

II. The Warden

A. Retirement, Resignation, and Election

1. The Warden shall give not less than the six m by the Statutes (II.11) of an intention to resign.
2. Upon the occurrence of a vacancy by death, deprivation, or resignation with immediate effect, or in the event of notice of resignation being given, or in anticipation of a forthcoming retirement or expiry of a fixed-term of election, the Sub-Warden shall summon a meeting of Governing Body (minus the Warden, and known as The Electors) to determine the manner in which candidates for Election or Pre-Election as Warden shall be sought.
3. Subject to the provisions of the Statutes the Sub-Warden will establish a Search Committee to advise Governing Body about the process, including the appointment of a consultant if Governing Body deems it appropriate, drawing up the further particulars, advertising the post, and producing the interview schedule, and proposing a method of voting. The Search Committee should as far as possible reflect the make-up of Governing Body.
4. Notice of the timetable for the Election shall be given during the Michaelmas Term of the year in which the Election is to be held.
5. The final Election shall take place in the Chapel at which time the provisions of the Statutes and By-laws relating to the Election of a Warden shall be read, and the Electors shall then make the Declaration prescribed for the purpose (Appendix F), with the scrutineers being the most junior and most senior Fellows by date of election. Any Fellow who has given notice to the Sub-Warden that he¹ has a conscientious objection to being present in Chapel may be excused at this point as this part of the Election is purely ceremonial but his vote may, on his request, be recorded as if present.

B. Duties of the Warden

6. The Warden is charged by the Statutes with responsibility for the well-being of the College as a place of education and scholarship, for its discipline, and for the safety and well-being of all its members. The Warden chairs meetings of Governing Body, General Purposes Committee, Endowment Committee, Tuition and Research Committee, Warden and Tutors Committee, Appeal Committees, and all other committees where the chairmanship has not been delegated to an appropriate officer. The Warden may choose to take the chair at the meeting of any committee.

III. The Fellows

A. Election and Selection

1. Official Fellows are elected at the Stated General Meeting next following the receipt and acceptance of a recommendation for their election from a committee appointed to make such a recommendation. In the case of Professorial Fellowships attached by statute to the College, the College treats the electoral bo sion as equivalent to475.18 28ETQv0.09 Tm0 g0 G[i] TJETQq0.000008871 (

appointment system, is considered to be a legitimate purpose for having a fixed retirement age and the age of 67 is proportionate. In addition, the College, as in effect a partnership of Official Fellows constituting Governing Body (chaired by the Warden) and functioning in a collegial way, operates as a group of self-governing equals amongst which it would be inappropriate to apply performance management tests at a certain age with a view to dismissal on the grounds of lack of competence, whether of the Warden, Tutorial Fellows, or Fellows performing other duties (it being noted that Statute XVII already allows for dismissal for good cause which includes failure to perform and neglect of duties.)

(iii) The retirement age shall be 30th September of the year in which an individual reaches 67.

(iv) The process set out below is aimed at providing a fair procedure for balancing the wishes of an individual wanting to remain in employment beyond the fixed retirement age and the needs of the

Statute XVII on Academic Staff and its corresponding By-law XVI (paras 27 & 44). When the Fellow who has made the request will not be present; and neither will any Fellow who has

Honorary Fellow may be a Member of Governing Body. An Honorary Fellow has all other rights and privileges of Official Fellows; Honorary Fellows take precedence among themselves by the date of their election as Honorary Fellows according to the Statutes. They hold their Honorary Fellowships indefinitely unless deprived for cause.

E. Wykeham Fellows

11. A recommendation from the Development Committee for a Wykeham Fellowship will be considered by Governing Body. Such a recommendation shall include scrutiny and acceptance of the source of the donation. Governing Body may elect up to ten Wykeham Fellows to acknowledge outstanding acts of generosity. Wykeham Fellows are not members of the Foundation, but are listed in the University *Calendar*. Their number and privileges (as for Honorary Fellows) are determined from time to time by Governing Body. A Wykeham Fellow holds his Wykeham Fellowship indefinitely unless deprived for cause.

F. Deprivation

12. The procedures for depriving Official Fellows are contained in Statute XVII and By-law XVI; these apply to all Official Fellows, and to anyone performing academic services for the College on a permanent basis. Emeritus and Honorary Fellows are not so employed and may be deprived for cause. If one or more Fellows consider that an Emeritus or Honorary Fellow has engaged in conduct inconsistent with their continued hold.

College and of the University *in statu pupillari*.

5. The Choristers shall be employees of the College and as such subject to the rules and regulations that relate to employees. They shall be appointed by the Organist by audition and their remuneration shall be such as Governing Body shall from time to time determine.

6. Governing Body may make orders from time to time respecting the duties of all the members of the Choir, and may enforce the same by pecuniary or other penalties.

7. The Chapel Committee consists of the Warden, the Sub-Warden, the Precentor, the Dean of Divinity, the Organist, the Pictures and Chattels Fellow, the Bursar, the Home Bursar, the Head of New College School, the Director of Development, and the Outrider, and such other Fellows as Governing Body deems appropriate; by convention, the Warden delegates the chair of Chapel Committee to the Sub-Warden. The Committee supervises the conduct of the services in, and the general management of, the College Chapel; it makes recommendations to Governing Body from time to time respecting the conduct of services in the College Chapel in accordance with Statute V; it supervises the work of the Organist and the Choir, and makes recommendations to Governing Body respecting that work.

8. The College maintains New College School to educate the choristers of the Choir in the setting of a preparatory day school. Governing Body is ultimately responsible for the management of the school, but has devolved the detailed superintendence of its affairs to the School Committee. The School Committee supervises the management of New College School, reports to Governing Body on a termly basis, and makes recommendations to Governing Body concerning the work of the School and the appointment and terms of service of the Head. Its membership, the articles of governance of New College School, and the terms of reference of the School Committee are contained in Appendix C and D to these By-Laws.

VIII. The Administrative Officers and their Duties

1. Governing Body appoints or elects such officers as are necessary for the effective administration of the College. The Bursar, Home Bursar, and Director of Development are appointed by Governing Body upon terms agreed when a vacancy arises, and upon the recommendation of a selection committee established on each occasion. Their duties are described below. In addition to the officers described in the Statutes (the Sub-Warden and Bursar) and those appointed as above, there shall be a Senior Tutor, a Tutor for Graduates, a Tutor for Undergraduate Admissions, a Dean (and so many assistant Deans as Governing Body shall from time to time determine), a Dean of Divinity, a Chaplain, the Dean(s)

sent, to the Warden, and to each Fellow resident within the limits of the United Kingdom. The stipend of the Sub-Warden is determined by Governing Body. A Fellow who cannot fulfil the duties of the Sub-Wardenship at a time when he would otherwise become Sub-Warden by seniority may defer office by one or more years.

4. *Of the Bursar:* The Bursar exercises general care and management over the estates and property of the College, and its finances, subject to the provisions of Statute II.5 and to such directions as Governing Body may give from time to time. The Bursar is responsible for securing that all income due to the College is received and paid into such bank or banks as Governing Body may agree. Subject to the provisions of the charity law and of the University Statute concerning the form of accounts of the College and the audit and publication thereof, the Bursar shall keep an account in such form as Governing Body may from time to time direct. The Bursar shall also discharge all other functions which usually belong to the office of Bursar, and for which no other provision is made, or which Governing Body may at any time assign.

5. *Of the Senior Tutor:* The Senior Tutor supervises the teaching of undergraduate members of the College, and ensures that undergraduates receive competent teaching, both within the College and outside it; the Senior Tutor keeps records of student progress, and has oversight of the expenditure on teaching given within the College or given by outside tutors. The Senior Tutor acts as secretary to the Tuition and Research Committee and Warden and Tutors Committee.

6. *Of the Tutor for Graduates:* The Tutor f

satisfie

would insure itself against on the basis of ordinary prudence.

2. These risks include damage to the College buildings as the result of fire and other accident, injury to College em

2. The Senior Common Room is regulated by its own rules and conventions, which are approved by meetings of the members of the Senior Common Room, and reported to Governing Body. These are considered as Orders of Governing Body, and in any conflict between these By-laws and the regulations of Senior Common Room, these By-laws shall prevail. In particular, the classes of membership and the rights attached to them are approved by Governing Body from time to time. The classes of membership are:

(a) Ordinary Membership: This is held by all Fellows of the College, except Emeritus, Honorary and Wykeham Fellows. The Ordinary members may use the Senior Common Room at all times, have

Senior Common Room after dinner but not at other times, and may not bring guests to High Table or to the Senior Common Room.

9. All members of the College of not more than twenty-one Term at the Junior Members tables in Hall, and to be members of the Junior or Middle Common Room as appropriate; but they shall not be required to pay any subscription to the Junior Common Room unless they are resident.

10. The Use of Hall and College Buildings: The Hall shall be used when required for the meals of the members of the College, for the Meetings and Examinations mentioned in the Statutes and By-laws, and for any special purpose which Governing Body at any Meeting may approve. When not so required, it shall be available for College Lectures or Examinations. During Full Term, priority in the use of lecture rooms is given to Fellows who require them for the purpose of instruction.

of fact, its reas

by the person presenting the case, in which case copies of their statements shall be made available to the Board and the person concerned at least 14 days prior to the date set for hearing.

35. The person concerned shall be entitled to an oral hearing before the matter is determined by the Board. The parties to the hearing shall be the person concerned (including any person appointed to act for or instead of him), anyone appointed to present the case for removal and any other party which the Board may join at its own discretion. The secretary to the Board, the person concerned and/or that main throughout the hearing; otherwise it shall be for the Board to determine who may be present at any time.

36. The person concerned shall be entitled to present whatever evidence seems relevant, subject to the overall right of the Board to regulate its own conduct of the hearing. At least 10 days before the hearing, the person concerned shall provide the secretary to the Board with copies of any evidence, including medical evidence, on which he wishes to rely. The secretary to the Board shall be responsible for ensuring that copies are made available to Board members and other parties as soon as possible. The person concerned and the person presenting the case for removal may each call two expert witnesses whose statements shall first be presented in writing to the other parties.

37. Any party may produce additional evidence during the hearing subject to any adjournment that may be required to give the parties time to consider and respond.

38. Each party to a hearing shall be entitled to give evidence at the hearing, to make opening and closing statements (either personally or through a representative) and to call witnesses and to question any witness concerning any relevant evidence. Subject to the provisions of these By-laws and of the Statute, the Board may regulate its own procedure and shall ensure that the case is heard and determined as expeditiously as is reasonably practicable.

39. The Board may proceed with the hearing in the absence of any party but shall not do so in the case if it is reasonable to do so in all the circumstances of the case or the person concerned agrees or so requests. Provided that the Chairman remains on the Board throughout, no proceedings of the Board shall be invalid because one member has been unable to continue throughout.

53. Notice of the date, time and place and any directions made by the Chairman shall be served on all parties to the appeal at least 14 days before the date appointed; appellants shall be notified of their right at their own expense to be represented by another person who may, but need not, be legally qualified. The appellant and any other party shall also be notified of their right to call witnesses with the consent of the Appeal Body.

54. Any committee, board or other body shall, if joined as a party to the appeal by the Chairman, appoint one or more persons either from among their number or otherwise, who may, but need not, be legally qualified, to prepare and present the response to the appeal, such response to be served on the Appeal Body, the appellant and any other parties at least seven days before the day appointed for the hearing of the appeal.

55. Any hearing of the appeal may be adjourned or postponed at the discretion of the Chairman. The Appeal Body may dismiss the appeal for want of prosecution. However no decision to dismiss in such circumstances shall be made without first having provided the appellant with an opportunity to make representations whether orally or in writing.

56. Except as provided in By-law XVI (55) above no appeal may be determined without an oral hearing, due notice of which has been served on the appellant and any representative of the appellant.

57. Each party to the hearing shall be entitled to make a statement and to address the Appeal Body. Witnesses may be called with the consent of the Appeal Body. Leave to adduce fresh evidence and/or the calling of witnesses examined at first instance shall only be given if the Appeal Body is satisfied that it is necessary or expedient in the interests of justice.

58. Subject to the provisions of the Statute and of these By-laws, the Appeal Body shall determine its own procedure. The Chairman may set time limits at each stage of the proceedings to the intent that any appeal shall be heard and determined as expeditiously as is reasonably practicable having regard to the principles of justice and equity.

59. In accordance with the provisions of Clause 30 (3) of the Statute the Appeal Body may allow or dismiss an appeal in whole or in part or remit the appeal in such manner and for such purpose as it sees fit within the provisions of Clause 30 (3) of the Statute. In the event that the Appeal Body remits the appeal in accordance with Clause 30 (3) (a)-(d), the Chairman may set appropriate time limits for further consideration.

60. The reasoned decision of the Appeal Body, including any decision under Claus2 841.91 0 595.32 841.92 reW*h

64. Provided that the complainant acts within 10 days of receiving the decision of the Warden under the last preceding clause, the complainant may refer the matter to Governing Body. If a majority of Governing Body so determines, it may appoint a Grievance Comm

XVII. Presentation to Benefices

1. A Benefice Committee shall be appointed annually, as a sub-committee of the Chapel Committee.
2. The duties of the Committee shall be to report to Governing Body respecting vacant benefices, any special circumstances of the parishes concerned, and the kinds of work required in them; and to recommend Clerks.
3. In the selection of Clerks to be recommended to the College, regard shall be had to the character, attainments and experience of the Clerk, their physical capacity for parish work, and their special fi

where the trustees are the JCR/MCR officers and committee members (and notably in relation to the charity law prohibition on the making of political donations by such student unions). In addition, in fulfilling its remit, RAGCO shall ensure that GB Fellows-qua-trustees appreciate that their decisions and actions in the name of the College must always and solely be taken in furtherance of the registered purposes of the chartered charitable corporation and for the delivery of public benefit.

5. Its membership shall be: three Fellows from GB elected for a three-year stint by GB (renewable for another three-year period at the discretion of GB), who may or may not also be a member of GPC; and three non-

insurance cover needed by College and the policy & premium terms offered by insurers for

APPENDIX A

Matters Agreed by Convention

Pream

CHOIR ACTIVITIES SUB-COMMITTEE (reporting to Chapel Committee) The Sub-Committee comprises seven members, all *ex officio* (Sub-Warden as Chair, Precentor as Secretary, Outrider, Bursar, Dean of Divinity, Organist and Head of New College School).

DEVELOPMENT COMMITTEE The Development Committee comprises 12 members, including three who are not currently employed in the College, four Fellows elected annually by Governing Body and five *ex officio* (Warden as Chair, Sub-Warden, Senior Tutor, Fellow Librarian, Bursar). The Committee advises Governing Body on relations with alu

3. Agree any specific requests for financial resource outside of the budget process.
4. Review and make necessary decisions on the management of the Endowment based on reports received from the Endowment Committee.
5. Agree the Risk register annually.
6. Meet at any time required to deal with a serious incident.
7. Receive reports from the REMCO.
8. Approve the register of attendance of Trustees and make any necessary recommendations.
9. Agree and monitor the training and induction programmes for the Trustees.
10. Approve the annual return to the Charity Commission.

It has the general role of dealing with any routine or urgent issue in the College which requires either action or a decision.

HEALTH AND SAFETY LIAISON GROUP (reporting to General Purposes Committee). This sub-committee comprises the heads of departments within the college.

HONORARY AND NON

RISK MANAGEMENT COMMITTEE (reporting to General Committee). This committee comprises the Home Bursar, the Senior Tutor and Dean. It advises the Governing Body on risk management.

SCHOOL OF THEOLOGY The Committee serves the Theology School, New College School, subject to the authority of Governing Body. The Committee comprises the Warden as Chair, the Senior Tutor (Minister), and two further Fellows. The Head of the School *ex officio*. The Deputy Head of the School is also a member. The Committee advises the Governing Body on the running of the School, including the setting of an annual budget and school fees.

STATUTES AND BY-LAWS COMMITTEE The Statutes and By-Laws Committee comprises nine Fellows, four elected annually by Governing Body. The Warden is *ex officio* (Warden as Chair, Bursar as Secretary, Sub-Warden, Senior Tutor, Dean, and the Senior Tutor). The Committee advises Governing Body on the interpretation, implementation and revision of the College's Statutes and By-Laws.

TUITION AND RESEARCH COMMITTEE The Tuition and Research Committee comprises all Fellows who are members of Governing Body and others co-opted from time to time. The Warden is Chair, and the Senior Tutor is Secretary. The Committee advises Governing Body on all matters to do with the teaching of students and research activity within the College.

WARDEN AND TUTORS COMMITTEE The Committee comprises all Fellows with tutorial responsibilities, plus non-Fellow observers with speaking rights, the Cox and Salvesen Junior Fellows the Stipendiary Clergy, and any other individual having tutorial responsibility for a student or students of the College whose presence would be helpful in considering a particular student case. Meetings are chaired by the Warden, and the Senior Tutor is Secretary. Warden and Tutors has responsibility for the academic progress of Junior Members. Governing Body delegates to Warden and Tutors the authority to take appropriate action in individual student cases, according to the appropriate procedures from time to time.

2.

APPENDIX C

Articles of Government of New College School

Introduction

1. New owned and administered by the Warden and Fellows of

Interpretation

2. In these articles the following expressions shall, unless the context otherwise requires, have the following meanings:-
 - a. s mean the articles herein contained
 - b. mean the Head Teacher for the time being of the School appointed by the

a voting member.

4.3

Governor or another appropriate expert external to the College. Other members of the Senior Management Team shall be appointed by the Head, provided that the Deputy Head and a Fellow Governor shall p

land or buildings allocated for the use of the School in accordance with and subject to rules and regulations from time to time determined by the College.

Involvement of Officers of the College

- 7.1 In the discharge of their responsibilities by both the School Committee and the Head, the Officers of the College shall provide such assistance as may be approved by the College as being necessary for the School after consultation with the School Committee and the Head.

Scholarships and Other Awards

- 8.1 The School Committee shall award from the _____ sources, or from any special funds placed at their disposal, Chorister Scholarships to pupils selected as Choristers by the Organist. The extent of the commitment of Choristers to their choral duties shall be agreed by the School Committee together with the _____ -Committee, after receiving the recommendations of the Organist and the Head.
- 8.2 The School Committee may award from _____ or from any special funds placed at their disposal, Scholarships, Exhibitions, Bursaries and Prizes to pupils entering attending or leaving the School in accordance with and subject to rules and regulations from time to time determined by the College. The authority to make such awards may be delegated to the Head.

Religious Worship

9. Pupils in receipt of Chorister Scholarships are required to attend services in the College Chapel as specified by the Organist, as part of the performance of their Chorister duties. The parent, guardian or custodian of any other pupil attending the School may claim by written notice to the Head the exemption of such pupil from attending religious worship or prayers or any lesson of religious education and such pupil shall be exempted accordingly and shall not on account of such exemption be deprived of any advantage or award in the School to which the pupil would otherwise have been entitled.

Variation and Amendment

10. These Articles may be varied by the College at any time.

sub-committees, decisions are subject to ratification by the School Committee acting in committee.

21. The School Committee must lay down specific terms of reference for each sub-committee.
22. The School Committee may co-opt non-members of the School Committee to their sub-committees. Co-opted members of School Sub-Committees are not School Governors (but shall be entitled to indemnity from the assets of the Charity arising out of their appointment and the discharge of their duties). The rules of their co-option are to be laid down by the School Committee and all such co-options are to be approved formally at a meeting of the School Committee

Meetings

23. Meetings of the School Committee shall be held at least once in each School term. Additional meetings may be held at any time, at the instigation of the Chairman or of any three members of the School Committee. Proceedings

Tutors Committee, not the tutors; it is where possible marked or second-marked externally; and failure to attain a given mark or above may result in further academic penalties as detailed under 6) below.)

- d) from Public Examinations (and therefore to suspend their course), the express agreement of the College is required. To effect this the undergraduate will need to contact the Tuition Office.
- e) course and so ceases to be a member of the College and of the University.
- f) College and of the University.

procedure, precedent, and fact, but shall take no active part in its recommendation, withdrawing before the Sub-recommend that a welfare representative from the College be present too where pertinent to the case, that representative also acting strictly in a non-voting and advisory role. The four other members of the Disciplinary Sub-Committee shall be drawn by the Senior Tutor from the members of the panel available at the time and excluding any member of the panel whose complaint forms part of the proceedings, beginning from the junior end of the list, and shall include both male and female members. Members of the panel may disqualify themselves on grounds of personal interest or involvement. If the Sub-Committee of five cannot be made up from the panel, the Senior Tutor shall co-opt additional persons from the list of Fellows.

- d) academic performance and, because of a belated diagnosis, this comes to light only after College has made a decision concerning termination of registration or suspension of registration and does so within twelve months of that decision, College may, at its discretion, review such new evidence by reconvening the original Disciplinary Sub-Committee and, if it decides the evidence would have led it to a different original decision had it been known at the time, then the original decision may be varied

member will attend such meetings.

- e) An Appeal Sub-Committee of Warden and Tutors will hear and decide any appeal against the decision of the Disciplinary Sub-Committee of Warden and Tutors. Any appeal to the Warden will be referred to this committee, and only in cases of emergency will the Warden exercise the power of expulsion and suspension otherwise. The Appeal Sub-Committee consists of the Warden as chair, and four other members drawn from a panel of ten Professorial, Tutorial and Supernumerary Fellows of the College. In drawing up the panel the Senior Tutor shall proceed in the same way as prescribed for the panel of the Disciplinary Sub-Committee, but shall take the second, sixth name and so on or such other ordering as may be appropriate to vary the list from year to year. The four other members of the Appeal Sub-Committee shall be drawn by the Warden from the panel in the same way as prescribed for the Disciplinary Sub-Committee. The decision of the Appeal Sub-Committee is final within the College. No further appeal to the Warden will be entertained, and the decision will be reported to Warden and Tutors Committee, but may not be reopened by the College.

4. First Public Examination

- a)

5. Second Public Examination

a)

opportunity he or she will be deemed to have terminated his or her course. This

APPENDIX F

College Declarations in active use

A. Declaration to be made by the Electors at the Election of a Warden

Domine, tu fidem dabis quod postpositis et cessantibus omnimodis amore favore odio timore invidia partialitate affectione consanguinitatis affinitatis facultatis et scientiæ, necnon acceptione personarum et patriæ et occasione quacunque precis aut pretii, cum omni celeritate qua poteris, eum quem in tua conscientia credideris magis idoneum sufficientiorem discretiorem utiliorem et aptiorem ad subeundum et exercendum Custodis officium nominabis; necnon quod illum, quem nominaveris, speras et firmiter credis, quoad bonum et salubre regimen et diligentem curam ipsius Collegii, personarum et statutorum ac bonorum ipsius Collegii, terrarumque possessionum et reddituum spiritualium et temporalium et jurium eorundem, plus posse proficere ac debere.

Translation:

Master, you will give your pledge that you will nominate with all the expedition you can, the person whom in your conscience you believe to be the most suitable, competent, discreet, useful and well-qualified for understanding and exercising the Office of Warden. You will subordinate and put aside all feelings of liking, personal bias, fear, envy or partiality, all consideration of blood relationship, friendship, faculty or branch of learning; and, furthermore, all respect of persons, nationality and opportunity for gain or reward.

Moreover, that you hope and firmly believe that the person whom you nominate is the best capable and deserving of discharging the good and healthy governance and diligent care of the College, of the temporal with the rights of the same.

B. Declaration to be made by the Warden on his Admission

Ego [N.] in Custodem Collegii Sanctæ Mariæ Wintoniæ a reverendo patre Domino Willelmo de Wykeham fundati in Oxonia præfectus, fidem do, quod dictum Collegium, omnia beneficia terras tenementa possessiones redditus sprituales et temporales jura libertates privilegia et bona quæcunque ejusdem, necnon omnes et singulos Socios et Scholares ipsius Collegii, absque personarum acceptione quacunque, regam custodiam dirigam et etiam gubernabo, et per alios regi custodiri dirigi et gubernari

quovismodo.

Item, quoties aliqua Electio de Scholaribus in Collegia Oxoniæ et prope Wintoniam fuerit facienda, ut solum tales eligantur quos secundum ordinationes et statuta dictorum Collegiorum maxime habiles et idoneos reputaverim, omni favore postposito, quantum ad me pertinet, partes meas fideliter interponam et idem fieri effectualiter procurabo.

Item, de Sociis in dictum Collegium Oxoniæ eligendis et admittendis fidele consilium, omni favore postposito, tribuam et impendam, ut de bonis personis castis modestis honestis, et ad studendum et proficiendum in actibus scholasticas maxime habilibus et idoneis, juxta ordinationes et statuta dicti Collegii, provideatur eidem.

Item, si per me aut occasione mei aliqua dissensionis materia, iræ vel discordiæ, in dicto Collegio (quod absit) suscitata fuerit, si super ipsa materia per Vice-custodem Decanos Busarios et quinque alios dicti Collegii Socios seniores finis rationalis seu placabilis factus non fuerit, tunc arbitrio domini Episcopi Wintoniæ qui pro tempore fuerit, seu ipso in remotis agente, ejus Vicarii in spiritualibus generalis, vel, Episcopali sede Wintoniæ vacante, Custodis Spiritualitatis ejusdem, stabo, et quod eorum aliquis statuerit ordinauerit et definierit in ea parte, fideliter observabo.

Item, quod omnia et singula statuta et ordinationes dicti Collegii Beatæ Mariæ Oxoniæ et etiam

agreement of a majority of them.

Moreover, when an Election of Scholars has to be held in the Colleges at Oxford and Winchester, so far as it concerns me, I shall faithfully discharge my functions without personal bias and efficiently ensure that only such may be elected as I have counted the most capable and suitable in accordance with the regulations and statutes of the said College.

Moreover, in the Election and Admission of Fellows to the said College in Oxford, I shall offer faithful and strictly impartial advice. I shall be concerned that, in accordance with the regulations and statutes of the said College, provision shall be made to elect persons of good, virtuous, temperate and upright character and such as are best qualified and suited to learning and achievement in scholarly activity.

Moreover, if through me or by my contriving any ground for disagreement, ill-feeling or discord unhappily arises in the said College, and if a reasonable or peaceful conclusion on that issue is not reached through the Sub-Warden, Deans, Bursars and five other senior Fellows of the said College, I shall then abide by the decision of the current Lord Bishop of Winchester or, if he himself is involved in other matters, by that of his Vicar General in spiritual matters or, if the episcopal throne of Winchester is vacant, by the Spiritual Guardian of the same; and I shall faithfully comply with what one of these determines, rules and prescribes in that respect.

ad finalem et felicem expeditionem negotiorum dictorum juxta posse instabo, quamdiu vixero in hoc mundo.

Translation:

I, [Name], now admitted as a Fellow of the College of St Mary of Winchester, founded in Oxford by its venerable father, Lord William of Wykeham, give my pledge that I shall faithfully uphold and also observe all the statutes and regulations of the said College, together with those of the College of Blessed Mary at Winchester, so far as they concern myself; and, to the best of my ability, shall ensure that these are upheld and also observed by others.

Further, that I shall be faithful and diligent in any duty for which it shall fall to my lot to be designated and appointed in the same College at Oxford; and when I have been so designated, I shall accept that duty and discharge it as faithfully as possible. I shall be loyal to the said Colleges and, as far as I am able, in no way cause or permit to occur anything injurious, discreditable or prejudicial to the said Colleges, but shall employ my own efforts and those of others, in what ways I can, to prevent the occurrence of such harm. If I cannot prevent it myself, I shall report the matter in full detail to the

Declarations no longer in use

A. Declaration to be made by the Electors to Offices

Domine, tu fidem dabis, quod neminem ad officium
nominabis, nisi quem credideris pro hoc officio exercendo meliorem,
affectione et partialitate cessantibus quibuscunque.

Translation:

Master, you will give your pledge that you will, setting aside any personal feeling or bias, nominate no one for an Office except the one whom you believe to be best for discharging this Office.

B. Declaration to be made by Officers on their Election

Domine, tu fidem dabiis, quod omnia et singula , quæ ad officium
pertinent, bene diligenter ac fideliter facies et etiam observabis.

Translation:

Master, you will give your pledge that you will well, conscientiously and loyally perform and also comply with all and every one of the things that pertain to your Office.