

St Antony's College Graduate Common Room Constitution

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CHAPTER 1: GENERAL PROVISIONS

Article 1: The St Antony's College Graduate Common Room (hereinafter referred to as the GCR) acts as the representative body for its students in the life of the College and the University.

Article 2: GCR Meetings shall be the highest authority on GCR matters.

Article 3: The membership of the GCR shall consist of all Junior Members registered at St Antony's College. Of these, only those in residence – according to the rules of the University of Oxford – shall be deemed voting members of the GCR. Other categories of members – members not in residence, honorary and associate members – shall be non-voting members of the GCR, shall not count as part of any quorum, and shall not be eligible to stand for election to any GCR position or to vote in any College-wide GCR ballot.

Article 3A: Individuals may be elected to either honorary or associate membership of the GCR upon the presentation of a Motion in a General Meeting. This Motion shall make explicit any rights conferred or constraints imposed on the membership of such a member, including the period of time for which such membership shall be valid. A simple majority should be required to grant or revoke such membership. No member elected to either honorary or associate membership of the GCR shall be eligible to (a) stand for election to any GCR position or (b) to vote on any matter in either a GCR meeting or election. Associate membership will lapse on the first day of 0th week of the following academic year.

Article 4: Notwithstanding the provisions laid down in this Constitution, this Constitution and all activities of the St Antony's GCR shall be subject to, and subordinate to the laws of the land.

CHAPTER 2: ORGANISATION OF THE GCR

Article 5: GCR meetings shall be held during term time. Meetings shall fall into one of four categories: a) General (public) Meetings; b) Executive Meetings; c) Committee Meetings; and d) Emergency Meetings. A minimum of **three** General Meetings will be held each term; a minimum of **four** Executive Meetings will be held each term; a minimum of **two** Committee Meetings will be held each term. The GCR Executive shall call Public Meetings. The GCR Secretary shall give notice of the Public Meeting at least one week in advance; the Agenda shall be posted for viewing at least forty-eight hours before the Public Meeting.

Article 6: All Motions to be presented at an Ordinary Meeting shall be submitted to the GCR Secretary at least seventy-two hours before the Meeting, signed by both proposer and seconder.

Article 7: The quorum for an Ordinary Meeting shall constitute a minimum of ten per cent of Junior Members in residence present at such a Meeting. In the event of inquoracy, it shall not be possible to pass any Motion. There shall be a higher quorum for an Emergency Meeting (cf. Articles 27 -29).

Article 8: The order of business at the first Ordinary Meeting of Michaelmas Term shall be the following:

1. Election of the GCR Chair (cf. Articles 9 -12). This shall be conducted by the GCR President;
2. Election of the GCR Returning Officer (cf. Article 56). This shall be conducted by the GCR Chair;
3. Election of the GCR additional members of the Constitution Committee (cf. Articles 86-95).
This shall be conducted by the Returning Officer;
4. Election of the GCR additional members of the GCR Clubs and Societies Committee (cf. Articles 49-51).

GCR CHAIR

Article 9: A GCR member shall be elected to chair GCR Meetings on a strictly impartial basis, hereinafter referred to as the Chair. No current elected member of the GCR Executive may be eligible to hold the position of the Chair.

Article 10: The election of the Chair shall take place at the first Ordinary Meeting each term. The Returning Officer shall conduct the procedure for the election of the Chair, except in Michaelmas Term, when this shall be the responsibility of the President.

Article 11: No nomination procedure in advance of the first Ordinary Meeting of each term shall be required. Candidates may nominate themselves for the post of the Chair on the floor of the Meeting, and require a seconder. Candidates may present themselves to the GCR, and take questions posed to them by GCR members. Candidates' speeches shall be given in reverse order of nomination, and shall be limited to three minutes. Questions posed to the candidates shall be answered by the candidates in strict rotation, and answers shall be limited to one minute.

Article 12: The Chair shall be chosen by a show of hands on a simple majority vote.

Article 13: In the event that the Chair declares an interest in any item of business under discussion, through relevant committee membership or otherwise, the Chair shall relinquish the position regarding the item(s) concerned. The Chair shall be assumed by the Returning Officer. When the business under discussion relates to Constitutional Matters, the Chair shall not be assumed by the Returning Officer, who is a member of the Constitution Committee. In

such a case, a Temporary Chair shall be elected by the GCR immediately prior to the business under discussion. This election shall be conducted by the GCR President. Candidates may present themselves to the GCR, and take questions posed to them by GCR members. Candidates' speeches shall be given in reverse order of nomination, and shall be limited to three minutes. Questions posed to the candidates shall be answered by the candidates in strict rotation, and answers shall be limited to one minute. At the end of the business under discussion, the Chair shall reassume their position.

Article 14: It shall be the duty of the Chair to see that the meeting is in good order at all times, and that remarks are relevant to debate. In the event of a persistent refusal on the part of a member to accept the authority of a Chair, the Chair may suspend a member(s) from a Meeting. Any GCR Meeting may be adjourned at the discretion of the Chair.

Article 15: For discussion to be closed, a motion to close debate must come from the floor and have a seconder. There shall be the requirement that a simple majority vote supports such a proposition.

Article 16: The Chair shall exercise a single vote only in the event of a tie.

Article 17: The Chair shall determine the order of business, which may include minutes of the last meeting, matters arising, reports from Executive, reports from Committees, motions, elections, Constitutional business, any other business.

Article 18: The election of GCR Representatives to ad-hoc Management Executive Team (MET) Committees shall take place at an Ordinary or Emergency GCR Meeting as such posts become available. The Returning Officer shall open nominations for such posts, issuing notice of vacancy on the GCR Noticeboard. Nominees shall require a nominator and a seconder. If valid nominations have been received before the next available GCR Meeting, the Returning Officer shall conduct an election on the floor of the next GCR Meeting between the nominated candidates. If no valid nominations are received prior to the next available GCR Meeting, the Returning Officer may accept nominations from the floor of the next available GCR Meeting. Candidates may present themselves to the GCR, and take questions posed to them by GCR members. Candidates' speeches shall be given in reverse order of nomination, and shall be limited to three minutes. Questions posed to the candidates shall be answered by the candidates in strict rotation, and answers shall be limited to one minute. The candidate(s) shall be voted upon in turn by a show of hands on a simple majority vote. The candidate(s) with the highest vote(s) shall be elected.

Article 19: A Business Motion in an Ordinary Meeting may be prioritised for debate. The proposer of a Motion may move to prioritise that Motion either in advance of the Meeting or from the floor, including an Emergency Motion (cf. Article 24), subject to the provisions below on Emergency Motions. The Motion shall be prioritised on the basis of a two-thirds majority vote of the Meeting. Only one Motion per meeting may be prioritised.

Article 20: Debate and discussion at a GCR Meeting shall be public business. The GCR Secretary shall circulate all minutes of discussion at GCR Meeting.

Article 21: At a Meeting (with the exception of Hustings), all Motions shall be discussed in the following way: First, the proposer and the seconder of a Motion shall present the Motion. Second, any amendments to a Motion submitted prior to the meeting shall be presented by the proposer and seconder. Third, amendments to a Motion may be accepted for discussion from the floor and must have a proposer and seconder. If the proposer/seconder of the original Motion accepts the amendment as friendly, the amendment is automatically incorporated into the original Motion. If the proposer/seconder of the original Motion deems the amendment unfriendly, the GCR shall move into debate on the amendment. An unfriendly amendment must receive a simple majority vote to be incorporated into the original Motion.

Article 22: Voting on Motions at a Meeting shall be as follows:

1. A vote on any amendment(s) to a Motion.
2. In the event of a vote in favour of amendment(s) to a Motion, the Chair shall call a vote on the amended Motion. If amendment(s) are rejected, the Chair shall call a vote on the original Motion.
3. All voting on a Motion shall be by a show of hands on a simple majority vote of the GCR, except in cases where this Constitution provides otherwise.
4. No vote on any Motion shall be valid unless cast by the member in person.
5. GCR members wishing to cast a vote on a Motion must be present at the Meeting at the time that the Chair moves to a vote.

Article 23: It shall be possible to make a Point of Order from the floor at any time. Such a contribution shall relate only to a matter of procedure and not to a point of substantive discussion as defined by the Chair.

EMERGENCY MOTIONS

Article 24: GCR members may present an Emergency Motion in writing to the GCR Secretary, after the deadline for business proposed for debate at an Ordinary Meeting. An Emergency Motion shall require a proposer and a seconder.

Article 25: An Emergency Motion shall be submitted in writing before an Ordinary Meeting. An Emergency Motion may not be tabled from the floor of an Ordinary Meeting. An Emergency Motion shall be listed on the Agenda for an Ordinary Meeting after the business submitted before the submission deadline.

Article 26: The procedure at an Ordinary Meeting for an Emergency Motion shall be the following: The Chair shall read the text of the proposed Emergency Motion to the Meeting. A debate on the Emergency Motion shall proceed only if there is a two-thirds majority vote of

the Meeting in favour of a debate on that Emergency Motion. Failing this, the Emergency Motion may be resubmitted in advance of the next Ordinary Meeting. Relevant provisions on Emergency Meetings (cf. Articles 27-29) shall also apply.

EMERGENCY MEETINGS

Article 27: The GCR may convene an Emergency Meeting, in addition to its Ordinary Meetings.

Article 28: An Emergency Meeting shall be convened if at least twenty-five per cent of GCR members in residence, comprising a minimum of forty GCR members submit a written notice to the GCR Secretary, requesting an Emergency Meeting. The Emergency Meeting shall proceed only if at least twenty-five per cent of GCR members in residence, comprising a minimum of forty members, make a special quorum for the Emergency Meeting requested.

Article 29: The notice submitted to the GCR Secretary shall also include an Agenda for an Emergency Meeting. A request for an Emergency Meeting shall be submitted at least forty-eight hours in advance of the proposed time of the Emergency Meeting.

CHAPTER 3: GCR ELECTED MEMBERS

Article 30: The Elected Members of the GCR shall comprise: a) the GCR Executive, b) the GCR Officers, c) the GCR Representatives, d) the GCR Committee Members (Responsibilities are detailed in Annex I to this Constitution). The attendance of all GCR Elected Members at GCR Meetings is expected.

Article 31: The positions on the GCR Executive shall be the following: President, Vice-President (Academic), Vice-President (Welfare), Treasurer, Secretary, and up to three Social Secretaries. There shall normally be as many Elected Members as there are posts in the GCR.

Article 32: GCR Officers are listed in Annex I.

Article 33: GCR Representatives and GCR Committee Members are listed in Annex I.

Article 35: The GCR Financial Accounts shall consist of two accounts: the GCR Main Account and the Social Secretary Account. Any transfer of funds between these accounts must receive the approval of a properly constituted quorate GCR Meeting. In extraordinary circumstances, the GCR Executive may make such a transfer subject to ratification by a simple majority vote of the next GCR Meeting. Failure to obtain such ratification shall result in the full amount of the transfer being returned to its account of origin.

Article 36: The GCR Executive shall not have the right to make routine payments from the

GCR Main Account exceeding the equivalent of one week's "B" room rent without the approval of a properly constituted quorate GCR Meeting. In extraordinary circumstances, the GCR Executive may authorise such a payment subject to ratification by a simple majority vote at the next GCR Meeting. Failure to obtain such ratification shall result in personal indemnity.

Article 37: The Treasurer shall be responsible for the administration of GCR funds, for making an oral report to all Ordinary Meetings, and for presenting a written report to an Ordinary Meeting at least once a term of all income received and all expenditure made during the time elapsed from the previous written report.

Article 38: The Social Secretaries shall have the right to use funds from the Social Secretary Account to make purchases for GCR sponsored events. The Social Secretaries must provide an oral account of all expenditure and revenue for presentation at each GCR Meeting, and a written report at least once a term. The Social Secretaries must also provide the GCR Treasurer with a copy of their accounts four days in advance of a GCR Meeting.

CONFIDENCE MOTIONS

Article 39: A Confidence Motion in a GCR Elected Member may be presented according to the following procedure. A first Confidence Motion may be presented by a proposer and seconder to the GCR Secretary and the Chair. Such a Motion shall require seventy-two hours notice in advance of an Ordinary Meeting.

Article 40: A first Confidence Motion may not comprise the Agenda, or any part thereof, for an Emergency Meeting.

Article 41: A Confidence Motion(s) may be withdrawn by its proposer and seconder, but not amended.

Article 42: Business under Confidence Motions in an Ordinary Meeting shall proceed on the basis of provisions for the conduct of a GCR Meeting. A Motion of No Confidence in a GCR Elected Member shall be passed on the basis of a two-thirds majority vote of the Meeting.

Article 43: If a Motion of No Confidence is passed in a GCR Elected Member, that Elected Member may resign. In such a case, his/her responsibilities shall be discharged ad interim by a GCR Executive Officer. If the Elected Member does not choose to resign, an Emergency Meeting shall be convened automatically, within seventy-two hours after the Ordinary Meeting at which the Motion was passed. The special quorum for an Emergency Meeting shall not apply in the case of Motions of No Confidence passed at an Ordinary Meeting.

Article 44: The dismissal of a GCR Elected Member shall occur on the basis of a second two thirds majority vote of an Emergency Meeting. If a second Motion of No Confidence is

passed in an Elected Member, that Member shall resign his/her post with immediate effect. In this event, the Returning Officer shall conduct new elections in accordance with Chapter 5 of this Constitution, without prejudice to the eligibility of the censured Elected Member in any new election.

CHAPTER 4: CLUBS AND SOCIETIES

Article 45: All Clubs and Societies affiliated to the GCR shall adhere to the provisions in this Constitution.

Article 46: The GCR shall fund Clubs and Societies in a uniform and consistent manner from term to term, and from year to year. The GCR shall respect the provisions in this Constitution regarding the allocation of funds disbursed to GCR Clubs and Societies.

Article 47: The funding of GCR Clubs and Societies shall be provided on a term-by-term basis. Ad hoc provisions may obtain only in exceptional circumstances.

Article 48: The GCR shall provide for a GCR Clubs and Societies Budget. At the first Ordinary Meeting of term the Treasurer shall propose a motion detailing the funds to be allocated to this Budget for the following term.

Article 49: The GCR shall exercise powers of oversight in GCR Clubs and Society matters. The GCR shall form a Clubs and Societies Committee, comprising the following GCR Elected Members:

The Treasurer (ex officio and non-voting);
The Social Secretaries;
The Sports Officer; plus
Two additional GCR members.

The GCR additional members shall be elected at the first Ordinary Meeting in Michaelmas Term for the academic year. Candidates may present themselves to the GCR, and take questions posed to them by GCR members. Candidates' speeches shall be given in reverse order of nomination, and shall be limited to three minutes. Questions posed to the candidates shall be answered by the candidates in strict rotation, and answers shall be limited to one minute. Candidates shall be voted upon in turn by a show of hands on a simple majority vote. The two candidates with the highest votes shall be elected.

No Executive Officer with the exception of the Treasurer and the Social Secretaries shall be eligible to sit on the GCR Clubs and Societies Committee. The GCR Clubs and Societies Committee shall elect a Chair from among their number, who shall not be the Treasurer. The Chair of the GCR Clubs and Societies Committee shall vote only in the event of a tie.

Article 50: The Clubs and Societies Committee shall, by the end of Sixth Week of term

convene to discuss allocations. Committee members with an interest in a given Club or Society shall not vote on the allocation in the Committee. The criteria and formulae for proposed allocations to GCR Clubs and Societies shall be a matter for the GCR Clubs and Societies Committee to determine.

Article 51: At one Ordinary Meeting each term, the Treasurer shall propose a motion allocating the GCR Clubs and Societies Budget as agreed by the Clubs and Societies Committee.

Article 52: GCR Clubs and Societies shall be expected to maintain complete and accurate financial records, including a list of members, and should submit these to the GCR Clubs and Societies Committee at the end of each term. As such, GCR Clubs and Societies shall respect the practice of administrative and budgetary transparency. In addition, any club receiving over £100 per term from the GCR Clubs and Soc budget, is required to hand in a detailed written report, including how their most recent allocation of GCR funding was spent, to the Clubs and Societies Committee at the end of each term.

Article 53: GCR Clubs and Societies shall present an oral report on the activities of the Club or Society once a term, and a brief written report to the GCR once a year.

CHAPTER 5: ELECTIONS

Article 54: GCR Elected Members shall be elected as per Article 64. Any member of the GCR may be elected to more than one position, but not more than two. The President, Vice-Presidents, Treasurer, Secretary and Social Secretaries shall not be the same person.

RETURNING OFFICER

Article 55: The Returning Officer shall be responsible for all matters relating to the conduct of elections for all elected posts in the GCR, except in cases where this Constitution provides otherwise. He/she shall exercise power of decision over all electoral matters, within the provisions of this Constitution.

Article 56: The Returning Officer shall be an elected GCR post. Candidates may present themselves to the GCR, and take questions posed to them by GCR members. Candidates' speeches shall be given in reverse order of nomination, and shall be limited to three minutes. Questions posed to the candidates shall be answered by the candidates in strict rotation, and answers shall be limited to one minute. The Returning Officer shall be chosen by a show of hands on a simple majority vote, at the first Ordinary Meeting of Michaelmas Term, and shall serve for three terms. The Returning Officer shall not hold any other elected post in the GCR. The Returning Officer shall sit on the Constitution Committee (cf. Articles 86 -95).

Article 57: The Returning Officer shall discharge his/her responsibilities on a strictly impartial basis, and shall not, in the performance of his/her duties, express an opinion on any candidate contesting an election.

Article 58: All candidates for election to a GCR elected post shall agree to accept the decisions of the Returning Officer at an election, subject to appeal to the Constitution Committee. Any candidate may submit an electoral matter to the Constitution Committee (cf. Article 93).

Article 59: In the event of an electoral dispute referred post hoc to the Constitution Committee, the Returning Officer shall not exercise a vote in the Committee.

Article 60: The Returning Officer may appoint an assistant(s) on an ad hoc basis.

Article 61: The Returning Officer shall issue notices of guidance to voters about the electoral system at the polls.

NOMINATION PROCEDURE

Article 62: The Nomination Procedure for candidates at GCR Elections shall be the following: Nominations, with both proposer and seconder, shall be made either in writing or via email to the Returning Officer. By standing for a position, the candidate will accept the decisions of the Returning Officer, subject to appeal to the Constitution Committee. No candidate may contest more than one Executive post. Candidates for election to a GCR post shall be permitted to nominate themselves.

Article 63: Candidates for GCR Executive Officer posts shall require a nominator and a seconder. Either of these may be the candidate.

ELECTION TIMETABLE

Article 64: The timetable for elections for GCR Executive, GCR officer, and GCR Representative posts in Michaelmas Term shall be the following: The Returning Officer shall open nominations for these elected posts on Sunday of Fifth or Sixth Week at 6 p.m. The Returning Officer shall close nominations for these elected posts seven days after the opening of nominations, on Sunday of Sixth or Seventh Week at 6 p.m. Voting shall take place in the week after the closing of nominations.

Article 65: After the close of nominations, the Returning Officer shall post a list of validly nominated candidates on the GCR Notice Board.

Article 66: Candidates may distribute up to thirty election posters. They may also distribute pamphlets, the number of which shall not exceed the number of Junior Members in residence. The Returning Officer shall notify candidates of the number of Junior Members in Residence upon the closing of Nominations. Posters and pamphlets may be distributed from the closing of Nominations until midnight of the day preceding Polling Day. All posters and pamphlets shall be approved by the Returning Officer. Violation of these rules by candidates may result in disqualification from the electoral process, subject to the discretion of the Returning Officer. As with all electoral matters, candidates may appeal rulings of the Returning Officer to the Constitution Committee.

Article 67: Any candidate wishing to withdraw his/her nomination for one of these elected posts shall inform the Returning Officer prior to the close of nominations and the Hustings Meeting (cf. Article 68).

Article 68: Hustings for these elected posts shall be held on Tuesday or Wednesday of Sixth or Seventh Week. This meeting shall be chaired by the Returning Officer.

Article 69: Before commencing the Hustings Meeting for these elected posts, the Returning Officer shall give notice to the Hustings Meeting of any elected post(s) for which no valid nominations have been received. At this point, it shall be possible for candidates to nominate themselves from the floor of the Meeting for such post(s). This procedure shall apply ONLY in the case of uncontested posts after the closure of the Nomination Procedure. Such nominees as may present themselves shall appear on the ballot paper.

Article 70: In the event that no candidate submits a nomination for an elected post, either according to the Nomination Procedure, or at the Hustings Meeting, the Returning Officer shall re-open nominations for that post after the Hustings Meeting. In such a case, if a candidate submits a nomination before the next available GCR Meeting, that candidate shall be deemed elected, and confirmed in office by the Returning Officer by a simple majority vote at the next available GCR Meeting.

Article 71: In the event that more than one candidate submits a nomination before the next available GCR Meeting, the Returning Officer shall conduct an election on the floor of the next available GCR Meeting. Candidates shall be voted upon in turn by a show of hands on a simple majority vote. The candidates with the highest votes shall be elected. If no candidate for a vacancy is forthcoming, the Returning Officer shall re-issue notice of the vacancy at a GCR Meeting. An Executive Officer shall discharge the duties of the vacant post(s) ad interim.

Article 72: At the Hustings Meeting, candidates may present themselves to the GCR, and take questions posed to them by GCR members. Questions posed by GCR members shall apply to all candidates for a given elected post. Candidates speeches shall be given in reverse order of nomination. Speeches shall be limited to the following times: Presidential candidates, five

minutes; all other GCR Executive candidates, three minutes; all other candidates, two minutes.

Questions posed to the candidates shall be answered by the candidates in strict rotation, and answers shall be limited to one minute. The Returning Officer shall time all speeches and answers.

Article 73: The Hustings Meeting shall commence with candidates for GCR Representative posts, followed by candidates for GCR Officer posts, followed by candidates for GCR Executive Officer posts (Social Secretaries, Secretary, Treasurer, Vice-Presidents, President).

POLLING DAY

Article 74: These elections shall be held on Thursday of Sixth or Seventh Week of Michaelmas Term.

The Returning Officer shall open the polls at 10.30 a.m. and close the polls at 8.00 p.m.

Article 75: Voting shall be by secret ballot.

Article 76: The Returning Officer shall be fully conversant with the operation of the electoral system used by the GCR for elections by secret ballot, the Single Transferable Vote (STV), according to the regulations of the Electoral Reform Society.

Article 77: The structure of ballot papers at a GCR election by secret ballot shall include the designation: St Antony's GCR Election., the year of the election, the listing of elected GCR posts in the following order: Executive Officers (President, Vice-Presidents, Treasurer, Secretary, Social Secretaries), GCR Officers, GCR Representatives.

Article 78: Candidates for each post shall be listed in alphabetical order on the ballot paper. After the listing of each candidate under each post, the option of Re-open Nominations shall appear. The ballot paper shall include space opposite the name of each candidate for the expression of a voting preference.

Article 79: The Returning Officer or assistant(s) shall sign each ballot paper issued. At the start of the election count, he/she must be satisfied as to the authenticity of all ballot papers.

Article 80: In the event that a GCR member shall be away from college on polling day, he/she may apply to the Returning Officer for a postal ballot. Such a request shall be made no later than seven days prior to an election by secret ballot. A postal ballot must be received by the Returning Officer before the close of polling.

Article 81: At a GCR election, the Returning Officer or assistant(s) must be satisfied as to the identity of a voter before issuing a ballot paper.

Article 82: The election count shall take place on the evening on which the polls have closed. The count shall be held in a public place. Before computing an election result, the Returning Officer shall first verify that the number of ballot papers in the ballot box corresponds to the number of voters registered as having cast a vote.

Article 83: The Returning Officer shall publish the results of all elections for public inspection on the GCR Notice Board not later than twenty-four hours after the close of polling at an election.

Article 84: The Returning Officer shall retain the ballots for a minimum of forty-eight hours after the publication of the results of all elections. All candidates have forty-eight hours after the publication of the results of all elections to submit an appeal to the Constitution Committee.

Article 85: In the event that the post of President falls vacant during the course of the academic year, the Returning Officer shall organise a new cross campus ballot, according to a nomination timetable of one week. In this event, nominations for the post shall normally be opened on the nearest Sunday of the week concerned, and close on the following Sunday. Provision shall be made for a Hustings Meeting on the Tuesday of the following week, with an election on the Thursday of that week.

Article 86: In the event that any other elected post falls vacant during the course of the academic year after the Michaelmas Term elections by secret ballot, the Returning Officer shall, in all circumstances, re-open nominations for that post, issuing notice of a vacancy on the GCR Notice Board. Nominees shall require a nominator and a seconder. If valid nominations have been received before the next available GCR Meeting, the Returning Officer shall conduct an election on the floor of the next GCR Meeting between the nominated candidates. If no valid nominations are received prior to the next available GCR Meeting, the Returning Officer may accept nominations from the floor of the next available GCR Meeting. Candidates may present themselves to the GCR, and take questions posed to them by GCR members.

Candidates' speeches shall be given in reverse order of nomination, and shall be limited to three minutes. Questions posed to the candidates shall be answered by the candidates in strict rotation, and answers shall be limited to one minute. The candidate(s) shall be voted upon in turn by a show of hands on a simple majority vote. The candidate(s) with the highest vote(s) shall be elected.

Article 87: In all cases of casual vacancies, candidates shall submit completed nomination forms as provided for in this Constitution.

CHAPTER 6: CONSTITUTIONAL MATTERS

CONSTITUTION COMMITTEE

Article 88: An Internal Appellate Body is established, hereinafter referred to as the Constitution Committee. The purpose of this Committee shall be to discuss, adjudicate on, resolve, and provide an authoritative interpretation on relevant constitutional matters.

Article 89: Matters referred to the Constitution Committee must relate to procedure on the basis of this Constitution. Appellants shall clearly stipulate the constitutional and procedural basis of their case to the Constitution Committee.

Article 90: It shall be the prerogative of the Constitution Committee to determine, in the first instance, whether a referral is valid. The Constitution Committee shall be the highest appellate forum in the GCR.

Article 91: The Constitution Committee shall consist of five GCR members. Its membership shall comprise:

GCR Chair;

GCR Secretary;

GCR Returning Officer, plus

Two additional GCR members.

The GCR additional members shall be elected at the first Ordinary Meeting in Michaelmas Term for the academic year. Candidates may present themselves to the GCR, and take questions posed to them by GCR members. Candidates' speeches shall be given in reverse order of nomination, and shall be limited to three minutes. Questions posed to the candidates shall be answered by the candidates in strict rotation, and answers shall be limited to one minute. Candidates shall be voted upon in turn by a show of hands on a simple majority vote. The two candidates with the highest votes shall be elected.

No Executive Officer with the exception of the GCR Secretary shall be eligible to sit on the GCR Constitution Committee. The quorum for a meeting of the Constitution Committee shall be three. The Constitution Committee shall elect a Chair from among its number, who shall not be the Returning Officer.

Article 92: The Constitution Committee shall convene in public. Members may move into private session by a majority of the committee membership. GCR members may present oral and written submissions to the Committee. The Constitution Committee shall maintain a record of its meetings and its decisions.

Article 93: The Chair of the Constitution Committee shall vote only in the event of a tie. The Chair of the Constitution Committee shall issue notice of a decision of the Committee in public session and on the GCR Notice Board. No internal appeal against the decisions of the Constitution Committee shall be possible.

Article 94: Matters may be referred to the Constitution Committee:

- At the discretion of the GCR Chair;
- At the discretion of the GCR Secretary;
- At the request of any Junior Member;
- At the request of an appellant in the case of an electoral matter.

Article 95: In the case that an electoral matter relates to a disqualification before the close of polling, the Constitution Committee shall convene automatically.

Article 96: Members of the Constitution Committee are expected to attend GCR Meetings. On matters of procedure, they shall refrain from making individual contributions to debate on constitutional matters.

CONSTITUTIONAL AMENDMENTS

Article 97: The procedure for amendment of this Constitution shall adhere to the provisions laid down in this Constitution.

Article 98: First Reading

The proposer and seconder of a constitutional amendment(s) shall submit written notice to the GCR Chair and the GCR Secretary in the form of a Motion(s) under Constitutional Business, at least seventy-two hours before an Ordinary Meeting, signed by both proposer and seconder. At an Ordinary Meeting, the GCR Chair shall issue notice of the proposed amendment(s). A discussion shall take place on the floor of the GCR. To proceed to Committee Stage, a simple majority of votes cast shall be required at a quorate Ordinary Meeting.

Article 99: Committee Stage

The GCR Chair shall forward the proposed amendment(s) to the Constitution Committee. The Constitution Committee shall discuss the proposals, and shall prepare an Opinion. This Opinion shall be forwarded to the proposer and seconder of the amendment(s) not less than five days before the next available Ordinary Meeting. The proposer and seconder may revise their amendment(s) at this stage.

If this is the case, the proposer and seconder must re-submit their amendment(s) under Constitutional Business.

Article 100: Second Reading

At the next available Ordinary Meeting, the Chair of the Constitution Committee shall present the Opinion of the Constitution Committee on the proposed amendment(s), and, where applicable, its Opinion on any revision of the amendment(s) submitted thereafter. A discussion shall take place on the floor of the Ordinary Meeting. To pass, the amendment(s) shall require a two-thirds majority vote of the Meeting.

Article 101: The process of introducing an amendment(s) to this Constitution shall be discussed at two successive quorate Ordinary Meetings in the same academic year. If such a vote is passed, the amendment(s) shall be incorporated into the Constitution with immediate effect. The amended Constitution shall be posted on the GCR Notice-board and the GCR Web-Page within one week.

Article 102: It shall not be possible to request an Emergency Meeting for the purpose of debating a constitutional amendment(s). Nor shall it be possible to submit an Emergency Motion for the purpose of debating a constitutional amendment(s). Members of the Constitution Committee may not propose or second constitutional amendments.

CHAPTER 7: FINAL PROVISIONS

Article 103: GCR members and GCR Elected Members shall abide by, respect, and adhere to the provisions laid down in this Constitution.

Article 104: Upon election, all GCR Elected Members shall, at the first Ordinary Meeting after their election, sign a copy of this Constitution. All GCR Elected Members shall be expected to retain a copy of this Constitution in exercising their responsibilities.

Article 105: The GCR shall review the operational workings of this Constitution on a periodic basis.

Article 106: This Constitution shall apply from First Week of Michaelmas Term 2000, pursuant to its ratification via referendum on 6 March 2000.

ANNEX I: RESPONSIBILITIES OF ELECTED MEMBERS

The GCR Executive shall comprise the President, Secretary, Treasurer, Vice-President Social, Vice-President for Academic Affairs, and Vice-President for Welfare. The Executive shall be responsible for the strategic leadership of the GCR, operating as a collective body in a spirit of collegiality for the benefit of the student body.

GCR Executive Members shall write a brief Transition Report by the end of their term in office. This Transition Report shall be given to their incoming counterpart, and shall contain

all essential information relating to their position. All outgoing Executive Members must have a minimum of one Transition Meeting with their incoming counterpart.

GCR elected officials and officers will be organized according to the following system.

The Executive shall be chaired by the GCR President and shall meet at least four times a term (Article 5). The Executive shall determine the direction and activities of the GCR, decide on GCR policy, and coordinate subordinate positions. The rest of the GCR shall be organized into committees, which shall meet at least two times a term (Article 5).

The Secretary, Vice-President Social, Vice-President for Academic Affairs, and Vice-President for Welfare shall each run a committee. They shall be responsible for translating the Executive's direction into action, coordinating all of the GCR's efforts in their respective sector, and representing their committee's needs, problems, and actions to the Executive. The committees shall be comprised of the following:

Secretary's Committee: Secretary, Webmaster, and Keeper of the Attic. If needed, the Keeper of the Attic can appoint one deputy.

Social Committee: Vice-President Social, and Social Secretary for Dinners. Three social events officers will also be elected to serve on the Social Committee.

Welfare Committee: Vice-President for Welfare, Men's Officer, Women's Officer, Lesbian, Gay, Bisexual, Transgender, Queer, and Ally (LGBTQA) Officer, Sports Officer, and the Environmental and Social Responsibility Officer.

Academic Committee: Vice-President for Academic Affairs, Alumni Development Officer, Oxford University Student Union (OUSU) Representative.

Ball Committee: The Ball Chair will answer to the Executive as a whole, and may develop his/her own team to work on the Ball. The Ball Chair may be required by the Executive to attend certain meetings and sit as a non-voting member on the Executive Board."

a) GCR EXECUTIVE

PRESIDENT

The President shall act as the principal liaison point between the College and the GCR, and as the external representative of GCR opinion. [In this capacity, the President will be responsible for sitting on the college Management Executive Team (MET) and Governing Body and for working with the relevant GCR representatives to the MET/Governing Body to disseminate information about the committee's proceedings to the GCR as a whole.

The President shall consult and inform Executive Officers and the GCR as a whole, on issues relevant to the student body, and co-ordinate GCR responses to college policy and initiatives. To this end, the President shall convene meetings of Executive Officers on a regular basis.

The President shall present an oral report at each Ordinary Meeting detailing his/her activities, and shall inform the GCR of progress of college initiatives, and the development of college policy in relation to its impact on the GCR.

The President shall co-ordinate the presentation of an annual report of the GCR Executive to be presented in Trinity Term.

The President shall, in co-operation with the GCR Executive, co-ordinate activities for Welcome Week for new Antonians.

The GCR President shall assign responsibility to a member of the committee for implementation of each motion passed in a GCR Public Meeting.

The President may serve as the college's representative to the Management Executive Team (MET)/Governing Body. Alternatively, the President shall appoint one GCR Representative to the MET/Governing Body who shall be responsible for representing the GCR's opinions on College Policy to the MET/Governing Body and in the respective ad-hoc MET Committees and for reporting back to the GCR on College decisions.

VICE-PRESIDENTS

There shall be three Vice-Presidents: Vice-President (Academic), Vice-President (Welfare) and Vice-President (Social).

Vice-Presidents shall assist the President in his/her co-ordinating responsibilities.

In the absence of the President, a Vice-President shall chair meetings of the GCR Executive, and in the event that the President is unable to attend a GCR Meeting, a Vice-President shall represent the President.

Vice-Presidents shall present an oral report detailing their activities at each Ordinary Meeting.

VICE-PRESIDENT (ACADEMIC)

Vice-President (Academic) shall act on the students' behalf in relation to academic issues. He/she shall foster academic life in College by liaising with Fellows and Senior Associate Members. He/She shall be responsible for providing forums in which members can present

and receive feedback upon research. He/She shall be responsible for increasing awareness of and disseminating information concerning academic scholarships, conferences, opportunities for publication, and employment opportunities. He/She shall also be responsible for liaising with the College Librarian.

VICE-PRESIDENT (WELFARE)

Vice-President (Welfare) shall be responsible for issues relating to disability, childcare, equal opportunities, accommodation, financial hardship, and physical and psychological health of the student body.

Vice-President (Welfare) shall co-ordinate the Welfare Team, consisting of the Vice-President (Welfare), the Women's Officer, Men's Officer, the LGBTQA Officer, the Sports Officer and the Social Action Co-ordinator.

VICE-PRESIDENT (SOCIAL)

- Overall strategic vision
- Primary Budget and expense tracking
- Primary account signatory (floats, paying DJs, staff, authorize spending for events as needed)
- Term card
- Event themes
- Event dates (including dinners)
- Organize a Welcome Week
- Main signatory on all room booking forms (with Social Secretary of Events as alternative signatory)
- Liaison with college including accommodation, porters, steward, domestic bursar, etc.
- Manage and organize the social secretaries, and the entertainment officers
- Oversee all advertising
- Allocate entertainment officers to social secretaries as needed
- End of term/year report

Vice-President (Social) shall co-ordinate the Social Team, consisting of the Vice-President, the Social Secretary of Events, the Social Secretary of Dinners, the Social Secretary for the Ball, and the Event Officers.

TREASURER

The Treasurer shall be responsible for the administration of GCR funds, for making an oral report to all Ordinary Meetings, and for presenting a written report at least once a term of all

income received and all expenditure made during the time elapsed, and also at the end of the academic year.

SECRETARY

The Secretary shall be responsible for general administration, announcing all GCR Meetings and events, and taking minutes of GCR Meetings. The GCR Secretary shall report upon the progress of outstanding concerns and motions at each GCR Public Meeting. The Secretary shall maintain an archive of past motions to be deposited in the Library and the GCR hard-drive.

b) GCR OFFICERS

SOCIAL SECRETARIES

The Social Secretaries shall be responsible for all aspects relating to the promotion of a college social life. They shall be primarily responsible for organising college social events in co-operation with the GCR Bar Manager.

SOCIAL SECRETARY OF EVENTS

- Work with the VP on event themes
- Work with VP on event dates and bookings (excluding dinners)
- Organize rotas for events (for set up, clean up, HHS and maintenance of events)
- Advertise for events (facebook, Social Sec listserve, posters, newsletter)
- Organize non-alcohol related events (liaise with Sports Officer, Social Action Officer, Women's Officer etc for events)
- Liaise with societies (for theme nights)
- Work with VP to record event expenses, profits and related documentation

SOCIAL SECRETARY OF DINNERS

- Event dates for Formal Dinners
- Work with other colleges on Exchange Dinners
- Lead Formal and Exchange Dinners (primary point of communication, present and lead each dinner, set up reception and lead guests)
- Communicate with steward, chef, accommodation and other college staff
- Collect application and payments for dinners
- Book entertainment for Formal Dinners (or work with Social Secretary of Events on theme nights)
- Set up and clean up as needed for Formal Dinners

- Work with college staff (finance, domestic bursar) on pilot program for cooperative payment system
- Work with webmaster to host links for applications
- Advertise dinners

SOCIAL SECRETARY FOR THE BALL

See details under BALL COMMITTEE.

Liaise with VP Social to coordinate dates of ball-associated events.

LGBTQA OFFICER

The LGBTQA Officer shall represent, offer support to and take the lead in initiatives concerning the St Antony's College LGBTQA community.

MEN'S AND WOMEN'S OFFICERS

The Men's and Women's Officers shall be familiar with the College and University Harassment Codes. They shall advise students with questions and possible complaints about both the definitions of harassment, and the mechanisms for complaint and redress, at both the College and the University levels. He/she shall maintain the strictest confidentiality of information provided by students about questions and complaints regarding harassment issues.

OUSU OFFICER

The OUSU Officer shall act as the principal liaison point between the GCR and OUSU. He/she shall represent the GCR's opinion towards the OUSU and report to the GCR on OUSU campaigns and activities.

SPORTS OFFICER

The Sports Officer shall co-ordinate the activities of the various GCR Sports Clubs and the St Antony's Boat Club. He/she shall provide information on sports activities and facilities.

SOCIAL ACTION CO-ORDINATOR

The Social Action Co-ordinator shall be responsible for the charitable efforts of the GCR. He/she shall co-ordinate the allocation of GCR contributions towards charities and co-ordinate the social actions of the GCR.

EVENTS OFFICERS

Support Social Secretaries (as VP allocates per event) in preparing, advertising, setting up, maintaining and cleaning up for all events, including Bops, theme nights, formal dinners, Welcome Week, ball-related functions, and the Ball.

GCR CHAIR

The GCR Chair is a strictly impartial office. It is preferable that its occupant is chosen on the basis of a broad consensus in the GCR, and that the post is held on a rotating basis. The responsibility involves Chairmanship of GCR Meetings in accordance with constitutional provisions. This entails liaison with both the GCR Secretary on forthcoming business, as well as membership of the GCR Constitution Committee as laid down in this Constitution.

GCR RETURNING OFFICER

The Returning Officer is a strictly impartial office. The considerable responsibilities involved entail the preparation and organisation of the Michaelmas Term elections from the opening of nominations, to the posting of election results, as well as any elections arising from a casual vacancy in the GCR. The occupant of this office must have a thorough command of the workings of the Single Transferable Vote System (STV) of election by secret ballot. The office provides for membership of the Constitution Committee, and for the replacement of the GCR Chair in circumstances detailed in this Constitution.

WEBMASTER

The Webmaster shall post information about GCR activities on the college website, including the minutes and agenda from GCR meetings. Other information shall include upcoming events, contact information for GCR elected members, photographs from college events. The Webmaster shall encourage GCR members to provide material for the website. HTML skills are highly desirable.

ENVIRONMENTAL OFFICER

The Environmental Officer shall increase awareness of environmental issues amongst GCR members, encourage both the GCR and the College to adopt environmentally-friendly practices, represent the GCR at all relevant OUSU and local authority meetings, and oversee the implementation of Oxford City Council's new recycling scheme for colleges beginning in 2003/04.

ALUMNI DEVELOPMENT OFFICER

He/she will be responsible for liaising with the development office, keeping accurate lists of recently-graduated alumni activity, run an alumni speaker series, and help the college with alumni-related work.

KEEPER OF THE ATTIC

The GCR shall elect, as an officer, a Keeper of the Attic whose primary responsibilities shall be as follows:

1. To establish, publicize, and amend as necessary, rules and procedures for the storage of property in the college attic.
 - a. It will be the sole responsibility of the Keeper of the Attic to write up and modify these rules, at his or her discretion.
 - b. Policies for controlling access to the attic shall likewise be the sole responsibility of the Keeper of the Attic.
2. To maintain the attic in an orderly fashion, in order to prevent damage to members' property, and to dispose of abandoned or destroyed property, whether through charity sales or by other means.
3. To maintain records of storage in the attic.

c) CAFÉ AND BAR MANAGERS

GCR Appointees

The GCR Bar and GCR Café shall be run by the GCR Bar Manager and GCR Café Manager respectively. They shall be individuals from the student body, who may be any members of the GCR including members of the GCR Executive or GCR Committee. The two positions may, in principle, be occupied by the same person.

Procedure for the appointment of the GCR Bar Manager/GCR Café Manager

The GCR Bar Manager/GCR Café Manager shall be recruited, selected and appointed by the GCR Executive as a whole; it is the responsibility of all GCR Executive members to take part in this process. The GCR Executive shall notify all GCR members immediately upon being informed that there is a vacancy for either position and ask any members interested in filling the vacancy to put themselves forward. GCR members must be given at least two weeks from when they are notified of a vacancy to put themselves forward. Following this period, the GCR Executive should interview all interested candidates in order to determine the most appropriate candidate for the position. The GCR Executive shall then meet in private to determine the best candidate for the job. If a consensus cannot be reached over the best

candidate, then a vote may be taken within the GCR Executive, and the candidate with the highest number of votes will be selected. Any member of the Executive shall have the right to request that the Returning Officer organises a secret ballot within the Executive in line with Article 76 of this Constitution.

Procedure for the removal of GCR Bar Manager/GCR Café Manager

Should the GCR Executive not be satisfied with the way that the GCR Bar or GCR Café are managed, they should raise their concerns with the GCR Bar Manager or GCR Café Manager respectively. The GCR Executive shall have the ultimate right to ask either appointed Manager to resign from their position. Prior to this, they must be issued with at least two formal written warnings, detailing the concerns over their management of the GCR Bar or GCR Café respectively, and given reasonable chance to respond to and act upon these concerns. Should the GCR Bar Manager or GCR Café Manager fail to do so, the GCR Executive shall have the right to ask them to resign. Should they refuse to resign, the GCR Executive shall have the right to put a motion for their removal to an Ordinary or Emergency Meeting of the GCR, which will require a simple majority to pass.

Responsibilities of the GCR Executive towards the GCR Bar Manager/GCR Café Manager

The GCR Executive will endeavour to offer support to the GCR Bar Manager and GCR Café Manager, in particular with a view to making it possible to manage the GCR Bar or GCR Café independently, in the interests of the GCR as a whole and without being exposed to pressure by any individual members of the GCR or College. It shall also be the responsibility of the GCR Executive to monitor and guide the overall operation of the GCR Bar and GCR Café, particularly with a view to their financial operation, while leaving day-to-day management to the GCR Bar Manager and GCR Café Manager respectively. The GCR Executive may request regular financial reports from the GCR Bar Manager or GCR Café Manager. The GCR Executive shall, in the name of the GCR, sign an Agreement on the Main Terms of Employment with the GCR Bar Manager and GCR Café Manager.

Responsibilities of the GCR Bar Manager

The GCR Bar Manager shall be responsible for the organization and management of the GCR Late Bar, in the interests of which they shall liaise with all relevant members of the GCR Executive and College officers. They shall enjoy independence in the day-to-day running of the GCR Bar, including the recruitment of bar staff on a non-discriminatory basis as they see fit. They shall also seek to obtain any licenses and meet all other legal requirements for the running of a bar in the shortest time possible. The GCR Bar Manager shall deliver a written report on the GCR Bar's functioning to the GCR Executive following the end of each term, once relevant financial figures have been received from the College. He/she shall liaise with the Social Secretaries in the organization of college social events in relation to the GCR

Bar. The GCR Bar Manager shall provide the GCR Executive with at least one month's notice within term-time should they intend to resign their post; they should ensure, together with the GCR Executive, that their successor receives an adequate introduction to the organization and management of the GCR Late Bar.

Responsibilities of the GCR Café Manager

The GCR Café Manager shall be responsible for the organization and management of the GCR Café, in the interests of which they shall liaise with all relevant members of the GCR Executive and College officers. They shall enjoy independence in the day-to-day running of the GCR Café, including the recruitment of Café staff on a non-discriminatory basis as they see fit. They shall also seek to obtain any licenses and meet all other legal requirements for the running of a Café in the shortest time possible. The GCR Café Manager shall deliver a written report on the GCR Café's functioning to the GCR Executive following the end of each term, once relevant financial figures have been received from the College. He/she shall liaise with the Social Secretaries in the organization of college social events in relation to the GCR Café. The GCR Café Manager shall provide the GCR Executive with at least one month's notice within term-time should they intend to resign their post; they should ensure, together with the GCR Executive, that their successor receives an adequate introduction to the organization and management of the GCR Café.

d) GCR COMMITTEES

CLUBS AND SOCIETIES COMMITTEE

GCR Clubs and Societies play an important role in promoting a college social life. As such, the Members of this committee make decisions that seek to accommodate the plans and activities of GCR Clubs and Societies equitably. As specified in this Constitution, this necessarily entails decisions on competing financial priorities, which must be made on the basis of fair and transparent criteria.

CONSTITUTION COMMITTEE

The Office of Member of the GCR Constitution Committee is strictly impartial. The Constitution Committee is entrusted with the unenviable responsibility of resolving any matters relating to procedures in this Constitution, on the basis of an authoritative interpretation of its provisions. As stated in this Constitution, this body is the highest Internal Appellate Body in the GCR. Members of the Constitution Committee, therefore, must have a comprehensive knowledge of the provisions laid down in this Constitution on which to base their decisions on cases submitted by appellants.

BALL COMMITTEE

The Ball Committee shall be responsible for organising the College Ball. The Ball Committee shall be chaired by the Social Secretary for the Ball, who shall be elected by the GCR at the time of the GCR Executive and Officer Elections. Further members of the Ball Committee shall be appointed by the Social Secretary for the Ball, and shall include a Treasurer, who shall work closely with the GCR Treasurer in order to ensure financial prudence and accountability. Other committee members may include, but shall not be limited to, a Ticket Sales Officer, a Sponsorship Officer, an Entertainment Officer, a Decorations Officer, a Food and Drink Officer and a Security Officer.

The Ball Committee shall hold regular (preferably weekly) meetings at least from the beginning of the Hilary Term preceding the Ball. At least one GCR Social Secretary shall be present at every one of these meetings. The Social Secretary for the Ball is eligible to attend meetings of GCR Elected Members and may be required to present reports on the progress of the Ball Committee at said meetings.

The GCR Executive shall be financially responsible for the Ball. If the Ball is loss-making, the GCR Executive shall cover the loss. If the Ball makes a profit, the surplus shall go to the charity of the Ball Committee's choice. The GCR Executive shall provide an interest-free loan to the Ball Committee at the beginning of the Hilary Term preceding the Ball, sufficient to cover the costs of the Launch Party and other initial costs, to be in the region of a guideline amount of £750.

The GCR Executive and the Ball Committee shall be jointly responsible for the promotion of ticket sales for the Ball, under the direction of the Ticket Sales Officer of the Ball Committee, in coordination with the Social Secretaries. Activities promoting the sale of tickets may include, but are not limited to, the sale of tickets at College social events and leafleting and posterage in St Antony's and other colleges. The GCR Executive shall cover the cost of the Ball Launch Party, to be held mid-late Hilary Term. The Ball Committee, in coordination with the Social Secretaries, shall be responsible for organising the Ball Launch Party, including musical entertainment, decorations and refreshments.

Each member of the Ball Committee shall be entitled to a free dining ticket to the Ball.

Each member of the Ball Committee shall provide a written report and guidelines to the incoming Ball Committee, to be presented at a joint meeting of those members of both Ball Committees in residence at the beginning of the Hilary Term preceding the Ball.