

Reuben College Graduate Common Room Constitution

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 Byelaws.

2 Name

- 2.1 The name of the association is Reuben College Graduate Common Room of the University of Oxford, hereafter referred to as “the GCR”.
- 2.2 Reuben 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) to promote and defend the academic, disciplinary, financial, recreational, communal, welfare-related and cultural interests of Students at the College;
 - (b) to represent and facilitate the involvement of GCR Members in the government and administration of the College;
 - (c) to represent its members in regard to the affairs of the University, and in other external affairs of importance to Students, through affiliated bodies;
 - (e) to ensure that the above-mentioned interests are represented equally for all Students; and
 - (f) to further 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 five years. As such, the next review of the GCR constitution must take place before the end of the 2025/26 academic year.
- 4.2 This Constitution shall be amended only after a resolution to that effect has been passed:
- (a) unanimously by those present and voting at a single GCR Meeting,
 - (b) by a two thirds majority at two consecutive GCR Meetings, or
 - (c) by Referendum.
- 4.3 No amendment may be made to the Constitution without written confirmation of ratification by the Governing Body of the College, which is not to be unreasonably withheld or delayed.

5 GCR Membership

- 5.1 A GCR Member is anyone currently studying at the College, who has not opted out of membership, and is:
- (a) a student member 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, or
 - (c) studying for a certificate or diploma of the University.
- 5.2 A GCR Member 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.
- 5.3 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 Removal of GCR Membership

- 6.1 GCR Membership may be removed or revoked:
- (a) if the GCR member opts out under 5.3,
 - (b) if the College requests that a GCR Member has their membership revoked in response to the member having been deemed to have violated the College's Code of Student Discipline following a review by the College, or
 - (c) if the GCR member ceases to fulfil the requirements of GCR membership under 5.1.

7 Associate GCR Membership

- 7.1 Associate GCR Membership is open to:
- (a) spouses and long-term partners (typically co-habitees) or long-term carers of GCR Members, or
 - (b) previous GCR members who still have an academic connection to the University or who are living and working in Oxford.
- 7.2 Associate GCR Members are obliged to pay membership fees as determined by the College and the GCR Treasurer.
- 7.3 Associate GCR Membership will be granted to applicants, for an agreed upon length of time, upon:
- (a) approval by the GCR President,
 - (b) approval by the College Governing Body or a delegated committee, and
 - (c) receipt of membership fees.

- 7.4 Associate GCR Members have all the rights under 5.2, except the rights to attend, speak and vote at GCR meetings, and to run as a Candidate in GCR elections.
- 7.5 Associate Members are entitled to access College facilities as determined by the College and the GCR President.
- 7.6 Any Associate GCR Member may opt out of their associate GCR membership by sending written notice to the GCR President.
- 7.7 Associate GCR Membership may be removed or revoked:
- (a) if the Associate GCR Member opts out under 7.5,
 - (b) if the College requests that an Associate GCR Member has their membership revoked in response to the member having been deemed to have violated the Colleges' regulations and policies following a review by the College, or
 - (c) if the Associate GCR Member ceases to fulfil the requirements under 7.1.

8 Honorary GCR Membership

- 8.1 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, subject to review by the College.
- 8.2 Honorary GCR Members have all the rights under 5.2, except the rights to attend, speak and vote at GCR meetings, and to run as a Candidate in GCR elections.
- 8.3 Associate Members are entitled to access College facilities as determined by the College and the GCR President.
- 8.4 Any Honorary GCR Member may opt out of their honorary GCR membership by sending written notice to the GCR President.
- 8.5 Honorary GCR Membership may be removed or revoked:
- (a) if the GCR votes to remove the Honorary GCR Member under 8.1.
 - (b) if the Honorary GCR Member opts out under 8.2, or
 - (c) if the College requests that an Honorary GCR Member has their honorary GCR membership revoked following a review by the College.

9 Byelaws

- 9.1 The GCR may make, repeal, or amend Byelaws, which are consistent with this Constitution, to provide for matters relating to the GCR's governance and administration.

10 GCR Committee

- 10.1 The membership of the GCR Committee shall consist of two sets of elected officers:

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

10.2 The Executive holds the executive power of the GCR delegated to the GCR President.

10.3 The membership of the Executive is:

- (a) The President, as chair,
- (b) Secretary,
- (c) Treasurer,
- (d) Vice-President for Academic Affairs,
- (e) Vice-President for Community Affairs, and
- (f) Vice-President for Social Affairs.

10.4 The full membership of the Body of Officers shall be outlined in the Byelaws.

10.5 The Byelaws shall provide for the remits of all elected officers.

10.6 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 and in the Byelaws.

10.7 All Committee Members are responsible for the training of their successor(s), including but not limited to the making of handover notes.

10.8 In the case of vacancy, the duties of the vacant position shall be taken by the President or their delegate, as outlined in the Byelaws. If the vacancy is the President, the Executive may delegate the duties as they see fit.

10.9 All Committee Members shall handle data in accordance with the College Data Protection Policy and the requirements of the General Data Protection Regulations.

11 GCR Meetings

11.1 GCR General Meetings are a platform for all GCR Members, including the Executive and the Body of Officers, to share information, ideas, feedback, and concerns on all matters related to College life.

11.2 There shall be a minimum of one GCR General Meeting every Term.

11.3 The Byelaws shall provide for the procedures of GCR General Meetings.

12 Resignation and Removal of Elected Officer(s)

12.1 Any Elected Officer can step down from their position(s) by notifying the President in writing of their intent to do so.

12.2 An Elected Officer can be removed from office by a vote of no confidence passed at a GCR Meeting, as outlined in the Byelaws.

12.3 The procedure for a vote of no confidence shall include the right for the elected officer concerned to be:

- (a) given notice in writing that the motion has been proposed,
- (b) given the reasons for the proposed removal from office, and
- (c) afforded the reasonable opportunity to be heard by or make written representations to the GCR Meeting.

12.4 An Elected Officer can also be removed from their position if they cease to be a GCR member under 6.1.

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 provision, delivery or accessibility of the GCR, or
- (b) any GCR Officer's actions insofar as they relate to their duties and responsibilities to the GCR, as laid out in the Byelaws.¹

13.2 The Byelaws shall provide for the procedures of the Complaints Procedure.

14 Elections and Referenda

14.1 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 Byelaws. The process for elections in general should also be provided for in the Byelaws.

14.2 A referendum has the power to make GCR Policy, pass or deny external affiliation, and amend the Constitution.

14.3 The result of a referendum shall be treated as binding.

15 By-Elections and Officer Vacancy

15.1 In the event of a vacancy, there may be a By-Election which must follow the procedure set out in Byelaws.

16 Finances

¹ For the avoidance of doubt, any issues of student conduct shall be handled by the College's complaints procedure. Any issue regarding the capacity of elected officers to carry out their roles should be raised following the procedures under 12.2-4.

- 16.1 The College shall give the GCR a subvention every Term at the discretion of the Governing Body, in consultation with the GCR Treasurer and GCR President and based, at a minimum, on an amount that relates to the number of GCR Members.
- 16.2 Spending powers and access to the GCR bank account are restricted to the GCR Treasurer, the GCR President and, in the absence of the GCR Treasurer or President, the Secretary.
- 16.3 The distribution of expenditure will be decided by the GCR Treasurer every Term in consultation with the GCR Executive Members.
- 16.4 The GCR Treasurer shall be responsible for keeping a full record of all GCR income and expenditures and for presenting it every year to the College and the GCR Executive Members.

17 Affiliation

- 17.1 To further the Objects, the GCR may choose to affiliate itself with an external organisation including, but not limited to, Oxford SU and NUS.
- 17.2 If an Affiliation is challenged, a referendum will be held, following the procedures in the Byelaws, to decide the question of affiliation to that external organisation.
- 17.3 Annually the affiliations of the GCR must be published to all Members and the College. 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.

18 Communication

- 18.1 Documents relevant to the GCR, such as this constitution, shall be made available to Students on the College website and GCR Website.

19 Schedules

Body of Officers includes, but is not limited to, the positions under 10.4.

By-Election is an election held between regular elections to fill a vacant person either due to no-one taking up office, or the incumbent leaving their post.

Byelaws 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.

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

GCR Meetings occur when anyone who is a member of the common room is invited to meet and question the committee and potentially present motions to change the way in which the common room is run.

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

Graduate refers to a student who has already completed a degree and is studying for another.

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

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.

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

No Opposition means there is no one who wishes to speak against a proposed motion.

NUS means the National Union of Students.

Objects means the aims and guiding principles of the GCR defined under 3.1.

Oxford SU means the Oxford University Student Union.

Policy means the rules and guidelines, proposed and passed by members, by which GCR operates on a day-to-day basis.

Returning Officer is an elected official who organises the running of elections.

Reuben College means a Society of the University of Oxford under Statute V of the University's Statutes.

Simple Majority means a majority in which the number of votes cast in one way is greater than the number of votes cast in another, thus differing from an absolute majority.

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 refers to one of Michaelmas Term, Hilary Term or Trinity Term, an 8-week period during which an educational institute holds classes.

University refers to the body of institutions that make up the University of Oxford.