



Christ Church

**Statutes of the Graduate Common Room of
Christ Church, Oxford**

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Preamble

The purpose of the Christ Church Graduate Common Room (GCR) is to encourage and promote the academic, social, and intellectual development and the welfare of its members. The GCR is an equal opportunity and non-discriminatory body, designed to organise and oversee activities and the provision and administration of communal facilities for these purposes.

The constitution is intended to provide a framework of formal requirements for the efficient operation of the GCR within the bounds of Christ Church regulations. The GCR depends upon personal relationships, volunteered time, and collective effort. No set of rules and procedures for such an organization can succeed without the patience, understanding, and commitment of its members. It is in such a spirit that this constitution has been prepared.

The constitution binds all members of the GCR (GCR Members) in their dealings with one another as members. Nothing in this constitution limits the existing powers of the Dean and Censors or the Governing Body in relation to the GCR.

I. Constitution

1. General

- 1.1. The GCR acts as the representative body for graduate students as members of Christ Church and the University of Oxford.
- 1.2. The GCR consists of the following persons as defined hereafter in this Constitution:
 - A. the Dean of Christ Church, acts *ex officio* as Honorary Senior President of the GCR;
 - B. the Tutor for Graduates of Christ Church;
 - C. the Honorary Members of the GCR;
 - D. the Ordinary Members of the GCR; and
 - E. the Associate Members of the GCR.
- 1.3. The Senior Tribunal of the GCR consists of the Senior Censor, the Tutor for Graduates, and the Senior Law Tutor at Christ Church (or persons appointed by the Dean and Censors to act on their behalf).
- 1.4. The Governing Body of Christ Church will provide the GCR with premises, furnishings, decoration, heat, light, maintenance, the cost of cleaning and basic custodial services as agreed between the Committee (as defined in Article 3), the Dean and Censors.
- 1.5. The GCR may not make any material changes to the decoration or furnishings of its premises without the consent of the Dean and Censors.
- 1.6. Subject to the provision of this constitution, the GCR regulates its own affairs through its General Meetings (GMs).
- 1.7. E-mail is the standard and acceptable form of written communication of matters relating to the GCR.

2. Membership

- 2.1. The Honorary Members of the GCR are the following:
 - A. all members of the Senior Common Room of Christ Church; and
 - B. the President of the Junior Common Room of Christ Church.
- 2.2. The rights and privileges granted to Honorary Members may be determined by a decision of the Committee, or by a GM of the GCR, subject to the approval of the Dean and Censors.
- 2.3. The Ordinary Members of the GCR are the following:

- A. Members of Christ Church who hold or are qualified to hold an undergraduate degree and are reading for a further undergraduate degree, a higher degree, or a diploma, or who are undergoing clinical training, and who satisfy the residential requirements of Christ Church.
 - B. Resident members of Christ Church and visiting students whose status and occupation, in the opinion of the Tutor for Graduates in consultation with the Committee and the Censors, make them eligible to be Ordinary Members.
- 2.4. Ordinary Members retain that status whilst members of Christ Church and continuing to undertake their course.
- 2.5. Former Ordinary Members of the GCR retain the right to use its facilities for brief periods of time at the discretion of the Committee.
- 2.6. Associate Membership of the GCR is governed and regulated by the provisions set out in the Associate Membership Statute (Appendix A of this document).
- 2.7. All Ordinary Members must pay a subscription to the GCR, the amount and details of which are determined by the Governing Body of Christ Church.
- 2.8. The Dean and Censors may expel any Honorary, Associate, or Ordinary Member on the recommendation of the Committee. Before the Committee can recommend the expulsion of an Honorary or Ordinary Member to the Dean and Censors, the Honorary or Ordinary Member concerned must first receive notice in writing both of the intentions of the Committee and all reasons for the Committee's recommendation at least fourteen days prior to making this recommendation.
- A. Should an Honorary or Ordinary Member wish to contest the Committee's recommendation of their expulsion, this recommendation must be ratified by a decision of a GM of the GCR, according to Articles 10.8. The contesting Honorary or Ordinary Member is entitled to present a defence at the GM.
 - B. If an Honorary or Ordinary Member does not contest the Committee's recommendation for their expulsion, they have the right to require that the Committee refrain from giving public notice of the expulsion.
- 2.9. Individuals who have their membership withdrawn or no longer qualify as GCR Members must forfeit all the rights and privileges of membership, as well as any subscription fees already paid.

3. The Committee

- 3.1. The day-to-day running of the GCR is entrusted to a Committee elected and constituted as described in this constitution.
- 3.2. Only Ordinary Members of the GCR are eligible for election to a position on the Committee.
- 3.3. The GCR Committee consists of an Executive Committee - President, Vice President, and a Treasurer (the Exec), and elected GCR Officers.

- 3.4. New Committee positions (GCR Officers) may only be created, and existing Committee positions other than those of the Exec, may only be dissolved either by a decision of the existing Committee or by a decision at a GM.
- 3.5. The members of the Committee are bound by the decisions made in the GMs. Any decision made by the Committee may be overturned by a decision of the GM, including but not limited to decisions concerning:
 - A. Associate Memberships (see Appendix A);
 - B. the creation or removal of a Committee position;
 - C. the responsibilities or tenure of a Committee position; or
 - D. the appointment of a member to a Committee position.
- 3.6. The Committee will make decisions by a majority vote excluding abstentions. The vote is decided by a show of hands at a meeting of the Committee unless the Committee decides otherwise.
 - A. The President may not vote, unless the vote is tied, in which case they have a casting vote.
 - B. The Vice President records the votes of all present.
 - C. A member holding more than one Committee position may only vote once; and not once per position held.
- 3.7. The Committee is to be given at least seven full days notice in writing of a meeting of the Committee by a member of the Exec. The notice should include a preliminary agenda. Committee members may add items to the agenda up to 36 hours before the meeting. The final agenda must be made available to the Committee members 24 hours before the meeting.
- 3.8. Motions for a Committee meeting which are likely to require a vote must be phrased suitably for a vote, allowing 'for' and 'against' voting options.
- 3.9. Members of the Committee may hold more than one Committee position, and more than one individual may hold a Committee position, unless otherwise determined by a decision of the existing Committee or a GM. This excludes the positions of the Exec, which must be held by three individuals, one per role.
- 3.10. In the event of a vacancy in the Exec, an Ordinary Member may be appointed to one of these positions by a decision of a GM. The position will be opened for election no later than the end of the current academic term, or the end of the following term if the appointment takes place outside of term.
- 3.11. The Tutor for Graduates has the right to attend Committee meetings where matters requiring their approval are discussed.
- 3.12. An elected Committee member may be dismissed from their position by a decision of a GM according to Articles 10.8. At such a meeting, that Committee member is entitled to present a defence.

4. The President

4.1. The President is the principal representative of graduates at Christ Church. It is the responsibility of the President to:

- A. uphold the constitution of the GCR;
- B. represent the interests of the graduates, as determined by the GCR Committee and GMs; and,
- C. act *ex officio* as chairman of the Committee and as chairman of GMs.

4.2. In the event that the President is temporarily unable to fulfil any of these duties, and has not appointed a deputy from the Committee, it is the Vice President's responsibility to fulfil these duties subject to a decision of the Committee.

5. The Vice President

5.1. The Vice President is responsible for maintaining the non-financial records of the GCR. In particular, it is the responsibility of the Vice President to:

- A. maintain an up-to-date copy of the GCR Constitution;
- B. maintain a record of any Associate Memberships as defined in Appendix A;
- C. maintain a record of the membership of the Committee;
- D. maintain a record of any decisions made regarding the creation or removal of Committee positions, and that role's tenure and responsibilities;
- E. prepare an agenda and take minutes for Committee meetings and GMs; and
- F. provide a copy of the records mentioned in this section, to an Ordinary Member upon request.

5.2. The minutes taken by the Vice President at a GM are deemed to be an accurate record of what took place subject to the approval by the President and the Treasurer. The Vice President should make the minutes available to the GCR. In the event that the accuracy of the minutes is disputed, a further GM has the power to decide whether the minutes represent an accurate record of what took place, according to Article 10.8.

6. The Treasurer

The Treasurer is responsible for the financial administration of the GCR. It is the responsibility of the Treasurer to:

- A. prepare the annual budget of the GCR, in consultation with the Tutor for Graduates and the Committee;
- B. liaise with the Steward's Office to ensure that the GCR meets its financial obligations, and that members of the GCR are billed where appropriate;
- C. maintain the financial records of the GCR;
- D. provide a termly financial report to the GCR at a GM; and
- E. provide current data on the financial status of the GCR, or a copy of the annual budget, to any Ordinary Member of the GCR upon request.

7. Other Committee Members

The responsibilities of any Committee position may be altered or determined by a decision of the existing Committee or by a decision of a GM, with the exception that the constitutional responsibilities of the Exec may only be altered by a constitutional amendment.

8. Terms of Committee Members

- 8.1. Members of the Committee assume their positions on the Sunday of 9th week following their election, except where:
 - A. they have been appointed to the position by a decision of the existing Committee or by a decision of a GM according to Article 3.10 or Article 8.8. In this case they assume their position immediately following their appointment;
 - B. their election was delayed through either being tied, or being declared improper by the Returning Officers (ROs) according to Article 9.19; or
 - C. they were elected in an early election according to Article 3.10 or Article 9.3, in which case they assume their positions as soon as the ROs declare that they have been properly elected.
- 8.2. The Exec will be elected at the end of Hilary Term, according to the procedures defined below.
- 8.3. The current Exec are not eligible for re-election unless they have held the position for no more than one term immediately prior to the forthcoming term of office.
- 8.4. The tenure of the Exec will expire at the end of Hilary Term.
- 8.5. The length of the tenure of any other position on the Committee is determined by a decision of the existing Committee, or by a decision of a GM, subject to no position having a tenure of more than one year in length.
- 8.6. A member of the Committee has to resign their position on the Committee, and their position on the Committee becomes vacant:
 - A. following the expiry of the tenure of that position;
 - B. upon their ceasing to be an Ordinary Member; or
 - C. upon their dismissal according to Article 3.12.
- 8.7. Any Committee member is eligible for re-election provided that the position is open for nominations at the end of its tenure, and that they are nominated and re-elected according to the procedures in Section 9 of this constitution.
- 8.8. In the event of a position on the Committee other than that of the Exec (for which see Article 3.10) becoming vacant before the end of its tenure, an Ordinary Member of the GCR may be appointed to that position by a decision of the existing Committee or by a decision at a GM. In such a case, the position should be opened for election no later than

the end of the current term, or the end of the following term if the appointment takes place during a vacation period.

9. Elections and Referendums

- 9.1. Elections must be held during a term whenever one or more positions on the Committee will be vacant at the end of that term.
- 9.2. All positions on the Committee that will be vacant at the end of the term will be open for nominations.
- 9.3. Elections must take place following the close of nominations, and be completed by Saturday of 8th week, unless Article 9.18 or Article 9.20 has been invoked. In any case ballots must not be open during the vacation period.
- 9.4. Each term two ROs must be appointed, either by a decision of the existing Committee, or by a decision of a GM. In the event that an agreement cannot be reached over the appointment of the ROs, the President will appoint the ROs, subject to appeal to the Senior Tribunal according to Article 11.4.
- 9.5. The ROs must:
 - A. be Ordinary Members who are neither members of the existing Committee, nor nominated for any position on the Committee;
 - B. ensure that in the elections proper procedures are followed and that the election is fair and impartial;
 - C. in the event of a referendum, approve the referendum question drafted by the Committee and other interested parties, and must not unreasonably withhold that approval; and
 - D. not disclose the votes of any Ordinary Member.
- 9.6. Members must be notified in writing when positions on the Committee become open for nominations. This notice must include details of the positions that are open for nominations, and the length of time for which the nominations will be open.
- 9.7. Nominations must adhere to the following restrictions:
 - A. nominations must be open for at least seven days at the end of a term when elections are being held;
 - B. only Ordinary Members of the GCR are eligible for Committee position nomination;
 - C. each nominee must be proposed by another Ordinary Member, except nominations for the role of President, which must be both proposed and seconded by Ordinary Members;
 - D. no member may be nominated for a position on the Committee without that member's consent; and
 - E. in the event that no-one is nominated for a position, that position will be deemed to be vacant, and dealt with according to Article 8.8.

- 9.8. After the close of nominations, the ROs must immediately advise all GCR Members of the nominees.
- 9.9. Should only one member be nominated for an office, there will be a contested vote between that member and 're-open nominations'. If the latter receives more votes, then nominations for the position must be re-opened. If the same member is again the only candidate to be nominated, then they are deemed to have been elected by acclamation. If more than one member is nominated, another election must be conducted as per the guidelines of this constitution.
- 9.10. The ROs must request from each of the candidates for the contested positions, a short manifesto, and must provide the GCR with copies of the manifestoes that are supplied to them. ROs must, at the request of any candidate, allow one session of hustings for positions on the Exec after nominations have been completed. The time, place, and procedure of the hustings will be determined by the ROs and communicated to the GCR at least three days in advance. A candidate may elect not to participate in the hustings. The hustings will be chaired by one of the ROs. No candidate may attempt to communicate with the GCR for the purpose of electioneering except through the hustings and the manifestoes provided to the ROs.
- 9.11. The voting procedures for an election will be determined by the ROs, under the following regulations:
- A. Voting will be open to Ordinary Members of the GCR, and each will be entitled to one vote for each contested position.
 - B. Votes of Ordinary Members will remain confidential. If a member prefers to cast their vote by a secret ballot, the ROs will be responsible for arranging an anonymous vote for that member.
 - C. If a member casts more than one vote for the same position, then only one vote will be counted. If the votes are for different candidates, then all votes by that member for that position will be considered null and void.
 - D. Voting will be open for at least five full days, which will not include either Saturday or Sunday.
 - E. The ROs will advise the GCR in advance of the times during which voting is open. Votes that are cast outside these times will be ignored by the ROs.
 - F. The ROs will notify the GCR of the results of an election within 24 hours of the close of voting or provide the reason for the delay.
- 9.12. The ROs will provide a written explanation of the election procedures at the time they request nominations from the GCR. If an Ordinary Member wishes to contest the voting procedures, they may do so by contacting the ROs within three days of the nominations being opened. The ROs will be responsible for addressing the issues raised by the member before voting opens and to the satisfaction of all parties involved. In the event that a satisfactory voting method cannot be agreed upon, the ROs will conduct the vote by an anonymous ballot.
- 9.13. The voting for a referendum will be conducted as in an election, where the different outcomes of the referendum will be treated as if they were candidates.
- 9.14. Proxy voting will not be permissible in balloted elections, or in referenda.

- 9.15. After the close of voting, the ROs will count the votes cast. If it is impossible to determine for whom a vote was cast, that vote will be ignored.
- 9.16. If the ROs are in agreement that a candidate has received more valid votes from Ordinary Members than any other candidate for the same position, then they will declare that candidate to be properly elected to the position, subject to Articles 9.19 and 9.20, and will inform the GCR accordingly.
- 9.17. If requested by an Ordinary Member, the ROs will provide a count of the votes cast for a position.
- 9.18. In the event of a tied vote for a position on the Committee, the ROs will organise a new ballot for that position, in which those candidates who received an equal number of valid votes will compete, and in which no new candidates can stand. The ballot for this run-off election will be opened as soon as possible after the close of the previous ballot, and should be open for no less than three full days, at least two of which will not be either Saturday or Sunday. In the event of a tied vote, the election will be decided by lot from among the tied candidates, supervised by the ROs in the presence of those candidates.
- 9.19. The ROs will have the power to declare the election for a position to be improper in the event that:
- A. they are unable to agree on the number of votes cast for a candidate for that position; or
 - B. they have received a written complaint from at least one member who is entitled to vote in the election, to the effect that a candidate for that position has not adhered to the election procedures.
- 9.20. In the event of the ROs declaring an election for a position to be improper, the votes that have already been cast in that election will be discarded. In this event, the ballots will be reopened for that election as soon as possible, and will remain open for no less than three full days, at least two of which will not be either Saturday or Sunday.
- 9.21. Appeals about the results or conduct of elections will be made to the ROs, who will have the power to resolve them.
- 9.22. If the conduct of the ROs is contested, appeals will be submitted in writing to the Senior Tribunal, according to Article 11.4.

10. General Meetings

- 10.1. A GM is the normal decision-making body of the GCR. To commit one of the following changes in a GM, notification of the motions must be given to the GCR two days in advance that may not be Saturday or Sunday and require at least a two thirds majority of the Ordinary Members present who do not abstain:
- A. commit the GCR to any major expenditure or any major change of policy;
 - B. amend, alter, or suspend the constitution;
 - C. dismiss a Committee member, according to Article 3.12; or

D. ratify the contested recommendation of the Committee that a member be expelled from the GCR, according to Article 2.8.

10.2. The GCR must hold a GM at least once a term, and all GMs must be held in the public premises of the GCR.

10.3. No GM can be held out of full term.

10.4. Notice in writing of a GM must be given to members at least two full weeks before the date of the GM.

10.5. An Emergency GM may be held if at least four Ordinary Members inform the President in writing that they request such a meeting. In this case, the Emergency GM must be called within a week of the request being received. Articles 10.3 and 10.4 do not apply to an Emergency GM.

10.6. The quorum for a GM is 15 Ordinary Members.

10.7. The GM must be held at or after 8 pm and must not be held on a Friday or a Saturday.

10.8. The GM will make decisions by a majority vote, excluding abstentions, in accordance with the following:

A. Motions that are likely to require a vote must be phrased suitably for a vote, allowing 'for' and 'against' voting options. Members may submit motions for debate to the Vice President from the announcement of a GM until 48 hours before the date.

B. Motions must be debated as follows:

- i. The member submitting a motion will be required to present a case 'for' the motion.
- ii. Other members attending the GM will then be given fair opportunity to speak 'for' or 'against' the motion.

C. The motion must be decided 'for' or 'against'.

D. A vote may only be taken if the meeting is quorate, and the subject on which the vote is being taken was included on the agenda;

E. The vote is decided by a show of hands at a GM unless four Ordinary Members request an anonymous vote or a referendum organised according to Article 9.13;

F. The vote is only open to Ordinary Members of the GCR;

G. The Chairman of the GM may not vote, unless the vote is tied, in which case they have the casting vote; and,

H. Proxy voting is not permissible at any GM.

11. The Constitution

11.1. Any alteration to this constitution can only be agreed to by a GM, according to Articles 10.8. Notice to the GCR of a resolution to alter this constitution should be accompanied by a copy of the proposed alterations.

- 11.2. Any alterations to this constitution takes effect after a decision of the GM to adopt those alterations, according to Articles 10.8, and the approval of the Dean and Censors.
- 11.3. In the event of any dispute over the interpretation of any Article(s) of this constitution, the President will have the power to give a ruling that should be considered valid and binding for the members subject to Article 11.4.
- 11.4. Ordinary Members may appeal a ruling of the President on a question of constitutional interpretation or contest the conduct of the ROs through the following procedure:
- A. If ten Ordinary Members declare in writing to a member of the Exec that they wish to appeal the decision of the President or the ROs, the Committee must submit the dispute to the Senior Tribunal. The Senior Tribunal will determine the proper interpretation of the constitution and convey their decision in writing promptly to the Committee and the members.
 - B. Both the President or the ROs and the disputing members may submit their arguments in writing to the Senior Tribunal at the time of the Committee's official notice that the dispute has been referred to the Senior Tribunal.
 - C. A majority vote of the Committee or a GM may appeal a decision of the President on a question of constitutional interpretation and refer the question to the Senior Tribunal.
 - D. A decision of the Senior Tribunal is binding for all members. The written text of their decision, accompanied by copies of the written submissions of the disputing parties, must be added to this constitution as an appendix and retained in the permanent records of the GCR by the Vice President.
- 11.5. In accordance with section 22 of the Education Act 1994, this constitution will be reviewed at least every five years. A Constitution Committee, comprised of the Exec and three Ordinary Members elected at a GM, will be responsible for reviewing the constitution. The revised constitution must be approved by the Tutor for Graduates, the Censors, a GM according to Articles 10.8, and then the Christ Church Governing Body .

Appendix A: Associate Membership

1. Associate Member Committee

- 1.1. The appointment of an Associate Member (AM) to the Christ Church Graduate Common Room (GCR) is conducted by the Associate Member Committee (AM Committee).
- 1.2. The AM Committee consists of the Executive Committee (the Exec) and two Ordinary Members appointed by majority vote of a General Meeting (GM) to serve one-year terms (AM Officers).
- 1.3. The appointment of AM Officers takes place at the 1st GM of Trinity Term, with the AM Officers' terms beginning on Sunday of 9th week of the Trinity Term in which they are elected.
- 1.4. The AM Committee is chaired by the President of the GCR.
- 1.5. No business other than the election of AMs is conducted at an AM Committee meeting.
- 1.6. The AM Committee will meet at least once per term, with two weeks notice being given to all Ordinary Members of the date of the meeting and the procedure for submitting nominations.
- 1.7. All candidates for Associate Membership must be nominated by an Ordinary Member of the GCR except in the case of category 5.2 that can be nominated by a Senior Member.
- 1.8. In cases where a nomination has been received from the candidate in question or from a Senior Member, apart from category 5.2, the Chair of the AM Committee is deemed the nominator but is not required to recuse themselves in the event of a tie.
- 1.9. Applications for AMs may be made in advance or at the meeting itself at the discretion of the AM Committee and the nature of the proposal.
- 1.10. Interested parties with standing to address the GM have the right to address the AM Committee, though not the right to remain present for voting.

2. Voting

- 2.1. Each AM proposal is put to a vote of the AM Committee with the exception of categories 5.1 and 5.2.
- 2.2. In the case of category 5.1, notification to the GCR Vice President of the desire to become an AM is sufficient to grant membership.
- 2.3. The President will not have a vote except in the event of a tie.
- 2.4. Election of an AM is by simple majority, with the President having the deciding vote in the event of a tie.
- 2.5. No member can be elected except in accordance with the AM voting categories in section 5 of this document, with the exception of categories 5.1 and 5.2 where no vote is needed.

- 2.6. The approval of an AM is at the discretion of the AM Committee. While each proposed AM must meet the threshold of the criteria in section 5, fulfilment of these criteria alone does not (save in the case of categories 5.1 and 5.2) qualify an individual for AM status.
- 2.7. The election of AMs is not considered final until the list of AMs approved by the AM Committee is confirmed by a simple majority of the GM. The GM should vote on the list as a whole.
- 2.8. The AM Committee should take into consideration that the combined total number of AMs be based on advice from College. This excludes categories 5.1, and 5.5 who are members of Christ Church, and 5.2, who are associated with the Cathedral.
- 2.9. Category 5.5 has a numerical limit set at the discretion of the AM Committee and category 5.1 has no numerical limit.
- 2.10. Priority for Associate Membership should be given in the order that the categories in section 5 appear, with category 5.1 having the highest priority.
- 2.11. Each AM can enjoy the AM privileges (section 6) corresponding to the AM voting category (section 5) under which they were elected.

3. Appeal

- 3.1. Any Ordinary Member may appeal a decision of the AM Committee to the GM.
- 3.2. The minutes of every meeting of the AM Committee are read aloud at the GM immediately following the AM Committee meeting/s in question. The minutes will detail the AM voting category by which each AM was elected and any other relevant information.
- 3.3. The AM Committee has discretion over the interpretation of category 5.6, subject to GM appeal.

4. Review of Associate Membership

- 4.1. Should an AM's circumstances change and the conditions in section 5 no longer be adhered to, then that AM should make these changes known to the AM Committee and their case may be reviewed by the AM Committee, at the discretion of the Exec.
- 4.2. Failure to comply with point 4.1 or pay the Associate Membership fee will be considered grounds for review of an AM's status by the AM Committee.
- 4.3. An annual review of all AMs will be conducted by the AM Committee before the end of Trinity Term. All AMs wishing to *continue* their membership beyond the end of Trinity Term must resubmit an application with updated information to ensure they can maintain their AM status and privileges as defined in sections 5 and 6, respectively.
- 4.4. Should the AM Committee vote to amend any membership, that individual will receive notice of no less than two weeks before amendments take place, in which time an appeal can be made to the GM, subject to the conditions in section 3.
- 4.5. An AM may have their membership withdrawn by decision of a GM of the GCR, according to Articles I.10.8 of the constitution, subject to the approval of the Tutor for Graduates. The AM concerned must first receive notice in writing from the President or

Vice President at least fourteen days prior to the meeting. An Ordinary Member is entitled to speak on behalf of the AM at such a meeting.

- 4.6. The Dean and Censors may expel any AM in accordance with the procedure described in section I.2.8 of this document.

5. AM Voting Categories

5.1. Previous Ordinary Member of Christ Church GCR

5.2. Christ Church Cathedral Lay Clerk

- A. Must be a university graduate and current Cathedral Lay Clerk.
- B. AM status automatically expires for those that are not current Lay Clerks in the Cathedral
- C. Applications for AM status can be put forward by a Senior Member.

5.3. Long term partner or spouse

- A. 'Long term' must be satisfied in the opinion of the AM Committee.

5.4. Postdoctorate, Visiting Student or Academic

- A. Will not usually be affiliated with any other Oxford Common Room.
- B. Must be a Postdoctorate, Visiting Student or Academic at the University of Oxford.

5.5. 4th year Undergraduate of Christ Church

- A. Must be in their 4th and final year of study in one of the following:
 - i. Chemistry
 - ii. Mathematics
 - iii. Engineering
 - iv. Classics
- B. AM status automatically expires upon completion of their 4th year, and may only be renewed if the individual in question is again proposed as an AM at an AM Committee meeting.
- C. Exceptions may be made for other 4th year Undergraduates at the complete discretion of the AM Committee provided they meet the criteria of Special Circumstances, save membership of the Christ Church JCR.

5.6. Special circumstances

- A. Must be appropriately mature.
- B. Will not usually be affiliated with any other Common Room outside of Christ Church.
- C. Must have socialised previously with the GCR.

6. Associate Membership Privileges

6.1 All AMs must pay a subscription to the GCR, the amount and details of which are determined by the Governing Body of Christ Church.

6.2 AMs have the following privileges, less exclusions described in section 7.

- A. Access to the GCR Common Room, Study Room, Tutorial Office, and Computer Room.

- B. Ability to sign into Hall, subject to rules laid down in the Blue Book.
- C. Ability to sign up to all GCR events including, but not limited to, Guest Dinner and Black Tie Dinner, on an equal footing to Ordinary Members.
- D. Attend GMs subject to the guidelines of section I.10 of this document.

7. Associate Membership Privilege Exclusions

7.1. Previous Ordinary Member of Christ Church GCR

- A. None

7.2. Christ Church Cathedral Lay Clerk

- A. None

7.3. Long Term Partner or Spouse

- A. Do not have the right to ballot for guest tickets in Black-Tie and Guest-Dinner ballots.

7.4. Postdoctorate

- A. None

7.5. 4th Year Undergraduate of Christ Church

- A. Do not have the right to work in the Study or Computer Rooms.
- B. Do not have the right to equal treatment in Black-Tie and Guest-Dinner ballots nor, except in special circumstances, should they be given guest tickets for Black Tie Dinner.

7.6. Special Circumstances

- A. Exclusions to be applied on an individual basis by the AM Committee.

Appendix B: Charities Committee

1. Charities Committee

- 1.1 The allocation of charitable funds from the Christ Church Graduate Common Room (GCR) is conducted by the Charities Committee (CharCom).
- 1.2 The membership of the Charities Committee consists of the Executive Committee (the Exec) and two Ordinary Members appointed in an open ballot by the General Meeting (GM) to serve one-year terms (Charities Officers).
- 1.3 The appointment of Charities Officers takes place at the 1st GM of Trinity Term, with the Charities Officers' terms beginning on Sunday of 9th week of the Trinity Term in which they are elected.
- 1.4 Charities Officers can also be appointed to the Associate Members Committee.
- 1.5 The CharCom is chaired by the President of the GCR.
- 1.6 No business other than the allocation of charitable funds is conducted at a CharCom Meeting.
- 1.7 The CharCom will meet at least once per year, with two weeks notice being given to all Ordinary Members of the date of the meeting and the procedure for submitting nominations of charities.
- 1.8 All charities must be nominated by an Ordinary Member of the GCR.
- 1.9 Applications for charities may be made in advance, or at the meeting itself at the discretion of the CharCom and the nature of the proposal.
- 1.10 Interested parties with the right to address the GM have the right to address the CharCom, though not the right to remain present for voting.

2. Voting

- 2.1 Each charity proposal is put to a vote of the CharCom.
- 2.2 The President does not have a vote except in the event of a tie.
- 2.3 Election of a charity is by simple majority, with the President having the deciding vote in the event of a tie.
- 2.4 The approval of a charity is at the discretion of the CharCom. While each proposed charity must meet the criteria described in section 4 of this document, fulfilment of these criteria alone does not qualify the approval of a charity.
- 2.5 The CharCom should take into consideration the total number of charities based on the total funds available to donate, as disclosed by the GCR Treasurer.
- 2.6 The distribution of available funds between the approved charities is at the discretion of the CharCom.
- 2.7 The approval of charitable donations by the GCR is not considered final until the list of charities and allocation of funds agreed by the CharCom is confirmed by a simple majority of the GM. The GM should vote on the list as a whole.

3. Appeal

- 3.1. A decision of the CharCom may be appealed by an Ordinary Member at a GM.
- 3.2. The minutes of every meeting of the CharCom are read aloud at the GM immediately following the CharCom meeting/s in question. The minutes will detail each charity and any other relevant information.

4. Charities Voting Categories

- 4.1. All nominated charities must have a registered charity number.
- 4.2. The CharCom should give preference to charities with a proven record of effectiveness and social responsibility.
- 4.3. Donations made by the GCR should not contravene the *objects of the House*, defined in section I.2. of the “Statutes of Christ Church Oxford”.

Revision History

1. Constitution

First Version Prepared: Hilary Term, 2007

*Constitution Committee: Tim Benjamin, Ozzie Johnston, Simon J. Lutterbie, Arne Muus
Approved by the GCR: 3rd May 2007 at the Ordinary General Meeting
Approved by the Censors: 7th June 2007*

First Revision Prepared Revision: Trinity Term, 2010

*Constitution Committee: Oliver Murphy, Edward Hancock, Kerrith Davies, Justin Floyd,
Helen Sims-Williams
Approved by the GCR: 18th May 2010 at the Ordinary General Meeting*

This Revision: Hilary Term, 2016

*Constitution Committee: Laura Prichard, Kathrin Jansen, Emily Seward, Erfan Soliman, Ian
Ranson, Sergio Martín
Approved by the GCR: 1st February 2016 at a General Meeting
Approved by the Tutor for Graduates (Prof. E. Simpson): 14th January 2016
Approved by the Dean & Censors: February 2016
Approved by Governing Body: 9th March 2016*

2. Appendix A: Associate Membership

Prepared Revision: Trinity Term 2015

Executive Committee: Kathrin Jansen, Laura Prichard, Emily Seward

Revision approved by the Graduate Common Room: Thursday 7th May 2015 at the GM

Revision approved by the Tutor for Graduates (Professor M. Bose): Tuesday 26th May 2015

3. Appendix B: Charities Committee

Prepared: Trinity Term 2015

Executive Committee: Kathrin Jansen, Laura Prichard, Emily Seward

Approved by the Graduate Common Room: Thursday 7th May 2015 at the GM

Approved by the Tutor for Graduates (Professor M. Bose): Tuesday 26th May 2015

This version: printed March 2017

Notes & Amendments

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