



GRAY'S
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SECTION I: RULES APPLICABLE TO MASTERS OF THE BENCH

RULE 1: Pension

1. The Treasurer, or in their 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. Twelve 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 Standing 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 their 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 the Under Treasurer is requested by the Treasurer to remain.

RULE 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 they 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, the Vice Treasurer shall preside until the Treasurer can attend.

RULE 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 9 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 Standing Order 2.11-2.13 (Clauses 11,12 and 14).

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. The Under Treasurer shall, 29 days after the date of the letter sent by email according to Clause 1 of this Rule:
 - 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 themselves 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.

RULE 4: Election of the 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 short description of the member's practice or employment with details of any part-time judicial or similar appointments;
 - c. A list of service that has been provided to Gray's Inn and/or the Legal profession. This may include 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;
 - d. How the candidate believes they would be able to assist the Inn as a Bencher.
 - 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. The names of 2 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 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 each candidate's application along with a short statement of reasons by the EIC giving their reasons for their selection.
 - 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 their 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. Voting will be online.

A Master shall be entitled to vote for as many candidates on the list as there are additional Masters to be elected, but may not cast more than one vote for any one candidate.

6. 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 votes online.
7. After votes have been cast, they will be downloaded and passed to the Under Treasurer. The Under Treasurer will in turn pass the result to the Treasurer to ensure the accuracy of the election result. 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.
8. 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

9. Having decided on nominations for selection as Honorary Benchers, the Treasurer and their 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 them 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**

Application for those wishing to be considered for Election to the Bench of the Honourable Society of Gray's Inn

Eligibility

It 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 (either the Self Employed or the Employed Bar form), the Character Form and a (voluntary) diversity form 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 two people who might provide references. Whilst referees may include Benchers of the Inn, referees cannot be staff members of the Inn. The EIC will decide whether to seek references and if so, will provide specific questions they would wish the Referees to answer.

Gray's Inn Bench Application Form – Self Employed Category

Name: Click or tap here to enter text.

Date of Birth: Click or tap here to enter a date.

Date of Call: Click or tap here to enter a date.

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

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

A short description of your current practice.

To include any official appointments eg. part-time judicial appointments, by the Lord Chancellor, Attorney General, Treasury Counsel. This should not include rankings or references from Legal directories (max 200 words):

Click or tap here to enter text.

What Service have you provided to Gray's Inn and or the Legal Profession.

Including the Bar Council, Circuits, Specialist Bar associations, legal services etc. (max 200 words):

Click or tap here to enter text.

Service as a Bencher.

How do you think you would be able to assist the Inn as a Bencher (max 200 words):

Click or tap here to enter text.

Diversity.

Provide a demonstration of your understanding of diversity issues including demonstration of appropriate behaviour in your professional life, and that you are proactive on diversity matters. Being a member of an under-represented group is not in itself evidence (or indication) that an individual meets the required standard (max 200 words):

Click or tap here to enter text.

Personal Circumstances.

Please state, if relevant, any personal factors which may have affected your career (max 100 words):

Click or tap here to enter text.

Referees.

Provide names and email contact addresses of 2 referees. References may be sought by the EIC with particular regard to the role of a Bencher. Please do not list employees of the Inn as referees.

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

Gray's Inn Bench Application Form – Employed Bar Category

Name: Click or tap here to enter text.

Date of Birth: Click or tap here to enter a date.

Date of Call: Click or tap here to enter a date.

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

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

Your current role: Click or tap here to enter text.

A short description of your current practice.

To include any official appointments eg part-time judicial appointments, by the Lord Chancellor, Attorney General, Treasury Counsel. This should not include rankings or references from Legal directories (max 200 words):

Click or tap here to enter text.

What Service have you provided to Gray's Inn and or the Legal Profession.

Including the Bar Council, Circuits, Specialist Bar associations, legal services ect. (max 200 words):

Click or tap here to enter text.

Service as a Bencher.

How do you think you would be able to assist the Inn as a Bencher (max 200 words):

Click or tap here to enter text.

Diversity.

Provide a demonstration of your understanding of diversity issues including demonstration of appropriate behaviour in your professional life, and that you are proactive on diversity matters. Being a member of an under-represented group is not in itself evidence (or indication) that an individual meets the required standard (max 200 words):

Click or tap here to enter text.

Personal Circumstances.

Please state, if relevant, any personal factors which may have affected your career (max 100 words):

Click or tap here to enter text.

Referees.

Provide names and email contact addresses of 2 referees. References may be sought by the EIC with particular regard to the role of a Bencher. Please do not list employees of the Inn as referees.

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

Character Form

QUESTION	ANSWER
A. Have you ever been subject to, or are you now facing, any proceedings or other circumstances which led or may lead, either in England and Wales or in another jurisdiction, to:	
1. A conviction for a criminal offence (other than a minor road traffic offence)? (You do not need to include convictions which are “spent” by virtue of the Rehabilitation of Offenders Act 1974)	Choose an item.
2. A finding of professional negligence?	Choose an item.
3. A finding of professional disciplinary fault (including inadequate professional service)?	Choose an item.
4. A wasted costs order?	Choose an item.
5. An intervention by the Solicitors Regulation Authority?	Choose an item.
6. A complaint which has been referred to the Legal Ombudsman?	Choose an item.
7. A bankruptcy order, debt relief order or an individual or partnership voluntary arrangement?	Choose an item.
8. A director’s disqualification order?	Choose an item.
9. Any other form of order or proceeding which may be material to the Selection panel in considering your suitability to be appointed Master of the Bench at Gray’s Inn?	Choose an item.

<p>If you answered “yes” to any of the above, please provide details below (Please include your complaint reference number, case number, or similar.)</p>

Equal Opportunities Questionnaire

The Honourable Society of Gray's Inn aims to have an inclusive environment for all staff, students and members by identifying and removing barriers in our practices. Completing this monitoring form will help us achieve this and help the Inn meet our obligations under the Equality Act 2010.

While it is voluntary to disclose this information, doing so will enable us to better understand the composition of our workforce and membership body to examine our practices fully.

Your answers will be treated in the strictest confidence, and all data disclosed will comply with the Data Protection Act 2018. Further information on our data privacy notice can be found here on our website: <https://www.graysinn.org.uk/data-privacy-notice>

To find out more about work we are doing to meet the requirements of the Equality Act, please contact the Director of Education.

The ethnic origin categories and codes are those used in the 2011 census and are recommended by the Bar Council.

Ethnicity

Choose one section from the below the most appropriate box to indicate your cultural background.

Asian or Asian British

Indian	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>
Chinese	<input type="checkbox"/>
Any other, please write in	

Black or Black British

African	<input type="checkbox"/>
Caribbean	<input type="checkbox"/>
Any other Black / African / Caribbean background	<input type="checkbox"/>
Any other, please write in	

Mixed or multiple ethnic background

White and Black Caribbean	<input type="checkbox"/>
White and Black African	<input type="checkbox"/>
White and Asian	<input type="checkbox"/>
Any other, please write in	

White

British / English / Welsh / Northern Irish / Scottish	<input type="checkbox"/>
Irish	<input type="checkbox"/>
Gypsy or Irish Traveller	<input type="checkbox"/>
Any other, please write in	

Other ethnic group

Arab	<input type="checkbox"/>
Any other, please write in	

Prefer not to say

Nationality

Please write in	
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Gender

Male	<input type="checkbox"/>
Female	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>
If you prefer to use your own term, please write in	

Disability

The Equality Act 2010 is defined as: a person having a disability if they have ‘a physical or mental impairment, which has a substantial long-term adverse effect on their ability to carry out normal day-to-day activities’. Long term means 12 months or more.

Do you consider yourself to have a disability according to the definition in the Equality Act?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>
If yes, please provide the nature of your disability	

RULE 5: Financial Obligations of Masters

1. As soon as practicable after their election, a newly elected Master shall, by a motion duly proposed at Pension, be invited to take their seat in Pension and accorded a Voice and Vote. This can only take place once they have 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. Existing Masters are encouraged to introduce themselves to the new Master after the Pension at which they have been accorded a Voice and Vote.
2. A Master who at the time of their election is permanently resident overseas shall not, unless and until they cease to be permanently resident overseas, be required to pay their initial bench contribution but shall not have a Voice and Vote in Pension or be eligible for election as Treasurer until they pay that contribution.
3. Every Master, who is not excused from doing so, shall pay an annual bench contribution of an amount determined by Pension¹, 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 their bench contribution paid for that year.

¹ 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.

RULE 6: Seniority of Masters

1. Subject to the succeeding provisions of this Rule, every Master shall take their place in Hall according to the date of their 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 Chancellor of Great Britain shall (except during their year of office as Treasurer) take their place next in order of seniority to the Treasurer. Any Master holding the office of Prime Minister of the United Kingdom shall (except during their year of office as Treasurer) take their place next in order of seniority to the Treasurer and the Lord High Chancellor, if also a Master.
3. An Honorary Master shall take their place in Hall according to the date of their election as a Master, unless they hold the office of Lord Chancellor of Great Britain or Prime Minister in which case, they shall take their place in accordance with paragraph 2 above as if they 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.

RULE 7: Dining Requirements by the Bench

Qualifying Sessions (Mixed Messes)

1. The Under Treasurer shall be responsible for ensuring that the Bench is adequately represented at Qualifying Sessions, specifically Mixed Messes.
2. A Master of the Bench who is requested to attend a Qualifying Session or other student event should make every effort to attend personally, but if they cannot do so, it shall be incumbent upon them to arrange for another Master of the Bench to take their place and notify the Under Treasurer's office not less than 72 hours before the night with the name of the substitute.

Guest Nights

3. Unless Pension otherwise decides, there shall be one Guest Night in the Michaelmas Term, two in the Hilary Term, one in the Easter and one in the Trinity term. Another will occur in late September before Michaelmas term begins.
4. The Treasurer may bring up to three Guests, including a spouse or partner on any Guest Night.
5. 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, nor shall invite as their guest their spouse or partner.
6. Masters intending to dine at Guest Night must provide the Events Team not less than ten working days before the dinner with the name of their guest and a biographical sentence.

Grand Night

7. The appointment of Grand Night in the Michaelmas Term shall be entered on the Minutes of Pension.
8. A list of the Guests whom the Treasurer intends to invite shall be approved at the Pension preceding the commencement of the Term in which Grand Night is to be held. The number of guests is usually 15.

Guests on other occasions

9. Any Master may be at liberty to invite guests in addition to their spouse/partner to one-off celebratory dinners and to lunch on Sundays.

Loyal Toasts

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

RULE 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 them 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:
 - (1) has not been an elected member of the Management Committee; or
 - (2) 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,

Standing Order 3.16 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.

RULE 9: Membership of Committees

1. During the Michaelmas Term the Selection Committee shall meet and shall appoint, in accordance with Standing Order 4, a Chairman and ordinary members of each Committee and Sub Committee mentioned in Standing 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 them 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 Standing 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 each Committee maintains continuity in its work by appointing new members each year, according to the size of the Committee and the length of service required on each Committee as defined in the Standing Orders. For example, the Management Committee has nine elected members who serve for three years, so three members leave and are replaced every year. If members of a committee have died, retired or resigned by the end of the year, it may not be necessary to implement these arrangements in that year.
5. 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.

RULE 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 liaise with the Director of Estates over Landlord and Tenant matters, the grant of new leases and other arrangements with tenants and residents, to be assured they are in the interests of the Inn and, if in doubt, to refer the matter to the Management Committee.
2. To ensure, to the best of their knowledge, that the estate is managed in accordance with current legal requirements.
3. To consider whether it is appropriate to issue legal proceedings in respect of any leases, tenancies, contracts, debts or any other matter connected with the estate.
4. To be satisfied as to the competency of the Director of Estates and their professional staff, with any failings to be brought to the attention of the Treasurer.
5. To apply oversight to ensure that proper measures are in place to prevent fraud by employees or contractors against the Inn and, to bring the matter to the attention of the Management Committee if this is not the case.

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. Any ideas that require expenditure outside the normal budget should be referred to the Management Committee for approval.
7. To satisfy themselves 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 themselves that the Director of Finance and their staff are competent and efficient, and, if not, to bring it to the attention of the Treasurer.
12. To satisfy themselves 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 themselves that proper procedures are in place to ensure that payments are made according to the agreed bank mandate as approved by Pension and the Management Committee.
14. To satisfy themselves 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 Defined Benefit 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 General Manager and ensure that high standards are maintained and encourage new ideas.
18. To satisfy themselves that the General Manager and their 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 themselves 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.

Master of Administration and Modern Records

23. To satisfy themselves that the Treasury Office is operated 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.
24. To ensure that the work of the senior members of staff is coordinated efficiently and harmoniously.
25. To satisfy themselves 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.
26. 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.
27. To participate in the annual review of wages and salaries.

28. 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.
29. To ensure that the Inn complies with its legal obligations towards its employees, and to make themselves aware of best practice in that field.
30. To meet with the Under Treasurer at least once a term to discuss these matters and to keep themselves informed of any potential problems or new procedures.
31. To ensure that the Inn's arrangements for admission and Call to the Bar comply with the relevant Regulations and are fairly operated.
32. To give advice when requested or to ensure that such advice is obtained in relation to copyright and contract issues affecting reproduction of trade-marked images.

Master of the Library

33. To ensure the Inn's Library and Archive service is delivered effectively and within the annually agreed budget, and to represent the interests of the Library and the Archive on the Management Committee.
34. To advise the Director of Library Services as required on matters relating to the running of the Library and Archive service.
35. Together with the Director of Library Services, to represent the Inn on the Inns of Court Libraries' Liaison Committee.

Liaison to the Barristers' Committee

36. 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

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

Master of Pictures

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

Master of the Cellar

41. To advise the Inn upon the purchase of all wine to be drunk by the Bench on all occasions and, if deemed appropriate by them, its sale.
42. To oversee the conditions of storage of the stocks of wine held by the Inn in its cellars.

43. They may hold, at their discretion, tastings of wine purchased or to be prospectively purchased by the Inn; such tastings may be convened with others of their choice save that the Master of the House and the General Manager of the House should, save in exceptional circumstances, be invited to attend them.
44. To select the wines to be poured at all occasions when Bench wine is to be consumed.

Master of Education

45. To take an overview of the range of the Inn's educational activities, and think strategically about how these might be developed and improved.
46. To seek to resolve any tensions between the various sub-committees and individuals involved in providing the Inn's education programmes.
47. To ensure compliance with the Inn's regulatory obligations for student membership of the Inn and the delivery of training and education.
48. To chair the Education Committee and the Education Committee Hardship Panel.

Master of Students

49. To chair the Students Committee, and to act on its behalf where necessary.
50. To oversee the implementation of policies in relation to student training and education and the conduct of fit and proper checks required for Call to the Bar.
51. To participate in events organised for students, and to be a source of advice and support to students.

Master of the Moots

52. To ensure that all necessary arrangements are made for the holding of moots, and the selection of those to preside at them.
53. To preside at the Inn's moot competition final and select the other judges.
54. To liaise with others to ensure that the education and training programmes maintain a high standard.

Master of Outreach

55. To ensure that all necessary arrangements are in place for the holding of a varied programme of outreach activities at school and university student level.
56. To attend key events to represent the Bench and to encourage students to choose Gray's Inn.

Dean of Chapel

57. To have responsibility for the chapel as a place of worship for the Inn and visitors, and for any other purpose thought appropriate.

58. 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.
59. To ensure that proper arrangements are made for the appointment of the Preacher, the Organist and the choir.
60. To determine the level of fees and other charges to be levied or paid in connection with the Chapel.
61. To ensure the preparation of the annual budget for the Chapel.

Master of the Website

62. To keep the Inn's website under review and ensure that it is kept up to date and easily accessible to its various users
63. 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

64. To chair the Election Information Committee and to act on its behalf where necessary.
65. To ensure that sufficient information about each candidate 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.
66. To advise the Treasurer in accordance with Standing Order 13.3 as to the numbers of suitable candidates available for election.
67. To ensure compliance with the election procedures in relation to the elections for which the Elections Information Committee is responsible.

Master of International Relations

68. To work to enhance international recognition of the Inn as an historic centre of legal learning and excellence in advocacy.
69. To support the rule of law in other jurisdictions at the same time as learning from developments in legal practice overseas
70. To ensure that the Inn makes all reasonable efforts to engage with its overseas members – in particular, by encouraging and supporting alumni associations.
71. To afford such assistance as is appropriate to alumni overseas, including with advocacy training and seminars on specialist areas of practice
72. To ensure that as far as possible the Inn maintains an accurate and up-to-date record of members overseas.
73. 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.

74. 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.
75. To promote appropriate opportunities for members of the Inn to work and study.

Master of Circuits

76. To champion the role of Gray's Inn in supporting its Members on Circuit.
77. 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.
78. To support the DoE and Master of Students in the development of financial and pastoral support for student members based on Circuit.
79. To act as the Inn's chief 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).
80. To be a source of advice to Gray's Inn's Circuit representatives
81. To provide advice to the GIBC and AGIS on Inn events outside London.
82. To be an advocate for allocation of the Inn's resources in support of Circuit activities.
83. To maintain a dialogue with the Circuit Leaders to enhance the links between the Inn and the Circuits.

RULE 11: Appointment of the Under Treasurer

1. The Under Treasurer shall notify the Treasurer and the Chairman of the Management Committee at least six months before the date of their intended departure and shall draw their attention to this Rule.
2. The Treasurer and the Chair 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 three 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 their 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.

RULE 12: Appointment of Other Senior Members of Staff

1. The Under Treasurer shall notify the Treasurer and the Chairman of the Management Committee at least six months before the leaving date of Principal staff and shall draw their attention to this rule.
2. The Treasurer and the Chair 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 Chair 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.
5. If a senior member of staff dies, resigns or becomes incapable of carrying out their duties, the same process should be undertaken but the time scale may be reduced.

PART II: RULES APPLICABLE TO BARRISTER MEMBERS

RULE 13: Dining in Hall

Dining in Hall

1. 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. Barristers will wear barrister gowns for dining.

PART III: RULES APPLICABLE TO STUDENTS

RULE 14: Dining in Hall

Attendance at dinner

1. Where a Qualifying Session requires attendance at an event as well as dinner, attendance will only count if the student is present throughout.

Dress and Conduct

2. Every student member entering Hall for or after dinner wears a student gown over a dark suit and tie or equivalent.
3. Members enter Hall in good time (about 6.50pm for Guest Nights 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.
4. If a student member is late for dinner, they should wait by the entrance to Hall until after Grace has been said, when a member of staff will seat them.
5. Members are not expected to leave Hall between Grace before dinner and the final toast of "Domus". However, if a Member needs to retire briefly, this should be done with minimum fuss and when movement does not impede the service, and the Member should return to their original seat as quickly as possible.

Seating

6. All members sit in messes of four. The Senior in Hall sits in the place nearest the Bench Table, facing south: the senior mess. The Deputy Senior member leads the next mess on the same table, also facing south. In all Messes, the Senior of the Mess (number 1) sits facing south, the next person in the Mess (number 2) sits opposite them. The next person (number 3) sits to the right of the Senior of the Mess and the Junior of the Mess (number 4) sits opposite them.
7. On guest nights, the guests sit next to their hosts. At mixed messes, Masters, Judges and Barristers sit with the students and act as Senior of the Mess.

Mess Seniors

8. The senior of the 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

9. 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 their absence, by the Treasurer or

Presiding Bencher. A similar signal shall be given for Grace after Dinner. Members stand during Grace.

Toasting

10. 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

11. 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".
12. 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.
13. After the toast of "Domus", members and their guests may leave or remain in Hall. Members and guests are always encouraged to stay for any after-dinner activities.
14. 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).
15. Members who have not dined but enter Hall later for any activity should also wear gowns.

Senior in Hall

16. For every dinner, a senior barrister is appointed to act as Senior in Hall. They are 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 their place at table. There is a right of appeal to the Treasurer or, in their absence, the senior Bencher present.
17. In case of grave or persistent disorder it is the duty of the Senior in Hall forthwith to report the Member(s) to the Under Treasurer who in their opinion is/ are guilty of disorder. In the event of

serious misconduct which necessitates the forcible removal of a Member(s) from Hall, the Senior in Hall is to summon the Ceremonial Officer, who in turn will contact the security staff if required.

18. 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 Night

19. Before dinner, Masters and the Society's guests, sitting upon benches in Hall, observe the ceremony of Hippocras.
20. During dinner, The Treasurer declares the toast "To the pious, glorious and immortal memory of Good Queen Bess".
21. 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 and Duchess 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).
22. The senior student then proposes "The Health of the Bar" (which all students rise to drink).
23. 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

24. A member may entertain up to three guests on Guest Nights and five guests on Sunday Lunches. The guests must be accompanied by the Member of Hall (host) by whom they are 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. Members are to ensure that their guests are dressed in accordance with the Inn's dress code.

Guest Night

25. 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.

RULE 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, with the exception of Trinity Call Night which may be held in the Marquee if one is in operation.
4. 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 during the Call ceremony which will be followed by a reception within the Inn to be announced.

The ceremony of Call to the Bar

5. The assembly of Masters of the Bench in Hall on Call Night shall constitute a Pension at which student members may be made Called to the Bar.
6. At the designated time the Masters of the Bench enter the Hall and take their places facing the Hall.
7. Once the Masters have taken their places, the Ceremonial Officer strikes the floor with their 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 them: "I hereby Call you to the Bar and do publish you Barrister", shaking hands with them at the conclusion of the words. The newly Called Barrister then retires down the Hall. As soon as the Barrister is on their way down the Hall, the Under Treasurer calls the name of the next student and the ceremony is repeated until every student has been Called.
8. If a member is to be Called in absentia, the Treasurer shall thereupon call them by saying: "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 them to the Bar in absentia and do publish them Barrister accordingly."
9. At the conclusion of the Call ceremony, the Ceremonial Officer strikes the floor again. All those present stand and the Masters leave the Hall.
10. If the Treasurer wishes to deliver a short address, this takes place just before the Call ceremony. The Treasurer will propose a toast to the newly called in the reception after the ceremony.

Supplementary

11. When it appears to the Treasurer that the numbers likely to be present require it, they may make such modifications to the Call ceremony as they think fit.
12. No photography which has not been authorised by the Treasurer is allowed in Hall during a Call ceremony.

RULE 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 Pupil Barristers 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 HONOURARY MEMBERS OF HALL

RULE 17: Appointment of Honorary Members of Hall

1. The Inn will have a small number of invited Honorary Members of Hall, to provide a link to exceptional former students who decided not to pursue a career in at the bar, and for exceptional individuals with an association with the Inn through the provision of advice, guidance or services, and with whom the Inn would benefit from continued association.
2. No approach shall be made formally or informally to any person whose name has been suggested until their appointment has been approved by the Management Committee. Once a candidate has been approved, they will be asked either by telephone or in person whether they are interested, and the expectations of the Inn from the appointment made clear to them orally.
3. Each Honorary Member of Hall shall be formally appointed by a written contract setting out the terms of appointment, the Inn's expectations of the Honorary Membership and the benefits available in return, and no appointment shall be effective unless and until the document is signed by the proposed Honorary Member.

PART VI: MISCELLANEOUS

RULE 18: Archive

1. The Inn's policy regarding its records and archives is as follows:
 - a. To maintain and administer its archival, current and semi-current records as efficiently as possible in accordance with best professional practice and with regard to all relevant laws and regulations, including but not limited to data protection, copyright and the regulation of Call to the Bar. To ensure the quality of all records held; and to keep its records in a manner designed to meet the Inn's obligations to its Members and to the Bar generally.
 - b. To ensure current and semi-current records in all media are governed by policies allowing the identification and storage of all records deemed necessary for permanent retention as part of the Inn's Archive by virtue of documenting the history, development, achievements, business, or membership of the Inn. These include but are not limited to the records of Pension, the Management Committee, Admission, Membership, and Call.
 - c. To maintain its Archive with a view to the permanent preservation of its records in all media, including by use of suitable environmental and technological means, to ensure the Archive is capable of supporting and facilitating all business or historical research necessary to the Inn and at its absolute discretion, to permit access to, or to supply information remotely to bona fide external researchers. Where appropriate, the Inn's policy is to accept or acquire records from external sources for the Archive by gift or by purchase, if such records are of permanent historical or informational value to the Inn.

RULE 19: Car Parking

1. The Inn operates a car park as a business enterprise. Car parking is available on a pay-as-you-go basis or by way of permits for regular users. Charges are applied to reflect market rates subject to concessions approved by Pension.

RULE 20: Catering

1. The Inn shall decide when it requires the Inn's facilities for its own events. In the case of annual or regular events, it shall give the General Manager at least 12 months' notice of its requirements. The Catering Department shall be free to hire out the facilities, in accordance with the contract, at other times, and the Inn shall respect the arrangements made in fixing additional meetings or events.
2. Masters booking catering functions are entitled to the free hire of rooms in the Inn (but not the Marquee) for events for themselves and their immediate family, but remain liable for other costs such as moving the furniture and security.
3. 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.
4. 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.

RULE 21: Chapel

1. 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 their help.
2. Weddings services of blessing or thanksgiving following a civil marriage, or the registration of a civil partnership may take place in the chapel. For a wedding, the couple must meet the following criteria:
 - a. 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, and either
 - b. at least one of the parties is either a Member, a resident or an employee of the Inn, or
 - c. at least one of the parties is the sibling, child (including stepchild) grandchild or godchild of a Member, resident or an employee of the Inn
3. Baptism is administered to the children of those who satisfy the criteria set out in Rule 21 2b above, to adults who satisfy the criteria in Rule 21 2b or c , and to anyone else if the Preacher considers that there is a pastoral need for such a service.
4. Funeral Services are conducted as required for those who satisfy the criteria in Rule 21 2b 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.
5. The charges for the conduct of the services in Rules 21 2-4 are fixed following consultation between the Dean of the Chapel, the Treasurer and the Under Treasurer, and are to be reviewed annually.

Memorial Services – see Rule 33 below

RULE 22: Charitable Giving

1. 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 education or training for the Bar, or to local charities with whom the Inn has a connection. The support of the personal endeavour of a Member of the Inn (or the Inn's Staff) on behalf of a charity should normally be left to individuals.

RULE 23: Club and Societies

Society Authorisation

1. The Management Committee will authorise all official clubs and societies annually.
2. No club or society may use Gray's Inn name unless authorised.
3. Clubs and societies that only meet in the Inn are excluded from this guidance. These are 'events' and governed according to the Inn's rules and policies for internal events. Current clubs and societies in this group are History Society, Debating Society, Yoga, Scottish Country

Dancing, Songbirds, Ballroom Dancing, LGBTQIA+ Society and Miscellany.

4. The official clubs and societies list is held by the Chief of Staff. Only clubs and societies on this list are officially recognised. Clubs and societies are not part of the Education Department.

Officers of the Club/Society

5. As a minimum, the club or society must have a chair and a secretary. If grants are provided by the Inn, then a treasurer should be appointed.

Management of the Club/Society

6. The club/society must have at least one formal meeting a year and record the minutes. The meeting can be held virtually, but the Club/Society officers and at least two members should be present.
7. The agenda should include overview of activity, finance (if appropriate), and membership issues
8. The Officers of the Club/Society will be responsible for:
 - a. Expenditure and income, the latter provided to the Inn for banking;
 - b. Compliance with Inn's policies such as the Code of Conduct;
 - c. A short annual report (if a budget was provided by the Inn);
 - d. Recruitment and publicity of the club/society.

Election of members

9. Any Member of Gray's Inn is eligible to join a Club/Society
10. If the club/society wishes to expand membership beyond Gray's Inn Members, Management Committee authorisation must be requested.

Annual subscription & Inn Grant

11. Each club/society should decide whether annual subscriptions are required and at what level.
12. If a club/society wish to receive an annual grant, bids should be received no later than 1 October every year, with a short justification: aim of club/society; finance plan (income and expenditure); overview of membership; justification for grant requested.
13. For a grant to be successful, some form of personal membership subscription would be expected.
14. Personal contributions should be aligned to seniority, with student members having the least expensive price to participate. Where members of other Inns are invited to participate in a Gray's Inn club or society, and an Inn grant is awarded, they should pay the higher price for participation.

Clubs/Society events

15. Each club/society should publish their aims, activities and contact for joining the club/society on the Inn's website. This material should be updated annually, and sent to the Chief of Staff.

Rules and Policies

16. Clubs/societies should operate to the Rules and Policies of the Inn.
17. The club/society will use the Code of Conduct and Inn Complaint procedure, and Club/Society members must be reminded of this annually.
18. The club/society will pay due diligence to data protection.

RULE 24: Code of Conduct and Complaints Procedures

1. Any Member of the Inn, Bencher or Student, can raise a concern using the Inn's Code of Conduct procedures, or a complaint through the Inn's Complaint Procedure. These policies are published on the Inn's website.
2. The staff complaint procedure is set out in the Staff Handbook.

RULE 25: General Meeting

1. 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.
2. 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.
3. 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.
4. If fewer than 10 members of Hall attend the General Meeting, the meeting shall be abandoned and the business lost.

RULE 26: Gowns

1. Appropriate gowns for dining are provided by the Inn.
2. Masters and the Under Treasurer wear benchers' gowns (long sleeved). More senior Masters have their own individual gowns. The junior Masters share gowns.
3. Barristers wear barristers' gowns and the students wear student gowns (sleeveless).
4. The Head of Education wears an academic gown.

5. The General Manager and Butler wear a student gown.

RULE 27: Graya and Graya News

1. Graya is published annually, usually in January. Graya News is published twice a year, usually in May and September. Graya and Graya News are free to all members of the Inn who wish to have copies.
2. 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.

RULE 28: Highways Act

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

RULE 29: Invitations

1. Selected widows and widowers are invited to chapel and Sunday lunch once a year at the Inn's expense.
2. The Treasures Reception:
All Members (Students to Bench) may bring a maximum of five guests as well as their ticket.
3. All Members of staff receive one free invitation for The Treasures Reception: the Principal Staff receive two. They may also purchase a maximum of five tickets for additional guests. When a member of staff leaves, they receive an invitation for the two garden parties following their departure, and may buy tickets thereafter. Former Under Treasurers and their partners are invited free of charge.

RULE 30: Leaving Parties

1. 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.

RULE 31: Silver Griffins

1. A silver griffin provided out of Bench contributions shall be presented to any elected Bencher on their 50th anniversary of Call.
2. 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.

RULE 32: Library

1. The Library is open to all Members of Gray's Inn, and to all members of other Inns of Court.
2. Clerks and other support staff may use the Library on behalf of Members.
3. The Library reserves the right to ask visitors for proof of membership of one of the Inns.
4. Bona fide academic researchers may be admitted at the discretion of the Director of Library Services to consult the Inn's manuscripts, rare books or other materials that may be unavailable elsewhere. All researchers must produce satisfactory evidence of their identity, and sign the Manuscript and Rare Books Request form which includes the Conditions of Access.
5. Visiting lawyers from overseas, who are not members of an Inn of Court of England and Wales, may be granted temporary access to the Library at the discretion of the Director of Library Services.
6. Members of the general public are not admitted.
7. Members should behave with respect and decorum at all times towards other users of the Library and Library staff.
8. Silence is not enforced, but Members should avoid disturbing others. The North Library is available for group-working. Mobile phones should be switched to silent, and any calls taken outside the Library.
9. Food and drink may not be eaten in the Library. Drinks are permitted if they are in cups with lids, or a bottle.

With the following exceptions, the Library is for reference only.

10. Masters of this Inn may borrow items in person or through an intermediary on production of written authorisation from the Master concerned.
11. All other Members of the Inns of Court may borrow most textbooks and bound periodicals on the open shelves for up to one hour during the day or overnight from one hour before closing until one hour after opening the next working day.
12. All self-service photocopying and any items supplied via the Document Supply Service is subject to current copyright legislation and licence restrictions.
13. It is an offence to deface books or misuse any Library equipment. No computers may be used for the viewing of material which is likely to be inappropriate, offensive or discriminatory of law.

RULE 33: Lunch

1. Lunch in Hall is open to all Members, residents and tenants of the Inn, students barristers and judges who are members of other Inns and staff. Anyone who is entitled to lunch is entitled to bring as many guests as they wish. 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.
2. 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.

3. Benchers of all other Inns and High Court Judges from other UK jurisdictions may lunch on the Bench table at their own expense.
4. 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.

RULE 34: Memorial Services

1. 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.
2. 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 permitted number (175 standing for Hall or 110 standing for Large Pension Room).
3. 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.

RULE 35: Music and Entertainment

1. Music is important in the life of the Inn. The Inn sponsors a maximum of four free concerts on Tuesdays in June in the Chapel, followed by supper on payment. Other musical events may take place from time to time, subject to approval by the Events Committee.

RULE 36: Professional Advisors

1. 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.

RULE 37: Qualifying Sessions

1. A Qualifying Session is an event of an educational nature arranged by or on behalf of an Inn. A student is required to attend 10 Qualifying Sessions before their Call.
2. Qualifying Sessions are no longer awarded for Inn events such as Guest Night. Rules for Qualifying Sessions are set by the Bar Standards Board and jointly with the other Inns and are described in the Joint Inns' Education and Qualification Rules.

RULE 38: Tenancies (Commercial)

1. 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.

2. Lease renewals do not need to be approved by the Management Committee other than when concessionary terms are proposed.
3. 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.
4. 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 those premises.

RULE 39: Tenancies (Residential)

1. 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.

RULE 40: Treasurer

1. During their 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 they do not require the use of the flat, the Inn may use it as overnight accommodation.
 - b. Free lunch in Hall
 - c. Two free car parking permits

d. Exclusive use of the Treasurer's green chair at the Benchers table in Hall.

RULE 41: Walks

1. The walks are open to the public on Monday to Friday between 12 noon and 2:30 pm except during vacations and when closed for events or safety.
2. Members of the Inn may request a fob to access the Walks via the Raymond Gate when they are closed to the public and not closed due to events or for safety reasons. This process is managed by the Treasury Office and a £5 deposit is payable on receipt of the fob.
3. 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.
4. 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-catered party to take place.

APPENDIX A

Interpretation

These Rules are to be interpreted so as:

1. To be consistent with the Inn's obligation not to discriminate against anyone set out in Section 1 paragraph 11 of Standing Orders.
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 (alphabetically)
 - 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. General Manager means the head of the catering department, the senior manager from the catering company that works full time in the Inn.
 - e. "Gray's Inn" and "the Inn" mean the Honourable Society of Gray's Inn.
 - f. "Honorary Master" means an Honorary Master of the Bench elected under Standing Order 13.
 - g. Immediate Family of a Bencher' – the parents of a Bencher, spouse or partner, children and step children.
 - h. "Master" means a Master of the Bench elected under Order 13 (who are also known as "Benchers").
 - i. "Pension" means a meeting of Masters convened by notice given in accordance with Order 1.9.
 - j. "Practising barrister" has the same meaning as it does in the Bar Code of Conduct.

- k. "Self employed barrister" has the same meaning as it does in the Bar Code of Conduct.
 - l. "The Society" means the Honourable Society of Gray's Inn.
 - m. "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.