



GRAY'S
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Rule Book

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PART I: RULES APPLICABLE TO MASTERS OF THE BENCH

1: PENSION

1. The Treasurer, or in his absence the Vice-Treasurer, or in the absence of both of them the Master present who has last served the office of Treasurer, shall preside at Pension. 12 Masters shall constitute a quorum.
2. No contested motion shall be put to a vote in Pension unless both proposed and seconded.
3. Pension may from time to time direct that a resolution of Pension is recorded in the Rule Book if, in the opinion of Pension, it is of special importance to the governance of the Society.
4. Notes of the proceedings of every Pension and, unless otherwise ordered by Pension, the reports of all Committees presented to Pension shall be indexed and placed on permanent record.
5. The members of Hall nominated to sit on the Management Committee in accordance with Order 3.11 shall be entitled to sit and speak but not to vote in Pension. Provided that they shall withdraw while the suitability of any person for election to the Bench is under discussion and on any other occasion on which the Treasurer rules in his discretion that it would be inappropriate for a member of Hall to be present.
6. The Under Treasurer shall have a Voice but not a Vote in Pension, and shall withdraw from Pension whenever the members of Hall referred to in the preceding clause are required to absent themselves, unless on any occasion he is requested by the Treasurer to remain.

2: THE TREASURER

1. The new Treasurer shall preside in Hall without any installation.
2. At the first Pension in the Hilary Term the outgoing Treasurer shall preside until the Minutes have been read and agreed. The Senior Master present shall then move formally that the new Treasurer do take the Chair, and he shall do so. Any Motion about the outgoing Treasurer shall be moved **before** the new Treasurer has taken the Chair.
3. If the new Treasurer is unable to be present at the first Pension in Hilary Term, his installation shall be postponed until such Pension as he can attend.

3: THE VICE-TREASURER

Election of the Vice-Treasurer

1. On the day selected by the Treasurer in the first week of May the Under Treasurer shall send by email to every Master who:
 - (a) will have been a Master of the Bench for 14 years or upwards on 1 January the following year, and
 - (b) is a full governing Bencher and not a Senior or Retired Master, and
 - (c) has not held the office of Vice-Treasurer or Treasurer,a letter inviting them to state within 14 days from the date of the letter whether they are willing to stand as a candidate for election as Vice-Treasurer and, if so, confirming that they satisfy the criteria in Standing Order 2(14) (b) and (c) or would wish to seek the dispensation of Pension and, if so, setting out shortly the grounds.

2. A Master so invited may:
 - (a) express their willingness to stand as a candidate for election as Vice-Treasurer for the following year, or
 - (b) state that they are unwilling so to stand in the following year, but would be willing to do so for a subsequent year, or
 - (c) state that they do not wish so to stand for the following or any subsequent year.

Any Master expressing their willingness to stand for election as Vice-Treasurer for the following year shall also confirm that they will, unforeseen contingencies apart, be able, in the Michaelmas Term of the following year, to satisfy the conditions specified in Order 2.11-2.13.

3. Within 14 days after the expiry of the period within which Masters must state whether or not they are willing to stand, any Master who is willing to stand for election as Vice-Treasurer in the following year may, by arrangement with the Under Treasurer,

examine the list of those who are also willing to do so, and may then, in the light of such examination, state that they no longer wish to stand for election for the following year.

4. Twenty-nine days after the date of the letter, the Under Treasurer shall:
 - (a) if not more than a single candidate for election as Vice-Treasurer remains, so inform the Treasurer in order that an appropriate announcement may be made, or
 - (b) if there remain two or more candidates, send to all eligible Masters by email the name of every Master standing for election as Vice-Treasurer for the following year accompanied by a short statement of biographical details and the link to the online ballot with instructions on the ballot process.

5. A Master will cast their vote online but may only do so once. A Master shall be entitled to cast as follows:
 - (a) if there are two candidates, to cast a single vote for the candidate of their choice;
 - (b) if there are three candidates, to vote for the candidate of first choice and vote for the candidate of second choice, or
 - (c) if there are more than three candidates, to cast votes for the candidates of first choice, second choice and third choice.

6. At the expiration of 14 days after the online ballot has been opened, and after the votes have been cast, they will be downloaded and passed to the Under Treasurer. The Treasurer, having assured him/her self of the accuracy of the ballot will declare the name of the elected candidate. The candidate elected shall be the one receiving the most votes and, in the event of a tie, the Treasurer shall complete the election by lot.

7. The name of the Vice-Treasurer elect shall be announced by the Treasurer at the next Pension following the completion of the election.

8. Unless a Master has stated that they do not wish to stand for election as Vice-Treasurer for the following or any subsequent year, every Master satisfying the requirements specified in Clause 1 of this Rule shall continue from year to year to receive the invitation to stand.

4: ELECTION OF MASTERS OF THE BENCH

Members of Hall

1. The list of candidates prepared by the Election Information Committee shall contain the names of a number of members of Hall equal to the number of additional Masters to be elected plus 50% (rounded up if there is an odd number of vacancies). At least one third of applicants who are self-employed silks or juniors should be based out of London.
2. Each application will be accompanied by the proforma which is at Appendix 1 which will seek the following information:
 - (a) The member's date of birth, Call to the Bar and appointment to Silk (if applicable);
 - (b) A list of Committees of the Inn, the Bar Council (or other professional body) Circuit, or Specialist Bar Association, on which the member has served and of other work done for the Inn, with dates;
 - (c) A short description of the member's practice or employment with details of any part-time judicial or similar appointments;
 - (d) A description of any past contributions to the Inn (not covered at b) and what future contributions are contemplated;
 - (e) Demonstration of a good understanding of diversity issues: that they demonstrate appropriate behaviours in their professional life, and that they are proactive on diversity matters. This is not of itself intended to promote the appointment of under-represented groups and, accordingly, being a member of an under-represented group is not of itself evidence (or even an indication) that an individual meets the diversity standards required to be a Bencher;
 - (f) A short description of the motivation to apply to be elected as a Bencher.
 - (g) The names of 3 people who might provide References. The EIC will decide whether to seek references and if so, would provide specific questions they would wish the Referees to answer.

3. On request, the EIC will provide feedback to any candidate after the election has been completed.

Distribution of ballot papers

4. At least 14 days before the Election Pension, the Under Treasurer shall send to every Master by email information about each of the candidates with instructions on the voting process.
 - (a) There will be one online ballot for a group comprising of self-employed silks and juniors and another online ballot for employed barristers, members of the Inn who have become solicitors, and those who, under the previous rules, were required to relinquish status as a barrister and their membership of Gray's Inn. These ballots will contain the names of those selected by the EIC from the applications received. Information on each of the candidates will be made available by the EIC to allow Pension to consider fairly the merits of that candidate. Each ballot shall be accompanied by the candidates' application along with a short statement of reasons by the EIC giving their reasons for their selection of each candidate.
 - (b) There will be a separate online ballot for the Non-Practising Distinguished Members of Hall category containing the names of those selected by the Treasurer and his Advisers. This ballot will be accompanied by a short statement of biographical details.
 - (c) The online ballot will close 12 days after the Election Pension to allow Benchers to vote in the knowledge of any comments on the candidates made at the Election Pension.

Voting

5. A Master will cast a vote online but may only do so once.

6. A Master completing an online ballot shall be entitled to cast as many votes for candidates on the list as there are additional Masters to be elected, but may not cast more than one vote to any one candidate.
7. At the Election Pension the Treasurer shall afford to each Master present the opportunity of speaking (if they so wish) in favour of or against the election of each candidate on the list. Each Master will have 12 days after the Election Pension, or to a time stipulated by the Treasurer to cast their votes online.
8. After votes have been cast, they will be downloaded and passed to the Under Treasurer. The Treasurer will then conduct a random audit to ensure the accuracy of the work before declaring the names of those elected. The names of those elected shall be published on the website seven working days after their election and shall be recorded in the Minutes of the Election Pension.
9. The candidates elected shall be those for whom the largest number of votes has been cast save that in the event of a tie for the last candidate to be elected, the Treasurer shall draw lots. At the conclusion of the election, the Under Treasurer shall give to the Chairman of the Election Information Committee a list of the number of votes cast for each candidate on the ballot for use by that Committee solely in the discharge of its duties. The Under Treasurer shall then delete the online voting details.

Honorary Masters of the Bench

10. Having decided on nominations for selection as Honorary Benchers, the Treasurer and his advisers should also recommend an existing Master to be the mentor for each nominee, for approval by Pension. The mentor should write to the Honorary Bencher and encourage him to attend a normal Inn event, such as a mixed messes or concert evening, at which the mentor will be present to encourage the new Honorary Bencher to take part in the activities of the Inn.

APPENDIX 1

To Rule 4



**GRAY'S
INN**
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Application for Those wishing to be considered for Election to the Bench of the Honourable Society of Gray's Inn

Eligibility

It is unlikely that an applicant (whether Silk, Junior or from the Employed Bar) will have acquired the necessary skills and expertise required to act as a Bencher in the governance of the Inn without extensive experience in practice. Such experience would not generally have been acquired by an applicant before they had undertaken about 15 years post call Bar practice, or the professional equivalent. The minimum level of such experience required is 10 years but for the guidance of applicants they should be aware that in general it will be rare for a candidate of less than 15 years' experience to be able to meet the criteria.

Submission

All candidates are to submit this application electronically in accordance with the instructions that will be notified. Candidates are requested to complete the proforma to the best of their ability and it will then be considered by the Election Information Committee (EIC) who will select on the basis of those who best meet the criteria as laid down Standing Order 13.9. Applications if selected by the EIC for election will be viewed by Pension.

References

All candidates are to provide contact details for 3 people who might provide references. The EIC will decide whether to seek references and if so, will provide specific questions they would wish the Referees to answer.

Name: Click or tap here to enter text.

Date of Birth: Click or tap here to enter text.

Date of Call: Click or tap here to enter text.

Circuit/Location of Work: Click or tap here to enter text.

Year appointed Silk (if applicable): Click or tap here to enter text.

For Employed Bar, state your current role:

Click or tap here to enter text.

A short description (no more than 200 words) of the member's practice or employment with details of any part-time judicial or similar appointments:

Click or tap here to enter text.

Provide a short description of the motivation behind your wish to be elected as a Bencher (max 200 words).

Click or tap here to enter text.

What Service have you provided to the Inn (max 200 words):

Click or tap here to enter text.

What service will you provide to the Inn (Max 200 words):

Click or tap here to enter text.

What service have you provided to the profession e.g. Bar Council, Circuit, Specialist Bar Association, legal services etc (Max 200 words):

Click or tap here to enter text.

List any official appointments (by the Lord Chancellor, Attorney General, other appointers):

Click or tap here to enter text.

Provide a demonstration of your understanding of diversity issues including a demonstration of appropriate behaviours in your professional life, and that you are proactive on diversity matters; this is not of itself intended to promote the appointment of under-represented groups. Accordingly, being a member of an under-represented group is not of itself evidence (or even an indication) that an individual meets the standard required (Max 200 words):

Click or tap here to enter text.

State any other information to support your application (merit, standing at the Bar, contribution to Circuit, Specialist Bar Association etc)(Max 200 words):

Click or tap here to enter text.

Provide the names and contact details (email addresses) for 3 Referees. The EIC will decide whether to seek references and if so, will provide specific questions they would wish the Referees to answer :

- a. Click or tap here to enter text.
- b. Click or tap here to enter text.
- c. Click or tap here to enter text.

5: FINANCIAL OBLIGATIONS OF MASTERS

1. As soon as practicable after his election, a newly elected Master, having paid an initial bench contribution in a sum determined by Pension from time to time or having obtained the consent of the Treasurer to pay otherwise than by one payment, shall, by a motion duly proposed at Pension, be invited to take his seat in Pension and accorded a Voice and Vote. Existing Masters are encouraged to introduce themselves to the new Master after the Pension at which he is accorded a Voice and Vote.
2. A Master who at the time of his election is permanently resident overseas shall not, unless and until he ceases to be permanently resident overseas, be required to pay his initial bench contribution but shall not have a Voice and Vote in Pension or be eligible for election as Treasurer until he pays that contribution.
3. Every Master, who is not excused from doing so, shall pay an annual bench contribution of an amount determined by Pension⁷, and shall make arrangements to pay this and any other sums owed to the Inn by direct debit. Any Master who fails to complete a direct debit mandate, or defaults on a direct debit payment, shall be charged the full cost to the Inn of processing a payment by other means.
4. A Master who resigns from the Bench shall not be entitled to a refund of any part of his bench contribution paid for that year.

⁷ Bench contributions are used to subsidise Bench Meals and entertainment, to purchase silver griffins to celebrate the 50th anniversary of call of their fellow benchers and to fund parties and gifts for the staff who leave.

6: SENIORITY OF MASTERS

1. Subject to the succeeding provisions of this Rule, every Master shall take his place in Hall according to the date of his election as a Master. Masters elected on the same date shall take their places in Hall according to the dates of their respective Calls to the Bar. The Treasurer, when present, shall preside in Hall.
2. Any Master holding the office of Lord High Chancellor of Great Britain shall (except during his year of office as Treasurer) take his place next in order of seniority to the Treasurer. Any Master holding the office of Prime Minister of the United Kingdom shall (except during his year of office as Treasurer) take his place next in order of seniority to the Treasurer and the Lord High Chancellor, if also a Master.
3. An Honorary Master shall take his place in Hall according to the date of his election as a Master, unless he holds the office of Lord High Chancellor of Great Britain or Prime Minister in which case, he shall take his place in accordance with paragraph 2 above as if he were a Master. An Honorary Master, or a Master who has not yet been accorded a Voice and Vote in Pension, shall not preside in Hall if any other Master is present.

7: DINING BY THE BENCH

Rota nights

1. All nights in Dining Term shall be Rota Nights except Pension Nights, Moot Nights, Friday Concert Nights, Grand Days, Guest Nights and Call Nights.
2. The Under Treasurer shall be responsible for ensuring that there are sufficient Masters on the rota to ensure that there are sufficient to run each mess on mixed messes nights or to ensure that the Bench is adequately represented at other Qualifying Sessions.
3. A Master of the Bench who is on the Rota shall make every effort to dine personally, but if he cannot do so, it shall be incumbent upon him to arrange for another Master of the Bench to take his place, and notify the Under Treasurer's office not less than 72 hours before the night with the name of the substitute.
4. Any Master who is an ex-Treasurer or who has passed his 72nd birthday may have his name removed from the Rota for dining in Hall.
5. A Master who attends an out of London advocacy training event, or the Introductory or out of London weekends for students, or organizes BPTC events out of London, shall be deemed to have attended a Rota Night.

Guest nights

6. Unless Pension otherwise decides, there shall be two Guest Nights in the Michaelmas Term, three in the Hilary Term, and one in the Easter and Trinity Terms on dates to be appointed by Pension.
7. The Treasurer may bring up to three Guests, including a spouse or partner on any Guest Night.

8. The number of guests, excluding those invited by the Treasurer shall not exceed twenty-two. No Master shall invite more than one Guest on any Guest Night, or shall invite as his guest his spouse or partner.
9. Masters intending to dine on Guest Night must notify the Under Treasurer not less than 18 working days before the date of the name of their guest. The places of those who fail to do so will be offered to those on the reserve list.
10. Priority for places at a Guest Night in one term will be given to Masters who have not brought a guest to Guest Night in the previous term. This rule does not apply to the Treasurer.

Grand Day

11. The appointment of Grand Day in the Michaelmas Term shall be entered on the Minutes of Pension.
12. A list of the Guests intended to be invited for each Grand Day shall be laid before the Bench for approval at a Pension preceding the commencement of the Term in which Grand Day is to be held. The number of guests is usually 15.

Guests on other nights

13. Any Master may be at liberty to invite guests in addition to his spouse to dinner on Friday Night and to lunch on Sunday in term. On Wednesdays, other than Pension nights, he may invite a guest other than his spouse to dinner.
14. The Treasurer may invite to dine at the Bench Table any member of Hall who has attained high office overseas.
15. On special occasions of the Society the Treasurer may invite to dine at the Bench Table a guest or guests of the Society appropriate to the occasion.

Loyal toasts

16. It is placed on record that the custom of this Inn is that when the Bench dines alone or with its guests, Benchers remain seated when honouring the Loyal toasts whether a member of the Royal Family is present or not.

8: MANAGEMENT COMMITTEE ELECTIONS

1. On a day selected by the Treasurer in the last week of the month of September, the Under Treasurer shall send by email to every qualified Master a letter inviting them to state within 14 days from the date of such letter whether they are willing to stand as a candidate for election to the Management Committee.
2. Within 14 days after the expiry of the period of 14 days mentioned in Rule 8.1, the Under Treasurer shall send to all eligible Masters by email a list giving the name of every qualified Master who has expressed their willingness to stand as a candidate for election to the Management Committee accompanied by a short statement of biographical details and the link to the online ballot with instructions on the voting process and stating the number of vacancies for Masters to be filled with effect from 1st January the following year .
3. A Master will cast their vote online but may only do so once. Every Master shall be entitled to cast as many votes as there are vacancies to be filled, but shall not be entitled to cast more than one vote for any qualified candidate.
4. At the expiration of 21 days from the date of opening the online ballot, and after the votes have been cast, they will be downloaded and passed to the Under Treasurer. The Treasurer, having assured himself of the accuracy of the ballot will declare the name of the elected candidates. The candidates elected shall be those for whom the largest number of votes have been cast and, in the event of a tie, the Treasurer shall draw lots.
5. In this Rule:
 - (a) The expression "a qualified Master" means a Master who is not and has not been Treasurer, who has not become a Senior or Retired Master, and who either:
 - i. has not been an elected member of the Management Committee; or

- ii. as at 1st January following will have ceased to be an elected member of the Management Committee for a period at least as long as the period for which he last served continuously as an elected member.
 - (b) The expression "in self-employed practice" means in full time self-employed practice at the Bar of England and Wales, and references to a self-employed practising Master or Barrister, a Master not in self-employed practice, a member of the Management Committee or a candidate shall be construed accordingly.
6. If apart from this sub-Clause there would be fewer than four barrister Masters in self-employed practice among those who on 1st January following the election would be the members of the Management Committee, then that one candidate among the Masters not in self-employed practice initially elected who received the smallest number of votes shall be deemed not to have been elected and this place shall be filled by that one of the self-employed practising candidates who was not initially elected who received the largest number of votes cast. In the event of a tie the Treasurer shall cast lots. This process shall if necessary be repeated until there are four self-employed practising Masters among the elected members of the Management Committee on 1st January following the election. If there are not sufficient candidates to ensure that there are four self-employed practising Masters on the Committee, Order 3.15 shall be deemed to apply.
7. Before 1st January of the following year, the Treasurer shall announce the names of the qualified Benchers finally elected to fill vacancies for Masters in the Management Committee. The announcement by the Treasurer shall be conclusive. No accidental error or omission shall invalidate any election.
8. If a self-employed Master who is a member of the Management Committee ceases to be in self-employed practice and in consequence there are fewer than four elected members of the Management Committee who are Masters in self-employed practice, that Master shall be deemed to have retired from the Committee on the day their self-employed practice ceased.

9. The decision of the Management Committee as to whether a Master who is a member or a candidate for election to the Management Committee is in self-employed practice or as to the date on which such a Master ceased to be in self-employed practice shall be conclusive.

9: MEMBERSHIP OF COMMITTEES

1. During the Michaelmas Term the Selection Committee shall meet and shall appoint, in accordance with Order 4, a Chairman and ordinary members of each Committee and Sub Committee mentioned in Order 4.8 .
2. At the Pension held at least 14 days before the meeting of the Selection Committee, the Treasurer shall remind Masters of the meeting and invite those with an interest in serving on particular committees to inform him of their wishes, preferably in writing. The Selection Committee shall take account of the wishes of Masters expressed to the Treasurer, but shall be in no way bound by them.
3. A member of any of those Committees mentioned in Order 4.8 (including the Chairman and Vice-Chairman) may resign on giving notice in writing to the Treasurer.

Transitional arrangements

4. The aim of the transitional arrangements is to ensure that at the end of a three year period, there is a natural rotation of one third of members of a committee. If a third of the members of a committee have died or retired or resigned by the end of the year, it may not be necessary to implement these arrangements in that year. If more than one third have done so, regard should be had in appointing replacements of the need to avoid too many members of a committee having to retire at the same time.
5. At the end of the first year a vacancy of one third of the members of the committee shall be created by adding to the names of those who have resigned, retired or died during the year as many of the longest-serving of the existing members as are required to fill the quota. This process shall be repeated at the end of each of the next three years.
6. In relation to the Education Committee and its Sub-Committees the above provisions shall be modified by substituting “four” for “three” and “one quarter” for “one third”.

7. In relation to the Barristers' Committee, annual elections for a third of the elected self-employed and employed barristers shall take place in the Michaelmas Term.

10: RESPONSIBILITIES OF DESIGNATED AND DEPARTMENTAL MASTERS

(The general responsibilities of all Designated and Departmental Masters are set out in Standing Order 5)

Master of the Estate

1. To ensure that the leases and other arrangements with the tenants and residents are legal and in the interests of the Inn, and if in doubt to refer the matter to the Management Committee.
2. To ensure that the estate is managed, and any works to it are carried out, in accordance with the current legal requirements.
3. To consider whether it is appropriate to issue legal proceedings in respect of any leases or tenancies or any other matter connected with the estate.
4. To satisfy himself that the Estates Bursar and his staff are competent and efficient, and, if not, to bring it to the attention of the Treasurer.
5. To satisfy himself that proper control measures are in place to prevent fraud by its employees or contractors against the Inn in relation to the estate, and if not, to bring it to the attention of the Management Committee.

Master of the Walks

6. To liaise with the gardeners and encourage them in their work. In consultation with the gardeners, to make suggestions for the maintenance and improvement of the planting and landscaping of the Squares and the Walks. Provided that any ideas that require expenditure outside the normal budget should be referred to the Management Committee for approval.
7. To satisfy himself that the gardeners are competent and, if not, to bring it to the attention of the Under Treasurer.
8. To ensure that all the trees are inspected regularly to make sure that they are in good health and are not in a dangerous condition.

Master of Finance

9. To ensure that the annual budget and accounts are prepared on time, and that management finance reports are prepared half yearly and presented to the Management Committee.
10. To ensure that the activities of the Finance Department are lawful.
11. To satisfy himself that the Financial Controller and his staff are competent and efficient, and, if not, to bring it to the attention of the Treasurer.
12. To satisfy himself that proper control measures are in place to prevent fraud by its employees or contractors against the Inn in relation to the handling of its finances, and if not, to bring it to the attention of the Management Committee.
13. To satisfy himself that proper procedures are in place to audit the amount and signatures on cheques, and that these comply with the authorities approved by Pension and the Management Committee.
14. To satisfy himself that the financial agencies with whom the Inn has dealings are honest, skilled and provide value for money, and if not, to bring those concerns to the attention of the Management Committee.
15. To ensure that the Inn's pension fund is maintained at an adequate level to meet its obligations.
16. To keep watch, or ensure that a watch is kept, on financial developments outside the Inn and that best practice is adopted.

Master of the House

17. To liaise with the Catering Manager and ensure that high standards are maintained and encourage new ideas.
18. To satisfy himself that the Catering Manager and his staff are competent and efficient, and, if not, to bring it to the attention of the Treasurer.
19. To help to resolve tensions between maximising the catering income and ensuring that the standards and ethos of the Inn are maintained.
20. To help to resolve tensions between the conflicting needs of all users of the Inn and try to ensure that their reasonable needs are met.

21. To ensure that the catering contractors meet their contractual obligations, and set in hand arrangements for the replacement of the contractors if they are not satisfactory.
22. To satisfy himself that proper control measures are in place to prevent fraud by employees or contractors against the Inn in relation to the catering arrangements, and if not, to bring it to the attention of the Management Committee.
23. In relation to the cellar, to be accountable for the budgetary control and administration of the purchase, sale, recording, storage and consumption of wines and spirits in the Inn. In respect of the choice of wines to be purchased or sold by the Inn, he will be guided but not bound by the advice of the Master of the Cellar, both as to particular wines and as to the stocks to be held. It is not his duty to choose the wines for consumption by the Bench or by Hall on any particular occasion.

Master of Administration and Modern Records

24. To satisfy himself that the Treasury Office is conducted as efficiently and economically as possible, and that the Under Treasurer and the Treasury Office staff are competent and efficient, and if not, to bring it to the attention of the Treasurer.
25. To ensure that the work of the senior members of staff is coordinated efficiently and harmoniously.
26. To satisfy himself that proper control measures are in place to prevent fraud by those employees, or contractors with the Treasury Office, against the Inn, and if not, to bring it to the attention of the Management Committee.
27. To ensure that there are proper procedures in place for the recruitment of staff, to ensure adequate staffing levels, and to have general oversight of the contractual terms and working conditions of the staff.
28. To participate in the annual review of wages and salaries.
29. To ensure that the Inn has proper procedures in place for ensuring that the staff handbook is kept up to date, and that the staff have and are made aware of training opportunities.

30. To ensure that the Inn complies with its legal obligations towards its employees, and to make himself aware of best practice in that field.
31. To meet with the under Treasurer at least once a term to discuss these matters and to keep himself informed of any potential problems or new procedures.
32. To ensure that the Inn's arrangements for admission and Call to the Bar comply with the relevant Regulations and are fairly operated.
33. Unless and until the Management Committee decides that it is necessary to create a Designated Master of Modern Records, to give advice when requested or to ensure that such advice is obtained in relation to:
 - (a) Data Protection and other legislation specifically affecting the keeping of records, particularly digital records;
 - (b) the impact of any new legislation as it affects data and record keeping;
 - (c) if the Inn should decide to proceed with an Electronic Records Management System, any legal issues arising from so doing;
 - (d) copyright and contract issues affecting reproduction of images.

Master of the Library

34. To have overall responsibility for and be accountable to the Management Committee for the provision of the Inn's library service within the annually agreed budget and to represent the interests of the Library on the Committee.
35. Within that overall responsibility, to advise on the appropriate manning levels, the range and scale of the collection, the development of improved facilities and services and the implementation of the Inn's undertaking to provide a specialist collection of international law materials.
36. Together with the Librarian to represent the Inn on the Inns of Court Libraries' Liaison Committee.
37. A member of Management Committee is to be appointed by the Chair to provide liaison with the Gray's Inn Barristers' Committee.

Master of Silver

38. To ensure that all the Inn's silver is accounted for and is insured at the right value.
39. To make recommendations to the Management Committee about the acquisition or disposal of pieces of silver.

Master of Pictures

40. To advise on the acquisition, disposal, hanging and maintenance of the Inn's pictures.
41. To check annually that all the Inn's pictures are accounted for and appropriately insured.

Master of the Cellar

42. To have responsibility, when he deems it appropriate or when requested by the Master of the House, to give his advice as to the choice of all wines to be purchased or sold by the Inn and as to the stocks to be held. He may, in arriving at his advice, consult and/or taste with others of his choice, save that if a meeting or tasting is convened by him, he shall include the Master of the House and the House Manager.
43. To select (or with the approval of the Master of the House to purchase) the wines to be drunk by the Bench or Hall on all occasions subject to the approval of the Treasurer.

Master of Education

44. To take an overview of the range of the Inn's educational activities, and think strategically about how these might be developed and improved.
45. To seek to resolve any tensions between the various sub-committees and individuals involved in providing the Inn's education programmes.
46. To chair the Education Committee.

Master of Advocacy

47. To chair the Advocacy and Continuing Professional Development Sub-Committee and to act as Vice-Chairman of the Education Committee.

48. To act on behalf of the Advocacy and Continuing Professional Development Sub-Committee where necessary, and to give advice and decisions on matters within the remit of the Sub-Committee.

Master of Students

49. To chair the Students Committee, and to act on its behalf where necessary.
 - (a) To assist in the selection and briefing of the academic Fellows.
50. To participate in events organised for students, and to be a source of advice and support to students.

Master of the Moots

51. To ensure that all necessary arrangements are made for the holding of moots in accordance with Rule 16, and the selection of those to preside at them.
52. To liaise with others to ensure that the education and training programmes maintain a high standard.

Master of Debates

53. To ensure that all necessary arrangements are in place for the holding of a varied programme of debates in which students are encouraged to participate.

Dean of Chapel

54. To have responsibility for the chapel as a place of worship for the Inn and visitors, and for any other purpose thought appropriate.
55. To have responsibility, in consultation with the Preacher and the Organist, for the organisation of services in the Chapel, except for memorial services, which take place at the invitation and on the authority of the Treasurer.
56. To ensure that proper arrangements are made for the appointment of the Preacher, the Organist and the choir.

57. To determine the level of fees and other charges to be levied or paid in connection with the Chapel.
58. To ensure the preparation of the annual budget for the Chapel.

Master of the Website

59. To keep the Inn's website under review and ensure that it is kept up to date and easily accessible to its various users
60. To ensure that the overall appearance of the website is coordinated and that it, and its content, are consistent with the Inn's house style.

Master of Elections

61. To chair the Election Information Committee and to act on its behalf where necessary.
62. To ensure that sufficient information about each person being considered is available to allow a proper decision to be made, and if there is not, to take steps to ensure that appropriate enquiries are made.
63. To advise the Treasurer in accordance with Order 13.3 as to the numbers of suitable candidates available for election.
64. To ensure that the election procedures are complied with.

Master of International Relations

65. To work to enhance international recognition of the Inn as an historic centre of legal learning and excellence in advocacy.
66. To support the rule of law in other jurisdictions at the same time as learning from developments in legal practice overseas
67. To ensure that the Inn makes all reasonable efforts to engage with its overseas members – in particular, by encouraging and supporting alumni associations.
68. To afford such assistance as is appropriate to alumni overseas, including with advocacy training and seminars on specialist areas of practice

69. To ensure that the Inn's Membership Officer maintains an accurate and up-to-date record of members overseas.
70. To develop and maintain contact with senior lawyers overseas, and collaborate as closely as possible with Honorary Benchers overseas to advance the interests of the Inn.
71. To ensure that more than ever the Inn is seen as an attractive destination for study by men and women of high quality from overseas, and to do all that is possible to establish scholarships for such students.
72. To promote appropriate opportunities for members of the Inn to work and study overseas.

Master of Circuits

73. To champion the role of Gray's Inn in supporting its Members on the Circuits.
74. Support the DoE and Master of Advocacy & CPD in the coordination of existing CPD programmes on Circuit with any CPD provision developed by the Inn.
75. Support the DoE and Master of Students in the development of financial and pastoral support for student members based on Circuit.
76. Act as the Inn's representative in creating links with the Circuits and other professional organisations and networks operating in the Circuits (e.g. Bar Council, Bar Course Training Providers).
77. To be a source of advice to Gray's Inn's Circuit representatives
78. To provide advice to the GIBC on Inn events outside London.
79. To be an advocate for allocation of the Inn's resources in support of Circuit activities.
80. To maintain a dialogue with the Circuit Leaders to enhance the linkages between the Inn and the Circuits.

11: APPOINTMENT OF THE UNDER TREASURER

1. The Under Treasurer shall notify the Treasurer and the Chairman of the Management Committee 18 months before the date of his intended retirement and shall draw their attention to this Rule.
2. The Treasurer and the Chairman of the Management Committee shall convene a suitable Working Party, composed to review the senior management structure of the Inn, and shall make recommendations to Pension in relation thereto and in relation to the job specification and terms of employment of the next Under Treasurer.
3. After Pension has approved a job specification and terms of employment of the next Under Treasurer, the Working Party shall arrange for the post to be advertised and may take such further steps as the Working Party deems appropriate to select the most suitable candidate. The Working Party shall, not later than four months before the Under Treasurer's retirement date, make a recommendation to Pension for the appointment of a new Under Treasurer. If that recommendation is not accepted by Pension, the Working Party shall continue to make recommendations until a candidate acceptable to Pension is approved by Pension.
4. After Pension has approved the appointment of a candidate, an offer of employment shall be made to that candidate.
5. If the Under Treasurer dies, resigns or becomes incapable of carrying out his duties, the same process should be undertaken but the time scale may be reduced. Pension may appoint an acting Under Treasurer pending the new appointment.

12: APPOINTMENT OF OTHER SENIOR MEMBERS OF STAFF

1. The Under Treasurer shall notify the Treasurer and the Chairman of the Management Committee 18 months before the retirement date of senior members of staff and shall draw their attention to this rule.
2. The Treasurer and the Chairman of the Management Committee shall convene a suitable Working Party, composed to review the senior management structure of the Inn and shall make recommendations to Pension in relation thereto and in relation to the job specification and terms of employment of the new member of staff.
3. After the Management Committee has approved a job specification and terms of employment of the new member of staff, the Under Treasurer shall arrange for the post to be advertised. The candidate shall be interviewed by a group consisting of the Under Treasurer, the Chairman of the Management Committee, and the relevant Departmental Master, who shall make a recommendation to the Management Committee for the new appointment. If that recommendation is not accepted by the Management Committee, the Working Party shall continue to make recommendations until an acceptable candidate is approved by the Committee.
4. After the Management Committee has approved the appointment of a candidate, an offer of employment shall be made to that candidate.
6. If a senior member of staff dies, resigns or becomes incapable of carrying out his duties, the same process should be undertaken but the time scale may be reduced.

PART II: RULES APPLICABLE TO BARRISTER MEMBERS

13: DINING IN HALL

Dining in Hall

1. Barristers normally take their place in Hall according to the order of their Call, but any member of the Bar admitted to the Society ad eundem and any member of the Bar who has been readmitted to the Society shall take his place in Hall according to the date of such admission or readmission and not according to the date of his Call to the Bar.

2. The custom that members of the Bar dine in seniority of Call does not apply where:
 - (a) on barristers' guest nights, guests sit beside their hosts;
 - (b) four barristers wishing to dine together as a mess have stated their wish when booking dinner, and a mess has been reserved for them; and
 - (c) on mixed dining nights, Masters and barristers sit among students.

3. The rules and customs regarding dining in Hall set out in Part III below apply equally to barristers, except those that deal with Qualifying Sessions.

Other matters

4. Rules about matters other than dining are to be found elsewhere in these Rules.

PART III: RULES APPLICABLE TO STUDENTS

14: DINING IN HALL

Attendance at dinner

1. No day's attendance in Hall shall count towards keeping term unless the member attending was present at the Grace before dinner, during the whole of dinner, and until the concluding grace shall have been said. Where a Qualifying Session requires attendance at an event as well as dinner, attendance will only count if the student is present throughout.

Times

2. The dinner hour in Hall is normally 7pm; lunch on Sunday is served at 1.15pm.
3. Upon every night in Term, other than Grand Day, the Hall shall be closed not later than 10pm except under special leave granted by the Treasurer and upon Grand Day the Hall shall be closed not later than 11pm except under such leave as aforesaid.

Dress and Conduct

4. Every member entering Hall for or after dinner wears a student gown over a dark suit and tie for gentlemen, and corresponding dark formality for ladies.
5. Members enter Hall in time (about 6.50pm other than for mixed messes or Sunday lunch) to be seated before the Masters of the Bench enter for dinner. At mixed messes and on Sundays, members are invited to join the Masters for drinks in the Large Pension Room.
6. No admission is permitted after Grace before dinner, unless applied for in person before the Senior-in-Hall, who shall have discretion whether to grant permission or not.

7. Members are not expected to leave Hall between Grace before dinner and the final toast of “Domus”. Any member who does leave the hall during this time and does not return, must obtain the consent of the Under Treasurer to count the day as a Qualifying Session.

Seating

8. All members sit in messes of four. Barristers usually sit in order of seniority of call. The Senior-in-Hall sits in the place nearest the Bench Table, facing south. The next senior member sits opposite, facing north. The next sits on the right of the Senior-in-Hall and the remaining member sits opposite. The same pattern of seniority is followed in all other messes in Hall.
9. On guest nights, the guests sit next to their hosts. On mixed messes dining nights, Masters and Barristers sit with the students and act as Seniors.

Mess Seniors

10. The senior in each mess:
 - (a) Ensures that there are written on the menu of the mess, in order of seniority, the surnames of the members of that mess (and prefixes for students) and those of the upper and lower messes;
 - (b) Serves the common dishes to each member in order of seniority;
 - (c) Secures the due observance of toasting.

Grace

11. When all members have taken their places, a member of staff shall strike a blow with a hammer and Grace shall be said by the Preacher, if present, or in his absence, by the Treasurer or Presiding Bencher. A similar signal shall be given for Grace after Dinner. Members stand during Grace.

Toasting

12. The purpose of toasting is to get to know the names of fellow students, judges and barristers, and to help break the ice among strangers. Toasting takes place after the start of dinner, and should be completed before the main course dishes are removed.
- (a) Barristers address other barristers by their surnames. Barristers and students address each other by their surname with the appropriate prefix (i.e. Mr, Mrs, Miss, Ms). Benchers are addressed by their surname with the prefix "Master".
 - (b) The senior, followed by each member of the mess in order of seniority (see above), raises a glass and says "Members of the mess" naming the other three in order of seniority, but without further words.
 - (c) Each mess then toasts the members of the mess immediately below, the senior saying "Members of the lower mess" and naming them. As each name is read, the other members of the toasting mess raise their glasses and repeat the name simultaneously.
 - (d) The lower mess then returns the toast as above, using the words "Members of the Upper Mess", or "the Senior Mess" when addressing the mess of the Senior-in-Hall.

After Dinner

13. After the end of dinner, other than on Guest Night, when the Masters have withdrawn, the junior member of the junior mess, addressed as Mr or Madam Junior, rises to ask the Senior-in-Hall to propose the toast to "Domus".
- (a) The Senior-in-Hall will make any appropriate announcements and then will invite all members to stand to drink the toast of "Domus". On Sundays, at mixed mess dining, and any other days when the Masters do not retire, Mr or Madam Junior addresses the request to the Presiding Master (who is usually Master Treasurer) and the toast is drunk with all remaining seated.
14. After the toast of "Domus", members and their guests may leave or remain in Hall, unless there follows an event which has been designated an activity for term-keeping

purposes. Members and guests are always encouraged to stay for any after-dinner activities.

15. On some nights, usually Thursdays, arrangements may be made for volunteers to be invited to entertain Hall as they choose (perhaps by singing, reading, telling a story or playing the piano).

16. Members who have not dined but enter Hall later for any activity should also wear gowns.

Senior-in-Hall

17. For every dinner, a senior barrister is appointed to act as Senior-in-Hall. He or she is responsible for good order, may give rulings on matters of conduct and etiquette, and is addressed as Mr or Madam Senior. Every member addressing the Senior-in-Hall does so from his or her place at table. There is a right of appeal to the Treasurer or, in his absence, the senior Bencher present.

18. In case of grave or persistent disorder it is the duty of the Senior-in Hall forthwith to request the attendance in Hall of the duty resident member of staff and report through him to the Under Treasurer the name of each person who in his opinion is guilty of disorder. In the event of serious misconduct which necessitates the forcible removal of a member from Hall, the Senior-in Hall is to summon the Head Porter or his deputy.

19. No wine, spirits or other liquor shall be introduced into or consumed in Hall except such as may be allowed to the various messes, or supplied by the staff to individual Members.

Grand Day

20. Before dinner, Masters and the Society's guests, sitting upon benches in Hall, observe the ceremony of Hippocras.

21. During dinner, loving cups are passed down the tables. Whilst each member drinks, standing, the members senior and junior to him or her also stand. Every member, before drinking, declares the toast "To the pious glorious and immortal memory of Good King Charles". The cup is then passed to the next in order of seniority.
22. After the Masters have withdrawn at the end of dinner, the Senior-in-Hall proposes the following toasts
- (a) "The King", (all members rise to drink).
 - (b) "Master the Queen Consort, Master the Duke of Gloucester and other members of the Royal Family", (all members rise to drink).
 - (c) "The Health of the Students", (which all barristers rise to drink).
23. The senior student then proposes "The Health of the Bar" (which all students rise to drink).
24. Mr or Madam Junior then asks the Senior-in-Hall to propose the toast "Domus", to which the Senior-in-Hall will respond as above.

Guests

25. A member may entertain up to three guests to dinner on Guest Nights, Friday Nights and at Sunday Lunches in any one term and may bring all three to dinner or to lunch on the same occasion. The Guest must be accompanied by the member by whom he or she is introduced. Guests shall sit at table next to the person by whom they are introduced. A Guest shall not be a person under eighteen years of age, except at Sunday Lunch during term time.

Guest Night

26. After the Masters have withdrawn, the Senior-in-Hall rises to propose the toast to "The Guests" (all members rise to drink). Mr or Madam Junior should then ask the Senior-in-

Hall to propose the toast "Domus", to which the Senior-in-Hall will respond as above.

15: CALL TO THE BAR

1. The names of the students of the Society presenting themselves for Call to the Bar shall be submitted to Pension before the ceremony on Call Night and their eligibility to be Called to the Bar shall be then determined. The requirements which must be satisfied for a student to be eligible for Call to the Bar are set out in the Bar Training Regulations and The Consolidated Rules of the Inns of Court.
2. No payments (other than the reception bill for guests) are required of students on their Call to the Bar, beyond the payments expressly required by The Consolidated Rules of the Inns of Court and duly notified to them by the Under Treasurer of the Society, and Masters of the Bench desire that no other payments should be made.
3. The ceremony of Call to the Bar shall in all cases take place in Hall.
4. At the Trinity Call Night, the Call ceremony will be followed by a buffet supper in the Walks, at which those being Called will be allowed two guests each.
5. On other Call Nights, those being Called will be allowed two guests each. Where the number of those being Called is small enough to permit it, additional guests may be allowed. Guests will be seated in Hall during the Call ceremony which will be followed by a reception in a place within the Inn to be announced.

The ceremony of Call to the Bar

6. The assembly of Masters of the Bench in Hall on Call Night shall constitute a Pension at which Calls may be made to the Bar.
7. At the designated time the Masters of the Bench enter the Hall and take their places facing the Hall.

8. Once the Masters have taken their places, the Head Porter strikes the floor with his staff and the Under Treasurer precedes the Treasurer to the centre of the dais. All the other Masters remain seated. The students whose names are to be Called stand in the order of their seniority one behind the other in single file. The Under Treasurer calls the name of the senior student who comes up alone and takes a position below the dais immediately facing the Treasurer, who says to him: "I hereby Call you to the Bar and do publish you Barrister", shaking hands with him at the conclusion of the words. The newly Called Barrister then retires down the Hall. As soon as the Barrister is on his way down the Hall the Under Treasurer calls the name of the second student and the ceremony is repeated until every student has been Called.

9. If a member is to be Called in absentia, the Treasurer shall thereupon Call him by saying: "Mr A.B., a student of the Society, having complied with all the Regulations of this Honourable Society, I, on behalf, and with the authority of the Bench of this Society, hereby Call him to the Bar in absentia and do publish him Barrister accordingly."

10. At the conclusion of the Call Ceremony, the Head Porter strikes the floor again. All those present stand and the Masters leave the Hall.

11. Afterwards, the Treasurer makes his speech to the newly Called and proposes their health to be drunk by all present.

Supplementary

12. When it appears to the Treasurer that the numbers likely to be present require it, he may make such modifications to the Call ceremony as he thinks fit.

13. No photography which has not been authorised by the Treasurer is allowed in Hall during a Call ceremony, nor is applause for individuals as they are called.

16. MOOTS

- 1.** If practicable at least two Moots shall be held during each term on days to be appointed by the Master of the Moots.
- 2.** Participation in the Moots should be confined to Students and Pupils of Gray's Inn.

PART IV: RULES FOR STAFF

The rules for staff are set out in the current edition of the Staff Handbook, a copy of which is held in the Treasury Office.

PART V: APPOINTMENT OF FELLOWS

1. The Inn should aim to build up a panel of about 50 Fellows and should maintain an appropriate balance between Academic and non-Academic Fellows, bearing in mind the purpose of the panel set out in Order 16.1. In order that the Inn should continue to be able to recruit the best students, Academic Fellows should be sought primarily from those Law Departments which have a current reputation for excellence¹. Where there was no suitable candidate from a Law Department identified by the Bench, an approach may be made to the Head of the relevant Department to suggest an appropriate name.
2. If a suggested candidate is a member of another Inn, the Under Treasurer shall check with the Under/Sub-Treasurer of the other Inn to see whether there is any objection to the appointment.
3. No approach shall be made formally or informally to any person whose name has been suggested until his appointment has been approved by the Management Committee. Once a candidate has been approved, he will be asked either by telephone or in person whether he is interested, and the expectations of the Inn from the appointment made clear to him orally.
4. Each Fellow shall be formally appointed by a written contract setting out the terms of appointment, the Inn's expectations of the Fellow and the benefits available in return, and no appointment shall be effective unless and until the document is signed by the proposed Fellow.
5. On appointment, any Fellow who would like one will be sent a Gray's Inn tie free of charge.

¹ The Inn will use *The Times*, 'Good University Guide' or similar publication as an indicator.

PART VI: MISCELLANEOUS

1. Archive

The Inn's policy regarding its records and archives is as follows:

- a) To maintain and administer its records as efficiently as possible in accordance with all relevant legislation and best practice; to use appropriate systems for the management of its records; to ensure the quality and the appropriate security of all information held, particularly in relation to the confidentiality of personal and commercial data, and to have the necessary procedures in place for the protection of such data; and to ensure that it is not kept for longer than necessary.
- b) To identify those of its records, in any media, that are of permanent value for the Inn's efficient operation or for the documentation of the history, development, achievements, business and membership of the Inn, by the use of retention schedules, special selection, expert appraisal or any other means that may from time to time be appropriate, and to maintain such records as its archives.
- c) To preserve its archives in suitable conditions and systems so as to secure their preservation; and, whilst observing the requirements of relevant legislation relating to, for example, copyright, confidentiality of personal and commercial data and comparable issues, in its absolute discretion to make use of its archives for the Inn's own benefit and for the benefit of bona fide researchers to whom the Inn may permit access or release information. The Inn's policy is also where appropriate to accept or acquire relevant records from external sources for the archives either by gift or by purchase if such records are of permanent historical and informational value to the Inn.

2. Car Parking

Car parking is charged at three different rates:

- a) a daily rate
- b) an annual rate for residents
- c) an annual rate for non-residents

The rates are approved annually by the Management Committee. Priority is given to those residing in or with chambers or offices in the Inn.

3. Catering

- a) The Inn shall decide when it requires the Inn's facilities for its own events. In the case of term-keeping and other annual or regular events, it shall give the Catering Manager at least 12 months' notice of its requirements. The Catering Department shall be free to hire out the facilities at other times, and the Inn shall respect the arrangements made in fixing additional meetings or events.
- b) Masters booking catering functions are entitled to the free hire of rooms in the Inn (but not the Marquee) for themselves and their immediate family, but remain liable for other costs such as moving the furniture. Masters are entitled to a discount of 10% on the hire of rooms when booking on behalf of their chambers. At the discretion of the Treasurer the same discount may be given where the Master is booking on behalf of another organisation which is related to the Bar, the Judiciary or has a charitable purpose.
- c) Masters are entitled to a discount of 10% on cost of the food and wines. Bench wines are not available free for private functions. Other discounts, including to students and members of Hall are at the discretion of the Catering Department.

4. Chapel

- a) The chapel is kept open for long and regular hours and welcomes anyone seeking quiet or wishing to pray or meditate. It is available to those of any religious faith or none, as are the pastoral services of the Preacher which are available to anyone who needs his help.
- b) Weddings and services of blessing or thanksgiving following a civil marriage or the registration of a civil partnership may take place in the chapel where:
 - i. in the case of a wedding the couple either meet the criteria for marriage after Banns or are able to obtain a Special Licence from the Faculty Office of the Archbishop of Canterbury.
- c) Baptism is administered to the children of those who satisfy the criteria set out in Rule 3(b), to adults who satisfy the criteria in Rule 3(b)(ii) and (iii), and to anyone else if the Preacher considers that there is a pastoral need for such a service.
- d) Funeral Services are conducted as required for those who satisfy the criteria in Rule 3(b)(ii) and for members of their families if the Treasurer or the Dean of the Chapel considers that there is a pastoral need for such a service.
- e) The charges for the conduct of the services in Rules 3(b) to (d) are fixed following consultation between the Dean of the Chapel, the Treasurer and the Under Treasurer.

Memorial Services – see Rule 16 below

5. Charitable Giving

In order to maximise the sums it can donate to the Gray's Inn Charitable Trust, it is not the policy of the Inn to donate to other charities. Exceptionally, however, the Management Committee may authorise such donations either to other charities that provide some education or training for the Bar, or to local charities with whom the Inn has a connection, or in support of the personal endeavour of **a member of the Inn's staff or** a member of the Inn on behalf of a charity. The support of those running in the **London** Marathon or taking part in similar events, however, should normally be left to individuals.

6. General Meeting

- a) A General Meeting of Hall may be called by at least 25 members of Hall signing a written request to the Management Committee for such a meeting to be called. The request shall set out the business to be discussed at the General Meeting.
- b) The Management Committee may nevertheless refuse to arrange a General Meeting if the issue raised has not previously been raised by a letter in writing to the Treasurer, and it considers that attempts to resolve the matter should be made before a General Meeting is called.
- c) The Management Committee may also refuse to call a General Meeting of Hall if the business proposed is a matter outside the Inn's powers or is otherwise an abuse of the procedure.
- d) If fewer than 10 members of Hall attend the General Meeting, the meeting shall be abandoned and the business lost.

7. Gowns

- a) Appropriate gowns for dining are provided by the Inn.
- b) Masters and the Under Treasurer wear benchers' gowns (long sleeved). More senior Masters have their own individual gowns. The junior Masters share gowns.
- c) Barristers wear barristers' gowns and the students wear student gowns (sleeveless).
- d) The Head of Education wears an academic gown.
- e) The House Manager wears the butler's gown.

8. Graya and Graya News

- a) Graya is published annually, usually in January. Graya News is published twice a year, usually in May and September. The September issue contains the forecast of student events for the next nine months. Graya and Graya News are free to all members of the Inn who wish to have copies.

- b) The production is the responsibility of the Graya Board, which has editorial freedom. The Board is chaired by a Master, whose appointment is approved by Pension, and is composed of Benchers, Members of Hall, students and the Under Treasurer. The budget for the production of Graya and Graya News is drawn up and controlled by the Under Treasurer.

9. Grievance procedures

- a) A Member of Hall, other than a student, shall raise any formal grievance in a letter to the Treasurer, who will decide what action, if any, to take. If the grievance is against the Treasurer personally, the letter should be sent to the Vice-Treasurer.
- b) The students' grievance procedure is available from the Treasury Office.
- c) The staff grievance procedure is set out in the Staff Handbook.

10. Highways Act

At the first Pension after Ascension Day, the Under Treasurer is to report to Pension that he has inspected the Highways Act 1980 notices at each entrance to the Inn and that they are in order.

11. Hire of rooms – See catering

12. Invitations

- a) Selected widows and widowers are invited to chapel and Sunday lunch once a year at the Inn's expense.
- b) Garden party:

All Members of staff receive one free invitation for the Garden Party and senior members of staff receive two. They may purchase as many additional tickets as they wish. When a member of staff leaves, they receive an invitation for the two garden parties following their departure, and may buy tickets thereafter Under Treasurers and their partners are invited free until they die.

13. Leaving parties and silver griffins

- (a) A leaving party may be arranged and a suitable gift provided out of the Bench contributions for staff who leave having served the Inn for more than three years. This does not preclude additional gifts being provided by individual Benchers should they wish to do so. Benchers are to be advised when staff with more than three years' service leave the Inn.
- (b) A silver griffin provided out of Bench contributions shall be presented to any elected Bencher on their 50th anniversary of Call.
- (c) A silver griffin shall also be presented to any Honorary Bencher who is a Member of the Inn on their 50th anniversary of Call who, in the opinion of Management Committee, has continued to provide great service to the Inn since their election in accordance with Standing Order 13.18.

14. Library

- a) The library is open to all members of Gray's Inn, and to the members of other Inns. It is also open to Fellows of Gray's Inn.
- b) Bona fide academic researchers may be admitted at the discretion of the Librarian to consult the Inn's manuscript collection or, with the agreement of the Archivist, the archive collection. All researchers must produce satisfactory evidence of their status and identity, and sign the relevant undertaking.
- c) Visiting lawyers from overseas, who are not members of an English Inn of Court, may be granted temporary access to the library at the discretion of the Librarian.

- d) Members of the general public are not admitted.
- e) Food and drink may not be brought into the Library, and the use of mobile phones is not permitted.
- f) With the following exceptions, the library is for reference only.
- g) Masters may borrow items from the general collection for their own use. Any barrister or clerk borrowing on behalf of a Master must produce written authorisation from the Master concerned.
- h) Barrister Members or their clerks may borrow only bound volumes of law reports, statutes and periodicals (except certain designated items in the specialist international law collection) for a period of one hour for photocopying in chambers within or adjacent to the Inn.
- i) All self-service photocopying and document supply is subject to current copyright legislation and licence restrictions.
- j) It is an offence to deface books or tamper with the library computers or any other equipment in the library. Offenders will be reported to the Under/ Sub Treasurer of their Inn, and may be denied future access to the library.

15. Lunch

- a) Lunch in Hall is open to all members of the Inn, all barristers, judges, residents, all those who have chambers or offices in the Inn, and senior members of staff. Anyone who is entitled to lunch is entitled to bring as many guests as they wish at their expense. Children must be over the age of eight, unless the Under Treasurer has given permission for a younger child to be present. Tables may be reserved by arrangement with the catering staff for larger parties.
- b) Benchers can bring any adult guests they wish to lunch on the Bench table at their expense. They may also, if they prefer, lunch in Hall. Benchers pay for their guests. If a Bencher wishes to bring a notable guest, he should inform the Under Treasurer, so that the Treasurer can be alerted.
- c) Benchers of all other Inns and High Court Judges from other UK jurisdictions may lunch

on the Bench table at their own expense.

- d) Circuit and District Judges and other members of Hall who are sitting as Deputy High Court Judges or above at the Royal Courts of Justice, or who hold an equivalent post may lunch on the Benchers' table at their own expense.

16. Memorial services

- a) The family of any Master who would like a Memorial Service for the deceased may hold one either in the Chapel or, if the number of guests is likely to exceed its capacity, neighbouring St. Andrew's or St. Alban's Church. The Inn will pay for the Service and the associated costs, including the music, flowers (if any) and the printing of Service sheets. The Inn will provide tea for the immediate family before the service.
- b) If the family wish to hold a reception in the Inn after the service, the costs of doing so shall be met by them. They may invite whom they wish, up to the maximum number permitted in the Hall.
- c) A memorial service may be held in the Chapel for any other Member of the Inn or member of their family, or for a Resident of the Inn who attended the Chapel regularly. The Inn does not charge for the use of the chapel, but the expenses of the service and the cost of any reception are payable by the family.

17. Music and entertainment

Music is important in the life of the Inn. The Inn sponsors four free concerts on Tuesdays in June in the Chapel, followed by supper on payment. Other musical events take place from time to time. A Master, approved by Pension, organizes a Christmas Miscellany.

18. Professional advisers

The Management Committee shall review the service provided by its professional advisers every five years, or earlier if there is cause for concern. The current adviser and two other firms shall be invited to bid for the contract.

19. Qualifying sessions

A Qualifying Session is an event of an educational and collegiate nature arranged by or on behalf of an Inn. A student is required to keep term by attending 12 Qualifying Sessions before his Call. Attendance at any of the following events has been designated by Pension as a Qualifying Session. Where a weekend event counts as more than one Qualifying Session, the number is shown in brackets.

Moot night	Lecture and Sunday lunch
Mixed messes	Introductory day for London students
Debate night	Introductory weekend for Provincial students (3)
Guest night	Education Weekends for Provincial students (3)
Grand Night*	Provincial BPTC dinner
Concert night*	Residential weekend (3)
(* including in each case the preceding educational event)	Designated CPD lectures

Pension may designate other events as Qualifying Sessions if it considers that they meet the criteria.

20. Seniors-in-Hall – See Rule 14

21. Tenancies (Commercial)

When non-residential premises are available to be let particulars are circulated to those who have previously expressed an interest in taking a lease. Additional marketing is also carried out depending on the nature of the premises. Priority in letting is given to Barristers' Chambers. Thereafter, others who already have premises in the Inn and those outside the Inn will be considered. Exceptions may be made for the purpose of good estate management. Terms are negotiated with the Director of Estates and must be approved by the Management Committee for lettings when the annual rent is to exceed £10,000 exclusive. This includes a situation where there is only one candidate for a new tenancy. The grant of a licence, Tenancy at Will or other short-term agreement terminable by the Landlord, with notice, and excluded from the security of tenure provisions of the

Landlord & Tenant Act 1954, where necessary, will not require Management Committee approval.

Lease renewals do not need to be approved by the Management Committee other than when concessionary terms are proposed.

If terms have been agreed for a new commercial tenancy which requires the approval of the Management Committee during legal vacations when the Committee does not meet, and a speedy decision is required, the Chair or Vice-Chair of the Management Committee may direct that the decision be taken by members of the Committee by e-mail. In the event that the Chair or the Vice-Chair decides that a discussion is required on the proposed new letting then an extraordinary meeting may be convened.

Members of the Management Committee that occupy or seek to occupy any part of the let commercial estate having a rental value in excess of £10,000 per annum, may not receive Management Committee papers in respect of premises in which they have an interest.

22. Tenancies (Residential)

The rent for any new letting is a restricted market rent which is fixed by obtaining two independent rent assessments, taking the mean average and deducting 10%.

In considering the relative merits of applicants for a tenancy, the Management Committee considers:

- a) The relative needs of the applicants:
- b) Whether it will be the principal residence of the applicant:
- c) Present and future service to the Inn.

The Inn wants to maintain a mix of residents within the Inn. It welcomes applications from families with young children.

23. Treasurer

During his year of office, the Treasurer shall have:

- a) The free use of a flat in the Inn provided that, if for any period the Treasurer says that he does not require the use of the flat, the Inn may use it as overnight accommodation.
- b) Free lunch for himself in Hall,

- c) Two free car parking tickets

The green chair is for the use of the Treasurer when required.

24. Walks

- a) The walks are open to the public on Monday to Friday between 12 noon and 2 pm except during vacations.
- b) Residents, Members of Chambers in the Inn, and Members of the Inn may have access to the Walks at other times. Chambers and residents are provided with a key. Members may obtain a key from the Head Porter, on payment of a deposit of £5.
- c) Residents who wish to bring a dog into the Inn must register them with the Inn. Registered dogs belonging to Residents may be exercised in the Walks when they are closed to the public. Dogs are to be kept on a lead except when exercising them in the area east of the central path and south of the top lawn. Owners are to be responsible for clearing up any mess left by their dogs.
- d) Parties in the Walks during the summer months are organised by the Catering Department on the usual financial terms. They are subject to restrictions on noise and music after 11.30 pm. Very exceptionally, the Management Committee may give permission for a self-catering party to take place.

APPENDIX A

INTERPRETATION

- 1 These Rules are to be interpreted in accordance with these principles:
 - (1) So as to be consistent with the Inn's obligation not to discriminate against anyone set out in Part I paragraph 8 of Standing Orders.
 - (2) Words importing the masculine gender shall include the feminine.

- 2 These Rules, together with Standing Orders are intended to provide a framework for the government of the Inn. They do not seek to provide for every possible eventuality. If there is any uncertainty or ambiguity, or a situation arises not covered by these orders, they are to be interpreted so as to produce a sensible result or a workable solution.

- 3 If there is a conflict between the Rules and Standing Orders, Standing Orders prevail.

- 4 Where a time period is provided in these rules within which documents have to be returned to the Treasury Office or the Under Treasurer, and there is a general disruption or delay in the post or some other event occurs which makes it expedient to extend the time for doing so, the Treasurer may extend the time, and this shall be published by screening the information within the Inn and on the Inn's website.

DEFINITIONS

- 5 In these Rules
- (a) "Bar Code of Conduct" means The Code of Conduct of the General Council of the Bar of England and Wales.
 - (b) "Bar Council" means the General Council of the Bar of England and Wales
 - (c) "Employed barrister" has the same meaning as it does in the Bar Code of Conduct, but also includes members of the Inn who are employed in other capacities.
 - (d) "Gray's Inn" and "the Inn" mean the Honourable Society of Gray's Inn.
 - (e) "Master" means a Master of the Bench elected under Order 13 (who are also known as "Benchers").
 - (f) "Honorary Master" means an Honorary Master of the Bench elected under Order 13.
 - (g) "Pension" means a meeting of Masters convened by notice given in accordance with Order 1.9.
 - (h) "Practising barrister" has the same meaning as it does in the Bar Code of Conduct.
 - (i) "Self employed barrister" has the same meaning as it does in the Bar Code of Conduct.
 - (j) "The Society" means the Honourable Society of Gray's Inn.
 - (k) "Term" means, as the context requires, one or more of the four sittings of the High Court provided for by the Civil Procedure Rules.
- 6 In Rules relating to proceedings in Pension, the term "Treasurer" includes, unless the context otherwise requires, a Master presiding in Pension in the absence of the Treasurer.