

REUBEN COLLEGE BY-LAWS

Preamble

The College was established in 2019 and is a Society of the University of Oxford under Statute V of the University's Statutes.

The College's objectives are, for the public benefit, to advance graduate-level studies.

This By-Law was made by the College's Governing Body in accordance with powers granted under University Council Regulations 1 of 2019 and came into force 13th July 2020.

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Section I: Governing Legislation

I (1) In accordance with University Council Regulations 1 of 2019:

- (i) **"Reuben College shall be a society through which persons who are graduates of other universities (or in the opinion of the governing body possess comparable qualifications) and who are not members of any college, society, Permanent Private Hall or other institution designated by Council by regulation as being permitted to present candidates for matriculation may be admitted as members of the University." [Reg 1]**
- (ii) **"Reuben College shall be subject to all the statutes, regulations, policies and procedures of the University as they may be from time to time, unless those statutes, regulations, policies or procedures specifically state otherwise. Any powers or duties afforded to a Head of department by statute, regulation, policy or procedure shall fall to the President or their nominee. Where a statute, regulation, policy or procedure specifies an action or role to be carried out by a particular officer that does not exist in or for Reuben College, the Registrar shall appoint an alternate on behalf of Council." [Reg 10]**

Section II: Membership of the College

II (1) In accordance with University Council Regulations 1 of 2019

- (i) **"The governing body may admit to membership of Reuben College:
 - (1) students desiring to work for research degrees;
 - (2) other graduate students desiring to pursue academic work in Oxford;
 - (3) other persons at the discretion of the governing body."** [Reg 2]

II (2) The members of the College shall be:

- (i) A President;
- (ii) The Fellows (other than Honorary Fellows) elected in accordance with section IV of this By-Law;
- (iii) Those persons admitted as students of the College in accordance with section V of this By-Law);
- (iv) Such other persons as the College may at its discretion admit as members.

II (3) Members of another society or of a college, Permanent Private Hall, or other designated institution may migrate to Reuben College on assuming the office of President, or on election as Fellow or, subject to the University Regulations on Readmission and Migration, on admission as a student.

Section III: Presidency of the College

III (1) In accordance with University Council Regulations 1 of 2019,

- (i) **“The President of Reuben College shall be appointed by Council, after it has considered any recommendations which the Governing Body may submit, on such terms and conditions as Council shall determine.” [Reg 5(1)]**
- (ii) **“The President shall be accountable to Council” [Reg 5(2)]**
- (iii) **“The President may hold their office in conjunction with a professorship or other university teaching, or research post if Council, after consultation with the relevant divisional board and other bodies concerned, shall so decide.” [Reg 5(3)]**

III (2) The Presidency shall not be held concurrently with the headship of a department or the headship or a fellowship (other than an Honorary or Emeritus Fellowship) of another college, society, Permanent Private Hall, or other designated institution.

III (3) The President of Reuben College shall be appointed by Council, after it has considered any recommendations which the Governing Body may submit, for a fixed term of five years in the first instance. Following this five year period of initial appointment, the tenure of the President may be extended, up to a maximum of five years at a time, by Council after it has considered any recommendations which the Governing Body may submit.

III(4) On behalf of, and with the approval of, the Governing Body, the President may exercise any powers and shall discharge any duties entrusted to a Head of department by University statute, regulation, policy or procedure. The President may delegate such powers and duties under the authority of regulations or resolutions made by the Governing Body from time to time.

III (5) In addition to the duties specified in section III (2) of this By-Law, the President shall:

- promote the College’s interests and well-being
- play a leading role in the College’s intellectual life, creating an academic environment in which students can excel
- exercise general oversight of the College in all its activities
- preside over meetings of the Governing Body (except as otherwise provided in College Policies and Procedures, or in these by-laws)
- represent the College’s interests throughout the University and promote and represent the College to the wider world
- play a full part in the College’s social life
- be available to all members of the College for discussion on matters of concern to them that bear on the College.

III (6) During any vacancy in the Presidency, or in the absence or during the sickness of the President, an Acting President may be designated by Council from among the Official Fellows of Reuben College, after it has considered any recommendations which the Governing Body may submit. Such Acting President shall have power to undertake all acts which the President is authorised or required to perform.

Section IV: Fellows of the College

IV (1) In accordance with University Council Regulations 1 of 2019:

- (i) “The governing body may elect to Official Fellowships at the society, on terms and conditions determined by the governing body and approved by Council, suitably qualified persons who are employed by the University” [Reg 7]
- (ii) “The governing body may elect suitably qualified persons to other categories of fellowships approved by Council, on terms and conditions determined by the governing body and approved by Council.” [Reg 8]
- (iii) “Official Fellows will be appointed for a period of five years in the first instance, with re-appointment for successive five-year terms, subject to satisfactory performance of their society duties” [Reg 9]
- IV (2) Election to a Fellowship shall be by a simple majority of those (a) present and voting at the meeting of the Governing Body, or (b) signifying consent when consulted by correspondence under the procedure set out in College Policies and Procedures for dealing with Urgent Business.
- IV (3) In no case shall an Official Fellowship of Reuben College be held concurrently with the headship of or a fellowship (other than an Honorary or Emeritus Fellowship) in another society or any college, Permanent Private Hall, or other designated institution.
- IV (4) Any Fellow of Reuben College who ceases to hold the post by virtue of which they were elected to a Fellowship of the College shall immediately vacate that Fellowship.

Section V: College Officers

IV (1) In accordance with University Council Regulations 1 of 2019:

- (i) “The officers of Reuben College shall be appointed by the governing body” [Reg 6]

IV (2) The College’s primary officers, including the Bursar and Senior Tutor, will normally be elected as members of governing body in accordance with their role.

Section VI: Students of the College

VI (1) In accordance with University Council Regulations 1 of 2019:

- (i) Regulation 1 (see Section 1 of these by-laws)
(ii) Regulation 2 (see Section 2 of these by-laws)

VI (2) The Governing Body shall admit students to membership of the College on the basis of their potential to benefit from admission and/or to advance the objects of the College by their academic work or research.

VI (3) The College may present for matriculation into the University any person who has been admitted to the College for the purpose of working for a graduate degree course or any other graduate University qualification requiring matriculation.

VI (4) The Governing Body may also enrol as Associate Students of the College persons who are enrolled on award-bearing courses of study but who are not presented for matriculation into the University. Such Associate Students shall not be admitted to membership of the College but shall nevertheless be required to observe the College regulations relating to student conduct insofar as these regulations are applicable to their circumstances.

VI (5) The Governing Body shall make and publish College regulations relating to student matters such as academic performance, discipline, awards and payments, complaints procedures.

Section VII: The Governing Body

VII (1) In accordance with University Council Regulations 1 of 2019:

- (i) **“The governing body shall consist of the President, who shall be its chair, and Official fellows and such other fellows as shall be made members of the governing body in accordance with the by-laws determined by governing body and approved by Council under regulation 4(1)” [Reg 3]**
- (ii) **“The governing body may from time to time make by-laws which shall be consistent with the statutes, regulations, policies and procedures of the University, and which, when approved by Council, shall be binding on all Fellows of Reuben College.” [Reg 4(1)]**
- (iii) **“The governing body shall also have full powers (subject to the provision of these regulations) to do all that may be necessary to administer Reuben College as a graduate society, subject to the following conditions:**
 - (a) **it shall submit a report annually to Council;**
 - (b) **it shall submit estimates to Council in Hilary term in respect of the ensuing financial year, and shall satisfy Council that no charge will fall on university funds except such as may be provided by Council; and**
 - (c) **the academic policy of Reuben College shall be consistent with the University’s strategies and plans as approved from time to time by Council. In cases in which Council thinks it appropriate, Council may direct the governing body on certain courses of action consistent with those strategies and plans.” [Reg 4 (2)]**

VII (2) Proposals to Council for the adoption of, or any amendment to, each such by-law shall require the approval of at least two-thirds of the members of the Governing Body who are present and voting at the meeting concerned.

VII (3) The Governing Body shall, within its Policies and Procedures, draw up and publish a set of Standing Orders for the proper and effective conduct of its business.

VII (4) The Governing Body shall draw up and publish Policies and Procedures outlining the responsibilities of its members.

VII (5) In addition to those College regulations specified by By-Law, the Governing Body may make and publish such other regulations as it deems necessary for the governance of the College. The adoption of, or amendment to, any College regulation shall require the approval of at least two-thirds of the members of the Governing Body who are present and voting at the meeting concerned.

VII (6) The Governing Body may establish such standing or ad hoc committees as it deems necessary, and shall make and publish College Policies and Procedures for the composition, terms of reference and any delegated powers of standing committees.

VII (7) The Governing Body may delegate (subject to (a) University Council Regulations 1 of 2019 and (b) conditions specified by the Governing Body) power to take decisions on particular matters to a committee or to one or more College Officers or other individuals, whether or not they are members of the Governing Body.

VII (8) The Governing Body may make reasonable donations for educational objects relative to the objectives of the College and for other charitable purposes.

- VII (9) The Governing Body may offer such scholarships and financial assistance to student members, and prospective student members of the College in conjunction with their membership, as it thinks fit.
- VII (10) The Governing Body may establish Research Programmes or Initiatives, subject to the approval of Council in each case, in consultation with (and with the approval of) the relevant divisional board or boards, and provided that each Research Programme or Initiative shall be subject to all the statutes, regulations, policies and procedures of the University, to promote interdisciplinary and collaborative activity for the benefit of members of the College. The Governing Body shall publish a list of such Research Programmes or Initiatives and their main activities.
- VII (11) The Governing Body shall be required to implement any Codes of Practice and Codes of Conduct which may be issued from time to time by the University and shall make such Codes binding on members of the College.
- VII (12) The Governing Body shall cause to be published, and kept updated, a *Student Handbook* and a *Fellows' Handbook* each containing information and advice relevant respectively to students and Fellows of the College.
- VII (13) The Governing Body may elect suitably qualified persons as members of the College's Common Room. It shall make and publish a College regulation for Common Room membership.