

# OXFORD UNIVERSITY GAZETTE



## REGULATIONS FOR OUSU, EMPLOYEES' RETIREMENT DATES, COLLEGE CONTRIBUTIONS SCHEME, COLLEGE ACCOUNTS, AND DEPARTMENTS

SUPPLEMENT (1) TO NO. 4629

WEDNESDAY, 10 JULY 2002

### CHANGES IN REGULATIONS

Council has made Regulations 26–9 of 2002 below to replace certain of the present statutory provisions which will cease to be in force when the existing Statutes are replaced by the new Statutes with effect from 1 October 2002, namely those governing the Oxford University Student Union (Tit. XV, Sect. II, § 1, cl. 8–13, *Statutes*, 2000, pp. 118–19, as renumbered by Statute (2) approved by Congregation on 20 February 2001, *Gazette*, Vol. 131, pp. 645, 672), retirement dates for university employees (Tit. X, Sect. I, provisos (g) and (h), *Statutes*, 2000, pp. 72–3, as relettered by the Statute approved by Congregation on 1 May 2001, *Gazette*, Vol. 131, pp. 890, 939), and the College Contributions Scheme and College Accounts (Tit. XII, Sect. I, cl. 6 and Appendix, and Sect. II, cl. 2–4 and Schedule, *Statutes*, 2000, pp. 81–94). Council Regulations 30 of 2002 below replace and update the present regulations made by the former General Board governing departments and departmental committees (*Statutes*, 2000, pp. 251–2). The regulations will come into effect (i.e. will be formally enacted) on **26 July** and will be effective (i.e. will apply in place of the existing legislation) from **1 October 2002**.

### Council Regulations 26 of 2002

#### REGULATIONS FOR THE OXFORD UNIVERSITY STUDENT UNION

*Made by Council on 10 July 2002*

#### Officers

1. There shall be a President of the Oxford University Student Union and such number of Vice-Presidents as Council shall authorise from time to time.
2. The President and Vice-Presidents may be full-time officers of the Student Union.
3. If the President or any of the Vice-Presidents is a full-time officer, the period of his or her office up to a maximum of one year shall not be counted towards his or her standing for the purposes of any degree, diploma, or certificate of the University other than the Degree of Master of Arts.
4. The President and Vice-Presidents shall be required to reside, on the same basis as is laid down in the relevant regulations governing the residence of student members, for at least six weeks in every Full Term during their period of office.
5. Any prospective candidate for the Presidency or the Vice-Presidencies shall, before his or her name may appear on the ballot paper, obtain the permission of his or her college, society, Permanent Private Hall, or other designated institution (and, in the case of a person reading for a postgraduate degree or diploma, of the relevant divisional board) to stand for election, and the permission of his or her college, society, hall, or other designated institution to reside during his or her period of office, if elected.
6. No one shall be eligible to stand for election to the Presidency or the Vice-Presidencies who is not a student member of the University.
7. No person who has held the office of President or Vice-President shall be eligible to stand for re-election or for election to any of the other three posts.

#### Estimates and Accounts

8. The Student Union shall submit to Council for approval annual estimates in respect of the ensuing financial year, and its accounts shall be published by the University and audited by the University Auditor.
9. The Student Union shall make available to all students and to Council annually a financial report in respect of the last financial year.
10. The reports required under regulation 9 above shall contain, in particular, a list of external organisations to which the Student Union has made donations in the period to which the report relates and details of those donations.
11. Council shall take such other steps as are necessary effectively to monitor the expenditure of the Student Union.

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### Affiliation to external Organisations

12. If the Student Union decides to affiliate to any external organisation, it shall publish, and shall make available to Council and to all student members, notice of its decision stating the name of the organisation and details of any subscription or similar fee paid or proposed to be paid, and of any donation made or proposed to be made, to the organisation.
13. The Student Union shall make available annually to Council and to all student members a report containing a list of external organisations to which the union is currently affiliated together with details of subscriptions or similar fees paid and donations made during the past year.
14. (1) The Student Union shall annually submit to its members for approval a list of affiliations to external bodies and shall also make provision at any time for a requisition by five per cent of its members that the question of continued affiliation to any particular organisation shall be decided by a secret ballot.
- (2) The result of such a ballot shall be binding for one year.

### Complaints Procedure

15. (1) The Student Union shall make available an internal complaints procedure to all student members or groups of student members who are dissatisfied in their dealings with the union or claim to be unfairly disadvantaged by reason of their having exercised the right to opt out of membership of the union.
- (2) If having exhausted the internal complaints procedure the complainant remains unsatisfied, he or she may refer his or her complaint to Council which shall appoint an independent person to investigate and report on complaints.
- (3) Where a complaint is upheld at this stage, the Student Union shall make an effective remedy.

### Council Regulations 27 of 2002

#### REGULATIONS FOR THE RETIREMENT DATES OF UNIVERSITY EMPLOYEES

*Made by Council on 10 July 2002*

1. Every employee of the University specified in section 13 of Statute XIV shall retire not later than the 30 September immediately preceding his or her 66th birthday, and every other employee of the University shall retire not later than the 31 July immediately preceding his or her 66th birthday, subject to regulations 2–4 below.
2. Any person may elect to retire on, or at any time after, his or her 60th birthday.
3. Council may make arrangements to provide for the continued employment in special cases of a person who wishes to remain in the employment of the University and whose services for the University it desires to retain, but no person shall continue in the regular employment of the University after:
- (1) if subject to the jurisdiction of the Visitation Board, the 30 September immediately preceding his or her 71st birthday; or
- (2) if not subject to the jurisdiction of the Visitation Board, the 31 July immediately preceding his or her 71st birthday.
4. (1) Any person who:
- (a) is subject to the jurisdiction of the Visitation Board,
- (b) at 1 July 1985 held an appointment (whether or not of the University) with entitlement to hold office at least until his or her 67th birthday (or any such person then holding an appointment to which he or she was appointed on the basis that if subsequently reappointed he or she would be entitled to hold office at least until that age), and
- (c) has continuously since then held an appointment or appointments with such entitlement,
- shall not be required to retire before the 30 September immediately preceding his or her 68th birthday.
- (2) In determining whether such appointments have been held continuously, any interval between a successful application for, and the taking up of, an appointment shall be disregarded.
- (3) Appointments accepted by, but not taken up until after, 1 July 1985 shall be deemed to be held at that date.

### Draft Regulations 28 of 2002

#### REGULATIONS FOR COLLEGE CONTRIBUTIONS AND THEIR DISTRIBUTION

*Made by Council on 10 July 2002*

1. The Regulations for College Contributions and their Distribution shall be constituted by the provisions of clause 6 of, and the Appendix to, Section I of Title XII of the Statutes of the University as in force at 30 September 2002.

[End of Congregation Regulations 28 of 2002]

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## Congregation Regulations 29 of 2002

### REGULATIONS FOR THE ACCOUNTS OF THE COLLEGES

*Made by Council on 10 July 2002*

1. The Regulations for the Accounts of the Colleges shall be constituted by the provisions of clauses 2–4 of, and the Schedule to, Section II of Title XII of the Statutes of the University as in force at 30 September 2002.

[End of Congregation Regulations 29 of 2002]

## Council Regulations 30 of 2002

### REGULATIONS FOR DEPARTMENTS

*Made by Council on 10 July 2002*

#### Heads of Department

1. Each department recognised by a divisional board under section 12 of Statute VII shall have a head of department, whose appointment shall be in accordance with arrangements laid down by Council by regulation (see the Regulations for Academic and other Posts).

2. The head of each department shall have such functions and powers as are or shall be assigned to him or her by the statutes and regulations, or by Council.

#### Departmental Committees

3. Each department recognised by a divisional board under section 12 of Statute VII shall have a departmental committee.

4. The membership of a departmental committee shall be confined to faculty members working in the department and to academic-related staff of grade RSII and above, or of grade ALC3 and above, who work in the department and have more than three years' service in the employment of the University in RS or ALC grades.

5. Subject to the provisions of regulation 4 above, the number of members of which a departmental committee is to consist, the balance between elected members and those who are members by virtue of holding any office (and the method of election of the former and the definition of the latter), and the provision (if any) for co-opted members, shall be matters for settlement within the department concerned, as the need arises, in the light of the circumstances in that department, subject in every case to the approval of the relevant divisional board, which shall have the right to modify a particular provision concerning these matters if it thinks fit on grounds of general university policy.

6. The initial constitution of the departmental committee for any department shall be determined as follows:

(1) All the faculty members working in that department shall at a meeting (or meetings) to be summoned by the head of the department draw up for submission to the divisional board agreed proposals concerning the matters specified in regulation 5 above.

(2) After the divisional board has approved these proposals (or such modification of them as it may think fit) they shall become the constitution for that department, and a committee constituted in accordance with them shall be set up immediately.

7. Subject to the approval of the relevant divisional board, a departmental committee may at any time amend its constitution.

8. The functions of a departmental committee shall be to advise the head of the department on all matters affecting the department, with particular reference to:

- (1) annual estimates;
- (2) allocation of resources and accommodation;
- (3) junior academic appointments.

9. Subject to the provisions of regulation 8 above, a departmental committee may make such rules governing its proceedings as it thinks fit, on condition that:

- (1) meetings shall be held not less than once a term;
- (2) minutes shall be kept of each meeting.