



GRAY'S
INN

Standing Orders

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SECTION I: INTRODUCTION

What is the Inn and what does it do?

1. **The Honourable Society of Gray's Inn exists to support, educate and** develop its student barrister members and to provide continuing professional development to its qualified barrister members in accordance with its historic traditions. The Inn has a pastoral responsibility for its members and seeks to be a source of wisdom and support when needed.
2. The Inn has a substantial estate, consisting of the Hall, Treasury Office, Library and Chapel (sometimes referred to as "Domus") and residential and commercial lettings set around squares and the gardens known as "the Walks". The income from these lettings and from private catering, as well as from bequests, is used to fund the Inn's charitable activities, including the grant of scholarships and awards to those starting their careers. The Inn has a duty, consistent with its other obligations, to try to maximise its income from these sources in order to ensure that its charitable activities have the resources they need.
3. The responsibility for the organization and running of the Inn is divided between the Masters of the Bench in Pension and the Under-Treasurer, its Chief Executive. They exercise their respective responsibilities in accordance with their legal and professional obligations and the following codes:
 - (a) These Standing Orders
 - (b) The Book of Rules
 - (c) The Staff Handbook.
4. **The administration of the Inn's hugely varied activities is in the hands of its** dedicated staff, and the many members of the Inn who voluntarily give of their services, because that is the tradition of the Bar.

5. Good communication is central to many of these activities. Gray's Inn has its own website and publishes "Gray's Inn News" and "Graya" for its membership.
6. All the property of Gray's Inn is held on trust for the benefit of its present and future members. The Inn has its own Trustees of Land for the execution of documents on its behalf. There are also two Charitable Trusts:

The Charitable Trust Fund of the Honourable Society of Gray's Inn
The Gray's Inn Scholarship Trust.

The Trustees of these Trusts are Masters of the Bench, appointed by Pension. They may also serve the Inn in other ways, including membership of the Management Committee. In addition, **there are Trustees of the pension fund for the Inn's employees**, not all of whom are Masters of the Bench.

All of these trustees exercise their responsibilities in accordance with the requirements of the law and are accountable to Pension.

7. Gray's Inn is one of the four Inns of Court which, although proud of their different traditions, have many interests in common. In respect of many of their functions **they act jointly or in accordance with agreed rules and policies**. Gray's Inn exercises its powers, duties and responsibilities in accordance with the following regulations and codes:

Bar Training Regulations and The Consolidated Rules of the Inns of Court
The Code of Conduct of the Bar of England and Wales
The Constitution of the Council of the Inns of Court
The Constitution of the Inns of Court and the Bar Educational Trust
The Advocacy Training Council Guidance
or any regulations, codes or organisations that replace them.

8. It is fundamental to the government and administration of the Inn that it seeks to avoid discriminating against anyone, either directly or indirectly, on the grounds of their age, race, colour, ethnic or national origin, nationality, citizenship, social

class, gender, sexual orientation, marital status, disability, religion or political persuasion.

Interpretations and Definitions

These are set out in Appendix A.

SECTION II: HOW IS THE INN RUN?

ORDER 1 : Pension

General Direction and Management

1. Although the Treasurer and the Management Committee are given certain executive functions under these Standing Orders, the general direction and management of the affairs of the Inn in all matters are finally vested in the Masters in Pension.
2. Masters of the Bench are elected in accordance with the procedures set out in Order 13. Only those Masters who have a voice and vote may participate in meetings of Pension. The extent to which those who are not Masters may participate is set out in these Orders or the Book of Rules.
3. Pension may establish committees to carry out some of its duties on its behalf, or to consider specific matters and report back to Pension. These may be either standing committees or committees set up for a particular purpose. Before setting up any new committee, Pension shall consider whether the matter should be referred instead to the Management Committee.
4. The present standing committees are:-
 - The Management Committee
 - The Selection Committee
 - The Scholarships Committee
 - The Election Information Committee
 - The Education Committee

The membership and functions of these committees are set out at Orders 3 and 4. These committees shall continue for so long as Pension considers that they serve a useful purpose.

5. Pension may delegate or transfer some of its powers or functions to other representative bodies of the four Inns of Court, or to the Bar Standards Board, where a common approach to the exercise of those powers and functions is desirable or expedient.
6. Pension shall approve the contents of the Rule Book. This brings together the Rules that govern the conduct of business and those that regulate conduct in the Inn. It also includes the historic customs and traditions of the Inn. Pension may alter or add to these Rules from time to time.

Pensions

7. A Pension shall be held at least once during each term. Additional Pensions shall be held either during or out of term (except in the months of August and September) when summoned in accordance with paragraph 9 of this Order.
8. The Treasurer may, and at the request of the Chairman of the Management Committee or at the written request of any 30 Masters shall, summon an additional Pension.
9. Notice summoning a Pension shall be sent to every Master by e-mail unless a Master has requested notice in writing. Such notice shall state the agenda and shall, unless the Treasurer otherwise directs, be sent not less than seven days before the date upon which the Pension is due to be held.
10. No business shall be transacted in Pension other than that specified in the agenda except business which, in the opinion of Pension, is so urgent as to require it to be dealt with immediately and without notice.

11. No decision of the Management Committee within its authority shall in any circumstances be open to challenge in Pension without notice of the challenge having been given in the agenda.

ORDER 2: The Treasurer and Vice Treasurer

The Office of Treasurer

1. The Treasurer may be either one of Her Majesty's Judges or Counsel.
2. Subject to Standing Orders and Rules and any general or specific direction given by Pension, the Treasurer has authority in his discretion to deal with all matters relating to the Society. In the exercise of such authority he shall have regard to these Orders, the Rule Book, the Staff Handbook and to the established usages and traditions of the Society. In any matter of serious moment or principle, he shall, so far as practicable, consult Pension.

The Office of Vice-Treasurer

3. The Vice-Treasurer is the deputy for the Treasurer and shall exercise such of the powers and duties of the Treasurer as the Treasurer may from time to time determine or, if the Treasurer is unavailable, as the circumstances require.
4. If both the Treasurer and the Vice-Treasurer are unavailable, or temporarily unable to act, the most recent past Treasurer available shall exercise the powers and duties of the Treasurer unless or until Pension makes other arrangements.

The election of the Treasurer and Vice Treasurer

5. In the Trinity term, Pension shall elect annually from among the Masters of the Bench a Vice-Treasurer in accordance with Rule 3 to serve for the next calendar year.
6. Subject to the provisions of these Orders, the Vice-Treasurer shall become Treasurer at the end of that year, and hold office for a calendar year as Treasurer.

7. If before the 31st May in his year of office, the office of Treasurer shall become vacant by the death or resignation or, in the opinion of Pension, incapacity of the Treasurer, the Vice-Treasurer shall become Treasurer and shall hold office for the remainder of the calendar year, and arrangements shall be made to elect a new Vice- Treasurer as soon as possible in accordance with the Rules.
8. If the death, resignation or incapacity of the Treasurer occurs after 31st May in his year of office, the Vice-Treasurer shall become Treasurer and shall hold office for the remainder of the year and the following calendar year, and a new Vice-Treasurer shall be elected in accordance with the usual procedure.
9. If for any reason the Vice-Treasurer is unable or unwilling to take up the office of Treasurer in either of these circumstances, an election for the office of Treasurer shall be held as soon as possible, and in the meantime, if the Vice-Treasurer is not able to act as Treasurer, Order 2.4 above shall apply.
10. If the Vice-Treasurer dies or resigns or, in the opinion of Pension, becomes incapacitated before taking office as Treasurer, another election shall take place, unless a Vice-Treasurer has already been elected for the next calendar year, in which case he shall, subject to his consent, become Treasurer a year earlier.

Qualifications for Treasurer and Vice-Treasurer

11. No Master who has previously held the office of Treasurer or Vice-Treasurer is eligible for election again to the same office.
12. No Senior or Retired Master may be elected to serve as Treasurer. Any Treasurer who will attain the age of 70 during or in the year following his year in office must undertake not to opt to become a Senior or Retired Master until that year has ended.

13. No Master shall be eligible to the office of Treasurer unless he:
- (a) has been a Bencher for at least 15 years
 - (b) has held the office of Vice-Treasurer; and
 - (c) has carried out the responsibilities of Masters of the Bench, in accordance with the undertaking given at the time of his election.

Unless, in the circumstances set out in Order 2.7, Pension agrees to dispense with these requirements, or Pension dispensed with one or more of the requirements in relation to his election as Vice Treasurer.

14. No Master shall be eligible for election to the office of Vice-Treasurer unless he:
- (a) has been a Bencher for at least 14 years
 - (b) has served on the Management Committee for at least a year and
 - (c) has carried out the responsibilities of Masters of the Bench, in accordance with the undertaking given at the time of his election,
- unless Pension agrees to dispense with these requirements.

ORDER 3: The Management Committee

Constitution, Duties and Powers

1. There shall be a Management Committee. It shall consist of the Treasurer, the Vice-Treasurer, the Vice-Chairman of the Education Committee, the **Inn's Bencher** Trustee on the Board of the Council of the Inns of Court, nine elected Masters, at least four of whom shall be self-employed practising barristers, and two members of Hall nominated by the Barristers' Committee.
2. There shall be a Chairman and a Vice-Chairman of the Management Committee who shall be chosen by the Management Committee from among its elected members.
3. The Management Committee shall be responsible for the general management of the business of the Inn in accordance with the policy from time to time prescribed, and directions from time to time given, by Pension.
4. The Management Committee shall also be responsible for co-ordinating the affairs of the Inn.
5. The Management Committee shall submit to Pension for approval, with its advice where appropriate, all major capital projects, all matters of major importance to the Inn (including the appointment of the Under –Treasurer) and all major changes proposed. Provided that, if it shall be necessary to deal with any such matter at a time when Pension cannot conveniently be summoned, the Management Committee may determine and deal with it but shall then report to Pension as soon as practicable thereafter. In addition, the Management Committee may refer any other matter to Pension for approval.

6. The Management Committee shall report to Pension at least twice in every year, and in particular shall:
 - (a) submit an annual budget to Pension in advance of each financial year;
 - (b) report to Pension any major departures from the budget so approved;
 - (c) submit to Pension after the end of each financial year a report on the income and expenditure for that year in a form showing the comparable figures for the preceding year and the comparable estimate in the budget for that year;
 - (d) as often as it may consider it practical and useful to do so, or may be directed by Pension, submit to Pension forecasts of income and expenditure extending over periods of more than one year.

7. The Management Committee may appoint a Master (whether or not a member of the Management Committee) to be responsible to the Management Committee for a specific area of the administration of the affairs of the Inn and may delegate to that Master any part of the functions of the Management Committee as it may think appropriate. Without prejudice to the generality of this discretion the Management Committee shall ordinarily appoint:
 - (a) from among Masters within its own number a Master of Administration, a Master of the Estate, a Master of Finance, a Master of the House and a Master of the Library; and
 - (b) a Master of the Cellar, a Master of Pictures, a Master of Silver, a Master of the Walks, a Master of the Website and a Master of International Relations. Any appointment under this sub-Clause of a Master not a member of the Management Committee shall ordinarily be for a period of not more than four years.

The general responsibilities of the designated Masters are set out in Order 5 and in Rule 10 of the Rule Book.

8. The Management Committee may appoint individuals or groups to consider specific matters and report back to it.

Election and Appointment of Masters as Members

9. Elections to the Management Committee shall take place in accordance with Rule 8.
10. Every Master elected a member of the Management Committee shall be elected for a term of three years commencing on the 1st January following his election.

Members of Hall

11. The members of Hall to sit on the Management Committee shall be independently nominated by the Barristers' Committee in accordance with its Constitution.
12. Members of the Committee who are members of Hall shall be entitled to speak and vote on any subject which comes for discussion or decision before the Committee, unless the Chairman in his discretion rules that the subject concerns the membership or conduct, of or any other matter relating to Pension, of which it would be inappropriate for a member of Hall to speak or vote.

General

13. The Management Committee shall have power to remove any member who, in the opinion of two-thirds of the members of the Committee voting, has failed to discharge or become incapable of discharging his duties as a member of the Management Committee.
14. A member of the Management Committee may retire on giving to the Chairman notice in writing.
15. Unless the event occurs after 31st July in the year in which his term of office was due to expire, the Management Committee shall appoint a Master to fill the place of any Bencher member of the Management Committee who has died, retired, ceased to be eligible or been removed in accordance with Order 3.13. The person appointed shall be the next person in the ballot who was not elected, or if there is no such person any qualified Bencher for the purposes of the election held in the preceding year. Any member so appointed shall retire on the 1st January following his appointment. If the vacancy is in respect of a member of Hall, the Barristers Committee shall nominate a member of Hall to replace him.

ORDER 4: Standing Committees

General

1. The Standing Committees referred to in Order 1 have the membership and exercise the functions set out below.
2. At the end of November, each Standing Committee shall submit a short report on their activities during the year to the Management Committee. Such report may also draw to the attention of the Management Committee matters in respect of which it considers action should be taken either by it or Pension.

Appointment to Committees

3. Members of these Committees shall be appointed for a term of three years from 1st January, one third of whom shall retire annually in rotation, except for the Education Committee and its Sub-Committees, where the term shall be four years. The transitional arrangements are set out in Rule 9.
4. Each Committee shall have a Chairman and Vice-Chairman, who will normally be appointed from the serving members of the Committee. Except as provided for by these Orders, the Chairman will be chosen by the Selection Committee and will hold office for two years, regardless of whether his term of service would otherwise have come to an end under Order 4.3.
5. Unless otherwise provided by these Orders, the members of a committee shall choose one of their number to be Vice-Chairman, who will stand in for the Chairman when required and take over until the end of the year, if the Chairman dies, resigns or becomes incapacitated for any reason.

6. No one may be appointed again to membership of a committee unless at least 3 years have passed since he last served on it.
7. The Treasurer shall inform Pension of all appointments of Chairmen, Vice-Chairmen and ordinary members of any of the Standing Committees as soon as is reasonably practicable after they have been made.

Specific Committees

A. The Selection Committee

Membership

8. The Selection Committee shall comprise:

The Treasurer, the Vice-Treasurer (who shall be Chairman), and the chairmen of the following committees:

- Management Committee
- Scholarships Committee
- Election Information Committee
- Education Committee
- Advocacy and Continuing Professional Development Sub-Committee
- Moots Sub-Committee
- Students Sub-Committee

Functions

9. The functions of the Selection Committee are:
 - (a) To appoint Masters of the Bench to serve on the Standing Committees and Sub Committees other than the Management Committee.
 - (b) Subject to these Orders, to appoint Chairmen to those committees,
 - (c) As and when necessary to appoint a Master of Debates whose term of office will be no longer than four years, a Master of Moots whose term shall be for four years, a Master of Elections, an experienced Benchers, whose term shall be for three years, a Master of the Website whose term shall be for four years, a Master of Advocacy whose term shall be for two years and a Master of Students whose term shall be for two years.

(d) As and when necessary to appoint representatives of the Inn or of Pension to the General Council of the Bar or its committees, the Council of the Inns of Court (including its Conduct Committee) and any other professional body. The representatives of the Inn on the General Council of the Bar shall be two Masters and one member of Hall.

(e) A panel of Masters willing and able to represent students or the Inn before the Conduct Committee

(f) If the Chairman of any of these Committees shall resign or die, or become incapable of performing his duties, to appoint another Master (whether or not a member of such Committee) to be Chairman in his place.

The Selection Committee may at any time appoint a Master to be an ordinary member of any of these Committees or Sub-Committees, whether to fill a vacancy or as an additional member.

B. The Scholarships Committee

Membership

10. The Scholarships Committee shall comprise a Chairman, a Vice-Chairman, the Master of Education, the Treasurer and the Vice-Treasurer ex-officio, and in addition, not less than seven Masters, and up to four Members of Hall to be appointed by the Selection Committee on the advice of the Chairman of the Scholarship Committee.

Functions

11. The functions of the Scholarships committee are:

(a) To consider applications for scholarships and awards.

(b) To constitute panels to carry out interviews.

(c) To interview applicants where appropriate.

Although the Scholarship committee may enlist the help of other Masters in these tasks, it is a primary obligation of those who are appointed to make themselves available to carry them out.

(d) To make recommendations to the Trustees of the Scholarships Trust as to the grant of individual scholarships and awards.

(e) To consider the Inn's policy concerning scholarships and awards and to make recommendations to Pension, the Management Committee and the relevant Trustees as to such policy.

(f) To ensure the proper training of interviewers, in relation to diversity and other issues.

(g) To review and revise the Scholarships handbook and to consider generally the publicity provided by the Inn for its scholarships and awards (including the Inn's website).

C. The Education Committee

Membership

12. The Chairman of the Committee shall be a Master of the Bench and will be the Master of Education. He will be selected when necessary by the Education Committee, and the name submitted to Pension for approval. If for any reason the Education Committee is unable to find a willing and suitable candidate, the matter shall be referred to the Selection Committee. His term of office shall be four years.

13. The Education Committee shall have the following sub-committees:
 - The Advocacy and CPD Sub-Committee
 - The Students Sub-Committee
 - The Moots Sub-Committee.The Education Committee may set up such alternative or additional committees as it considers necessary to carry out its functions, and the chairman of any such Sub-Committee shall be a member of the Education Committee.

14. The membership of the Education Committee shall consist of the Treasurer, the Master of Education, the Master of Advocacy who shall be the Vice-Chairman, the three Vice-Chairmen of the Advocacy and Continuing Professional Development Sub-Committee, the Master of Students, the Master of Moots, the Master of Debates, the Chairman of the Scholarships Committee, and the representatives of the Inn on the Advocacy Training Council and the Head of Education.

Functions

15. The functions of the Education Committee are:
 - (a) To ensure that the Inn's education and training programmes comply with the training requirements for the profession.

 - (b) To consider issues of policy in relation to education, where appropriate in

consultation with other bodies responsible for education for the Bar.

(c) To advise the Management Committee and Pension on major changes of policy, provided that where it wishes to make changes that do not involve a major change of direction or substantial additional expenditure, it may implement-those changes.

(d) To coordinate and develop the Inn's educational programme, and ensure the delivery of that programme through the individuals and sub-committees accountable to it.

D. The Advocacy and Continuing Professional Development Sub-Committee

Membership

16. The Master of Advocacy shall be the Chairman. There shall be three Vice-Chairmen of the Sub-Committee (one with specific responsibility for Civil Advocacy, one for Criminal Advocacy and one for Continuing Professional Development) and their term of office shall be for two years but may be renewed once.

17. The Master of Students shall be a member of the Sub-Committee.

18. In addition, the Sub-Committee shall consist of at least twelve members and maintain a balance between Masters and members of Hall all of whom should normally be, or undertake to qualify as advocacy trainers, competent to teach New Practitioners, to be appointed by the Selection Committee on the advice of the Master of Advocacy.

19. The Sub-Committee shall have power to co-opt additional members and in the case of such co-options, Order 4.6 shall not apply.

Functions

20. The work of the Sub-Committee shall be carried out with regard to the policy and rules for the time being of the General Council of the Bar or the Bar Standards Board concerning legal education and, where appropriate, in conjunction with the other Inns. The Sub-Committee shall be responsible for:

- (a) Designing, organizing and delivering all advocacy and continuing professional development programmes, whether compulsory or voluntary, to enable all members of the Society to meet their respective professional requirements, including the provision and maintenance of an up-to-date database of course materials.
- (b) Cooperating with the appropriate authorities to ensure that proper criteria are established to decide who has successfully completed such training and who has not reached a satisfactory standard of competence, and that accurate records are maintained to show who has done so.
- (c) Training and accrediting a pool of suitable advocacy trainers, including trainers from overseas, in accordance with the criteria set by the Advocacy Training Council or the Bar Standards Board, and maintaining a list of those so accredited.
- (d) Taking all necessary steps ancillary to the above, to ensure the efficient delivery and development of a high quality service to all members of the Inn. For the avoidance of doubt those steps may include the presentation of prizes and the development and delivery of advocacy and other professional training in overseas jurisdictions.

21. The Advocacy and Continuing Professional Development Sub-Committee may set up such alternative or additional committees as it considers necessary to carry out its functions.

E. The Students Sub-Committee

Membership

22. The Chairman shall be the Master of Students.

23. The Chairman of the Scholarships Committee, the Master of the House, the Master of the Moots, the Master of Debates and the Master of Education shall be members of the Sub-Committee.

24. In addition, there shall be no fewer than three ordinary members of the Sub-Committee of whom at least one shall be a Master of not less than five years' seniority. There shall also be two members of the Sub-Committee, selected from those members of Hall currently in pupillage to be appointed by the Selection Committee on the advice of the Master of Students, and two members nominated by the Committee of AGIS.

25. Notwithstanding the terms of Order 4.6, a member of the Students Committee who becomes Master of Students, or is appointed to one of the offices in Order 4.23, may serve for a fifth consecutive year.

Functions

26. The functions of the Students Committee are:

- (a) To promote and foster the relationship between the Inn and its student members.
- (b) To make available to students information about pupillage and career opportunities at the self-employed and employed Bar.
- (c) To provide advice and assistance to students during their training for the Bar.

- (d) In furtherance of these functions to liaise with the Advocacy and Continuing Professional Development Sub-Committee to devise and provide educational and training events for students at the Inn and elsewhere.

F. The Moots Sub-Committee

Membership

27. The Chairman of the Moots Sub-Committee shall be the Master of the Moots.

28. The Master of Students and the Master of Education shall be members of the Moots Sub-Committee.

29. In addition, the Sub-Committee shall consist of five other Masters and seven members of Hall, of whom one at least shall be a student.

30. Notwithstanding the terms of Order 4.6, a member of the Moots Committee who becomes Master of the Moots, or is appointed to one of the offices in Order 4.28, and anyone co-opted under Order 4.31, may serve for a fifth consecutive year.

31. The Sub-Committee shall have power to co-opt additional members, whether Masters or members of Hall.

Functions

32. The Master of the Moots, assisted by the Sub-Committee, shall make all necessary arrangements for the holding of Moots and the procedure to be adopted, and shall select the Presidents to preside at the Moots. The rules governing the holding of Moots are set out in Rule 16.

G. The Election Information Committee

Membership

33. The Election Information Committee shall comprise the Master of Elections, a Vice-Chairman and not less than 16 other Masters, who shall all be self-employed or employed barristers and not judges, and any member who becomes a full-time judge shall be deemed to have retired. The Selection Committee shall try to ensure each of the circuits is properly represented and that there is appropriate diversity among the members of the committee.

Functions

34. The Functions of the Election Information Committee are set out in Order 13 and Rule 4.

H. Hall Committees

35. The following Committees of the Inn have been approved by Pension:

- (a) The Barristers' Committee
- (b) **The Association of Gray's Inn Students.**

36. The membership of the Barristers' Committee shall consist of barrister members of Hall who are not Benchers. The constitution of the Committee, which is approved by Pension, is set out in Appendix B to these Standing Orders.

37. **The Barristers' Committee** may appoint from among its members barristers to shadow Designated Masters in accordance with arrangements approved from time to time by the Management Committee.

38. **The membership of the Association of Gray's Inn Students** shall consist of student members of the Inn. The constitution of AGIS, which is approved by Pension, is set out in Appendix C to these Standing Orders.

ORDER 5: Designated and Departmental Masters

Designated Masters

1. Designated Masters are those Benchers who hold specific offices (such as the Master of Students and the Master of the Moots) and those who have been elected or appointed to chair Standing Committees.

Departmental Masters

2. A Departmental Master is a Designated Master who has responsibility (as set out in the General Duties of Departmental Masters) for a particular Department within the Treasury Office (such as the Master of Finance and the Master of the Estate).
3. The role of a Designated Master is not to run the relevant Department. This is the responsibility of the Principal Officer concerned. The Master involved should function as an adviser and, only exceptionally, as a director of the Principal Officer. Nothing in this order is intended to or does relieve or diminish the accountability of the Principal Officers to the Under Treasurer and the Director of Finance for operation and standards, and for financial matters, respectively.

General Duties of Departmental Masters

4. A Departmental Master is responsible to the Management Committee for:
 - (a) The application of policy (as determined by Pension or the Management Committee) by the Department of the Treasury Office to which he is designated.
 - (b) Maintaining an overall knowledge of the working of the Department to which he is designated.

(c) Making himself available to the Principal Officer of the Department to which he is designated at times convenient to himself and the Principal Officer for consultation and discussion, provided always that such occasions are arranged so as to take place at appropriate regular intervals and provided that there are in place systems for emergency consultation and discussion should that be necessary.

(d) In particular being so available and informed as to be able to give advice and guidance and exceptionally, directions to the Principal Officer of the Department to which he is designated on all matters concerned with the operations of the Department including, but not restricted to, matters concerned with Budget, income and expenditure.

(e) Ensuring that the Under-Treasurer is kept informed promptly by him of any decisions reached or problems identified at meetings between himself and the relevant Principal Officer as to the functions and activities of that Department.

Other Designated Masters

5. Masters without departmental responsibilities are responsible to Pension and/or the Management Committee, as the case may be, for the work of any Committee or Sub-Committee they may chair and for the discharge of the specific duties set out in Rule 10. They will liaise regularly with the officer serving any Committee or Sub-Committee which they chair and with the Under-Treasurer as to all matters relevant to the discharge of their duties so that he may better be able to discharge his responsibilities as Chief Executive. Insofar as the duties of any such Master involve the expenditure of Inn funds, he will work within the appropriate budget and the rules and procedures established for the control of expenditure.
6. The specific responsibilities of Designated Masters, other than their responsibilities as Chairmen, are set out in Rule 10 of the Rule Book.

Dean of the Chapel

7. Pension shall from time to time appoint from among the Masters the Dean of the Chapel. Subject to the entitlement of Pension to appoint or reappoint for any term which it thinks fit, such appointment shall ordinarily be for a term of four years. The responsibilities of the Dean of the Chapel are set out in Rule 10 of the Rule Book.

ORDER 6: Trustees

General

1. It is in the interests of the Inn that its trusts shall be administered in the most effective way possible. The Management Committee shall therefore keep under review whether other arrangements, such as incorporation, or the appointment of one or more Professional Trustees, would be better than the following arrangements, and shall report to Pension if it concludes that these arrangements should be altered.
2. All Trustees shall be indemnified by the Inn in respect of any liability arising from the exercise of their duties and responsibilities, other than those arising from a **Trustee's dishonesty**.
3. To ensure a proper rotation during any transitional period, in all the Trusts the longest serving Trustee shall retire first, then the next longest serving and so on.

Trustees for the Honourable Society of Gray's Inn

4. Pension shall appoint three Masters of the Bench as bare Trustees of the Inn to execute documents on its behalf in relation to the sale, purchase, lease, mortgage or other disposal of its land or an interest in land.
5. Such Trustees shall hold office for a period of up to five years, and shall then stand down. They may be reappointed for a further period, provided that at least three years have passed since they last served.

The Charitable Trust Fund of the Honourable Society of Gray's Inn

6. Pension shall appoint four Masters of the Bench as Special Trustees of the Charitable Trust Fund of the Honourable Society of Gray's Inn established by a Deed of Covenant dated 31st January 1972, extended by Supplemental Deeds of Covenant dated 21st December 1983 and 22nd December 1995 and any extension in the future.
7. Such Trustees shall hold office for a period of up to five years, and shall then stand down. They may be reappointed for a further period, provided that at least three years have passed since they last served.
8. The Trustees shall carry out their responsibilities under the Trust deed in accordance with the law and shall report annually to the Management Committee in November on the exercise of their powers and duties and, in particular, the disposal of the sums paid under the deed of covenant.

The Gray's Inn Scholarship Trust

9. Subject to confirmation by a resolution of the Trustees, Pension shall appoint three Trustees of the Gray's Inn Scholarship Trust (Charity no. 313604) which includes the trusteeship of the other funds referred to in the Scheme dated 2nd May 1995.
10. Such Trustees shall hold office for a period of up to five years by resolution of the Trustees, and shall then stand down. They may be reappointed for a further period, provided that at least three years have passed since they last served.
11. The Trustees shall carry out their responsibilities under the Scheme in accordance with the law and shall report annually to the Management Committee in November on the exercise of their powers and duties and, in particular, the sums paid in scholarships and awards in accordance with the recommendations of the Scholarships Committee.

ORDER 7: Staff

(Including the authorization of expenditure)

Appointment of the Under-Treasurer and other senior members of staff

1. The appointment of the Under –Treasurer shall be made by Pension in accordance with Rule 11.
2. The arrangements for the replacement of other senior members of staff are set out in Rule 12.

The role of the Under-Treasurer

3. The Under-Treasurer is the Inn's Chief Executive, accountable to Pension and the Management Committee. He is responsible for ensuring that all the Inn's functions and responsibilities are carried out effectively and in accordance with the policies and decisions of Pension or the Management Committee. Specifically, he is responsible for the management of the Treasury Office.

The role of the Principal Officers

4. Subject to the terms of their contract, the role of the Principal Officers is:
 - (a) to manage their own departments efficiently, in accordance with the policies and decisions of Pension or the Management Committee;
 - (b) to report to the Under-Treasurer in such manner and detail as enable him to discharge his responsibilities for the management of the Treasury Office.

5. The terms and conditions for all staff employed by the Inn are set out in the Staff Handbook, which may be amended by the Management Committee to reflect current employment legislation and practice, changes in the organisation of the Inn or for other good reason.

Signatories, authorization of expenditure and dealing with the Inn's property

Written contracts

6. Unless otherwise provided by law, all written contracts for the provision of services or for the supply of goods to the Inn within the budget require (at least) the signature of the Under-Treasurer or one of the three Directors¹. Where the value of the contract exceeds £25,000 for a single item or cumulatively, the contract must be signed by two of them, one of whom should be the Under-Treasurer. Where that figure is over £450,000 the Departmental Master, or, in his absence, the Chairman of the Management Committee, must also sign the contract.
7. A written contract which is outside the budget to the value of £5,000 or less must be signed by the Under-Treasurer and the Director of the relevant department. A written contract for over that amount (where the expenditure must be approved in accordance with paragraph 9(b)) must also be signed by the Departmental Master or, in his absence, the Chairman of the Management Committee.
8. Where the contract falls outside paragraph 6 and 7, authorised members of staff may enter into contracts and place orders on behalf of the Inn for the provision of goods or services within their budget, where the sum involved does not exceed the amount specified in the mandate agreed by the Management Committee from time to time. Where the amount involved exceeds the authorised figure but is still

¹ The Director of Finance, the Director of Estates and the Director of Education

within the budget, the order or contract must also be approved by others in accordance with the provisions of the same mandate.

9. In relation to proposed expenditure outside the budget, the following rules apply:
 - (a) All such expenditure under £5,000 must have the approval of the Under-Treasurer.
 - (b) Any single or cumulative item of expenditure outside the budget in excess of £5,000 must have the approval of Management Committee, except in an emergency when the expenditure must have the approval of the Director of Finance, the Under-Treasurer, the Designated Master for the spending department in question and the Master of Finance or, in his absence, the Chairman of the Management Committee.
10. Cheques drawn upon the funds of the Society are to be signed in accordance with the bank mandate agreed from time to time by the Management Committee.
11. No property of the Society shall be lent without approval of the Management Committee.
12. Otherwise than by way of acceptance of a gratuity given in recognition of exceptional service, all staff of the Society are strictly prohibited from having any pecuniary dealings with any member of the Society.

The Gray's Inn Pension Scheme

1. Gray's Inn maintains two pension schemes. The first is a final salary, defined benefit scheme for employees who joined the Inn before 6th April 2006. For those who joined after that date, defined contributions are made either to the Inn's own scheme or, at the employee's choice, to his or her chosen scheme.
2. Pension shall appoint two Masters of the Bench as Trustees of the Gray's Inn Pension Schemes. It shall also ensure that a Staff Trustee to represent the interests of the employees under the Pension Scheme and any other Trustees required by law are appointed.
3. Such Trustees shall hold office for a period of up to five years, and shall then stand down. They may be reappointed for a further period, provided that at least three years have passed since they last served.
4. The Trustees shall carry out their responsibilities under the Scheme in accordance with the law and shall report annually to the Management Committee in November on the administration of the Fund and whether or not there are sufficient assets in the Pension Fund to meet its anticipated liabilities.

SECTION III: MEMBERSHIP

ORDER 9: Joining the Inn

1. The rules as to who is eligible to join the Inn, are contained in the Bar Training Rules and The Consolidated Rules of the Inns of Court. Application forms for joining the Inn are to be found on the Inn's website.
2. The fees payable on joining the Inn shall be determined by Pension from time to time.²

² The fee is currently £100.

ORDER 10: Student Members

1. Student members are those who have been admitted to the Inn but have not been called to the Bar. The seniority of students is determined by the date of their admission to the Inn.
2. The rules applicable to Qualifying Sessions, student dining, the wearing of gowns, and the use of the Library and other facilities are set out in the Rule Book and in the information provided to Students.
3. The representative body for students is the Association of Gray's Inn Students (AGIS), of which all students are members.
4. Students will be disciplined in respect of matters which call into question their fitness to practise as a Barrister in accordance with the Bar Training Rules and Inns of Court Conduct Committee Rules. The procedures are set out in Order 14.

ORDER 11: Call to the Bar

1. The rules about whether a student member is eligible for Call to the Bar are set out in the Bar Training Rules and The Consolidated Rules of the Inns of Court.
2. Before being called, a student member must sign a Call Declaration in the prescribed form. If a student is called to the Bar on the basis of a Call Declaration that is subsequently found to be false, he will be dealt with under the rules governing professional misconduct applicable to the Bar, and not by **the Inns'** Conduct Committee.
3. Calls to the Bar are governed by Rules approved by Pension from time to time, and set out in Rule 15 of the Rule Book.

ORDER 12: Members of Hall

1. Members of Hall are those who have been called to the Bar, but are not Masters.
The seniority of Members of Hall is determined by the date of their Call to the Bar.
2. The rules applicable to Members of Hall are set out in the Rule Book.
3. The representative body for barrister Members of Hall is the Barristers Committee.
All Members of Hall, who are neither Judges nor Masters, are eligible for election.
4. The disciplining of Members of Hall for misconduct in relation to the Inn is primarily a matter for the appropriate professional body, to whom the Inn will refer the matter. The procedures are set out in Order 14.

ORDER 13: Election and retirement of Masters

Members of Hall appointed to High Office or elected to high positions within the profession.

1. A member of Hall appointed Lord Chancellor, Speaker of the House of Commons, a Justice of the Supreme Court, a Judge of the Court of Appeal or of the High Court, a Law Officer of England and Wales, a Judge or Advocate General of the Court of Justice of the European Communities, a Judge of the International Court of Justice or of the International Criminal Court or of the Court of Human Rights of the Council of Europe or Recorder of London, the Chairman of the Bar Council, a Circuit Leader, shall as soon as maybe after his appointment be proposed by the Treasurer in Pension for election as a Master and elected by acclamation.

Solicitors appointed to High Judicial Office

2. A solicitor who is appointed Lord Chancellor, a Justice of the Supreme Court, or a Judge of the Court of Appeal or of the High Court or Recorder of London may, within three months of his appointment, be approached by the Treasurer as to his willingness to be considered for election either as a Master or as an Honorary Master. Any such person asking to be proposed for election as a Master shall be proposed and taken to be elected as a Master in accordance with the procedure specified in Order 13.1 hereof. Any such person asking to be proposed for election as an Honorary Master shall be proposed and taken to be elected in accordance with that procedure, but shall on election take his place in Hall and otherwise have such entitlement and obligations as if he had been elected under Order 13.3.

Members of Hall

3. Following the first meeting of the Election Information Committee in the year, and again in the autumn, the Master of Elections shall advise the Treasurer whether or not there appear to be sufficient candidates who meet the criteria in

the categories in which the next election is to take place, or whether the number to be elected should be modified, or no election held in any particular category. The Treasurer, having considered what is desirable in the interests of the Inn, shall then propose to Pension at least six weeks before the election is due to take place that:

- a) An additional Master or a specified number of additional Masters be elected from eligible members of Hall; or
 - b) Fewer than the numbers in Order 13.5 should be elected in any category; or
 - c) It is not desirable to elect any additional Masters in any or all of these categories. Pension shall then resolve whether or not additional or fewer Masters shall be elected, or no election take place in accordance with that proposal.
4. Members of Hall (other than Benchers of other Inns and those admitted to Hall ad eundem less than 10 years before the completion of the list) are eligible if, at the time of their election, they are:
- (a) Self-employed Queen's Counsel of three to five years' seniority who have informed the Under-Treasurer that they wish to be considered for election;
or
 - (b) Employed barristers of comparable seniority or service; or who would have been eligible under paragraph (d) below if they had been self-employed.
 - (c) **Self-employed Queen's Counsel of more than six years' seniority** who, in the opinion of the Election Information Committee, have been overlooked or should be reconsidered; or
 - (d) Junior self-employed Members of Hall who have given great service to the Inn.
5. The guidelines adopted by Pension for the number of Masters to be elected in any one year are:
- (a) Self-employed Queen's Counsel of three to five years' seniority who have informed the Under Treasurer that they wish to be considered for election

50% of all such self-employed silks within the zone. The Election Information Committee should ensure that, without compromising on the criteria for election, there should so far as possible be an even distribution of candidates across the years in zone.

(b) Employed barristers

Two.

(c) Self-employed Queen's Counsel of more than six years' seniority

who, in the opinion of the Election Information Committee, have been overlooked or should be reconsidered -

One, unless the view of the Election Information Committee is that there are not

sufficient suitable candidates for an election to be necessary.

(d) Junior self-employed Members of Hall who have given great service to the

Inn:-

Two

6. If it is agreed that there should be an election, a date shall be fixed for the Pension at which the election is to take place ("an Election Pension"). Any election pension in the Trinity term shall be held in June.
7. Thereupon the Election Information Committee, having carried out such consultation with Masters of the Bench as it considers necessary and having obtained the advice of the Barristers' Committee in relation to the candidates in categories (b) and (d) of Order 13.5, shall prepare a list of candidates of sufficient quality for election in the appropriate categories to the Bench, and not later than 28 days before the date fixed for the next Election Pension is due to take place, submit it to the Under-Treasurer.
8. An Election Pension shall be held in June and December of each year unless Pension agrees that no additional Masters need be elected.
9. Election as a Master of the Bench is an honour. No one, other than a Member of Hall appointed to High Office or elected to high positions within the profession,

has any entitlement to become a Master. The criteria for selection are:

- service to the Inn (past and prospective);
- service to the profession;
- merit;
- standing at the Bar;
- circuit;
- speciality.

10. The arrangements for the election of Benchers from the candidates on the lists are set out in Rules 4.1 – 4.10.

Distinguished Members of Hall other than practising barristers

11. The Treasurer shall select advisers, whose names he shall report for approval to Pension as early as practicable in his year of office, to advise him of any distinguished members of Hall who are not practising barristers whom it would be desirable for him to propose to Pension for election as Masters. Academic lawyers who practise part-time at the Bar of England and Wales may be considered not to be practising barristers for this purpose. Benchers of other Inns or persons admitted to Hall ad eundem less than ten years earlier are not eligible for election. The advisers shall carry out such consultation as they consider to be appropriate. The Master of Advocacy and the Under-Treasurer shall be present at any meeting of the advisers.
12. At the Pension in the Easter Term the Treasurer, having taken the advice of his Advisers, shall propose either that up to three additional Masters shall be elected, at least one of whom shall be a Circuit Judge who has given great service to the Inn, as distinguished members of Hall or else that no such election shall take place during the current calendar year.
13. If Pension agrees that there should be an election in this category, the Treasurer shall name the person or persons, if any, whom he intends to propose for

election as Distinguished Members of Hall in the light of such advice. Each Master present shall then be given an opportunity of speaking for or against each of the persons named.

If it becomes clear that there are serious objections to a particular individual, Pension **may resolve that that person's name should not be included in the list of candidates for election.** The election shall take place at the next convenient Election Pension, in accordance with Rules 4.12-4.13

Retirement of Masters of the Bench

- 14 On attaining the age of 70 or at any time thereafter, a Bencher may choose to become a Senior Master or Retired Master.
 - a) A Senior Master will continue to receive papers for Pension and may attend, but will no longer have a voice and vote, and shall no longer be eligible to serve on any committee constituted by or referred to in these orders or take any other part in the governance of the Inn. A Senior Master will continue to have all the other rights and privileges and the seniority conferred upon him by his election to the Bench but priority will be given to ordinary Masters if social events at the Inn are oversubscribed. The bench contribution of a Senior Master will be half the ordinary bench contribution.
 - b) A Retired Master will no longer receive Pension papers or be able to attend Pension but otherwise will have the same rights and privileges as a Senior Master. The bench contribution of a Retired Master will be £100. A retired Master who advises the Under Treasurer that he no longer intends to make any **use of the Inn's facilities or attend Inn functions or to receive information or Inn publications** need no longer pay bench contributions.
15. A Master may retire from Pension before the age of 70, with the permission of Pension, on compassionate grounds or because of ill health.

Resignation of Masters of the Bench

16. A Master may resign from the Bench at any time. On doing so he shall cease to enjoy any of the privileges of the Bench, but remains a Member of Hall.

Royal and Honorary Masters of the Bench

17. Pension may elect one or more members of the Royal Family to be a Royal Master of the Bench.
18. Pension may elect any person (including a Member of Hall) to be an Honorary Master. A Royal or Honorary Master shall not be required to pay an annual bench contribution and shall not have a Voice or Vote in Pension.
19. The Treasurer shall select advisers, whose names he shall report for approval to Pension as early as practicable in his year of office, to advise him whether there are any persons whom it would be appropriate to propose to Pension should be elected as Honorary Masters in accordance with this Order. The advisers should include those with knowledge of at least one of the categories of Honorary Master set out below.
20. Honorary Masters should be elected only from among people of outstanding public eminence and distinction or who have rendered great service to the Inn.
21. In March of each year, the Treasurer, Vice-Treasurer and Under-Treasurer shall meet to consider whether there are areas outside the profession where the Inn would benefit from having an Honorary Benchers with skill and expertise in that field. As Honorary Benchers are elected for life, the power should be exercised sparingly.
22. In April, the Under Treasurer shall write to all Masters asking for nominations

against the selection criteria set out below. These nominations will form a list for the Treasurer and his advisers to consider in turn.

Selection criteria for Honorary Masters of the Bench

23. The categories should be considered in the following order:
- (a) Members of the Inn who have obtained high office overseas e.g. Chief Justice or Governor General.
 - (b) Those who have skills that the Inn requires or those that have rendered great service to the Inn, or are in a position to do so.
 - (c) Influential and senior overseas lawyers who will genuinely assist the Inn and have the ability and wish to work with the Inn.
 - (d) Overseas members of the profession to whom the Inn wants to show overt support, as the political situation dictates.
 - (e) Famous or illustrious British non-lawyers whom the Inn would wish to honour. These should not number more than 5% of the total number of Honorary Benchers.
 - (f) Exceptional cases, being people who fall into none of the above categories, whom the Inn wishes to honour. This category includes those, akin to Royal Benchers, where it would be a great honour for the Inn if the person were to be an Honorary Bencher, and from whom no commitment would be appropriate.
24. At the last Pension of Trinity Term, the Treasurer shall report upon the advice which he has received from his advisers and shall in particular name the person or persons, if any, whom he intends to propose for election as Honorary Masters in

the light of such advice. Each Master present shall then be given an opportunity of speaking for or against each of the persons named.

25. The Treasurer may then propose for election as an Honorary Bencher any person named by him under Order 13.24. In the event of such a proposal, Pension shall appoint a meeting of Pension at which the election shall take place.
26. When, but not before, his election has been proposed, a person proposed to be elected an Honorary Master may be invited to indicate his readiness to be honoured in the way proposed.
27. No person shall be elected an Honorary Master unless he has received the votes of two-thirds of the Masters present.

Fast track procedure

28. Notwithstanding the above provisions, the Treasurer, or any other Master, having consulted with and obtained the agreement of the Management Committee, may at any Pension propose for election as an Honorary Master a person of such outstanding public eminence and distinction or whose services to the Inn have been so outstanding that his election should not in the exceptional circumstances of the case await compliance with the usual procedure, including the giving of notice. Every Master present shall then be given an opportunity of speaking for or against the person named and the proposal to use this procedure. When every Master present has had an opportunity of speaking, if there is an objection to the use of this procedure, the question whether to proceed shall be put to a vote. If either two thirds or more of the Masters present vote in favour of using this procedure, or there is no objection to it, the matter shall proceed to a vote. If two thirds or more of the Masters present vote in favour of the candidate, the person named shall be duly elected, subject to his acceptance. If there is no objection to the election of the individual, but there is objection to the use of this procedure, the election shall be adjourned to the next Pension and notice given in

accordance with Order 1.9. Otherwise no further action shall be taken, but the person named shall remain available for nomination and election under the preceding paragraphs of this Order.

ORDER 14: Disciplinary Matters

A. Barrister members

1. When a complaint concerning the conduct of a Member of Hall is made to the Treasurer or Under-Treasurer, they shall decide whether the conduct, if true, falls within the jurisdiction of the Complaints Committee of the Bar Standards Board ("the Complaints Committee") or amounts to a criminal offence. If it does, they shall further consider whether the conduct calls into question the fitness of that member to practise. If it does, the complaint shall be referred by the Under-Treasurer either to the Complaints Committee or to the police, unless it is clear that such a complaint has already been made or ought to be made by those more directly affected by the conduct complained of.
2. If the conduct would fall within paragraph 14.1 except that it does not call into question the Member's fitness to practice, but is a matter that directly affects the Inn, the matter may be referred by the Under-Treasurer to the Complaints Committee or to the police.
3. Any complaint about the conduct of a Member of Hall in relation to the Inn, which is not within the jurisdiction of the Complaints Committee or does not call into question the Member's fitness to practise, may be dealt with informally by either the Treasurer or Under-Treasurer.

B. Students

4. The Selection Committee shall appoint Masters to serve on a panel willing and able to represent students or the Inn before the Inns' Conduct Committee
5. In any of the circumstances set out in Parts B2, B8 & B9 of the Bar Training Rules the Director of Education shall consider whether or not the applicant should be admitted or whether a student should remain a member of the Inn, or is eligible for

Call to the Bar as the case may be. If the Director of Education has any concerns about admission, continued membership or Call, the matter shall be put to the Treasurer and Under-Treasurer for their consideration and, if necessary, referral to **the Inns' Conduct Committee** in accordance with its procedures - ICC Rules dated 21 February 2014.

6. The Inn shall put into effect any decision reached by the Inns' Conduct Committee, or on appeal from that Committee, including any penalty imposed on the student concerned.

ORDER 15: Termination of Membership

1. Except when he is the subject of disciplinary proceedings or criminal proceedings which call into question his fitness to practise and which have not been concluded, any member of the Society may resign his membership by giving notice to the Under-Treasurer in writing. A student member who resigns may be refunded £15 of the admission fee, but otherwise no monies paid to the Society shall be refunded.
2. A member will be expelled from the Society following conviction of a disciplinary offence for which that is the penalty imposed, or on a sentence of disbarment by the professional disciplinary body.
3. A person who has been expelled from the Inn may not apply for admission or re-admission unless a period of at least five years has elapsed from the date of his expulsion.
4. A person who has resigned his membership of the Inn may apply for readmission at any time. If the application is refused, he may not reapply for a further period of five years unless Pension decides that the circumstances are so exceptional that he should be permitted to do so.

5. All applications by Members of Hall for readmission shall be considered by Pension. All applications by students for readmission shall be considered by the Inns' Conduct Committee.

ORDER 16: Fellows of Gray's Inn

1. There shall be an invited panel of Fellows of Gray's Inn composed of academics and others, who may or may not be members of the Inn (including ad eundem members). The purpose of the panel is promoting the Inn by developing links with university teachers, and others who have useful expertise that they are willing to place at the service of the Inn.
2. Masters of the Bench and barrister members of the Management Committee may from time to time suggest names of suitable invitees to the Management Committee. The arrangements for selection are set out in Part V of the Rulebook.
3. Fellows of Gray's Inn shall be appointed by the Management Committee, for a term of five years. This may be renewed for further terms, but only if the Fellow has been of useful service to the Inn during the previous term. The Management Committee shall review the list six months before the end of the initial period of five years, and thereafter annually in March to consider whether those whose terms are coming to an end should have them renewed.
4. In return for their assistance, Fellows should have the following benefits:
 - a) Attendance at appropriate events or conferences.
 - b) Lunch, on payment, at the Benchers' table.
 - c) Personal use of the Library when in London.
 - d) Car parking in the Inn, if available, on payment on a daily basis.
 - e) To apply for the overnight accommodation on the same terms as members of the Inn.

SECTION IV: MISCELLANEOUS

ORDER 17 Amendment and Suspension of Standing Order and Rules

1. Standing Orders may be amended or, subject to Order 17.2, suspended, but only by motion supported by at least two-thirds of the Masters present at Pension. Not less than ten days' written notice shall be given of any motion to amend Standing Orders, and such notice shall state the amendment proposed. A motion to suspend Standing Orders may be treated as urgent under Order 1.10.

2. The following Standing Orders and Rules may not be suspended in whole or in part:

This Order

Order 1. 11 (Notice of a challenge to a decision of the Management Committee).

Order 2.13 (Eligibility of Treasurer)

Order 13 paragraphs 1-13, 20-28 (Election of Benchers)

3. The Rule Book may be amended or suspended by a motion supported by a majority of the Masters present at Pension. Not less than seven days' written notice shall be given of any motion to amend the Rule Book, other than the Staff Handbook, and such notice shall state the amendment proposed. A motion to suspend the Rules may be treated as urgent under Order 1.10.

APPENDIX A

Interpretation

- 1 These Standing Orders 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 Section I paragraph 8 above.
 - (2) Words importing the masculine gender shall include the feminine.
- 2 These 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 Standing Orders 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

1. In these Orders:

- (a) "Bar Code of Conduct" means the Standards and professional requirements set out in the Bar Standards Board Handbook.
- (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 Standards Board Handbook⁶, 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 1.10.
- (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 Definitions paragraphs 78-81 "a practising barrister who is employed by an authorised (non-BSB) body either under a contract of employment; or under a written contract for services which is for a determinate period (subject to any provision for earlier termination on notice) who supplies legal services as a barrister in the course of his employment". If the body for whom he works is a non-authorised body, it also includes a practising barrister employed "by virtue of an office under the Crown or in the institutions of the European Union".

2. In Orders 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.

APPENDIX B

*Constitution of the **Barristers' Representative Committee of Gray's Inn***

1. The Committee shall be known as the Barristers' Committee.
2. The functions of the Committee are:
 - (i) To represent the view of members of Hall who are barristers and are not Masters of the Bench, and to convey those views to the Masters of the Bench;
 - (ii) To consider the interests of members of Hall and the Inn;
 - (iii) To nominate members of Hall to serve on the Management Committee, and other bodies, making different nominations for each Committee, if practical;
 - (iv) To discharge such other tasks as may be agreed from time to time between the Committee and the Masters of the Bench.
3. The Committee shall consist of:
 - (i) Nine elected barristers of Gray's Inn in self-employed practice in England and Wales (Masters of the Bench excepted);
 - (ii) Three elected employed barristers of Gray's Inn (Masters of the Bench excepted);
 - (iii) A nominee of the Gray's Inn Liaison Committee on each circuit, (the South Eastern Circuit excepted) who together shall co-opt other Members of Hall to ensure that the Committee has an appropriate balance having regard to

varying interests amongst Members of Hall, and, if the committee so decides, one elected official of AGIS.

4. **The electoral lists shall consist of all members of Gray's Inn who have been called to the Bar (Masters of the Bench and judges excepted)**
5. Candidates for election must be proposed by not less than three barrister members of Hall in writing and must signify their consent to stand for election in writing.
6. Annual elections for a third of the elected self-employed and employed barristers shall take place in the Michaelmas Term. The timetable for the elections shall be established by the Under-Treasurer who shall act, either personally or through his delegate, as Returning Officer. Voting shall be by post or email. Each voter shall have four votes, of which not more than one may be cast for any one candidate. Vacancies shall be filled by co-option by the Committee. The Under Treasurer will advertise the call for nominations by e-mail but use a link to the Inn's website for the nomination proforma. **Voting will also be through the Inn's website to reduce the administrative load that annual elections will bring.**
7. The Committee shall meet at least once each term. Members of the Committee have a duty to do their best to attend its meetings, the meetings of any other committee to which they may be nominated, to take an active part in the life of the Inn, to inform themselves on the activities of the Inn and of topics of concern to the Inn or the Bar and to ascertain the views of members of Hall on such topics. The Committee may replace any of their number who fails to attend meetings regularly. The Barrister's Committee shall nominate two members to serve on the Management Committee of the Inn, one of whom shall be the Chairman of the Barristers' Committee who shall be their representative on the Management Committee irrespective of the number of years served. The second representative shall not serve on the Management Committee for more than three years.

8. The quorum shall be five.
9. The Committee shall elect a Chairman, a Vice-Chairman and Secretary from amongst its members.
10. This Constitution may be amended by the Management Committee. The **Barristers'** Committee may submit proposals for amendment at any time.
11. Copies of minutes of the Committee's meetings shall when approved be sent to the Under-Treasurer.

APPENDIX C

*Constitution of the **Gray's Inn Students' Committee** (AGIS)*

1. Statement of aim

1.1. To promote the interests of all student members of the Inn.

2. Membership of the Committee

2.1. The Committee shall be comprised of the following members:

(a) A President, whose role shall include:

- (i) Presiding over the Committee;
- (ii) Organising and chairing meetings;
- (iii) Representing the Committee in outside forums as required;
- (iv) Accounting for the workings and activities of the Committee to the Education Department and to the Inn generally;
- (v) Overseeing the election of a new Committee at the end of his or her term of office.

(b) A Secretary, whose role shall include:

- (i) Keeping minutes of all meetings and arranging their distribution to the Committee members;
- (ii) Maintaining a contact list of the Committee members.

(c) A Treasurer, whose role shall include:

- (i) Responsibility and accounting for the yearly budget allocated to the Committee;
- (ii) Paying all monies owed by the Committee;
- (iii) Receiving all monies payable to the Committee;

(d) A Social Secretary; whose role shall include:

- (i) Responsibility for organising social events for the student members of the Inn;

- (ii) Liaising with the Publicity Officer to publicise such events both within and outside the Inn;
- (e) A Welfare Officer; whose role shall include:
 - (i) Acting as a point of contact for any student members of the Inn seeking assistance in relation to pastoral matters;
 - (ii) Maintaining a contact list of external organisations offering relevant advice and support.
- (f) A Publicity Officer, whose role shall include:
 - (i) Organising general publicity of the role of the Committee and the services offered by it;
 - (ii) Publicising individual events organised by the Committee.
- (g) A Student Representative for each of the BPTC providing institutions, each of whose roles shall include:
 - (i) Liaising between the Committee and the relevant institution;
 - (ii) Distributing information and publicity at the relevant institution about the Committee and any events organised by it;
 - (iii) Answering queries raised by students of the relevant institution in relation to the Committee, and voicing their concerns, comments and feedback at meetings;
 - (iv) Carrying out such supporting roles in relation to the work of the Committee as may from time to time be required;

2.2. Additionally, each member of the Committee shall attend all Committee meetings and may be required to staff the AGIS office during lunchtime drop in sessions, with the exception of those members attending BPTC providing institutions outside London.

2.3. It is the responsibility of the Committee to develop and maintain the AGIS **section of the Gray's Inn website**. The Committee shall appoint an Officer to liaise with the Inn's IT administrator and to ensure that the AGIS pages are kept updated.

3. Election to the Committee

- 3.1. Election to the Committee shall take the form of a publicised hustings followed by an election open to all student members of the Inn.
- 3.2. Hustings shall take place at the start of the academic year and shall be chaired by the outgoing President of the Committee.
- 3.3. Hustings shall be open to any student member of the Inn who attends and presents him or herself as able to stand for election to a post. For practical reasons, the only positions open to students at institutions outside London are those of Student Representatives.
- 3.4. It shall be the responsibility of each non-London institution to elect a Student Representative.
- 3.5. Candidates may stand for election to more than one position, subject to 3.7 below.
- 3.6. At a publicised date after the hustings, elections of all candidates will be held at the Inn.
- 3.7. Each student member of the Inn shall be entitled to one vote in respect of each electable position.
- 3.8. The candidate with the highest number of votes in each position shall be elected to that position. If a candidate has the highest number of votes in more than one position, he or she must stand down from all positions but one, in favour of the candidate with the second highest number of votes.

APPENDIX D

Seniors-in-Hall Panel - Constitution

Purposes

- 1 **The Gray's Inn Seniors-in-Hall** (hereinafter known collectively as the Panel) shall be a committee of barrister members of the Inn selected to fulfil the certain duties in Hall on all dining occasions.
- 2 On each such occasion, the duty Senior and the Deputy shall be responsible to the Bencher for the fellowship and good order amongst the diners in Hall in accordance with the Customs and '**Notes for Guidance for Seniors-in-Hall.**'

Membership

- 3 The Panel shall comprise Barrister members in such number as the Management Committee shall decide to a maximum of fifteen. The Under Treasurer and Director of Education shall attend all of its meetings. The Master of Students during his period of office, shall be Chairman of the Panel.
- 4 Any barrister member of Hall may apply in writing to the Under- Treasurer, setting out the **barrister's reasons for applying for membership of the Panel.** Such applicants shall be ordinarily of more than 10 years call and shall be of such personality that they can encourage fellowship whilst also maintaining good order.
- 5 Appointments of suitable members to the Panel will usually be made in July of any year. They will be made by a Selection Committee chaired by the Vice Treasurer consisting of the Master of Students, two other Benchers, the Doyen and the Under Treasurer.
- 6 Two months before the date fixed for making the appointments, the Under Treasurer shall cause notices to appear in Hall, on the web site and by email, advertising the date by which applications should be received. Any applications already received during the year will be considered at the same time
- 7 The Selection Committee may make such enquiries about the candidates, **including of the Barristers' Committee, as it thinks fit.**
- 8 Panel members shall serve for a period of five years, and shall be eligible to apply for reselection at the end of that time. However, apart from the need for continuity, the selection process was introduced to encourage a greater number of senior barrister-members to become involved in the life of Hall so re-selection will be used sparingly. Those who do not re-apply or who are not re-selected shall be eligible for transfer to a supernumerary list on the decision of the Selection Committee. Supernumeraries may occasionally be asked to undertake Seniors' duties in exceptional circumstances.
- 9 One fifth of the Panel (or the number nearest thereto) shall retire according to their rotation.
- 10 Following a substantiated complaint against a Senior, the Selection Committee **shall review the senior's membership of the Panel, and if necessary, remove the senior from the Panel.**

- 11 Any barrister dissatisfied with a decision of the Selection Committee may appeal in writing to the Treasurer, who shall review the decision. The Treasurer's decision shall be final.

Officers

- 12 The Master of Students during his period of Office, shall be Chairman of the Panel.
- 13 The Panel shall elect one of their number to serve as senior Senior (entitled 'The Doyen') for the remainder of that person's term of Office. A person may be elected Doyen more than once.
- 14 The Panel shall elect one of their number to serve as Secretary (entitled the Recorder) for the remainder of that person's term of Office to undertake such duties as the Under Treasurer may require. A person may be elected Secretary more than once subject to the advice of the Under Treasurer.

Alteration of this constitution

- 15 The Panel may propose alterations to this constitution by a simple majority of votes cast by its members at a Panel meeting and shall submit them to the Management Committee for consideration and approval.