

Officers

Part 1 - Officers Elected Annually by Board

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| Annual Statutory Officers | 1. | (1) There shall be a Vice-Provost, Bursar, Senior Lecturer, Registrar, Dean of Research, Dean of Graduate Studies, Senior Dean, Junior Dean, Registrar of Chambers, Senior Tutor, Dean of Students, Senior Proctor and Junior Proctor.
(2) These Officers shall be referred to as the Annual Statutory Officers.
(3) The Vice-Provost, Bursar, Senior Lecturer, Registrar, Dean of Research, Dean of Graduate Studies, Senior Dean, Senior Proctor and Junior Proctor shall be chosen from amongst the Fellows. |
| Vice-Provost | 2. | (1) The Vice-Provost shall
(a) assist the Provost generally in the management and direction of College,
(b) co-ordinate and develop affairs and activities of College,
(c) perform such functions as the Provost may delegate pursuant to the Act of 1997 or otherwise, ¹ and
(d) perform the functions of the Provost during
(i) a vacancy in the office of the Provost,
(ii) the absence or illness of the Provost, at any time, or
(iii) any period for which Board has determined that the Provost is incapable of performing the functions of office. |
| Bursar | 3. | (1) The Bursar shall have and exercise responsibilities with regard to financial and related affairs of College. |
| Senior Lecturer | 4. | (1) The Senior Lecturer shall have and exercise responsibilities with regard to academic and related affairs of College. |
| Registrar | 5. | (1) The Registrar shall have and exercise responsibilities with regard to the Registers and related affairs of the College and University. |
| Dean of Research | 6. | (1) The Dean of Research shall have and exercise responsibilities with regard to the affairs of College relating to research. |
| Dean of Graduate Studies | 7. | (1) The Dean of Graduate Studies shall have and exercise responsibilities with regard to affairs of College relating to graduate studies. |

¹ See section 3 of the Fourth Schedule to the Act of 1997.

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| Senior Dean | 8. | (1) The Senior Dean shall have and exercise responsibilities with regard to the disciplinary procedures relating to academic staff and to the allocation of residential rooms to members of the academic staff. |
| Junior Dean | 9. | (1) The Junior Dean shall have and exercise responsibilities with regard to the disciplinary procedures relating to students. |
| Registrar of Chambers | 10. | (1) The Registrar of Chambers shall have and exercise responsibilities with regard to the allocation of residential rooms to students. |
| Senior Tutor | 11. | (1) The Senior Tutor shall be chosen from amongst the Tutors, and shall have and exercise responsibilities with regard to the operation of the Tutorial Service. |
| Dean of Students | 12. | (1) The Dean of Students shall have and exercise responsibilities with regard to the experience of students in non-academic areas. |
| Proctors | 13. | (1) The Proctors shall have and exercise responsibilities with regard to supplicating the Senate for degrees. |
| Schedule | 14. | (1) Further detailed provisions for the application of this Part shall be set out in Schedule 1. |

Part 2 - Common Provisions on the Annual Statutory Officers

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| Interpretation | 15. | (1) Any reference to Officers in this Part is a reference to the Annual Statutory Officers defined in Part 1 of this Chapter.
(2) Board may provide that this Part, or any part thereof, shall apply in relation to appointment to a position other than as an Officer. |
| Functions | 16. | (1) Each Officer shall
(a) have such powers as are necessary or expedient to perform the functions of office,
(b) comply with the terms of the Declaration taken upon admission to office pursuant to the Schedule on Declarations, and
(c) perform such other functions as may be requested by the Provost or as may be prescribed either by the Statutes or by Board.
(2) An Officer may delegate any of the functions of office to a deputy or assistant, provided that Board has consented in advance to this delegation, and the principles of delegation shall apply. |
| Pro-Officers | 17. | (1) If the circumstances necessitate
(a) Board may appoint a member of College to perform |

- the functions of an Officer for a defined and limited period which shall not normally exceed six months,
 - (b) for limited purposes, and only until the next Board meeting, the Provost may appoint a member of College to perform the functions of an Officer,
 - (c) for a short period of time, an Officer may appoint a member of College to perform the functions of that Officer, and
 - (d) for a single purpose, an Officer may appoint a member of College to perform those functions of that Officer which are necessary for that purpose.
- (2) A person appointed under this section to perform the functions of an Officer shall otherwise be qualified to be elected to that position.

Election

- 18.
- (1) At a meeting during Trinity Term each year, Board shall elect the Officers, normally on the nomination of the Provost.
 - (2) No one shall be elected to the office of Vice-Provost without the consent and approval of the Provost.
 - (3) Serving Officers shall be eligible for re-nomination and re-election.
 - (4) An Officer elected under this section shall, before taking up office, shall make a Declaration before the Provost in the form prescribed by the Schedule on Declarations.
 - (5) An Officer elected at the meeting of Board held pursuant to subsection (1) shall take up office on the day succeeding the end of the Academic Year.
 - (6) Notwithstanding subsection (1),
 - (a) in any year in which the tenure of an outgoing Provost will terminate by effluxion of time, the election of Officers shall be postponed until a meeting of Board which shall be held four weeks after the incoming Provost shall have taken up office, and the Officers previously elected shall hold office until that time; and
 - (b) where the tenure of a Provost terminates in any manner other than by effluxion of time, an election of officers shall take place at a meeting of Board which shall be held four weeks after the incoming Provost shall have taken up office, and the Officers previously elected shall hold office until that time.
 - (7) As soon as possible after the occurrence of a vacancy in the office of any Officer, the Provost shall nominate to Board the name of a candidate for election as a replacement, and Board shall proceed to an election.
 - (8) Officers who are elected at a meeting of Board held

pursuant to subsection (5) or (6) shall take up office as soon as possible thereafter; and, notwithstanding section 19(1), they shall hold office until the end of the Academic Year in which the election took place.

(9) Where there is a vacancy in the office of Senior Tutor, the Provost shall nominate to Board as a candidate for that office a person who has been chosen from amongst the Tutors by means of an election conducted by them.

Termination

19. (1) Officers who have not died, resigned, retired or been removed from office shall hold office until the end of the Academic Year after their election.
- (2) An Officer may resign from office by letter to the Provost; any such resignation may not be withdrawn by the Officer; but it shall not be effective unless and until it has been accepted by the Provost.
- (3) The Provost may invite any Officer to resign; any Officer so invited shall thereupon submit a letter of resignation to the Provost; and the provisions of subsection (2) shall apply.
- (4) An Officer who retires or resigns from College shall thereupon cease to hold that office.
- (5) An Officer who holds an office for which the holder must be a Fellow, but who ceases to be a Fellow, shall thereupon cease to hold that office.
- (6) Officers shall be responsible to Board for the performance of the functions of their offices; and if such an Officer has wholly failed to perform those functions, Board may, after due enquiry, remove that Officer from office.
- (7) If it appears to Board that an Officer has become incapable of performing the functions of office, then it may refer the matter to the Visitors, who may, after due enquiry declare the office to be vacant.

Part 3 - Administrative Statutory Officers

Librarian

20. (1) Board shall appoint a Librarian, who shall be responsible for the Library and the College Archives, pursuant to the Chapter on the College Community.

Treasurer

21. (1) Board shall appoint a Treasurer, who shall contribute to financial planning for College and shall be responsible for developing and implementing related operations and procedures.

Secretary

22. (1) Board shall appoint a Secretary to College, who shall assist it in the performance of its functions.

Common
Provisions

23. (1) The Administrative Statutory Officers described in this Part shall
- (a) make a Declaration before the Provost in the form prescribed by the Schedule on Declarations,
 - (b) comply with the Statutes and the terms of their Declarations, and
 - (c) perform such other functions as may be prescribed either by the Statutes or by Board.