

Standing Order No. 1 – GCR Events

1. Vegetarian and Non-Alcoholic Options

All GCR events that involve food and beverages will include substantial variety and amounts of vegetarian food options and non-alcoholic beverages.

2. Accessibility Information

All GCR events will have accessibility information included in the event information.

Standing Order No. 2 – The Body of Officers

1. Academic Team Officers

The Officer positions from within the GCR Academic Team and their responsibilities are as follows:

- a. Academic Officer: Supports the Vice Presidents for Academic Affairs in planning and organising events to improve the academic wellbeing of students.
- b. Global Languages Officer: Plans and manages, in conjunction with the Vice Presidents for Academic Affairs, the Language Immersion Nights.

2. Equality, Diversity and Inclusion (EDI) Team Officers

The Officer positions from within the GCR EDI Team and their responsibilities are as follows:

- a. Two Black and Minority Ethnic (BME) Officers: In liaison with the Vice Presidents for EDI Affairs, organise events to support members of BME communities and foster inclusion at St. Antony's College. They represent in the Committee the interests of GCR Members who identify as BME.
- b. Two Culture and Faith Officers: In liaison with the Vice Presidents for EDI Affairs, organise activities and events related to the different cultures and religions of the GCR Members. They are responsible for ensuring that the cultural diversity of the GCR is celebrated.
- c. Two Disability Inclusion Officers: In liaison with the Vice Presidents for EDI Affairs, leads initiatives to make the College more inclusive for GCR Members with disabilities. They represent in the Committee the interests of GCR Members who identify as disabled.
- d. Two LGBTQ+ Officers: In liaison with the Vice Presidents for EDI Affairs, plan events and lead initiatives to raise awareness about LGBTQ+ issues and foster inclusion at St. Antony's College. They represent in the Committee the interests of GCR Members who identify as LGBTQ+.
- e. Two Women's Officer: In liaison with the Vice Presidents for EDI Affairs, plan events and lead initiatives to support GCR Members who identify as women. They represent in the Committee the interests of GCR Members who identify as women.

3. Social Team Officers

The Officer positions from within the GCR Social Team and their responsibilities are as follows:

- a. Bar Manager: Oversees the operation of the bar, including handling inventory and scheduling operating hours.
- b. Social Officer of Events and BOPs: Supports the Vice Presidents for Social Affairs in organising events and BOPs at the College and arranging for social event exchanges with other colleges.
- c. Social Officer of the Ball: Liaises with Vice Presidents for Social Affairs, the rest of the GCR and the College to organise the annual St. Antony's College Ball.

- d. Two Social Officers of Formal Dinners: In liaison with the Vice Presidents for Social Affairs, organise College formal dinners and formal exchanges that take place throughout the term.
- e. Social Media and Website Officer: Liaises with the Secretary and the Vice Presidents for Social Affairs to manage GCR social media platforms, administering and moderating the GCR Facebook group and publicising GCR events on social media; liaises with the Secretary to manage the GCR website.

4. Welfare Team Officers

The Officer positions from within the GCR Welfare Team and their responsibilities are as follows:

- a. Welfare Officer: Supports the Vice Presidents for Welfare Affairs in organising events for the benefit of the mental, physical, and spiritual well-being of students in the College.
- b. Environmental Officer: In liaison with the Vice Presidents for Welfare Affairs, plans events relating to environmental sustainability, leads initiatives to reduce the carbon footprint of students, ensures that all GCR activities are environmentally sustainable and liaises with the College to ensure that maintenance, disposal, and other practices are environmentally sound.
- c. Sports Officer: Acts as the interface between the Sports clubs at St. Antony's and the GCR.

5. The Bar Manager

The status of Officer is conferred upon the Bar Manager. This position is part of the GCR Social Team.

Standing Order No. 3 – Attendance to Meetings

1. Attendance of Officers

Officers shall attend at least one of all Committee Meetings and GCR General Meetings combined every Term.

2. Attendance of Executive Members

Executive Members shall attend at least two of all Executive Board Meetings, Committee Meetings, and GCR General Meetings combined every Term.

Standing Order No. 4 – Handover Procedure

1. Transition Week

Upon the announcement of election results, a seven-day period, hereinafter referred to as ‘Transition Week,’ shall commence.

During Transition Week:

- a. Committee Members-elect and outgoing Committee Members shall jointly assume the responsibilities of their offices.
- b. Committee Members-elect and outgoing Committee Members shall share access to any email account associated with their offices, where applicable.
- c. The President-elect and the outgoing President shall jointly attend all meetings of the College Governing Body and the Management Executive Team (MET).

2. Handover

During Transition Week, the outgoing Committee Member shall, if feasible, meet with the Committee Member-elect, either in person or through electronic means, for the purpose of training and orientation.

In the event that a meeting is not feasible, the outgoing Committee Member shall prepare and provide written handover notes for the Committee Member-elect.

In all cases, the outgoing Committee Members shall provide the relevant Committee Members-elect, in writing, with all login credentials for any accounts associated with the GCR, including but not limited to GCR social media accounts and the GCR website.

3. Transition Committee Meeting

A Committee Meeting shall be convened during Transition Week, with attendance required from both the Committee Members-elect and the outgoing Committee Members.