

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 emoluments 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,
- (e) Secretary, and
- (f) 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.

By-Laws

1 Interpretation

- 1.1 In exercise of its powers under paragraph 8.1 of the GCR Constitution the GCR makes these By-Laws.
- 1.2 A dispute in relation to the interpretation of the Constitution and the By-Laws must be referred to the President.
- 1.3 When resolving a dispute under By-Law 1.2, the President must interpret the By-Laws so as not to conflict with the Articles (but, to the extent that there is a conflict, the Articles apply).

2 Executive Members Remits

- 2.1 The President;
 - (a) is the principal liaison between the College and the GCR,
 - (b) represents the GCR on College Governing Body meetings,
 - (c) represents the GCR on College Management Executive Team (MET) meetings,
 - (d) convenes GCR Executive meetings and GCR meetings and disseminate relevant information from the College to GCR Members, and
 - (e) ensures, as far as possible, that other officers fulfil their duties.
- 2.2 Vice President(s) for Social Affairs;
 - (a) leads the team of social secretary(s) for events, social secretary(s) for formal dinners, and social secretary(s) for the ball,
 - (b) is the main signatory on all room booking forms,
 - (c) oversees and manages event equipment,
 - (d) plans and, in conjunction with the secretaries, conducts social events,
 - (e) liaises with the Registrar, the Domestic Bursar, and other admin staff of the College, and
 - (f) plans and executes Welcome Week.
- 2.3 Vice President(s) for Academic Affairs;
 - (a) liaises between the faculty, administration and GCR community on academic affairs,
 - (b) arranges seminars throughout the Term with the help of Director(s) of Research Exchange,
 - (c) plans a termly research in progress conference, language immersion nights and provides support to students seeking to organise conferences, and
 - (d) supervises the Alumni Relations officers and periodically assists in the invitation of external speakers to the College.
- 2.4 Vice President(s) for Welfare Affairs;
 - (a) leads the team of BME, LGBTQ*, Women's, Environmental, Sports Officers, and Welfare Secretary(s),
 - (b) organises Mental Health Awareness Week,
 - (c) liaises with the College Registrar, College Dean, and other College staff on ensuring the wellbeing of all students,

- (d) works with Vice-President(s) for Social Affairs and other Executive Members on ensuring welfare for GCR events, and
 - (e) organises weekly Welfare Tea and Cake in College.
- 2.5 Treasurer;
- (a) oversees and manages the GCR budget, and reimburses GCR members for related expenses,
 - (b) manages the GCR bank account,
 - (c) oversees and manages the allocation of Clubs and Societies Funding in cooperation with other members of the Executive Committee,
 - (d) submits termly reports about GCR income and expenditures to the College administration, and
 - (e) liaises with the College Accountant, Head Steward, and other administrative staff of the College.
- 2.6 Secretary;
- (a) organises the term card,
 - (b) sends out the GCR Weekly newsletter,
 - (c) sends out the GCR Meeting agenda to all GCR Members before the Meeting, and
 - (d) takes minutes at GCR Meetings.

3 Body of Officers' Remits

- 3.1 Social Secretary(s) of Events, maximum of two individuals, work under the Vice-President(s) for Social Affairs on advertising and organising GCR Social Events.
- 3.2 Social Secretary(s) for Formal Dinners, maximum of two individuals, set dates for and organise Formal Dinners every term. They liaise with the College steward, chef, accommodation and other College staff to organise Formal and Exchange dinners.
- 3.3 Social Secretary(s) for the Ball, maximum of two individuals, organise the annual College Ball if and when there is one by liaising with the Vice-President(s) for Social Affairs and College Staff.
- 3.4 Director(s) of Research Exchange, maximum of two individuals, work with the Vice-President(s) for Academic Affairs to organise academic and research conferences in College.
- 3.5 Director(s) of Global Languages, maximum of two individuals, schedule and organise weekly Language Immersion nights in College.
- 3.6 Welfare Secretary(s), maximum of two individuals, assist the Vice-President(s) for Welfare Affairs in organising GCR led Welfare events.
- 3.7 LGBTQ* Officer(s), maximum of two individuals, represent and organise events in liaison with the Vice-Presidents for Welfare Affairs to support the College's LGBTQ* community.

- 3.8 Women's Officer(s), maximum of two individuals, organise annual consent workshops and other events in liaison with the Vice-Presidents for Welfare Affairs in College and offer support to GCR Members who identify as women.
- 3.9 Black and minority ethnic (BME) Officer(s), maximum of two individuals, organise annual BME workshops and other events in liaison with the Vice-Presidents for Welfare Affairs in College and offer support to GCR Members who identify as BME.
- 3.10 Sports Officer(s), maximum of two individuals, co-ordinate the activities of the various GCR Sports Clubs.
- 3.11 Environmental Officer(s), maximum of two individuals, ensure that all GCR activities are environmentally sustainable and liaise with College to ensure that maintenance, disposal, and other practices are environmentally sound.
- 3.12 GCR Chair is a strictly impartial office responsible for leading the GCR Meetings in accordance with constitutional provisions.
- 3.13 GCR Returning Officer is a strictly impartial office responsible for overseeing conduct of GCR elections to ensure that they are free and fair.
- 3.14 Oxford SU Officer(s) acts as the liaison between the GCR and Oxford SU and will represent the GCR's opinion at Student Council Meetings.
- 3.15 The Webmaster is responsible for the maintenance and update of the GCR website.
- 3.16 Alumni Development Officer(s) are responsible for maintaining the GCR link with Alumni, organising events, and updating GCR websites and social media accounts with achievements of College alumni.

4 Clubs and Societies

- 4.1 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.

5 Conduct of GCR Meetings

- 5.1 The President may call GCR meetings, in addition to the two GCR Meetings per term, addressing specific purposes such as hustings before elections.
- 5.2 Any GCR Member may contribute to the agenda of the GCR Meeting by emailing the GCR Secretary any point(s) of discussion prior to the meeting.
- 5.3 All GCR Members present at the meeting must act on a basis of mutual respect and without any form of personal insult or assault. Members must not make contributions that may be perceived as a violation of the College's Code of Student Discipline.

6 Conduct of Elections

- 6.1 The GCR Returning Officer will oversee the conduct of elections. In the case of a vacancy, the President will oversee the conduct of elections. The election of the Returning Officer will take place by simple majority of those present at the first GCR meeting in Michaelmas term.

- 6.2 The order of operations for elections shall be;
- (a) nominations open at least one week before the scheduled hustings,
 - (b) nominations close at noon on the day scheduled for hustings,
 - (c) campaigning must end before the hustings,
 - (d) polling must open after the hustings for twenty-four hours, and
 - (e) the results must be published by the Returning Officer to all GCR Members.
- 6.3 GCR Members may nominate themselves by emailing the GCR Returning Officer to become Candidates.
- 6.4 Candidates may distribute up to thirty campaign posters and share one campaign post on the St Antony's GCR Facebook group before the hustings.
- 6.5 Any campaigning posts in the St Antony's GCR Facebook group not covered under By-Law 5.4, any campaign posts by non-candidates, or any post that could be perceived as a violation of the College's Code of Student Discipline will be deleted immediately by the Returning Officer.
- 6.6 The GCR Committee is expected to remain impartial and refrain from publicly favouring, undermining, or endorsing a Candidate during election campaigns and hustings. This provision shall remain intact in situations when GCR Committee members are running for re-election positions within the GCR, except for the GCR member(s) who are candidates.
- 6.7 The GCR Returning Officer will oversee the conduct of hustings ensuring;
- (a) Candidate speeches will be given in reverse order of nomination and are limited to five minutes,
 - (b) questions to the Candidates happen after speeches, and
 - (c) Candidates and Members do not make comments that could be perceived as a violation of the College's Code of Student Discipline.
- 6.8 Polling must be done by secret ballot and Single Transferable Vote (STV) System, in which R.O.N (re-open nominations) must be a candidate, with a quorum of fifty voters.

7 By-Elections

- 7.1 In the event of a vacancy, a by-election will be held to fill the position if there are more than eight weeks before the annual elections for GCR Executive Members.
- 7.2 If the position becomes or remains vacant during non-Term time, the GCR may appoint GCR Member(s) to the position. In this event, there will be a simple majority online confirmation vote at the beginning of the following Term.
- 7.3 If the position becomes vacant during Term time, a by-election must be held in Term time within four weeks of the post becoming vacant. A call for nominations to the vacant post will be sent to all GCR Members and interested Candidates can nominate themselves within one week of the call for nominations. Appointments or elections will follow.

- 7.4 During the period between a post becoming vacant and by-elections, a GCR Executive Member may fill the position with unanimous agreement of the GCR Executive, and confirmation from GCR Members at a GCR Meeting.
- 7.5 In situations where the annual elections for GCR Executive Members are scheduled for less than eight weeks of a post becoming vacant, a GCR Executive Member may fill the position with the unanimous agreement of the GCR Executive, and confirmation from GCR Members at a GCR Meeting.
- 7.6 In the event of the GCR Body of Officers position becoming vacant, the relevant GCR Vice-President(s) may appoint a GCR Member to the post with unanimous agreement of the GCR Executive, and confirmation from GCR Members at a GCR Meeting.
- 7.7 Any member elected by way of by-election shall complete the unfinished term of office only.

8 Election Timetable

- 8.1 Annual Elections for the following GCR Executive positions must be held no later than seventh week of Hilary Term every year and elected officers serve for three academic Terms starting nought week of Trinity Term:
- (a) The President,
 - (b) Vice-President(s) for Social Affairs,
 - (c) Vice-President(s) for Academic Affairs,
 - (d) Vice-President(s) for Welfare Affairs,
 - (d) Secretary, and
 - (e) Treasurer.
- 8.2 Annual elections for the following Body of Officers positions must be held no later than second week of Michaelmas Term every year and elected officers serve for three academic Terms starting in third week of Michaelmas:
- (a) Social Secretary(s) of Events,
 - (b) Social Secretary(s) of Formal Dinners, to a maximum of two individuals, with at least one individual not in the last three Terms of their degree at the time of elections,
 - (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) Oxford 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 Conduct of Referenda and Motions

- 9.1 GCR Members may bring a referendum or motion to the GCR Meeting for a vote by emailing the GCR President.
- 9.2 All calls for Referenda must be discussed in a GCR Meeting and put to a simple majority vote, in which all GCR members can vote.
- 9.3 The Returning Officer must oversee the conduct of campaigning during a Referenda.

Standing Orders

1. All GCR events that involve food and beverages will include substantial variety and amounts of vegetarian food options and non-alcoholic beverages.
2. All GCR events will have accessibility information included in the event information.