privileges, emoluments or allowances except as stipulated in these Regulations.

For the avoidance of doubt, none of these roles will have an automatic entitlement to accommodation.

2. It shall be the responsibility of the Head of House to maintain a record of all such roles and post holders within the College and to publish it annually in a location accessible to all Fellows of the College.

3. It shall be the responsibility of the Senior Tutor to maintain a record of the rights and obligations of each role, together with the mechanisms for proposal and appointment of candidates, and to publish it annually to a location accessible to all Fellows of the College. Entitlements may be amended from year to year subject to the approval of College Council.

2. Entitlements

The entitlements of the various classes of appointees are laid out in the Fellows' Guide and may be amended from year to year, and approved annually by the Council.

Approved by Council: **13 June 2023**

Approved by Governing Body: **20 June 2023**

Selwyn College Cambridge

SELWYN COLLEGE REGULATIONS

REGULATION 3

REGULATIONS CONCERNING HONORARY FELLOWS AND FELLOW BENEFACTORS

1. The purpose of this Regulation

The purpose of this Regulation is to meet the requirements set out in Statutes 13(2) and 14(2) to set out the procedures for election to the roles of Honorary Fellow and Fellow Benefactor.

2. Honorary Fellows

There shall be an Honorary Fellowships Committee, which shall be chaired by the Head of House.

Proposals for election as an Honorary Fellow may be made to the Honorary Fellowships Committee by any member of the Governing Body. In each case, the supporting reasons for the proposal, in line with Statute 13(1) should be given.

Following consideration by the Honorary Fellowships Committee, nominations for election as an Honorary Fellow shall be made by the Head of House to the Governing Body Fellows (with a copy to the Emeritus Fellows), in each case giving the supporting reasons in line with Statute 13(1) and also at least ten days' notice before the Governing Body at which the election is to be held.

At the relevant Governing Body meeting, the election of Honorary Fellow(s) shall be reserved business.

A person shall be held to be elected to an Honorary Fellowship who shall have received the votes of at least two-thirds of the members of the Governing Body present and voting.

Where more than one Honorary Fellow is nominated, there will be a separate election for each candidate.

Once elected, Honorary Fellows will be admitted as soon as is practicable at a ceremony to which all Fellows shall be invited. The ceremony will usually take place in the Chapel and be based on the admission ceremony for Governing Body Fellows. Following the ceremony, the Honorary Fellow(s) will be invited to dine with the Fellowship.

If an Honorary Fellow is not already a member of the College as defined in Statute 4, this Regulation deems that Honorary Fellow to be so.

3. Fellow Benefactors

Nominations for election as a Fellow Benefactor shall be made by the Head of House and the Development Director to the Governing Body Fellows (with a copy to the Emeritus Fellows), in each case setting out the supporting reasons in line with Statute 14(1) and also giving at least ten days' notice before the Governing Body at which the election is to be held.

The minimum threshold for election as a Fellow Benefactor is set at £1,000,000 and may take the form of a single benefaction or the aggregation of a series of gifts over time. This threshold may be reviewed from time to time by way of varying this Regulation.

At the relevant Governing Body meeting, the election of Fellow Benefactor(s) shall be reserved business.

A person shall be held to be elected as a Fellow Benefactor who shall have received the votes of a simple majority of the members of the Governing Body present and voting.

Where more than one Fellow Benefactor is nominated, there will be a separate election for each candidate.

Once elected, Fellow Benefactors will be admitted as soon as is practicable at a ceremony to which all Fellows shall be invited. The ceremony will usually take place in the Chapel and be based on the admission ceremony for Governing Body Fellows. Following the ceremony, the Fellow Benefactor will be invited to dine with the Fellowship.

If a Fellow Benefactor is not already a member of the College as defined in Statute 4, this regulation deems that Fellow Benefactor to be so.

4. Privileges of Honorary Fellows and Fellow Benefactors

The privileges of Honorary Fellows and Fellow Benefactors shall be the same:

(a) Election for life (subject to the provisions of statutes 13(4) and 14(4) respectively);

(b) Equivalent dining rights to a Fellow;

(c) An invitation to the Cripps Feast and the Commemoration of Benefactors;

(d) The same entitlement as a Fellow to use the Fellows' Parlour, without payment of any subscription to the SCR;

(e) The same entitlement as a Fellow to walk on the Old Court and Ann's Courtlawns.

Approved by Council: **13 June 2023**

Approved by Governing Body: **20 June 2023**

Selwyn College Cambridge

SELWYN COLLEGE REGULATIONS

REGULATION 4

REGULATIONS CONCERNING EMERITUS FELLOWS

1. The purpose of this Regulation

The purpose of this Regulation is to clarify and provide detail on any matters relating to Emeritus Fellows not set out in Statutes.

2. Regulations concerning Emeritus Fellows

2.1 Eligibility

Statute 12 sets out the criteria for eligibility as an Emeritus Fellow and confirms that, subject to certain provisions, it is held for life.

In addition, where a Governing Body Fellowship ceases in certain specific circumstances, this shall affect eligibility to become an Emeritus Fellow as follows:

(a) Where the Council determines that a Governing Body Fellow shall not be re-elected at the end of his or her current period of tenure, other than for the reason of having reached the age of 67, and although the Fellow is otherwise qualified to become an Emeritus Fellow, he or she shall not thereby become an Emeritus Fellow unless the Governing Body resolves that he or she may.

(b) Where he or she becomes the Head of House, he or she shall not become an Emeritus Fellow for the duration of his or her Mastership, although he or she shall become eligible by way of Statute 12(1)(d) when he or she ceases to be Head of House.

(c) Where he or she becomes the Head of House or a Fellow (other than an Honorary Fellow or Fellow Benefactor, or equivalent) of another College in the University of Cambridge, he or she shall not become an Emeritus Fellow.

(d) Where he or she becomes the Head of House or a Fellow (other than an Honorary Fellow or Fellow Benefactor, or equivalent) of a College in the University of Oxford, and although is otherwise qualified, he or she shall not thereby become an Emeritus Fellow unless the Governing Body resolves that he or she may.

(e) Where he or she takes up a full-time post outside the University of Cambridge and his or her Governing Body Fellowship thereby ceases, then if he or she is otherwise qualified, he or she shall become an Emeritus Fellow.

2.2 Requirement for election and admission

A person qualified to be an Emeritus Fellow shall not need to be elected or admitted to his or her or Emeritus Fellowship.

2.3 Seniority of Emeritus Fellows

For the avoidance of doubt, where Statute 11(8)(c) refers to 'other Fellows' the definition of 'Fellows' in Statute 4 is meant, i.e. both Governing Body and Emeritus Fellows.

Approved by Council: **13 June 2023**

Approved by Governing Body: **20 June 2023**

Selwyn College Cambridge

SELWYN COLLEGE REGULATIONS

REGULATION 5

REGULATIONS CONCERNING THE OFFICERS OF THE COLLEGE

1. The purpose of this Regulation

The purpose of this Regulation is to determine the full list of Officers of the College (as required by Statute 16(1)) and to set out each of their duties, responsibilities and powers (as required by Statute 16(2)).

2. The Officers of the College

There shall be the following Officers of the College (in addition to the Head of House and the Deputy Head of House):

(a) Bursar

(b) Senior Tutor

(c) Dean of Chapel (who shall also be the Chaplain)

(d) Dean

(e) Praelector

(f) Tutor(s), including Admissions Tutors

(g) Lecturer(s)

(h) Development Director

3. The duties, responsibilities and powers of the College Officers

3.1 Bursar

The Bursar shall, under the direction of the Council, be responsible for the property, investments, and other assets of the College. He or she shall also be responsible for the income and expenditure of the College and for the proper keeping of its accounts. He or she shall ensure the supply of provisions and the domestic establishment of the

College and shall, with the approval of the Head of House, appoint and agree departures of all non-academic College staff, and agree their conditions of employment. He or she shall ensure the good administration of the College's operations and shall ensure, taking advice where required, that the College's actions are compliant with relevant national and international laws and regulations.

The Council may appoint a Steward or Assistant Bursar to support the Bursar in carrying out these duties as it deems appropriate.

3.2 Senior Tutor

The Senior Tutor oversees all academic, pastoral, welfare and student disciplinary matters, the latter in conjunction with the Dean. He or she shall have such other duties as the College Council shall from time to time determine.

The Council may appoint an Assistant Senior Tutor to support the Senior Tutor in carrying out these duties as it deems appropriate.

3.3 Dean of Chapel and Chaplain

The Dean of Chapel has control over the services in the College Chapel. He or she has responsibility for the Chapel and for the sacred vessels, ornaments and books in the Chapel.

The Dean of Chapel holds the substantive post of Chaplain (Statute 19(3)).

The appointment of the Chaplain shall require both:

(a) The College to seek candidates and identify the person best qualified, as for any Officer and Fellow of the College; and in addition

(b) the approval of the preferred candidate by such representative(s) of the Church of England as are required to consent to the appointment of a ministry within that Church, in order to act as Dean of Chapel

Only when both (a) and (b) have been completed, shall the appointment be confirmed.

3.4 Dean

The Dean shall, in conjunction with the Senior Tutor and Tutors, be responsible to the Governing Body for maintaining good discipline and the observance of College Regulations and Policies on the part of the students of the College.

Where students have broken College Regulations or Policies, or otherwise misbehaved, the Dean shall have the power to fine within limits approved by the Council. He or she may also impose such other minor disciplinary sanctions as appropriate, subject to any limitations which the Council may lay down.

The Council may appoint an Assistant Dean to support the Dean in carrying out these duties as it deems appropriate.

3.5 Praelector

The Praelector is responsible for presenting students, on arrival at Cambridge, for their matriculation, when they become junior members of the University. He or she then accompanies students to their graduation ceremonies at Congregations of the Regent House, where degrees are conferred.

3.6 Tutors

Every student member of the College shall be allocated to a Tutor. It shall be the duty of the Tutor to look after the welfare of his or her tutees, to advise them in respect of their studies, and to co-operate with the Dean in maintaining discipline among the students of the College.

Admissions Tutors have specific responsibilities relating to admission of both undergraduate and postgraduate students in conjunction with the Senior Tutor, including outreach, open days and the process for selecting, interviewing and determining which candidates should receive an offer of a place.

It shall be the responsibility of the Senior Tutor to describe the rights, responsibilities and expectations of Tutors and Admissions Tutors and to publish these annually to a location accessible to all Fellows.

3.7 Lecturers

It shall be the responsibility of the Senior Tutor to describe the rights, responsibilities and expectations of Lecturers and to publish these annually to a location accessible to all Fellows.

3.8 Development Director

The Development Director is responsible for alumni relations and fundraising.

Approved by Council: **26 May 2026**

Approved by Governing Body: **23 June 2026**

Selwyn College Cambridge

SELWYN COLLEGE REGULATIONS

REGULATION 6

REGULATIONS CONCERNING STUDENTS

1. The purpose of this Regulation

The purpose of this Regulation is to provide more detail governing the studies of students, their periods of residence, and the conditions (including conditions as to academic performance) upon which they are permitted to reside, as required by Statute 20(3).

These Regulations govern the behaviour of students at the College in academic, and tutorial matters. Any student committing a breach of Regulations has engaged in misconduct under the College's disciplinary procedures.

In the case of a breach of Regulations, the Senior Tutor will adjudicate, within the terms of Statute 20(4), which reserves to Council the final decision concerning the enforcement of Regulations relating to academic performance.

These Regulations also provide more detail regarding the procedures to be undertaken in the event of alleged misbehaviour, as required by Statute 20(3).

2. Academic Regulations

It is the responsibility of the Senior Tutor to set out policies and procedures in relation to the academic activities of students within the Undergraduate Student Guide and the Postgraduate Student Guide.

These guides should be reviewed annually and published in a location accessible by all members of the College.

3. Behavioural and disciplinary matters

It is the responsibility of the Senior Tutor to set out policies and procedures in relation to behavioural and disciplinary matters within the Undergraduate Student Guide and the Postgraduate Student Guide. These include the operation of the Board of Discipline.

These guides should be reviewed annually and published in a location accessible by all members of the College.

4. Administrative and other requirements

It is the responsibility of the Senior Tutor to set out policies and procedures in relation to the administrative and other requirements of students alongside wider guidance and policies in relation to welfare support, financial matters, accommodation, health and safety within the Undergraduate Student Guide and the Postgraduate Student Guide.

These guides should be reviewed annually and published in a location accessible by all members of the College.

5. In all cases, the policies and procedures laid out by the College in accordance with this Regulation shall be subject to the Statutes of the University of Cambridge,and any related policies and procedures, and in the event of a conflict the University policies and procedures shall take precedence.

Approved by Council: **13 June 2023**

Approved by Governing Body: **20 June 2023**

Selwyn College Cambridge

SELWYN COLLEGE REGULATIONS

REGULATION 7

REGULATIONS CONCERNING THE OPERATION OF COLLEGE BODIES ESTABLISHED BY STATUTE

1. The purpose of this Regulation

The purpose of this Regulation is to provide more detailed procedures for the operation of bodies which are established by Statute but where the relevant Statute(s) call for such detail to be provided in Regulations. Specifically, this includes:

(a) The Governing Body – see Statutes 5(7) and 7(5)

(b) The Council – see Statutes 6(1)(e), 6(7), 6(8), 6(13) and 7(5), 7(6);

(c) The College Meeting – see Statute 8;

(d) Committees of the bodies listed in (a) to (c) above – see Statutes 7(2), 26(1), 26(4)(c) and 26(8)(b)(i).

2. The Governing Body

Under Statute 7(1)(b), the Governing Body is the ultimate authority in the government of the College by virtue of the matters reserved to it set out in Statute 7(6).

No terms of reference for the Governing Body shall be required beyond what is set out in Statutes, supported by these Regulations.

(a) Conduct of the Governing Body

NOTE: THIS REGULATION REQUIRES GOVERNING BODY APPROVAL AS SET OUT IN STATUTE 7(5).

(a) All Governing Body Fellows are expected to attend the meetings of the Governing Body.

(b) Governing Body meetings shall usually be held at 8.30pm on a Tuesday, at least once during each Term, on dates decided by Council during the previous academical year. There may be additional meetings required at shorter notice.

Meetings conclude by 10pm unless exceptional circumstances apply.

(c) A minimum of fourteen days before a Governing Body meeting, the Secretary to the Governing Body will invite certain College officers to submit items of business for the meeting.

(d) Four days before the meeting, the Secretary to the Governing Body will issue an agenda for the meeting to all members of the Governing Body, and copied to Emeritus Fellows.

(e) The Head of House may convene additional meetings of the Governing Body where urgent business is required to be transacted, at less notice than set out in sections (b) to (c) above, provided that no more than 25 per cent of the members of the Governing Body object to the convening of the additional meeting.

(f) Meetings shall be held at the College and in person, unless the Head of House determines that it is not practicable to do so.

(g) Gowns shall be worn by all members of the Governing Body at its meetings, unless the Head of House determines that it is not practicable to do so.

(h) Decisions of the Governing Body may be made by acclamation or, on the request of any member of the Governing Body, by a counted vote.

(i) The procedures for managing conflicts of interest are set out in section 6 of these Regulations.

3. The Council

Under Statute 7(1) the Council may exercise any of the powers vested in the College by law except where the Statutes grant powers and impose duties on other bodies and persons, including the Governing Body.

No terms of reference for the Council shall be required beyond what is set out in Statutes, supported by these Regulations.

(a) The election of elected Fellows to the Council for full terms of office

NOTE: THIS REGULATION REQUIRES GOVERNING BODY APPROVAL AS SET OUT IN STATUTE 7(5).

Statute 6 provides for the election of eight Governing Body Fellows (the 'elected Fellows') to be elected to the Council by the Governing Body Fellows, each for a four-year term of office. The procedure for such elections shall be as follows:

(a) The four-year terms of the elected Fellows shall be phased such that the term of office of two of the elected Fellows shall expire at the end of each calendar year.

(b) An item of business at a Governing Body meeting during each Michaelmas Term shall be the election of two Governing Body Fellows to a four-year term commencing on 1 January of the following year.

(c) The Head of House shall write to all Governing Body Fellows a minimum of two weeks beforehand inviting nominations for the elected Fellow positions. Each nomination must be in writing and contain a proposer and a seconder from amongst the Governing Body Fellows, and the person nominated must consent

to be nominated.

(d) Nominations shall close one week before the meeting.

(e) If the number of valid nominations received by the closing date is equal to or less than the number of vacancies, then those Fellows validly nominated shall be declared elected.

(f) If there are more valid nominations than vacancies, an election shall take place, by secret ballot, as a reserved item of business at the Governing Body meeting.

(g) The returning officer shall be the Secretary to the Governing Body, and he or she shall be assisted by a minimum of one other Fellow, chosen by the Head of House, but subject to the agreement of the meeting.

(h) Where there is a single vacancy, the election shall be held according to the First past the Post system, whereby each elector has a single vote, and the candidate with more votes than any other candidate is elected.

(i) Where there is more than one vacancy, the election shall be held according to multiple voting where electors have as many votes as there are vacancies, although they may choose to use fewer votes than they have available, and the candidates with the highest number of total votes are elected.

(j) In the event of a tie, the Head of House shall have the casting vote.

(k) Wherever possible, the result of the election shall be declared at the Governing Body meeting at which the election has taken place.

3.2 The election of elected Fellows to casual vacancies of the Council

NOTE: THIS REGULATION REQUIRES GOVERNING BODY APPROVAL AS SET OUT IN STATUTE 7(5).

Where a casual vacancy occurs amongst the elected Fellows of the Council, the circumstances of which are set out in Statute 6(6), the process for filling the vacancy for the remainder of the term of office shall be as follows:

(a) In most cases, there will be sufficient notice of a casual vacancy or vacancies arising, so that the election can be undertaken at the next scheduled Governing Body meeting. However, where the matter is urgent, an additional meeting of the Governing Body may be called for transacting this item of business. However, the timescales for the election shall be the same in this circumstance.

(b) The Head of House shall write to all Governing Body Fellows a minimum of two weeks beforehand inviting nominations to fill the elected Fellow casual vacancies and specifying the remaining term of office. Each nomination must be in writing and contain a proposer and a seconder from amongst the Governing Body Fellows, and the person nominated must consent to be nominated.

(c) Nominations shall close one week before the meeting.

(d) If the number of valid nominations received by the closing date is equal to or less than the number of vacancies, then those Fellows validly nominated shall be declared elected.

(e) If there are more valid nominations than vacancies, an election shall take place,

by secret ballot, as a reserved item of business at the Governing Body meeting.

(f) The returning officer shall be the Secretary to the Governing Body, and he or she shall be assisted by a minimum of one other Fellow, chosen by the Head of House, but subject to the agreement of the meeting.

(g) The procedures set out in section 3.1 (d) to (k) shall then apply.

(h) Where an election takes place to fill more than one casual vacancy where the remaining terms of office differ in length, or where an election takes place to fill one or more casual vacancies at the same time as an election for full four-year terms of office, then all vacancies shall be filled by way of a single election. In this election, the vacancies shall be filled in the following order:

(i) Those candidates receiving the highest number of votes, shall be elected first to any full four-year terms of office

(ii) Those candidates receiving the next highest number of votes, shall then fill the casual vacancy or vacancies with the longest remaining term of office, and so on until all the vacancies are filled.

(i) Elected Fellows elected to casual vacancies shall take up their office on the date that the vacancy takes effect. This could be immediately or at a later date.

3.3 Casual vacancies amongst the junior members of the Council

Where a vacancy occurs amongst the junior members of the Council, because a vacancy has occurred in an office of the JCR or MCR by which that member is to be eligible to be a member of the Council, the JCR or MCR shall endeavour to elect a new person to the role that has become vacant as promptly as possible.

When the vacant position within the JCR or MCR has been filled by way of a valid election, then the newly elected person shall take up his or her position on the Council with immediate effect, for the remainder of the term of office.

During the period when the relevant office of the JCR or MCR is vacant, the associated position on the Council shall also lie vacant and shall not be filled by co-option.

The same procedures shall apply to the junior membership of the Governing Body.

3.4 Conduct of the Council

NOTE: THIS REGULATION REQUIRES GOVERNING BODY APPROVAL AS SET OUT IN STATUTE 7(5).

(a) All Council members are expected to attend meetings in full, recognising their role as the Charity Trustees. Permission for absence in exceptional circumstances should be sought in advance from the Head of House.

(b) Council meetings shall usually be held at 1.10pm on a Tuesday, at least three times during each Term, and at least twice during the Long Vacation, on dates decided by Council during the previous academical year. There may be additional meetings required at shorter notice.

(c) A minimum of fourteen days before a Council meeting, the Secretary to the Council will invite certain College officers to submit items of business for the meeting.

(d) Four days before the meeting, the Secretary to the Council will issue an agenda for the meeting to all members of the Council, and will copy this also to Governing Body and Emeritus Fellows.

(e) The Head of House may convene additional meetings of the Council where urgent business is required to be transacted, at less notice than set out in sections (b) to (c) above, provided that no more than 25 per cent of the members of the Council object to the convening of the additional meeting.

(f) Meetings shall be held at the College and in person, unless the Head of House determines that it is not practicable to do so.

(g) Gowns are not required to be worn by members of the Council at its meetings.

(h) Decisions of the Council may be made by acclamation or, on the request of any member of the Council, by a counted vote.

(i) The procedures for managing conflicts of interest are set out in section 6 of these Regulations.

4. The College Meeting

4.1 The conduct and business of the College Meeting

(a) The College Meeting shall be held on a convenient date each year, agreed by Council during the previous academical year. This shall usually, though not always, be on the same day as the Michaelmas Term meeting of the Governing Body.

(b) The timing of the meeting on that date shall be determined by the Head of House, in accordance with circumstances each year, but conducive to the encouragement of attendance.

(c) Four days before the meeting, the Secretary to the Council will issue an agenda for the meeting to all members of the College Meeting. No resolution shall be put at a College Meeting unless notice thereof has been given to the Fellows at least four days before the meeting.

(d) Meetings shall be held at the College and in person, unless the Head of House determines that it is not practicable to do so.

(e) Gowns shall be worn by all members of the College Meeting at its meetings.

(f) The procedures for managing conflicts of interest are set out in section 6 of these Regulations.

(g) In addition to any items of business raised by Fellows, the College Meeting shall have the following standing items of business:

(i) To receive the report of the Auditors of the plate, common goods and pictures, and of any other property as the Council has directed a particular record to be kept;

(ii) To consider and approve the Senior Combination Room accounts for the previous financial year;

(iii) To consider and approve the recommendations of the Fellows Charities'

Committee, which is a committee of the College Meeting;

(iv) To receive a report from the College Gardens Committee for the previous academical year

(v) To appoint the Secretary of the Senior Combination Room from among the Fellows for the ensuing year;

(vi) To appoint two Auditors of the plate, common goods and pictures etc. from among the Fellows for the ensuing year;

(vii) To consider and approve that the power to grant permission for use of the SCRs may be delegated to the Council for the ensuing year.

(h) Neither the Council nor the Governing Body shall be bound to accept nominations or recommendations made by the College Meeting.

5. Committees

5.1 Committees of the Council

Statute 7(2) provides for the Council to delegate any matter over which it has jurisdiction to a Committee of the Council. The only other statutory references are that there must be a Remuneration Committee (Statute 7(3)) and that an Investment Committee is permitted, though not required (Statute 21(4)).

In addition to these Statutes and the Regulations on conflict of interest set out in section 5.4, the following Regulations shall govern Committees of Council:

(a) There shall be a Committee on Committees, reporting to the Council, which shall meet at least once annually to recommend to the Council which Committees should be constituted and their membership, including who should chair. The Council may additionally establish further Committees during the academical year as required, with or without the recommendation of the Committee on Committees.

(b) The membership of Committees may include Governing Body Fellows, Emeritus Fellows, junior members, members of non-academic staff and external members.

(c) Each Committee shall have a terms of reference, which shall be reviewed and updated at the first meeting of the Committee in each academical year.

(d) The terms of reference for each Committee shall be a decision for the Committee except that:

(i) All terms of reference must include:

- The purpose, remit and specific areas of responsibility of the Committee
- The body from which the Committee derives its authority (the Council in the case of Committees of the Council)
- Other Committees where there is expected to be an inter-relationship
- The membership of the Committee, including the Chair
- The quorum

- The minimum frequency of meetings

(ii) The Council must endorse the terms of reference as part of its noting of the minutes of the Committee meeting at which the terms of reference were agreed.

(e) The Chair of the Committee shall endeavour to circulate the agenda in good time in advance of the meeting, and in any event a minimum of two working days beforehand. Exceptionally, urgent matters may be added later than this time at the discretion of the Chair.

(f) Meetings shall be held at the College and in person, unless the Chair determines that it is not practicable to do so.

(g) With the agreement of the Chair, other persons may be invited to attend for one or more items of business.

(h) The procedures for managing conflicts of interest are set out in section 6 of these Regulations.

(i) If the Committee includes junior members, business may be entirely unreserved or divided into unreserved and reserved business, depending on circumstances. Junior members shall only attend unreserved business. Where a junior member of the Committee is unable to attend a meeting, then with the agreement of the Chair, another junior member may be permitted to attend in his or her place.

5.2 Committees of the Governing Body

Statute 29 requires that there must be a Statutes Committee, which is a Committee of the Governing Body.

Other Committees of the Governing Body may be established either where the Committee on Committees recommends one and Council agrees, or where Council determines there should be one on its own authority, or where a meeting of the Governing Body requests one and Council agrees. Such agreement will not be unreasonably withheld.

Committees of the Governing Body shall operate in the same way as Committees of the Council set out in section 5.1, except that minutes of meetings must also be noted by the Governing Body, and shall additionally be subject to the Regulations on conflict of interest set out in section 6.

5.3 Committees of the College Meeting

The Fellows' Charities Committee and the Fellows' Amenities Committee shall be Committees of the College Meeting.

Other Committees of the College Meeting may be established either where the Committee on Committees recommends one and Council agrees, or where Council determines there should be one on its own authority, or where a meeting of the College Meeting requests one and Council agrees.

Committees of the College Meeting shall operate in the same way as Committees of the Council set out in section 5.1, except that minutes of meetings must also be noted by the Governing Body and by the College Meeting, and shall additionally be subject to the Regulations on conflict of interest set out in section 6.

6. Managing conflict of interest in College bodies established by Statute

This Regulation shall apply to all College bodies established by Statute, including, but not limited to, the Governing Body, the Council, the College Meeting and Committees. Statute 26(8)(b)(i) requires these procedures to be set out in Regulations.

(a) There shall be an item of business at the start of the meeting (or at the start of each of unreserved and reserved business where there is separate unreserved and reserved business) requesting any statements of conflict of interest relating to any matters on the agenda. Under Statute 26(8)(a), any member of a body who has a conflict of interest must declare it as soon as possible and at the latest at the start of the meeting under this agenda item.

(b) Where a member of such a body declares a conflict of interest at the meeting with respect to one or more items of business, or where it is agreed at the meeting by the body as a whole that such a conflict exists, the Chair of the meeting shall rule whether the member of the body shall either:

(i) Absent him or herself from both the discussion and any decisions, including by vote, of the matter; or

(ii) Be permitted to attend the discussion, but to absent him or herself from the decision, including by vote, of the matter; or

(iii) Be permitted to attend for the whole item of business, but not to participate in the decision.

(c) There are no circumstances in which a member who has a conflict of interest should participate in the decision of the matter.

(d) If another member of the body disagrees with the Chair's ruling, he or she may challenge it, in which case the challenge should be discussed. However under Statute 26(10), the decision of the Chair is final.

Approved by Council: **13 June 2023**

Approved by Governing Body: **20 June 2023**

Selwyn College Cambridge

SELWYN COLLEGE REGULATIONS

REGULATION 8

FINANCIAL REGULATIONS

1. The purpose of this Regulation

The purpose of this Regulation is to ensure that the financial resources of the College are applied appropriately in accordance with the aims and objectives of the College, as set out in its governing documents, and with reference to any budget formally agreed by the College. These Regulations aim specifically to provide additional detail where Statutes require financial Regulations to do so, and apply to all transactions of the College.

2. Budget approvals and controls

The Bursar will present a budget for the next financial year during the Easter Term to the Council for approval, inclusive of:

i) operational income and expenditure,

ii) capital expenditure

iii) cash flow forecast

This shall also require the endorsement of the Governing Body at its Easter term meeting.

The College must also have a Reserves Policy in place, which shall be reviewed and approved by the Council annually. Budgets must be set having regard to the College policy on Reserves.

Once approved, the budget will form the basis for the financial operations for the year to which it applies. The Finance Manager will ensure that all Heads of Department are aware of their operating and capital expenditure budgets.

The Bursar must alert the Council if, at any time, it becomes apparent that the total forecast operating and/or capital expenditure, excluding depreciation and any other non-cash items, is likely to exceed the total budget by more than £500,000.

The Finance Manager will provide budget-holding Heads of Department with quarterly management accounts within one month of each quarter end. Draft statutory accounts

are provided in August. The structure and content of management accounts is for the Bursar to determine, and is intended to support effective management of income and costs.

A key control is the examination and enquiry into any significant variances of the actual or forecast results in comparison with the budget. Heads of Department, the Finance Manager, Bursar, Council and Governing Body members are all expected to challenge any such variances for which the explanations are not yet clearly understood.

Heads of Department may exceed individual budget lines if compensatory savings are identified and committed to. These variances must be agreed with the Finance Manager, in advance wherever possible. Care should be taken to ensure that one off cost savings are not replaced by longer term cost commitments.

Where a budget over-run is in prospect the Head of Department should agree the proposed expenditure with:

a. The Finance Manager, for approval of excess amounts up to 5% of the total departmental operating or capital expenditure budget, or
b. The Bursar, for approval of larger amounts. If the additional, non-budgeted spend for a department is greater than £250k the Bursar must take the matter to the Council for approval.

If a transaction is, by its nature, subject to a specific financial approval process set out in the College statutes and this is in conflict with the Regulations above then the statutes take priority.

3. Accounts

As a minimum, the Bursar will present management accounts, updated annual forecasts and statutory accounts to the Council and Governing Body as follows:

Period	**Council**	**Action Required**	**Governing Body**	**Action Required**
Six Months – management/forecast	February	Note	Lent	Note
Nine Months – management/forecast	May	Note	Easter	Note
Full Year - statutory	November	Recommend to GB	Michaelmas	Approve

In keeping the accounts, and ensuring they are audited and published, the Bursar, on the advice of the Finance Manager, shall ensure that not only all provisions of law are complied with but also that all the requirements of the University of Cambridge are met.

4. Financial transactions requiring Council approval

In accordance with Statute 7(4) of this Regulation Council approval is required for:

(a) The sale or purchase of any land or property, at any value.

(b) Prior to commencing any scheme of capital expenditure of more than £500,000. A 'scheme' of capital expenditure may be a single item or a programme consisting of a number of separate items which total more than £500,000 (for example, the annual capital expenditure budget).

(c) Prior to making any gift or grant or donation to a value of more than £10,000, except where is it by virtue of being a gift or grant or donation made from an endowed fund for the specified purposes of that fund. Any gifts, grants or donations, whether or not they require Council approval, are permitted in principle under Statute 21(5) provided they are in furtherance of the College's objects.

(d) Prior to the borrowing of money of any amount, whether on a secured or unsecured basis.

In the circumstances of (a) to (d) above, the Council must provide the Governing Body with a minimum of two weeks' notice that such a decision is intended to be considered by the Council.

5. Donations and Endowed Funds

Under Statute 23, the Council has the power to accept endowments on behalf of the College for any purposes in furtherance of the objects of the College as a place of education, religion, learning and research.

This Regulation extends that power to include donations that are not in the form of endowments.

Donations must be made and accepted in accordance with the College's Donations policy. Monies received from donors, whether in the form of endowed funds or not, must be used, as far as possible, in accordance with the wishes of the donor, whether or not on an endowed basis. This is a matter of charity law. If the donor puts no conditions on the donation then it will be accounted for as an unrestricted donation. Where a donor has specified how they want the money used, the College should, wherever possible, obtain and retain written confirmation of those intentions directly from the donor.

The Bursar shall provide a report on the status of the endowed funds to the Council at least once per year. The Finance Manager shall maintain a schedule of all endowed funds, including the current value of each, the level of expenditure made or expected from each fund in each financial year, and the current level of unspent income in each fund.

Statute 21(6)(a) provides for the alteration under certain conditions of monies or property held in trust. Where the Council agrees to make such an alteration, and is able to do so under the terms of this Statute, the Council may only effect the alteration by approving an amendment of this Regulation.

Statute 21(6)(b) grants the Council the power under certain conditions to use any part of the surplus income of trusts. One condition is that Regulations must permit it of that trust. This Regulation provides that this is permitted of any trusts which meet all the other conditions set out in Statute 21(6)(b).

6. Procurement

Heads of Department have the authority to approve expenditure within the limits of their departmental operating and capital budgets and may delegate this on a specific, named basis to appropriate members of their department. All supplier invoices must be signed and dated by the Head of Department, or designated deputy, before being passed to the Bursary for payment. For some suppliers, Heads of Department must check and approve invoices on the Mercury system "Day Book" before these will be processed for payment.

The College has a number of preferred suppliers and having good, established relationships with these can be helpful. Nevertheless, Heads of Department should undertake a periodic review of contracts and prices to ensure that the College continues to get best value for money. Consortium arrangements are in place across a number of colleges for certain categories of expenditure, e.g. food, energy and insurance, and Heads of Department should use the consortium suppliers unless it can be demonstrated that there is a better alternative.

For larger items of expenditure, it is **mandatory** to obtain more than one quotation as follows (these figures assume the expenditure forms part of an agreed budget):

£10,000 - £24,999	Two quotations plus Finance Manager approval
£25,000 - £499,999	Three quotations plus Bursar approval
£500,000+	Three quotations plus Council approval

It may not always be appropriate to accept the cheapest quotation. Other factors, such as level of service being offered, should be taken into account when reaching a recommendation, which must be justified to the Finance Manager, Bursar and/or Council as appropriate. The decision must be documented and copies of all quotations retained for audit purposes and made available to the Finance Manager on request.

For major capital projects, requiring forward planning over periods greater than a year, an additional layer of oversight in the form of a project specific committee may be required by the Council.

7. Disbursement of Funds

The Head of House, Bursar, Deputy Head of House and Head of Finance have been mandated by the College Council to:

i) instruct **Barclays Bank plc and NatWest plc** in connection with the operation of the College's bank accounts; and

ii) to execute on behalf of the College any contract duly approved by Council or falling within the budgetary control process set out above.

If a document requires the application of the **College Seal**, then this must be accompanied by the signatures of two members of the Governing Body, in accordance with Statute 34.

The Finance Manager is authorised to process all payments that have been properly approved, as set out above, via Barclays.NET or via NatWest Bankline. The Finance Manager may, from time to time, instruct other members of the Bursary staff to carry out specific tasks on Barclays.NET or via NatWest Bankline.

In the unlikely event of the College needing to issue a cheque to make a payment, the requirement is a single signature from any of the four persons above for amounts up to £50,000 and two signatures above that limit.

The use of cash is discouraged. A moderate amount of cash is maintained within the Bursary for the reimbursement of unavoidable expenditure in cash. A receipt validating the expenditure, approved by an employee senior to the claimant, is required before any reimbursement will be made.

8. Credit Cards

Heads of Department may apply to the Finance Manager for a College credit card for use by themselves or a member of their department. If one is approved, the Finance Manager will agree an appropriate credit limit, which will not exceed £15,000. No cash withdrawal will be permitted. Credit card statements are produced monthly and each holder must review their statement and provide the Finance Manager, in a timely manner, with receipts for all items of expenditure unless such receipts were difficult to obtain and the expenditure is of a trivial nature, e.g. light refreshments, short journeys on London Underground. Holders of College credit cards must keep the cards and card details secure and report any issue that may arise in connection with the cards to the Finance Manager at the earliest possible opportunity. Cards in the name of staff members who leave the College's employment must be returned to the Finance Manager who will ensure that they are cancelled and destroyed.

9. Expenses Claims

The College will only reimburse expenditure made wholly, exclusively and necessarily in connection with the claimant's employment responsibilities. Details of the expenditure must be set out on the claim form, with receipts attached.

Travel and subsistence claims must be made in accordance with the College's travel policy.

Rates of reimbursement are set by Council but must be within HMRC limits. Claims may not be made for the cost of ordinary travel between home and College, or where the employee is required to go from home to a non-College location that is closer to their home than the College.

No one shall authorise reimbursement of his or her own expenses. Claims should be approved by an employee senior to the claimant. Claims for reimbursement by Fellows or Heads of Department must be approved by the Bursar, and any claim by the Bursar approved by the Head of House and vice versa

10. Entertaining

Entertaining should, wherever possible and appropriate, be carried out in College by the Catering Department, who will raise internal charges on the Mercury Conference and Events system. Such charges should be entered on the system within 14 days of the event. The department or College officer booking the entertainment is responsible for approving the budget and ensuring that adequate funds exist within the budget to cover the internal charge. Entertainment expenditure must be appropriate use of College money. Claims must include details of those entertained and the purpose of the entertainment. Entertainment carried out externally must be supported by receipts and explained in the same way as for internal entertaining.

Entertainment allowances for Fellows and specific College officers are recommended by the Remuneration Committee and approved annually by Council. Details may be found in the Fellows' Guide.

In order to avoid giving rise to a taxable benefit, Fellows and staff should follow the HMRC rules on what is acceptable "business entertainment" and what is not. For example, reimbursement for a meal for a spouse or partner accompanying a Fellow or employee at a business event would normally give rise to a taxable benefit for the Fellow or employee unless it can be proven that the spouse or partner has a particular skill or qualification relevant to the event that made their attendance necessary, e.g. as a translator.

Entertainment of employees by their employer is only allowable up to certain monetary limits and on certain occasions, otherwise a taxable benefit will arise for the employees. Those arranging such events, e.g. the Staff Social Committee, should make sure that they are aware of the current HMRC limits.

Fellows and employees should make themselves familiar with the College policy on accepting "Business Gifts and Hospitality", set out in the staff handbook. The offering of such gifts and hospitality could be an attempt by an external party to influence the behaviour of the College member, which could lead to an action that has disadvantageous financial consequences for the College.

11. Taxable Benefits

The provision of goods or services to a Fellow or employee of the College, unless wholly, exclusively and necessarily for the performance of their job, could give rise to a taxable benefit for the recipient. If there is any doubt, the position should be checked in advance with the Finance Manager. In particular, items of work wear supplied by the College that are capable of use outside work, such as jackets and coats, must be clearly badged with the College logo to avoid a tax charge arising. This rule does not apply to items of protective equipment such as overalls or safety shoes.

12. Staff Appointments and Remuneration

No offer of employment as a permanent staff member may be made without the prior permission of the Bursar. Heads of Department may offer someone a job as a casual member of staff if budgeted casual staff costs are not exceeded, though there are rules that restrict the employment of candidates with whom the Head of Department has a

close personal relationship. Such relationships must be declared to the HR Manager in advance of any recruitment decision. Refer to the section "Personal Relationships at Work Policy" in the Staff Handbook.

Before anyone is appointed, it is the responsibility of the HR Manager to ensure that the candidate is legally eligible to work in the UK and to issue them with a contract of employment in the standard form. Once an offer has been made and accepted the HR department must notify the Payroll Officer in the Bursary without delay to ensure that the new employee's salary or wages are paid when due and that they can be set up on the clocking-in system if appropriate.

All staff pay increases require advance Bursar approval. Review of staff pay is normally completed annually in August and amendments outside this time frame require justification as exceptional. This permits careful consideration of parity of treatment between staff.

13. Fellowship Appointments and Remuneration

Recruitment of new Fellows must be approved by Council. If a Fellowship post is remunerated, the HR Manager must be notified in advance so that the requisite checks on right to work in the UK can be carried out and any necessary visas obtained.

Fellows may be remunerated for the work they undertake as employees of the College, but are not remunerated in respect of their role as Trustees of the charity. All proposals for changes in Fellows' stipends, emoluments and allowances require the approval of the Remuneration Committee, which are subsequently noted by Council.

14. Income

Heads of Department are responsible for ensuring that all sales of goods or services are authorised and made only to acceptable credit risks. Invoicing instructions must be entered on to the Conference and Events booking system or otherwise notified to the Bursary within 14 days of the sale. Upon receipt of the instruction, the Bursary staff will raise an invoice on the external customer and will monitor receipt of payment. Slow payers will be investigated and legal action taken in the event of a bad debt seeming otherwise a likely outcome.

The Conference and Events Manager, in consultation with the Finance Manager, will revise annually the prices to be charged to external customers for accommodation, catering and room hire and these must be approved by the Bursar. Alumni, Fellows and Staff may be entitled to a 20% discount on the standard prices.

The liability to VAT must be established in advance for every external customer. If the customer claims exemption from VAT they must be provided with the standard college form to complete on which they are required to indicate in what capacity they satisfy the conditions for exemption. Unless the College is in receipt of a properly completed exemption form, VAT must be charged at the standard rate, otherwise the College could have to bear the cost of the VAT if the right to exemption is subsequently challenged by HMRC.

15. Controls within the Bursary

Since requests for payments to be made, invoices to be raised and employees to be set up and maintained on payroll ultimately fall to the Bursary staff to implement, strong internal controls within this department are crucial. Key controls in place are as follows:

a. Segregation of duties

The members of staff responsible for payment of suppliers do not also have responsibility for the raising of sales invoices.

The bank statement is downloaded daily and one member of staff checks and analyses the payments and prepares a bank reconciliation and another member of staff checks and analyses the receipts.

Any new bank details set up on the Mercury accounting system by one member of staff have to be authorised by another member of staff, with reference to legitimate third party documentation and the CRSIDs of the staff members involved are maintained within the system.

Requests from suppliers to change the bank account for payment are always followed up by calling the last held contact number for that supplier and asking for confirmation on letterhead. Requests from staff are followed up in person or by telephone.

b. Rotation of duties

All Bursary staff are encouraged to become familiar with the key aspects of their colleagues' roles such that they can and do cover for them in the event of absence. This practice makes the discovery of any fraud or other malpractice more likely and should act as a deterrent.

c. Independent checks

Purchase ledger and payroll BACS files are prepared by the Accounts Assistants and checked by the Finance Manager prior to processing via Barclays.NET. In the absence of the Finance Manager, the Assistant Accountant will perform these checks, which will always include making sure that every payment has been properly authorised as per these regulations.

The Finance Manager will not process any other payment via Barclays.NET without proper authority and there is a clear "audit trail" maintained within the shared drive for the Bursary for every payment made. This is visible to all members of the Bursary team.

The Finance Manager will confirm any unexpected payment request received by email from another member of staff or a Fellow. This will be done by making contact other than by replying to the email received.

d. Reconciliations

In addition to the bank reconciliation, performed daily, individual accounts within the Nominal Ledger are analysed quarterly and reconciled to external

sources of data if appropriate. Heads of Department are provided with their actual and forecast results against budget on a quarterly basis. Along with the accounts, Heads of Department are given the detailed analysis of all the line items in their budget so that there is total transparency over all the income and expenditure.

16. Clubs and Societies

The JCR and MCR both receive an allocation from the College and must appoint a Treasurer and keep proper accounting records, to include documentation to support all payments and receipts. Any Societies may be required to do the same as a condition of a grant of funding. Further details are included within Regulation 11.

Approved by Council: **13 June 2023**

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Selwyn College Cambridge

SELWYN COLLEGE REGULATIONS

REGULATION 9

INVESTMENT REGULATIONS

1. The purpose of this Regulation

The purpose of this Regulation is to clarify and provide detail on any matters relating to the investments of the College assets not set out in Statutes.

2. Regulations relating to Investments

2.1 Investment Committee

Statute 21(4) permits, but does not require, the Council to appoint an Investment Committee.

This Regulation specifies that unless or until this Regulation is amended, there shall be an Investment Committee.

The Investment Committee shall:

a) Consist of not less than eight members, one of whom shall be the Head of House, one shall be the Bursar and not less than three shall be independent members who are neither Fellows, nor non-academic members of staff nor a member of an investment advisory firm engaged by the College;

b) Be chaired by the Head of House;

c) Meet not less than four times per year;

d) Have delegated to it the powers of the Council in respect of the sale and purchase of securities, provided that such decisions made by the Investment Committee are reported to the next meeting of the Council.

2.2 Investment Policy

Statute 21 (1) requires the Council to adopt an Investment policy. This shall be reviewed annually by the Investment Committee, and submitted for approval to the

next meeting of the Council. Once approved by the Council, the Investment policy shall nevertheless also be reviewed and noted at the next meeting of the Governing

2.3 Investment Advisors

The Council shall appoint from time to time one or more investment advisory firms to support the work of the Investment Committee.

Any appointment of an investment advisory firm shall be on the recommendation of the Investment Committee, although Council is not bound to accept the recommendation. During the process, the decisions reserved to the Councilare:

a) The agreement of the 'request for proposals' document and/or other tender documents as appropriate;

b) The agreement of which firm or firms are to be engaged by the College, and any key terms of their appointment

2.4 Annual Report on the performance of the College's investments

The Investment Committee shall produce a report annually on the performance of the College's investments, and other investment matters of interest, during the previous financial year.

The report shall be reviewed and agreed by the Investment Committee at a meeting in the Michaelmas Term, and it shall then be reviewed and endorsed by the Council, and subsequently reviewed and noted by the Governing Body at its Michaelmas Term meeting.

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Selwyn College Cambridge

SELWYN COLLEGE REGULATIONS

REGULATION 10

REGULATIONS CONCERNING THE RELATIONSHIP BETWEEN THE COLLEGE AND THE JCR AND THE MCR

1. The purpose of this Regulation

The purpose of this Regulation is to clarify the constitutional relationship between the College and the recognised representative societies of its junior members, i.e. the Junior Combination Room Society (commonly known as the 'JCR') for undergraduate students and the Middle Combination Room Society (commonly known as the 'MCR') for postgraduate students.

2. The relationship between the College and the JCR and MCR

The JCR and the MCR are student run organisations with their own constitutions, elected officers, membership and finances. However, there is a constitutional relationship between the two societies and the College, and these Regulations govern that relationship:

(a) Members of the JCR and MCR must be matriculated students of Selwyn College currently pursuing a course of study leading to an undergraduate degree or a higher (postgraduate) degree respectively. No other person, including students who are intermitting, may be members of the JCR and MCR respectively, and may not vote in their elections nor be officers of the societies. The Council is entitled to challenge the eligibility of any member of the JCR or MCR if there is cause to believe that a member or members are not eligible.

(b) The JCR and MCR are responsible for maintaining an up-to-date constitution of their respective societies. Template guidance is available via the Bursar. Any amendments to these constitutions must be approved by Council as well as by the societies themselves before they may take effect.

(c) Elections of JCR and MCR officers and committee members must strictly adhere to the election regulations specified in the constitutions of each society. The Council is entitled to challenge the election of any officer or committee member where there is cause to believe that election procedures have not been properly followed.

(d) Strict adherence to election procedures is of particular importance with respect to

the offices of President and Treasurer of the societies, since these offices in turn confer, by virtue of Statutes 5 and 6, membership of the Governing Body and the Council respectively, for the duration that these offices are held.

(e) Where the junior members of Council and Governing Body are not able to attend a meeting of those bodies, it will not be possible to nominate an alternate attendee.

(f) The Council may also, at its discretion, and on the recommendations of the Committee on Committees, appoint junior members to Committees of the Council. Junior members of Committees shall normally be elected officers or committee members of the JCR or MCR, although this is not an absolute requirement. Where a junior member of a Committee is unable to attend a meeting, an alternate may attend in their place for that meeting, subject to agreement in advance by the Chair of that Committee.

(g) The Treasurers of the JCR and MCR respectively are responsible for maintaining the finances of their society in good order, including maintaining a record of all transactions, including receipts where available, and all bank statements. Each of the JCR and MCR shall have a Senior Treasurer drawn from amongst the Fellows of the College.

(h) The Treasurers of the JCR and MCR respectively must produce draft accounts in a format acceptable to the Finance Manager for each financial year ending 30 June, and submit copies of the draft accounts to the Finance Manager and the Senior Treasurer by 31 August following the end of the financial year. They should additionally submit copies of bank statements and receipts to the Finance Manager by this date. The Finance Manager will audit the accounts, and when satisfied, and in consultation with the Senior Treasurer, sign them.

(i) The accounts of the JCR and the MCR must be submitted for approval to the same meetings of the Council and the Governing Body as the College's statutory accounts.

(j) The Council shall have the power to grant an annual allocation of College funds to support the work of the JCR and the MCR. The amount of such allocations shall be at the absolute discretion of the Council. Where allocations are made to the societies, they shall be determined by Council as early in the financial year as is practicable, and shall be paid in three equal termly instalments.

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Selwyn College Cambridge

SELWYN COLLEGE REGULATIONS

REGULATION 11

REGULATIONS CONCERNING THE HEAD OF HOUSE

1. The purpose of this Regulation

The purpose of this Regulation is to set out detailed procedures relating to the Head of House where Statutes state that these shall be contained in Regulations.

2. Regulations relating to the Head of House where they are required by Statute

2.1 Initial remuneration of the Head of House at the time of election

NOTE: Approval of this Regulation is reserved to the Governing Body under Statute 9(20).

Statute 9(20) provides for the remuneration and other benefits of the Head of House to be determined by the Governing Body at the time of his or her election in accordance with Regulations. Thereafter, the Remuneration Committee determines the remuneration of the Head of House. These Regulations are designed to set out the process by which the Governing Body determines the initial remuneration of a new Head of House, not the actual amounts involved.

Initial remuneration arrangements for a new Head of House shall be agreed in two stages:

(a) Before the position of Head of House is advertised, the Governing Body shall agree indicative remuneration arrangements, including ranges where considered appropriate, that will appear in any advertisements. In doing so, the Governing Body may wish to consult the Remuneration Committee, the Council and/or any external professional advisors considered appropriate, before making a decision.

(b) At the same meeting of the Governing Body as a candidate secures election as Head of House, the Governing Body shall also confirm the remuneration arrangements that will be offered to the successful candidate. Exceptionally, where it is not possible to do so at this meeting, the Governing Body may defer the decision on initial arrangements, but shall agree to meet again as soon as is practicable, and in any event within 14 days, to finalise the decision.

2.2 Procedures for a Tribunal to a consider a complaint which could result in the removal of the Head of House

Statutes 9(26-32) provide for a Tribunal to be appointed in the event that a complaint is made against the Head of House, which could, if proved, justify the removal of the Head of House from office. A resolution by the Governing Body to appoint the Tribunal is additionally required. The constitution of the Tribunal is set out in statutes.

In the event that such a Tribunal is appointed, the Deputy Head of House shall be responsible for ensuring that the complaint is submitted to the Tribunal and to the Head of House, together with any other relevant documents. The Deputy Head of House shall also be responsible for ensuring that the Tribunal has the resources it reasonably requires.

The Tribunal shall decide the procedure by which it shall operate, except that this must include:

(a) That the Head of House must have an opportunity to put his or her case in refuting the complaint to the members of the Tribunal, and should have the opportunity to be accompanied and/or represented by another person, whether that person is legally qualified or not;

(b) That witnesses may be called, both on behalf of the Head of House and of those who have made the complaint, and may be questioned;

(c) That the Head of House and those making the complaint have reasonable time to prepare and make their case, and to produce evidence in support of their case, to members of the Tribunal.

(d) That no witnesses or documents are introduced without the consent of the Tribunal, which shall not be unreasonably withheld;

(e) That the Tribunal shall complete its work and make its decision as promptly as reasonably practicable.

The Tribunal may decide either:

(a) To dismiss the complaint;

(b) To uphold the complaint and impose a sanction or sanctions other than dismissal of the Head of House;

(c) To uphold the complaint and determine that the Head of House should be dismissed.

If, once the decision of the Tribunal has been made and advised to the Head of House, and the Head of House wishes to appeal against that decision, he or she may seek any remedy available in law, or appeal to an Appeals Panel made up of:

(a) The Visitor, or a person who holds or has held judicial office or who is a barrister or solicitor of at least ten years' standing and who has not previously served in the Tribunal detailed above;

(b) One member of the Regent House of the University of Cambridge, not being a current or former Fellow of the College;

(c) One member of the Regent House of the University of Cambridge, who may be a Fellow of the College.

The Deputy Head of House shall select the individuals concerned, having first consulted appropriately.

The decision of the Appeals Panel shall be final. The Appeals Panel shall consider any application by the Head of House for the award of reasonable costs if a complaint is not upheld.

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Selwyn College Cambridge

SELWYN COLLEGE REGULATIONS

REGULATION 12

REGULATIONS CONCERNING THE APPLICATION OF THE COMMON SEAL

1. The purpose of this Regulation

The purpose of this Regulation is to set out detailed procedures relating to the application of the common seal, as required by Statute 25.

2. Regulations relating to the application of the common seal

Statute 25 requires that there shall be a common seal of the College, in the joint custody of the Head of House and the Bursar.

In practice, the Bursar shall be responsible for the secure storage of the common seal in a locked safe, except when it is required for the purposes of application.

The common seal may only be applied in pursuance of valid decisions of the Council and the Governing Body, although the records of the relevant decisions do not necessarily need to expressly authorise the use of the common seal.

The common seal shall be affixed only in the presence of two people, one of whom shall be the Head of House or the Deputy Head of House, and the other the Bursar. In the event that one or more of these are not available, his or her place may be taken by another Fellow from the College Council, provided that the Head of House, Deputy Head of House or Bursar who are not available delegate the authority in writing to one of the alternate Fellows for this one occasion only.

Where a document which requires the common seal to be affixed also requires witnesses, they should also be present when the seal is affixed.

The common seal is affixed by being overlaid on the signatures to the document.

The Bursar shall be responsible for maintaining a record of all uses of the common seal, which shall be accessible to all members of the Governing Body.

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