

# GREEN TEMPLETON COLLEGE



## *GRADUATE COMMON ROOM CONSTITUTION*

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### **DEFINITIONS**

<b>AGM</b>	Annual General Meeting of the Graduate Common Room. Unless otherwise called for, the GCR's AGM will be considered to be the one which takes place in conjunction with the Common Room.
<b>Bop</b>	Evening party to be held on site.
<b>College</b>	Green Templeton College, University of Oxford
<b>College Committees</b>	Committees established by the College from time to time, including but not limited to Governing Body, Common Room, GCR Committee, Finance and General Purpose, Welfare, Academic, Student Support & Scholarships, Art & Decorations, Buildings, Charities, Libraries & Information Systems
<b>College Handbook</b>	A guide that includes college regulations, important dates and other useful information
<b>Academic Administrator</b>	The first point of call to college officers and staff
<b>College Society</b>	Organisation of college former members
<b>Common Room</b>	All current members of College are members of Common Room. Membership is open to nomination of others.
<b>Dean</b>	College officer in charge of discipline and welfare
<b>Dean's Regulations</b>	The rules the Dean is charged with enforcing
<b>Deputies</b>	The College porters or other staff members of the College as the College Administration may determine from time to time.
<b>Full Member</b>	All currently enrolled students of Green Templeton College
<b>General Meeting</b>	Meeting run by the GCR Committee for discussions with all Full members.
<b>Governing Body</b>	Comprised of individuals elected by the Fellowship Committee who are ultimately responsible for college business
<b>Guest Dinner</b>	The Green Templeton College Spring Dinner organised by the GCR Committee

<b>GCR</b>	The Green Templeton College Graduate Common Room includes all student members, or junior members, of the college
<b>GCR Committee</b>	The representatives elected by the GCR including the GCR President and other officers
<b>GCR Account</b>	Annual allocation of funds to the GCR Committee by the Common Room Committee
<b>Nautilus Fund</b>	One of the college accounts that is maintained by the college for un-planned expenses
<b>Officers</b>	Elected members of the GCR Committee
<b>OUSU</b>	Oxford University Student Union
<b>Principal</b>	Head of the college reporting to and elected by the Governing Body
<b>Proctor's Office</b>	Office responsible for dispensing discipline at the University level
<b>Returning Officer</b>	GCR Committee member charged with operating election procedures
<b>Rough Guide</b>	Annual bound publication of the GCR Committee including information of interest and use to new students
<b>Summer Event</b>	The Green Templeton College Summer Ball organised by the GCR Committee and the GCR's Ball Subcommittee
<b>University</b>	The University of Oxford
<b>Vice Principal</b>	Senior college officer who acts on behalf of the Principal in the Principal's absence

## **1. NAME**

- 1.1. The name of the organisation governed by the Constitution shall be the “Green Templeton College Graduate Common Room,” hereafter referred to as the GCR.
- 1.2. The GCR shall be administered by the GCR Committee created under this Constitution.

## **2. PURPOSE**

- 2.1. The purpose of the GCR shall be to create a vibrant collegiate atmosphere by providing social, cultural and sporting opportunities for all College students. The GCR is committed to safeguarding the academic, financial, physical and emotional well being of all College students. Further, the GCR is responsible for arranging for the provision and orderly administration of communal facilities, which its members elect to enjoy.
- 2.2. The purpose of the GCR Committee is to see that the objectives of the GCR are carried out by supervising and coordinating the execution and financing of activities, by effecting measures with respect to its rules, and by acting as the representative body for students to present their views to the College and the University staff.

## **3. MEMBERSHIP**

- 3.1. Only full members of the GCR may vote at meetings of the GCR or in GCR elections.
- 3.2. No member of the College should be discriminated against on grounds of sex, age, sexual orientation, race, religion, or disability.

## **4. OFFICERS**

- 4.1. The affairs of the GCR shall be conducted by the GCR Committee, which will include the Officers listed in section 5.
- 4.2. Officers shall be responsible for carrying out the decisions of the GCR meetings and General GCR meetings, and for representing the student body on College Committees.
- 4.3. The GCR President shall have the power to form and dissolve subcommittees with the consent of the GCR Committee given at an ordinary meeting of the GCR Committee.
  - 4.3.1. Membership of sub-committees shall be limited to GCR Committee Officers and GCR Members;
  - 4.3.2. Sub-committees must have a written statement of purpose or charge;
  - 4.3.3. Any decision of the sub-committee shall be subject to review by the GCR Committee and by the Common Room Committee;

- 4.3.4. Sub-committees shall dissolve upon the commencement of the next GCR presidential term or upon the completion of the task(s) enumerated in its statement of purpose or charge.
- 4.4. The addition of a new permanent officer to the GCR committee needs to follow these steps:
  - 4.4.1. Development of portfolio for the position, circulated to all Full Members 7 days in advance of a referendum.
  - 4.4.2. A referendum, in the form of a general meeting or voting by silent ballot, with over 10% of general members casting an opinion, in which a majority of voters favour the creation of the position.
  - 4.4.3. The constitution needs to be changed to include the position.

## **5. POWERS AND RESPONSIBILITIES OF OFFICERS**

### *GCR PRESIDENT*

- 5.1. The GCR Committee shall include a GCR President. The duties of the GCR President include:
  - 5.1.1. Organise, compile the agenda and chair GCR Committee meetings;
  - 5.1.2. Lead the agenda of GCR business at the meetings of the Common Room;
  - 5.1.3. If requested, to chair the Common Room Committee;
  - 5.1.4. Manage and appoint student representatives to the College Committees;
  - 5.1.5. Represent the interests of College students at Governing Body;
  - 5.1.6. Maintain and build relationships with other college GCR committees and promote the interests of the College throughout the University;
  - 5.1.7. Represent the views of College students to the University through termly meetings organised through the Proctors' office and report important information back to the GCR, Common Room and relevant College Committees;
  - 5.1.8. Meet the Principal on a regular basis to discuss College issues and maintain close links with all key College staff;
  - 5.1.9. Call by-elections to fill vacant posts on the GCR Committee if and when required;
  - 5.1.10. Deal with correspondence from outside organisations and distribute to relevant GCR committee members;
  - 5.1.11. Co-ordinate the training of incoming committee members following by-elections and ensure a smooth transition is made between GCR committees at the beginning and end of each term of office;

- 5.1.12. Assume ownership of College GCR mailing list, compile contact information for all GCR committee members and manage the GCR committee mailing list;
  - 5.1.13. Convene additional subcommittees when required;
  - 5.1.14. Represent the college at formal College functions;
  - 5.1.15. Make public speeches and write official College documentation when required (e.g. Termly newsletter for Green Templeton College);
  - 5.1.16. Oversee the allocation of Common Room funds to sports teams and societies in collaboration with the GCR Treasurer and Sports Officer;
  - 5.1.17. Attend OUSU Council (fortnightly in term time), Post-Graduate Assembly (PGA, once-termly), Presidents Committee meetings (twice termly), as invited by the VP (Graduates) of OUSU;
  - 5.1.18. Attend Proctor's Meetings once termly (usually 5pm Monday);
  - 5.1.19. Sit on college disciplinary panels if requested; and
  - 5.1.20. Uphold the purposes of the GCR and the GCR Committee as set out in section 2.
- 5.2. The GCR President shall have the following College Committee obligations;
- 5.2.1. Chair of GCR committee
  - 5.2.2. Lead GCR business at Common Room Committee
  - 5.2.3. Sit on Governing Body
  - 5.2.4. Sit on Finance & General Purpose Committee

#### *GCR TREASURER*

- 5.3. The GCR Committee shall include a GCR Treasurer. The duties of the GCR Treasurer include:
- 5.3.1. Responsibility for GCR Accounts;
  - 5.3.2. Overseeing Summer Event Account;
  - 5.3.3. Receive requests for funding at GCR Committee, forecast overall spending and allocate monies so as not to exceed monies granted by Common Room;
  - 5.3.4. Work closely with the Common Room Treasurer who controls the GCR Account, and be aware of all cash flow procedures as outlined in the Financial Information Sheet;
  - 5.3.5. Co-sign receipts;

- 5.3.6. Raise cheques, deal with direct purchase orders, reimbursements and ensure money is available through the cash float system to finance social events when required;
  - 5.3.7. Represent student interests at the Finance and General Purposes Committee;
  - 5.3.8. Present up-to-date GCR Accounts for the social budget to GCR Committee, Common Room Committee and the AGM when required;
  - 5.3.9. Allocate funding to sports clubs in collaboration with GCR President and Sports Officer;
  - 5.3.10. Collect and keep record of monies raised through brunch contributions, ticket sales and charity fundraising events;
  - 5.3.11. Take minutes of the GCR Committee meetings; and
  - 5.3.12. Uphold the purposes of the GCR and the GCR Committee as set out in section 2.
- 5.4. The GCR Treasurer shall have the following College Committee obligations:
- 5.4.1. Lead treasurer's business at GCR committee meetings
  - 5.4.2. Sit on Common Room Committee
  - 5.4.3. Sit on Finance and General Purposes committee

*VICE PRESIDENT (ENTERTAINMENTS)*

- 5.5. The GCR Committee shall include Vice President (Entertainments). The duties of the Vice President (Entertainments) shall include:
- 5.5.1. Managing the GCR social agenda and term card of events;
  - 5.5.2. Co-ordinate the entertainments team to generate creative ideas and plan a range of social events for all College students;
  - 5.5.3. Produce, co-ordinate, update and distribute a GCR term card at the beginning of each term detailing entertainment events;
  - 5.5.4. Co-ordinate discussion of Entertainments related issues at GCR Committee meetings and convene and chair Entertainment subcommittee meetings when required;
  - 5.5.5. Co-ordinate, manage and help run social events;
  - 5.5.6. Organise the election of an appropriate student to chair the Annual Ball Committee
  - 5.5.7. Uphold the purposes of the GCR and the GCR Committee as set out in section 2.
- 5.6. The Vice President (Entertainments) shall have the following College Committee obligations:
- 5.6.1. Sit on GCR Committee

5.6.2. Sit on Common Room Committee.

5.6.3. Sit on Governing Body in absence of GCR President and Vice President (Welfare)

*VICE PRESIDENT (WELFARE)*

5.7. The GCR Committee shall include a Vice President (Welfare). The duties of the Vice President (Welfare) shall include;

5.7.1. Responsibility for the financial, academic, physical and emotional welfare of College students;

5.7.2. Represent the welfare issues of College students to the Welfare Committee and college officers and staff;

5.7.3. Co-ordinate and support the work of the International Student's Officer, Female Welfare Officer, Male Welfare Officer, Environmental Officer, Charities & Development Officer and Webmaster;

5.7.4. Convene and chair welfare subcommittee meetings when required;

5.7.5. Ensure that College students are provided with adequate information relating to academic, financial, physical and emotional welfare;

5.7.6. Ensure that the welfare website provides up-to-date information;

5.7.7. Represent, support and provide information and links to further support for students experiencing financial, emotional, physical or academic difficulties;

5.7.8. Co-ordinate the annual production and distribution of the *Rough Guide to Green Templeton* prior to Freshers' Fortnight;

5.7.9. Organise the roster for a weekly GCR brunch, with one welfare member or representative present each week.

5.7.10. If requested, take minutes or delegate the taking of minutes at GCR Committee meetings, in the absence of the Treasurer;

5.7.11. Act as returning officer for GCR Elections pursuant to Section 6;

5.7.12. May sit on a College disciplinary committee if requested;

5.7.13. Attend OUSU meetings: Council fortnightly during Term (OUSU. Friday 2pm), and Post Graduate Assembly (once termly).

5.7.14. Work closely with the OUSU Vice President for Welfare to promote the interests of College students at a University level and report relevant issues back to GCR and Common Room Committees;

5.7.15. Deal with correspondence from OUSU;

- 5.7.16. Run the ballot for the OUSU posts at College;
  - 5.7.17. Co-ordinate and mobilise College students in support of OUSU actions;
  - 5.7.18. Reporting to the GCR committee and Common Room on OUSU related issues; and
  - 5.7.19. Uphold the purposes of the GCR and the GCR Committee as set out in section 2.
- 5.8. The Vice President (Welfare) Officer shall have the following College Committee obligations:
- 5.8.1. Sit on Governing Body
  - 5.8.2. Sit on Welfare Committee
  - 5.8.3. Sit on GCR Committee
  - 5.8.4. Sit on Common Room Committee
  - 5.8.5. May be asked to stand in for GCR President at Proctor's Meetings.

#### *PUBLICITY OFFICER*

- 5.9. The GCR Committee shall include an Publicity Officer. The duties of the Publicity Officer shall include:
- 5.9.1. Overall responsibility for promoting college events;
  - 5.9.2. Compile and publish the GCR weekly newsletter: *The Grapevine*;
  - 5.9.3. Manage GCR notice boards;
  - 5.9.4. Update GCR committee posters in the lodge;
  - 5.9.5. Uphold the purposes of the GCR and the GCR Committee as set out in section 2.
- 5.10. The Entertainments Officer (Publicity) shall have the following College Committee obligations:
- 5.10.1. Sit on GCR Committee
  - 5.10.2. Sit on Common Room Committee

#### *ENTERTAINMENTS OFFICER (INTERNAL)*

- 5.11. The GCR Committee shall include an Entertainments Officer (Internal). The duties of the Entertainments Officer (Internal) shall include:
- 5.11.1. Responsibility for internal College events;



- 5.11.2. Scheduling entertainments such as live bands, performers, DJs for bar functions and other events in collaboration with Entertainments team;
  - 5.11.3. Inviting societies to host events at the College in collaboration with the Entertainments team;
  - 5.11.4. Take minutes at Entertainments subcommittee meetings if required; and
  - 5.11.5. Uphold the purposes of the GCR and the GCR Committee as set out in section 2.
- 5.12. The Entertainments Officer (Internal) shall have the following College Committee obligations:
- 5.12.1. Sit on GCR Committee
  - 5.12.2. Sit on Common Room Committee

*ENTERTAINMENTS OFFICER (EXTERNAL)*

- 5.13. The GCR Committee shall include an Entertainments Officer (External). The duties of the Entertainments Officer (External) shall include:
- 5.13.1. Responsibility for external social events;
  - 5.13.2. Organising black tie exchange dinners with other colleges, and making arrangements for pre- and after-dinner drinks for these dinners;
  - 5.13.3. Booking 'away trips' to the theatre, musicals, concerts, comedy nights etc;
  - 5.13.4. Maintaining the relationship with the sister college at the University of Cambridge
  - 5.13.5. Responsible for negotiating with the College Finance Department to facilitate bookings, arranging sign up sheets and to liaise the transfer of monies to battles in collaboration with the GCR Treasurer;
  - 5.13.6. Take minutes at GCR or Entertainments subcommittee meetings if required; and
  - 5.13.7. Uphold the purposes of the GCR and the GCR Committee as set out in section 2.
- 5.14. The Entertainments Officer (External) shall have the following College Committee obligations:
- 5.14.1. Sit on GCR Committee
  - 5.14.2. Sit on Common Room Committee

*WEBMASTER*

- 5.15. The GCR committee shall contain a Webmaster. The duties of the Webmaster shall include:
- 5.15.1. Responsibility for the design of the Green Templeton College GCR website;

- 5.15.2. Responsibility for updating the website with information deemed necessary by the GCR committee, including, but not limited, to student welfare and entertainments related to Green Templeton College;
  - 5.15.3. Ensuring the payment for domain registration and hosting is made;
  - 5.15.4. Managing the technical aspects of online voting; and
  - 5.15.5. Upholding the purposes of the GCR and the GCR Committee as set out in section 2
- 5.16. The Webmaster shall have the following College Committee obligations:
- 5.16.1. Sit on GCR Committee
  - 5.16.2. Sit on Common Room Committee
  - 5.16.3. Sit on Library and Information Systems subcommittee

#### *BAR MANAGER*

- 5.17. The GCR Committee shall include a Bar Manager which may be filled by two Full Members jointly. The duties of the Bar Manager shall include:
- 5.17.1. Responsibility for running the bar and providing support for bar related events;
  - 5.17.2. Recruiting bar staff and co-ordinating bar rota to ensure comprehensive cover throughout the year;
  - 5.17.3. Training staff and arranging payments;
  - 5.17.4. Setting up and helping to run college bops and bar events, including the organization of security when needed;
  - 5.17.5. Working closely with the College Treasurer and the licensee of the bar, if this is different from the College Treasurer, concerning the upkeep of the bar;
  - 5.17.6. Be aware of and respect health & safety regulations, the laws governing alcohol consumption and the Dean's Regulations;
  - 5.17.7. Ensure a mark-up on all drinks consistent with University Standards as determined by Proctors and Deans; and
  - 5.17.8. Uphold the purposes of the GCR and the GCR Committee as set out in section 2.
  - 5.17.9. Request late licences for bops from the Dean and dates for black tie dinners from the College Treasurer;
- 5.18. The Bar Manager shall have the following College Committee obligations:
- 5.18.1. Sit on GCR Committee

5.18.2. Sit on Common Room Committee

*SPORTS OFFICER*

5.19. The GCR Committee shall include a Sports Officer. The duties of the Sports Officer shall include:

5.19.1. Responsibility for promoting Green Templeton College sports clubs and societies;

5.19.2. Maintain up-to-date contact information of sports captains and treasures for individual clubs;

5.19.3. Represent the interests of sports clubs at Common Room Committee and GCR Committee meetings;

5.19.4. Manage the annual allocation of Common Room funds to the sports club treasures in collaboration with the GCR President and GCR Treasurer;

5.19.5. Co-ordinate the annual sports and societies fair during Freshers' Fortnight.

5.19.6. Ensure that all College students have access to the full range of Green Templeton College sports clubs and societies;

5.19.7. Co-ordinate an annual charity five-a-side football competition in collaboration with the Charities Officer; and

5.19.8. Uphold the purposes of the GCR and the GCR Committee as set out in section 2.

5.20. The Sports Officer shall have the following College Committee obligations:

5.20.1. Sit on GCR Committee

5.20.2. Sit on Common Room Committee

*CHARITIES OFFICER*

5.21. The GCR Committee shall include a Charities Officer. The duties of the Charities Officer shall include:

5.21.1. Responsibility for the College's commitment to raise funds and spread awareness about good causes;

5.21.2. Seek opportunities for joint GCR charity events and ensures that all students are aware of charitable events organised by the GCR;

5.21.3. Organise one charity fund raising event per term in collaboration with the Entertainments team;

5.21.4. Co-ordinate the collection of money and payment of funds raised in collaboration with the GCR Treasurer;

5.21.5. Uphold the purposes of the GCR and the GCR Committee as set out in section 2; and

5.21.6. Organise events and other activities to raise money for students' welfare and development.

5.22. The Charities Officer shall have the following College Committee obligations:

5.22.1. Sit on GCR Committee

5.22.2. Sit on Common Room Committee

5.22.3. Sit on Charities Committee

#### *INTERNATIONAL STUDENTS OFFICER*

5.23. The GCR Committee shall include an International Students Officer. The duties of the International Students Officer shall include:

5.23.1. Responsibility for the particular interests and needs of international students at College;

5.23.2. Ensure that the provision of information relating to the needs of all international students on the welfare web-site and elsewhere is relevant and up-to-date;

5.23.3. Build links with international societies, maintain up-to-date contact information and explore possibilities for international societies to host cultural events at College;

5.23.4. Promote respect for the distinctive cultural, religious and cultural practices of international students;

5.23.5. Organize and hold at least one event each term;

5.23.6. Help produce the *Rough Guide to Green Templeton*;

5.23.7. May sit on College disciplinary panels if requested; and

5.23.8. Uphold the purposes of the GCR and the GCR Committee as set out in section 2.

5.24. The International Students Officer shall have the following College Committee obligations:

5.24.1. Sit on GCR Committee

5.24.2. Sit on Common Room Committee

5.24.3. Sit on Welfare Committee

#### *FEMALE AND MALE WELFARE OFFICERS*

5.25. The GCR Committee shall include both a Female and Male Welfare Officer (held by one male and one female). The duties of these two Officers shall include:

- 5.25.1. Responsibility for welfare, with special focus on women's, men's issues and transgendered issues;
  - 5.25.2. Provide all students with adequate information regarding personal safety, sexual welfare and other gender and reproductive health issues such as LGBTQ issues;
  - 5.25.3. Represent, provide information and support students who feel they are victims of harassment or discrimination of any sort;
  - 5.25.4. Maintain up-to-date information relating to support services on offer to women and men;
  - 5.25.5. Ensure information provided through welfare website is accurate and up-to-date;
  - 5.25.6. Liaise with OUSU on issues affecting women and men'
  - 5.25.7. Help produce the *Rough Guide to Green Templeton*;
  - 5.25.8. May sit on a disciplinary committee if requested; and
  - 5.25.9. Uphold the purposes of the GCR and the GCR Committee as set out in section 2.
- 5.26. The Male and Female Welfare Officers shall have the following College Committee obligations:
- 5.26.1. Sit on GCR Committee
  - 5.26.2. Sit on Common Room Committee
  - 5.26.3. Sit on Welfare Committee

#### *ENVIRONMENTAL OFFICER*

- 5.27. The GCR Committee shall include an Environmental Officer. The duties of the Environmental Officer shall include:
- 5.27.1. Responsibility for the environmental welfare of Green Templeton College Students;
  - 5.27.2. Maintain up-to-date information relating to environmental issues that may affect College students;
  - 5.27.3. Ensure recycling procedures are working effectively;
  - 5.27.4. Represent student interests related to the environment to College Committees;
  - 5.27.5. Co-ordinate and run evenings to promote awareness of environmental issues;
  - 5.27.6. Bring problems with student accommodation and living conditions to the attention of the Welfare Committee and College staff;
  - 5.27.7. Help to produce and distribute the *Rough Guide to Green Templeton*; and

5.27.8. Uphold the purposes of the GCR and the GCR Committee as set out in section 2.

5.28. The Environmental Officer shall have the following College Committee obligations:

5.28.1. Sit on GCR Committee

5.28.2. Sit on Common Room Committee

5.28.3. Sit on the Buildings Committee

## **6. ELECTIONS**

6.1. GCR Committee Officers shall be elected in a general election by a plurality of votes cast by Full Members of the GCR present.

6.2. The Returning Officer shall be the Vice President (Welfare) except when he or she is standing in election, in which case the Officer will be chosen by the GCR Committee by a majority vote.

6.3. The election of the GCR executive - the President, Vice President (Welfare), Vice President (Entertainment) and Treasurer - will be held each year in the 6th week of Trinity Term. Their term will run for one calendar year from this date. The election of all the other GCR officers will be held between 4<sup>th</sup> and 6<sup>th</sup> week of Michaelmas Term.

6.4. Posts shall be advertised at least seven (7) days prior to the opening of nominations.

6.5. Each nomination shall include a proposer and a seconder.

6.6. Only Full Members may propose and second nominations.

6.7. Nomination shall remain open for seven (7) days before voting begins.

6.8. Any candidate may withdraw her or his nomination up until the commencement of voting.

6.9. Only Full Members may stand for an election;

6.10. The International Student Officer must be an overseas student for fee purposes as defined by the University;

6.11. Candidates for election shall be permitted to speak at a general meeting of the GCR ("Hustings") at the end of the nomination process;

6.12. All Full Members of the GCR shall have the right to question candidates at this meeting;

6.13. Following Hustings, balloting shall take place for seven (7) days;

6.14. Voting shall be by secret written ballot or by secure, anonymous online ballot;

6.15. Ballots shall be placed in a Ballot Box under the supervision of the Returning Officer or on a secure online polling website;

- 6.16. Ballot forms shall be prepared by the Returning Officer and names of the candidates shall be placed on the ballot forms in ascending alphabetical order;
- 6.17. "Reopening Nominations" (RON) shall appear on the ballot and shall be considered a full candidate;
- 6.18. Ballot forms will become valid only when issued by the Returning Officer who must first be satisfied as to the voter's identity;
- 6.19. In the course of polling, the ballot box is the responsibility of the Returning Officer who shall express no opinion about the candidates;
- 6.20. Counting of the votes shall take place at the close of balloting, which is seven (7) days after the Hustings;
- 6.20.1. The Returning Officer shall be present at the counting;
- 6.20.2. A GCR Committee meeting shall take place on the day of the counting to discuss the announcement of results.
- 6.21. The Returning Officer shall be responsible for posting the results within 12 hours of completing the counting;
- 6.22. In the event of a tie, there will be new elections for the contested position(s);
- 6.22.1. Only the names of the candidates in the tie, and not RON shall appear on the new ballot, unless RON was the member involved in a tie.
- 6.23. If RON wins the first election, a second election shall be held within seven days;
- 6.23.1. Neither RON nor the candidates who stood for that post in the first election can stand in the second.
- 6.24. The new GCR Committee will take office in 7th Week of Michaelmas Term;
- 6.25. If any GCR Office, except that of the GCR President, falls vacant during the normal term of office, the vacant office shall be filled by a two-thirds vote of the GCR Committee.
- 6.26. Officers may be removed by a two-thirds majority vote at a GCR Committee meeting, subject to the officer's successful appeal within one week directly to the Principal of the College, or in his or her absence, the Vice Principal.
- 6.27. In the event that the GCR President falls vacant, an election for the post shall be called at the earliest opportunity not more than 4 weeks of term time from the vacancy of that GCR President's Post;
- 6.27.1. The Vice President (Welfare) will assume the Chair of the GCR Committee meetings in the interim period, and act in the capacity of the President.

## **7. MEETINGS**

- 7.1. The President will call GCR Committee meetings whenever he or she deems them necessary, and shall give at least 72 hours notice.
- 7.2. The President will also call at least one General Meeting of the GCR each term and will give at least 72 hours notice;
- 7.3. In the absence of the President, the Vice-President (Welfare) shall call meetings;
- 7.4. Decisions shall be taken at committee meetings by a majority vote, of any committee members in attendance at the meeting; the President having the casting vote;
  - 7.4.1. Any GCR committee member may suggest a motion. When the motion has support from a second it may be voted on.
  - 7.4.2. The motion will pass with support from half+1 of the committee members present at the meeting.
  - 7.4.3. GCR members are present at the meeting provided they are able to listen to the whole discussion of the issue taking place in the GCR committee meeting.
- 7.5. Voting by proxy is not supported.
- 7.6. Should a committee member be absent at two consecutive meetings without apologies or refuse to carry out the duties of his or her post, the GCR Committee reserve the right to ask for his or her resignation;
- 7.7. A quorum will consist of half the total number of GCR Committee members plus one;
- 7.8. All general meetings will be conducted according to the agenda that the GCR Committee will decide;
- 7.9. Ten percent of the all Full Members constitute a quorum at a General Meeting;
- 7.10. The GCR Committee meetings shall be open to Full Members unless 3/4 of the present GCR Committee members vote to conduct business temporarily in confidentiality.

## **8. FINANCE**

- 8.1. The GCR Treasurer will administer the funds of the GCR, subject to such control as the GCR will impose;
- 8.2. All transactions require the signature or approval of the Treasurer or the GCR President or Vice President (Welfare), should the Vice President (Welfare) be acting as GCR President in the absence of the GCR President;
- 8.3. The Accounts of the GCR will be approved by the GCR committee and the College treasurer and presented to a GCR General Meeting each term and to the Common Room AGM and the Governing Body once each year.



- 8.4. The GCR shall consider making contribution toward the Nautilus Fund at the end of each financial year;
- 8.5. The accounts of the Event Committee will be presented to a General Meeting of the GCR in Michaelmas Term (after the Event);
- 8.6. The GCR will be funded on a block grant basis the amount to be decided by the College at the beginning of each financial year;
- 8.7. The GCR may request additional Common Room funds for purchases of goods that will remain permanent fixtures;
- 8.8. Additional funds may also be requested to finance Freshers' Fortnight, a Christmas Event and a Changeover dinner, to which members of the college staff and GCR committee members are invited;
- 8.9. Any College Society or individual member may request a grant from the Common Room Committee through the GCR Committee.
  - 8.9.1. Those seeking a grant must provide a written proposal that must include a detailed budget with cost and income projections along with a statement of benefit to all college members.

## **9. GCR COMMITTEE PRIVILEGES**

- 9.1. The GCR President is entitled to an extra year in college accommodation and is first in the Room Ballot to take effect in the Michaelmas Term of his or her tenure;
- 9.2. The GCR President or either Vice President may hold a subcommittee meeting over lunch provided by college. However, the College Treasurer must be notified and approve the working lunch in advance;
- 9.3. Officers of the GCR committee are customarily invited to attend Freshers' Introductory dinners, the annual Changeover Dinner and hold a GCR Christmas Dinner at no charge to them. Individual members of the GCR Committee may also be invited to the Green Templeton College Society Dinner.
- 9.4. No more than three Officers of the GCR may form a hospitality and reception group, whose dinner will be charged to the GCR account, for Exchange Dinners
- 9.5. No more than three (3) GCR Officers leading external events are entitled to free tickets for those events.

## **10. THE CONSTITUTION**

- 10.1. The Constitution shall be on public display at all times to all members of the GCR;

10.2. The Constitution shall be reviewed from time to time by the GCR Committee, and at least every 5 years by the Governing Body; and

10.3. A two-thirds majority of those voting at a General Meeting of the GCR needed for approval of amendments to the Constitution:

10.3.1. If such amendments are minor (e.g. amendments of terms used in the Constitution), the GCR committee should also communicate changes to the Bursar and the Principal;

10.3.2. If such amendments are major (e.g. removal / addition of a clause), or if the Bursar and the Principal perceive them as major, the GCR committee should also seek for the approval from the Governing Body.