

St Antony's College

Graduate Common Room

Constitution

All previous constitutions of the GCR are hereby and forthwith expressly revoked and this Constitution has effect as of 19th June 2019

1 Interpretation

1.1 Words and phrases in this Constitution with initial capital letters have the meanings set out in the Schedules. Where required, other definitions are set out in particular paragraphs, and in By-Laws.

2 Name

2.1 The name of the association is Graduate Common Room of St Antony's College of the University of Oxford, hereafter referred to as "GCR".

2.2 St Antony's College will hereafter be referred to as the "College".

2.3 University of Oxford will hereafter be referred to as the "University".

3 Objects

3.1 The GCR's Objects are:

- (a) promoting and defending the academic, disciplinary, financial, recreational, communal, welfare-related and cultural interests of Students at St Antony's College,
- (b) ensuring that the above-mentioned interests are represented equally for all Students,
- (c) providing a Common Room for Students and administering its facilities,
- (d) representing and involving GCR Members in the government and administration of St Antony's College,
- (e) representing its members in regard to the affairs of the University, and in other external affairs of importance to Students, through affiliated bodies,
- (f) furthering all purposes which are charitable in law, and which are incidental or conducive to the main objects.

4 Reviewing and Amending the Constitution

4.1 The GCR President and a delegate of the Governing Body of the College must review the provisions of the Constitution at intervals of no more than three years.

4.2 This Constitution shall be amended only after a resolution to that effect has been discussed at a general GCR Meeting, then passed by a two-thirds majority to a vote open to all GCR Members.

4.3 No amendment may be made to the Constitution without written confirmation of ratification by the Governing Body of the College.

5 GCR Membership

- 5.1 A GCR Member is anyone currently studying for a graduate degree at the College, who has not opted out of membership, and is:
- (a) a Student of the University as defined in sections four and five of Statute II of the University,
 - (b) admitted by the University to:
 - (i) the Register of Visiting Students, or
 - (ii) the Register of Recognised Students,
 - (c) studying for a certificate or diploma of the University.
- 5.2 A GCR Member studying for a degree of two or more Academic Years has full rights to participate in the life of the GCR, use all the facilities of the GCR, attend, speak, and vote at GCR Meetings, and run as a Candidate in GCR elections or all available positions on the GCR Committee.
- 5.3 A GCR Member studying for a degree of fewer than two Academic years or in the last three Terms of their degree has all rights under 5.2 except to run as a Candidate in GCR elections for Executive positions on the GCR Committee.
- 5.4 Any GCR Member who has suspended their studies at the College can use the facilities of the GCR and attend GCR events, but not vote or contest in GCR elections.
- 5.5 The GCR shall handle data in accordance with the College Data Protection Policy and the requirements of the General Data Protection Regulations.
- 5.6 Any GCR Member may opt out of GCR membership by sending written notice to the GCR President. Members who have opted out of GCR Membership should not be unfairly disadvantaged, with regard to the provision of services, but are not able to vote or contest in GCR elections or decision-making processes.

6 Honorary GCR Membership

- 6.1 The GCR may, by a Simple Majority or No Opposition, at a GCR Meeting, confer or revoke Honorary Membership on any person not included in paragraph 5.1.
- 6.2 Honorary GCR Members have all the rights under 5.2, except the rights to vote at GCR Meetings, and run as a Candidate in GCR elections.

7 Removal of GCR Membership

- 7.1 Any GCR Member who has violated the College's Code of Student Discipline and/or the rules and regulations set out in Statute IV of the College and is expelled by the College under that Code will also lose their GCR Membership.

8 Standing Orders and By-Laws

- 8.1 The GCR may make, repeal, or amend Standing Orders, Policies, and By-laws, which are consistent with this Constitution, to provide for matters relating to the GCR's governance and administration.

8.2 Standing Orders and By-Laws shall be amended only after a simple majority vote by the GCR Executive, and a simple majority vote at a GCR Meeting.

9 GCR Committee

9.1 The GCR Committee consists of two sets of elected officers:

- (a) the Executive, and
- (b) the Body of Officers.

9.2 The By-Laws must provide for the remits of all elected officers.

9.3 The membership of the Executive is:

- (a) The President,
- (b) Vice-President(s) for Social Affairs, to a maximum of two individuals,
- (c) Vice-President(s) for Academic Affairs, to a maximum of two individuals,
- (d) Vice-President(s) for Welfare Affairs, to a maximum of two individuals,
- (d) Secretary, and
- (e) Treasurer.

9.4 The membership of the Body of Officers is listed below and may include the following:

- (a) Social Secretary(s) of Events,
- (b) Social Secretary(s) of Formal Dinners, to a maximum of two individuals
- (c) Social Secretary(s) of the Ball,
- (d) Director(s) of Research Exchange,
- (e) Director(s) of Global Languages,
- (f) Welfare Secretary(s),
- (g) LGBTQ* Officer(s),
- (h) Women's Officer(s),
- (i) BME Officer(s),
- (j) SU Officer(s),
- (k) Sports Officer(s),
- (l) Chair,
- (m) Returning Officer,
- (n) Environmental Officer(s),
- (o) Webmaster, and
- (p) Alumni Development Officer(s).

9.5 All Committee Members shall accept the duty to promote the expressed wishes of the GCR on or to other bodies, as well as duties enumerated elsewhere in this Constitution.

9.6 All Committee Members are responsible for the training of their successors, including but not limited to the making of handover notes.

9.7 In the case of vacancy, the duties of the vacant position shall be taken by the President or their delegate. If the vacancy is the President, the Executive must delegate the duties as they see fit.

10 GCR Meetings

- 10.1 GCR Meetings are a platform for all GCR Members, the Executive, and the Body of Officers to share information, ideas, feedback, and concerns on all matters related to College life.
- 10.2 There shall be a minimum of two GCR Meetings every Term.
- 10.3 The By-Laws must provide for the procedures of GCR Meetings.

11 Removal and Resignation of Elected Officer(s)

- 11.1 The removal of an Elected Officer shall occur only after:
 - (a) the initiation of a complaint by a GCR member and a process of conversation and mediation between the President and the Officer(s) in question, and if agreed upon by all parties, any involved Executive Members
 - (b) a meeting of the GCR Executive and the College Dean, chaired by the College Dean, which shall be announced to the Officer(s) in question at least one week in advance, and in which the Officer(s) in question can choose to defend themselves,
 - (c) the decision made at the Executive meeting will be communicated to GCR Members by the President at the next scheduled GCR Meeting.
- 11.2 Any Elected Officer(s) shall have the full right to step down from their positions after consultation with the President.

12 Elections and Referenda

- 12.1 There must be a Returning Officer responsible for the fair and proper running of Elections and Referenda whose appointment, election, or selection must be provided for in the By-Laws. The process for elections in general should be provided for in the By-Laws.

13 Complaints Procedures

- 13.1 Any GCR Member or Member of College shall have the right to formally register a complaint about:
 - (a) any aspect of the running of the GCR or
 - (b) any GCR Officer's actions insofar as they relate to their duties and responsibilities to the GCR.
- 13.2 The complaint shall be addressed in writing to the President, who shall take all steps necessary to see that the complaint is dealt with as soon and as appropriately as possible. The complaint must receive acknowledgement from the President within five working days and must be addressed within twenty working days. The complainant may also choose to address the complaint to the Dean of the College following procedures specified by the College in the Code of Practice.

14 Finances

- 14.1 The College shall give the GCR a subvention every Term at the discretion of the Governing Body, based on an amount that relates to the number of students and, in consultation with the GCR Treasurer and GCR President.

- 14.2 Spending powers and access to the GCR bank account are restricted to the GCR Treasurer and the GCR President.
- 14.2 The distribution of expenditure will be decided by the GCR Treasurer every Term in consultation with the GCR Executive Members.
- 14.3 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 Members.

15 Clubs and Societies

- 15.1 All Clubs and Societies affiliated with the GCR shall adhere to the provisions set out in this Constitution.
- 15.2 The GCR shall fund Clubs and Societies every Term at the discretion of the GCR Treasurer in consultation with the GCR Executive and in accordance with a fair procedure to which all students have access. Only after the GCR Treasurer has received a written application for funding. Ad Hoc provisions shall be granted at the discretion of the GCR Treasurer.

16 Affiliation

- 16.1 To further the objectives the GCR may choose to affiliate itself with an external organisation including, but not limited to, Oxford SU and NUS.
- 16.2 Issues of Affiliation must be discussed at a general GCR Meeting, then passed by a two-thirds majority to a secret ballot open to all GCR Members.
- 16.3 If an Affiliation is challenged a secret ballot open to all GCR members will be held to decide the question of continued affiliation to that particular external organisation.
- 16.3 Annually the affiliations of the GCR must be published to all Members. The GCR will maintain a register of current affiliations with details of the subscriptions or fees paid, or donations made, and this will be available for inspection by any student on application to the GCR President.

17 Communication

- 17.1 Documents relevant to the GCR such as this constitution shall be made available to students on the College website, GCR Website, and in the Common Room.

18 Schedules

Academic Year means the combination of Michaelmas, Hilary, and Trinity terms as reckoned according to the dates fixed by the Council of the University and published in the Oxford University Gazette.

Body of Officers includes, but is not limited to, the positions under 9.3.

By-Laws means rules and code of conduct predicated on the principles of this Constitution that outline the actions and responsibilities of GCR Members.

Candidate means a GCR Member seeking to be considered for a position on the GCR Committee.

Code of Practice means the document that establishes the relationship between the College and the GCR, listing out their responsibilities to each other.

Common Room means a physical shared space that students can access and use for multiple purposes.

Dean of the College means the representative appointed by the College who oversees welfare support and disciplinary conduct.

Executive means the highest executive body of elected officers on the GCR Committee.

Honorary Membership means the process and title by which non-members of the College may be granted Partial GCR Membership.

Issues of Affiliation means any decision to affiliate or disaffiliate from an external organisation.

Graduate Common Room means the student union of all Students at the College.

Governing Body means the sovereign body of the College, which holds responsibility for all the activities, policies, finances and staffing of the College.

Management Executive Team means the body responsible for the preparation of the budget, day to day administrative issues and the recommendations for academic appointments.

Member of College means Governing Body Fellows, Senior Members, Staff, and Students as defined by the College

NUS means the National Union of Students.

Objects means the aims and guiding principles of the GCR.

Oxford SU means the Oxford University Student Union.

St Antony's College means a registered charity in the UK (no. 1141293) and an establishment to which part II of the Education Act 1994 applies.

Standing Orders mean the rules adopted by resolution of the Members that govern the GCR, subject to the provisions of this Constitution.

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

Term means 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.