

Meetings on College Premises – Code of Practice

1. Section 43 of the Education Act 1986 places a duty on the College to take such steps as are reasonably practicable to ensure that freedom of speech within the law is secured for its members, students and employees and for visiting speakers.
2. This code of practice sets out regulations relating to ALL meetings held on College premises, and specifies the conduct required in connection with such meetings. These regulations apply to all students, other members and employees of the College in respect of meetings on any of the College's premises.
3. A separate document explains the College's policies which relate specifically to external events and external speakers:

<https://www.emma.cam.ac.uk/about/documents/pdfs/Events%20and%20Speakers.pdf>

4. The attention of members of the College is drawn to the following College regulations for discipline:

Regulation 23

No member of the College shall intentionally or recklessly disrupt or impede or attempt to disrupt or impede the activities or functions of the College, or any part thereof.

Regulation 24

No member of the College shall intentionally or recklessly impede freedom of speech or lawful assembly within the precincts of the College. No members of the College shall negligently, intentionally or recklessly fail to give any notice which is required to be given to a College Officer or a College authority under the terms of a Code of Practice issued under the provisions of Section 43 of the Education (No. 2) Act 1986.

5. The College's statement on freedom of speech is available here:

<https://www.emma.cam.ac.uk/about/documents/pdfs/Freedom%20of%20Speech.pdf>

6. The regulations set out in this Code of Practice apply to ALL meetings held on College premises, including meetings organised by outside bodies. Members of the College are reminded that actions that disrupt meetings or impede freedom of speech or lawful assembly will also constitute offences under the University's regulations for discipline.
7. Permission is required for all meetings (including dinners to which speakers are invited) whether or not the meeting is open to the public. Permission must be obtained from the Bursar not less than one week beforehand, using the form available on the College website: <https://www.emma.cam.ac.uk/conferences/booking/form/>

8. Applications for permission to hold a meeting must state the name of the member of the College taking responsibility for the meeting, the date and time of the meeting, the name of the organisation making the arrangements, and the name of any expected speaker (whether or not the speaker is a member of the University). This requirement extends to meetings and gatherings in junior members' own rooms, if more than 8 persons are expected to be present.
9. The organisers of any meeting must comply with any conditions set by the College. Such conditions may include the requirement that tickets must be issued for public meetings, that an adequate number of stewards should be available, that the services of porters should be hired, that the police should be consulted about the arrangements, that the time and place of the meeting shall be changed, and that the meeting may be ordered to be cancelled on account of a threatened breach of the peace. The cost of meeting the requirements, and the responsibility for fulfilling them, rests with the organisers.
10. The organisers of any meeting on College premises, and persons attending the meeting, must comply with instructions given by any person authorised to act on behalf of the College (including the Proctors) in the proper discharge of their duties. The attention of members of the College is drawn to the following College regulations for discipline:

Regulation 25

All members of the College shall comply with any instruction given by a College or University officer, or by any other person authorized to act on behalf of the College or of the University, in the proper discharge of his or her duties.

Regulation 26

All members of the College shall state their names when asked by a Proctor or Pro-Proctor, or other person in authority in the College and in the University.

11. Any person attending a meeting who is not a member of the College may be required at any time to leave the College's premises, notwithstanding any payment he or she may have made to attend the meeting.

12. The provisions of Section 43 of the Education Act 1986 apply to the University in respect of all its members, students and employees and visiting speakers. The College may invite the Proctors to enter its premises and authorise them to act in the discharge of their University duties. Members of the College are reminded that University disciplinary regulations apply on College premises as elsewhere in the precincts of the University, and their attention is particularly drawn to the following University regulations for discipline:
 - (1) No member of the University shall intentionally or recklessly disrupt or impede or attempt to disrupt or impede the activities and functions of the University or any part thereof, or of any College;
 - (2) No member of the University shall intentionally or recklessly impede freedom of speech or lawful assembly within the Precincts of the University. No members of the University shall negligently, intentionally or recklessly fail to give any notice which is required to be given to a University officer or a University authority under the terms of a Code of Practice issued under the provisions of Section 43 of the Education (No. 2) Act 1986;
 - (9) All members of the University shall comply with any instruction given by a University officer, or by any other person authorised to act on behalf of the University, in the proper discharge of his or her duties; and
 - (10) All members of the University shall state their names and the Colleges to which they belong when asked by a Proctor or Pro-Proctor, or other person in authority in the University or in any of the Colleges in the University.
13. The attention of organisers of public meetings and assemblies is drawn to Sections 11 and 14 of the Public Order Act 1986, concerning processions and assemblies. Other legal requirements may affect the conduct of meetings. A speaker, for example, who incites an audience to violence or to breach of the peace or to racial hatred commits a criminal offence. Equally, assemblies of persons, even if directed to lawful purposes, ceases to be lawful if they threaten serious public disorder or breaches of the peace.
14. Any person who is in any doubt about the application of this Code of Practice to any meeting or public gathering in the College is under an obligation to consult the Bursar who will determine whether the provisions of the code apply.
15. Breach by any member of the College of any of the requirements of this code may be treated as a serious disciplinary offence.

NOTES FOR GUIDANCE

- (i) This Code of Practice must be observed by all those wishing to arrange activities which fall, or may fall, within its terms.
- (ii) Permission for meetings (except for academic meetings organised by Fellows, or for such meetings as may be approved by the Bursar as being commonly or customarily held on College premises) must be obtained at least one week in advance. Requests are considered by the Rooms Booking Committee at its regular meetings during Term in the following order of priority:
 - (1) College Clubs and societies;
 - (2) individual members or groups of members of the College;
 - (3) University Clubs and Societies for which a member (or members) of the College takes responsibility.Because of limitations of space, most confirmed bookings fall within categories (1) and (2).
- (iii) The College does not permit open-air meetings.