

St Antony's College

Graduate Common Room

Constitution

Part I: Preliminary Provisions

Article 1: Definitions

1. 'Academic Year' means the combination of Michaelmas, Hilary, and Trinity terms – beginning with Michaelmas, including vacations between terms, and concluding at the start of the following Michaelmas term – as reckoned according to the dates fixed by the Council of the University and published in the Oxford University Gazette.
2. 'College' means St Antony's College, a registered charity in the UK (no. 1141293) and an establishment to which part II of the Education Act 1994 applies.
3. 'GCR' means St Antony's College Graduate Common Room at the University of Oxford.
4. 'Full Member' has the meaning given by Article 6.
5. 'Candidate' means a GCR Full Member seeking to be elected for a position on the GCR Committee, described in Part III.
6. 'Committee Member' means a person holding a position on the GCR Committee.
7. 'Committee Meeting' is the meeting between GCR Committee Members.
8. 'Combined Common Room' means a physical shared space that Students can access and use for multiple purposes.
9. 'Executive Board Meeting' is the meeting between GCR Executive Members.
10. 'GCR Members' is the generic term to refer to GCR Full Members and GCR Associate Members.
11. 'GCR General Meeting' has the meaning given by Article 21.
12. 'Governing Body' means the sovereign body and Trustee Board of the College, which holds responsibility for all the activities, policies, finances and staffing of the College.
13. 'Management Executive Team' means the subcommittee of the Governing Body which has oversight of College operations
14. 'Objects' means the aims and guiding principles of the GCR.
15. 'Simple majority' means the majority of those who are voting.
16. 'Student' means a person who is a student member of the University as defined in sections 4 and 5 of Statute II of the University.
17. 'Term' refers to either the period of Michaelmas Term, Hilary Term or Trinity Term, as reckoned according to the dates fixed by the Council of the University and published in the Oxford University Gazette.
18. 'University' means the University of Oxford.
19. In addition to the terms defined in this Article, additional defined terms used herein shall have the meanings assigned thereto in the relevant provisions of this Constitution.

Article 2: Name

1. An unincorporated association called the ‘St Antony’s College Graduate Common Room at the University of Oxford’ is established, hereafter referred to as the ‘GCR’.

Article 3: Objects

1. In accordance with the St Antony’s College mission “to promote international understanding in a complex world,” the GCR’s Objects are:
 - a. Promoting and defending the academic, disciplinary, financial, recreational, communal, welfare-related, and cultural interests of its Members;
 - b. Ensuring that the above-mentioned interests are represented thoroughly for all its Members;
 - c. Representing and involving its Members in the governance and administration of the College, as well as representing them in University affairs and other external matters through affiliated bodies;
 - d. Working with the College to provide a Combined Common Room for students at the College and to administer its facilities;
 - e. Promoting facilities and services for its Members to support their education at the University and College, as well as their recreational and leisure-time activities and, in particular, their personal and cultural development; and
 - f. Furthering all purposes which are charitable in law, and which are incidental or conducive to the main objects.

Article 4: Powers

1. Subject to this Constitution, the GCR has the power to do anything which may be exercised by or on behalf of an unincorporated association by law, and is calculated to further its objects or is conducive or incidental to doing so.
2. Without limiting the generality of Article 4.1, the GCR has the power to:
 - a. raise funds by such means as the GCR may from time to time determine;
 - b. accept or decline gifts and donations, either independently or, if the value of such gifts or donations exceeds a threshold established under the Financial Agreement, in consultation with the College;
 - c. require payment by GCR Members for use of any specified facility owned or rented by the GCR or for participation in any of the GCR’s activities; and
 - d. recruit such GCR Members as the GCR may decide is necessary to aid its running.
3. The GCR does not have the power to make gifts or donations to any external organisation or cause, unless the organisation or cause has a connection with the welfare of the GCR Members.
4. The GCR does not have the power to permanently employ staff to aid the management of the GCR.

Article 5: Legal Compliance and Commitments

1. The GCR complies with the Education Act 1994, relevant guidance published by the Charity Commission for England and Wales, and other relevant laws and regulations.
2. The GCR complies with all St Antony's College Policies and Codes of Practice, which the College should provide up-to-date information about via this website: <https://www.sant.ox.ac.uk/internal-pages/current-students/student-handbook/college-policies-and-codes-of-practice/>.
3. The GCR shall handle data in accordance with the College data protection policies and the requirements of the United Kingdom's General Data Protection Regulations.
4. Recognising its cosmopolitan and diverse nature, the GCR shall be non-discriminatory, upholding stakeholders' equal dignity and adherence to this Constitution regardless of age, race, sex, sexual orientation, gender identity, gender reassignment, marriage and civil partnership, pregnancy and maternity, disability, nationality, religion, or belief, and shall operate in a fair and democratic manner.

Part II: GCR Membership

Article 6: Full Membership

A GCR Full Member is anyone currently studying for a graduate degree at the College who has not opted out of membership and is a Student of the University as defined in sections 4 and 5 of Statute II of the University.

Article 7: Full Members' rights

1. GCR Full Members have the right:
 - a. to attend, speak at, and vote at all GCR General Meetings;
 - b. to vote in all GCR Elections and Referenda;
 - c. to stand as candidates in elections for any position on the Committee in accordance with the Constitution and the By-Laws;
 - d. to petition the Committee;
 - e. to use all GCR facilities in accordance with their rules of use; and
 - f. to attend GCR events.

Article 8: Associate Membership

1. Any individuals not included in Article 6 who wish to become Associate Members of the St Antony's College GCR may submit a written request to become an Associate Member of the St Antony's College GCR, including a description of their motivation for doing so and their current relationship to the College, to the GCR President, Chair, and/or Secretary. The GCR President, Chair, and/or Secretary will then present the request and substantiating information during a GCR General Meeting for the GCR's consideration.
2. The GCR may, by a simple majority vote at a GCR General Meeting, confer or revoke Associate GCR Membership on any person not included in Article 6.

3. To accept Associate Membership of the St Antony's College GCR, a prospective Associate Member must submit a signed copy of the St Antony's College Code of Conduct (https://www.sant.ox.ac.uk/wp-content/uploads/2023/12/code_of_conduct_0.pdf) to the GCR Secretary (gcr-secretary@sant.ox.ac.uk).
4. Associate Membership is valid for three academic terms and is subject to annual review.
5. The GCR Secretary will maintain a record of all valid and expired Associate Memberships.
6. Associate Members do not have the rights reserved to Full Members, apart from:
 - a. attending and speaking at all GCR General Meetings;
 - b. using all GCR facilities in accordance with their rules of use; and
 - c. attending GCR events.
7. Associate Members must abide all relevant College Policies and Codes of Practice (<https://www.sant.ox.ac.uk/internal-pages/current-students/student-handbook/college-policies-and-codes-of-practice/>).

Article 9: Right not to be a Member

1. At any time, any GCR Full or Associate Member may opt out of GCR Membership by sending written notice to the President. This decision will remain effective for the current academic year unless the Member takes specific action within two weeks of the decision to opt out to resume membership.
2. Students who have opted out of GCR Membership shall not be unfairly disadvantaged with regard to the provision of services, or otherwise, by reason of having exercised their right not to be a GCR Member, but they are not able to vote or contest in GCR elections or referenda or participate in any decision-making process.
3. GCR Full Members who opted out of GCR Membership under Article 9.1 and wish to resume their Membership must submit a request to the President. Their GCR Full Membership will be resumed only if they continue to meet the requirements outlined in Article 6.
4. GCR Associate Members who opted out of GCR Membership under Article 9.1 and wish to resume their Membership must submit a request to the President. Their GCR Associate Membership will be resumed only if it is conferred by a simple majority vote at a GCR General Meeting.
5. The President shall inform the College's IT department (it-support@sant.ox.ac.uk) within five days of receipt of any member's decision to opt out or resume membership of the GCR by supplying a copy of the relevant correspondence. The College's IT department will then update the member's mailing list status accordingly: removing them from the GCR email list if they have opted out, or adding them if they have resumed membership. If the GCR is affiliated with the Oxford University Student Union, it shall be the President's responsibility to inform them of the Member's decision.

Article 10: Termination of Membership

1. GCR Membership shall terminate under, but is not limited to, the following circumstances:
 - a. the Member finishes their studies at the College;
 - b. the Member's student status changes to suspended, lapsed or dormant
 - c. the Member dies;
 - d. the Member exercises their right not to be a Member under Article 9; or

- e. the Member is expelled by the College under the College's Code of Student Discipline for violating that Code and/or the rules and regulations set out in Statute IV of the College.

Part III: The Committee

Article 11: The Committee

1. The GCR shall have a Committee composed of two sets of elected Committee Members:
 - a. Executive Members, which together constitute the Executive Board, and
 - b. Officers, which together constitute the Body of Officers.
2. The Committee shall represent the GCR and shall have the authority to make decisions on its behalf.
3. The Committee exercises those functions outlined in the Constitution, By-Laws and Standing Orders.

Article 12: The Executive Board

1. The GCR shall have an Executive Board composed of the Executive Members.
2. The Executive Members include, but are not limited to:
 - a. The President;
 - b. The Chair;
 - c. The Secretary;
 - d. The Treasurer;
 - e. The First-Vice President.
3. The By-Laws may establish additional Executive Members.
4. The Executive Board exercises those functions outlined in the Constitution, By-Laws and Standing Orders.
5. The Executive Board shall keep the Committee fully informed of any decisions made and shall give the highest consideration to the opinions of all Committee Members in its deliberations.

Article 13: The Executive Members

1. The President is the principal liaison between the College and the GCR. They represent the GCR at Governing Body meetings and are a full member of the College Management Executive Team.
2. The Chair is an impartial position. They chair Executive Board, Committee and GCR General Meetings, ensure the fair and proper running of Elections and Referenda, and have the final authority in resolving any disputes regarding the interpretation of the Constitution.
3. The Secretary assists the President in managing the day-to-day affairs of the GCR and promotes effective coordination and organisation within the Committee.
4. The Treasurer oversees the GCR's finances and performs other financial functions outlined in the Constitution and the By-Laws.

5. The First Vice-President, in accordance with the provisions of the By-Laws, temporarily assumes the President's duties if the President is unable to fulfil them and assumes the role of President if the position becomes vacant. The By-Laws may establish that the First Vice-President shall be a distinct position or that their responsibilities shall be assigned to one of the Vice Presidents, as determined by procedures set out in the By-Laws.
6. By-Laws shall regulate Executive Members' emoluments.

Article 14: General Provisions Regarding Elections

1. Committee Members shall be elected in a secret ballot in which all Full Members are entitled to vote.
2. The Governing Body of the College may satisfy itself that an election has been fairly and properly conducted by requesting that a report from the Chair be given to the College's Head of the Academic Office.
3. A person should not hold a sabbatical Committee position, or a paid elected Committee position, for more than two years in total at the College.
4. If all or some Committee positions begin their term of office in either Hilary Term or Trinity Term, the By-Laws may entirely or partially restrict eligibility for these positions to Full Members whose studies extend beyond the natural end of the term of office.

Article 15: Complaints

1. The GCR welcomes feedback regarding its services. Any person may contact the relevant GCR Committee member(s) and/or the President (gcr-president@sant.ox.ac.uk), Chair (gcr-chair@sant.ox.ac.uk), and/or Secretary (gcr-secretary@sant.ox.ac.uk).
2. Any GCR Member or Member of the College has the right to formally submit a complaint about the GCR's services to the College's Head of Academic Office (head.academic@sant.ox.ac.uk) or a complaint about misconduct involving GCR Committee members to the College's Dean for Student Conduct (dean@sant.ox.ac.uk). Complainants should follow procedures specified in the College Policies and Codes of Practice (<https://www.sant.ox.ac.uk/internal-pages/current-students/student-handbook/college-policies-and-codes-of-practice/>).

Part IV: Finances

Article 16: Financial Affairs

1. The GCR shall be accountable for its finances as agreed upon via the GCR Financial Agreement, and the GCR's financial affairs should be properly conducted.
2. Access to the GCR bank account is restricted to the GCR President, Chair, and Treasurer.

Article 17: College Grant

1. The College shall give the GCR a grant every Term at the discretion of the Governing Body of the College, based on an amount related to the number of the College's Students, as agreed upon via the GCR Financial Agreement.

Article 18: Expenditures

1. The termly allocation of GCR financial resources shall be decided by a simple majority vote of the GCR Executive Board at the beginning of each Term, based on a proposal submitted by the GCR Treasurer.
2. Additional expenditures can be authorised by a simple majority vote of the GCR Executive Board or the GCR Committee, or by passing a motion in a GCR General Meeting.

Article 19: Financial Reports

1. The GCR Treasurer shall be responsible for keeping a full record of all GCR income and expenditures and present it every Term to the College and the GCR Executive Board.
2. The GCR Treasurer shall publish an annual financial report of the GCR, which shall be made available to the Governing Body of the College and all GCR Members. This report shall include, in particular:
 - a. a summary of all GCR income and expenditures;
 - b. a list of the external organisations to which the GCR has made donations in the period to which the report relates; and
 - c. details of those donations.

Article 20: Financial Agreement between the GCR and the College

1. The Financial Agreement between the GCR and the College regulates all financial matters related to their relationship. It may include:
 - a. Criteria for calculating the amount of the College Grant referred to in Article 17;
 - b. Benefits provided by the College to Committee Members;
 - c. Provisions regarding the GCR Bar and the College Gym;
 - d. Provisions regarding Clubs and Societies;
 - e. Provisions regarding the Combined Common Room;
 - f. Provisions regarding Formal Dinners and Exchange Dinners; and
 - g. Any other financial matter.
2. The Financial Agreement shall be agreed annually by the Management Executive Team and shall enter into force when ratified by both the Committee and the Governing Body. It shall be reviewed following the same procedure.
3. The Financial Agreement shall be accessible to all GCR Members upon request to the GCR President and/or Chair.

Part V: GCR General, Committee and Executive Board Meetings

Article 21: GCR General Meetings

1. GCR General Meetings are a platform for all GCR Members, including the Executive Members and the Officers, to share information, ideas, feedback, and concerns on all matters related to College life.
2. GCR General Meetings shall be held in the Combined Common Room at St Antony's College. Meetings may alternatively be conducted online or in another physical location upon decision of either the President or the Chair.
3. There shall be a minimum of two GCR General Meetings every Term.
4. All GCR Members present at a GCR General meeting must act on a basis of mutual respect and without any form of personal insult or assault. GCR Members must not make contributions that may be perceived as a violation of the College's Code of Student Discipline.
5. Any GCR Member may contribute to the agenda of a GCR General Meeting by sending to the Chair any points of discussion before the meeting. Motions shall be presented only by GCR Full Members.
6. Standing Orders may permit proxy voting during GCR General Meetings, establishing the procedures for its implementation.
7. By-Laws and Standing Orders may establish additional provisions regarding GCR General Meetings.

Article 22: Committee Meetings

1. Every Committee Member shall have the right to attend, speak at, and vote at all Committee Meetings.
2. Committee Meetings shall be held in the Combined Common Room at St Antony's College. Meetings may alternatively be conducted online or in another physical location upon decision of either the President or the Chair, provided no objections are raised by the Committee.
3. There shall be a minimum of one Committee Meeting every Term.
4. Any Committee Member may contribute to the agenda of a Committee Meeting by sending to the Chair any points of discussion before the meeting.
5. GCR Members may attend Committee Meetings unless the Committee resolves to convene in a closed session.
6. GCR Members may address the Committee upon invitation by either the President or the Chair.

Article 23: Executive Board Meetings

1. Every Executive Member shall have the right to attend, speak at, and vote at all Executive Board Meetings; however, they shall not have the right to vote on their own removal procedure.
2. Executive Board Meetings shall be held in the Combined Common Room at St Antony's College. Meetings may alternatively be conducted online or in another physical location upon

decision of either the President or the Chair, provided no objections are raised by the Executive Board.

3. There shall be a minimum of one Executive Board Meeting every Term.
4. Any Executive Member may contribute to the agenda of an Executive Board Meeting by sending to the Chair any points of discussion before the meeting.
5. GCR Members may attend Executive Board Meetings unless the Executive Board resolves to convene in a closed session.
6. GCR Members may address the Executive Board upon invitation by either the President or the Chair.
7. GCR Officers may attend and speak at Executive Board Meetings unless the Executive Board resolves to convene in a closed session.

Part VI: By-Laws and Standing Orders

Article 24: By-Laws

1. The By-Laws are rules established in accordance with the procedure outlined in the Constitution and are subject to its provisions. They shall regulate:
 - a. The form of government of the GCR, its bodies and their powers;
 - b. Duties and benefits of Committee Members;
 - c. The duration of Committee Members' term of office, their removal procedure and their right to resign from their positions;
 - d. The appointment of Committee Members to fill vacancies;
 - e. The Presidential line of succession and the procedure for the presidential succession;
 - f. The Teams or Sub-committees within the Committee;
 - g. The Executive Members' Remits;
 - h. The procedures to pass Standing Orders;
 - i. The procedures to pass Motions, including Motions of no confidence;
 - j. The procedures to call and hold referenda;
 - k. Elections and By-Elections;
 - l. Petitions and any other means to hold the Committee politically accountable for its actions.
2. The By-Laws shall be passed and amended after a simple majority vote by the Committee, and a simple majority vote at a GCR General Meeting.
3. Once the By-Laws are passed or amended, they shall be promptly published on the GCR website and shared across GCR social media platforms to ensure visibility to all GCR Members. The By-Laws enter into force immediately upon publication unless the By-Laws specify otherwise.
4. Any dispute regarding the interpretation of the By-Laws shall be referred to the Chair for resolution.
5. When resolving a dispute under Article 24.4, the Chair shall interpret the By-Laws in a manner that does not conflict with the Constitution. In the event of any conflict, the provisions of the Constitution shall prevail.

Article 25: Standing Orders

1. Standing Orders are rules established in accordance with the procedures outlined in the By-Laws and are subject to the provisions of the Constitution and of the By-Laws. They may:
 - a. Provide for additional remits or duties for the Committee Members;
 - b. Establish and abolish Body of Officers' positions and provide for their remits;
 - c. Provide additional rules for electoral and referenda procedures and campaigns;
 - d. Provide additional rules for the procedure to pass a Motion;
 - e. Regulate GCR General, Committee and Executive Board Meetings procedural matters;
 - f. Regulate GCR General Emergency Meetings, Committee Emergency Meetings and Executive Board Emergency Meetings;
 - g. Establish optional levies to be paid by GCR Full Members;
 - h. Establish GCR-provided benefits for Committee Members and for GCR Members recruited by the GCR to aid its running, including a duty allowance;
 - i. Establish rules for conducting GCR events;
 - j. Establish rules for the use of GCR facilities;
 - k. Establish rules for the use of GCR social media and chats;
 - l. Establish any other rule regarding the administration of the GCR;
 - m. Regulate any other matter for which the Constitution or the By-Laws has authorized the use of Standing Orders; and
 - n. Repeal or amend Standing Orders that are already in force.
2. Any dispute regarding the interpretation of Standing Orders shall be referred to the Chair for resolution.
3. When resolving a dispute under Article 25.2, the Chair shall interpret the Standing Orders in a manner that does not conflict with the Constitution and the By-Laws. In the event of any conflict, the provisions of the Constitution and of the By-Laws shall prevail.

Part VII: Representation of the GCR in the College's Bodies

Article 26: GCR Representation in the Governing Body

1. The President, and in their absence, the First Vice-President, shall represent the GCR by attending Governing Body meetings, except for closed business.
2. Governing Body meetings, except for closed business, shall be attended by the President, the First Vice-President, and one additional Committee Member, who may be invited by the President.
3. If the President is unable to attend a Governing Body meeting, the First Vice-President may invite up to two additional Committee Members to attend, except for closed business.

Article 27: GCR Representation in the Management Executive Team

1. The President, and in their absence, the First Vice-President, shall represent the GCR by attending Management Executive Team meetings as full member, except for closed business.
2. Management Executive Team meetings, except for closed business, shall be attended by the President. The President may invite any elected GCR officer who has a particular expertise or responsibility to be in attendance for the relevant part of a meeting, in line with the College's By Law 4.8.1.
3. If the President is unable to attend a Management Executive Team meeting, the First Vice-President shall attend the meeting as a full member and may invite an additional elected GCR officer who has a particular expertise or responsibility to be in attendance for the relevant part of a meeting.

Part VIII: Clubs, Societies and Affiliations

Article 28: Clubs and Societies

1. All Clubs and Societies registered with the College shall adhere to the provisions set out in the GCR Constitution, By-Laws and Standing Orders.
2. The GCR may provide funding to Clubs and Societies registered with the College. Funding shall be allocated on a termly basis, at the discretion of the GCR Executive Board, and in accordance with a fair procedure accessible to all GCR Members. Funding will be considered only after the GCR Treasurer has received a written application. Ad hoc provisions may also be granted at the discretion of the GCR Executive Board.
3. Clubs and Societies that receive funding from the GCR should provide the GCR Treasurer with a Termly report on how the funds have been distributed for use.
4. The College shall provide the GCR with a register of all current Clubs and Societies registered with the College, including information on how to join them. The GCR shall ensure that this register is accessible to all GCR Members at all times via the GCR website. The Treasurer shall bring the register to the attention of all GCR Members at least once a year.

Article 29: Affiliation

1. To further its objectives, the GCR may choose to affiliate itself with an external organisation, including, but not limited to, the Oxford University Student Union and the National Union of Students.
2. If the GCR is affiliated with any external organizations, the Treasurer shall publish an annual report, which shall be made available to the College's Governing Body and all GCR Members. This report shall include:
 - a. a list of the external organisations to which the GCR is currently affiliated, and
 - b. details of subscriptions or similar fees paid, or donations made, to such organisations since the last report.

Article 30: Starting and Reviewing Affiliations

1. The start of an affiliation must first be discussed at a GCR General Meeting and then approved by a referendum conducted in accordance with the By-Laws and requiring two-thirds of the voters to vote in favour of it to pass.
2. The current list of affiliations shall be submitted for approval by Full Members once a year at a GCR General Meeting held in Hilary Term. Affiliations shall be confirmed individually by a simple majority vote. If an affiliation fails to receive a simple majority for confirmation, a referendum shall be conducted in accordance with the By-Laws to determine whether the affiliation with that external organization should continue. The affiliation shall be terminated if two-thirds of the voters in the referendum vote for its termination. If this majority is not reached, the affiliation shall remain in place.
3. At least five percent of Full Members may challenge an affiliation. If an affiliation is challenged, the issue shall first be discussed at a GCR General Meeting and then a referendum shall be conducted in accordance with the By-Laws to determine whether the affiliation with that particular external organization should continue. The affiliation shall be terminated if two-thirds of the voters in the referendum vote for its termination. If this majority is not reached, the affiliation shall remain in place.

Part IX: Final Provisions

Article 31: Amending the Constitution

1. The Committee, whenever the majority of its Members shall deem it necessary, may propose Amendments to this Constitution.
2. These Amendments shall be discussed at a GCR General Meeting and shall be presented to Full Members at least two weeks before the meeting, ensuring that all Full Members have the opportunity to provide feedback.
3. These Amendments shall be passed through a simple majority vote in a referendum conducted in accordance with the By-Laws. No minimum turnout is required.
4. These Amendments shall enter into force and be valid as part of this Constitution when ratified by the Governing Body of the College.

Article 32: Total Revision of the Constitution

1. The GCR Committee will submit a revised draft of the GCR constitution to the College Governing Body for review no less frequently than every five years.
2. The Committee or the Governing Body of the College may also initiate the process for a total revision of the Constitution whenever the majority of their respective Members deem it necessary. In such a case, a Convention shall be convened, consisting of the President, the Chair, and two additional GCR Full Members selected by the President in consultation with the GCR Committee, to draft a new Constitution.
3. The draft Constitution shall then be submitted to the Committee and a delegate of the Governing Body of the College. The Committee Members and the aforementioned delegate may suggest modifications to the draft.

4. The draft Constitution shall then be discussed at a GCR General Meeting and shall be presented to Full Members at least two weeks before the meeting, ensuring that all Full Members have the opportunity to provide feedback.
5. The new Constitution shall be passed through a simple majority vote in a referendum conducted in accordance with the By-Laws. No minimum turnout is required.
6. The new Constitution shall enter into force when ratified by the Governing Body of the College.

Article 33: Entry into force

1. This Constitution shall take effect when ratified by the Governing Body of the College.
2. All previous Constitutions of the GCR are hereby and forthwith expressly revoked.