

The Guild
Stellenbosch Student Society
Constitution

Founded 2014



Hic Non Est Cultus Deorum

Adopted in Stellenbosch on the 8th of August 2019

Signed

A handwritten signature in black ink, appearing to read 'D. Schnabel', written over a horizontal line.

Daniela Victoria Schnabel
Chairperson

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Preamble

We, The Guild, accept this document as our binding constitution and pledge to follow the rules described within. The society falls under the domain of the Societies Council Constitution and the Student Constitution of Stellenbosch University; should this constitution conflict in any way with either of the aforementioned constitutions, the aforementioned constitutions will be taken as the higher authority. If there are any discrepancies between versions of this constitution in different languages, the English version will take precedence.

Section 1 Definitions

- 1.1 The full official name of the society in all languages is ‘Guild’. It may be referred to as ‘Guild’, ‘the Guild’ or ‘The Guild’.
- 1.2 Slogan:
 - 1.2.1 The official slogan of the Guild in Latin is ”Hic non est cultus deorum.”
 - 1.2.2 The official slogan of the Guild in English is ”We are not a cult.”
- 1.3 Word Definitions
 - 1.3.1 Cashpoint: A System of Stellenbosch University Financial department used by Societies to make payments.
 - 1.3.2 Council: See Guild Council
 - 1.3.3 Decision by Guild Council: A majority vote by all members of the Council (via electronic vote), or by all Council members present at a Council Meeting. The Guild Leader (or Deputy in the Leader’s absence) has a swing-vote.
 - 1.3.4 Electronic Vote: A vote performed via email, online poll or cellphone.
 - 1.3.5 Equipment: Objects used for playing table-top games or in conjunction with table-top games such as rulebooks, miniatures, dice, tables and chairs. (The definition also includes everything owned by The Guild).
 - 1.3.6 Game Master: An arbiter for a game, usually a roleplaying game such as Dungeons and Dragons. It is usually essential for this person to be present for the game to occur.
 - 1.3.7 Gross Misconduct: Behaviour which is deemed completely unacceptable by members or students of the university. This includes, but is not limited to, sexual harassment, indecent behaviour, fighting or physical abuse, theft, drug use, discrimination and any activity which is considered gross misconduct by university policy or which breaks the law.

- 1.3.8 Guild Council: The governing body of The Guild and responsible for all decisions regarding The Guild. It serves the function of the 'executive committee' of the society.
- 1.3.9 Members' Meeting: Any meeting which is open for all members to attend.
- 1.3.10 Members-Only Event: An event hosted by the Guild which is only open to members of the Guild.
- 1.3.11 Misconduct: Behaviour which is deemed to be unacceptable by a member of the Guild, which is harmful towards other members of the Guild or students of the University, or which brings the Guild's reputation into disrepute. Also, neglecting to perform actions for the Guild to which the member has previously agreed such as the duties of Council members or hosting a Game Session. Deceptive or manipulative behaviour towards members of the Guild may also fall into this category.
- 1.3.12 Notified: If all Guild Members are to be notified of certain information, at minimum an email should be sent out. Members should also be told of the information at a Weekly Gathering, if possible. The time frame in which members should be notified differs depending on the information, and will be specified in the document.
- 1.3.13 One Week: 7 Days (including weekends and holidays).
- 1.3.14 Open Event: An event hosted by the Guild which is open to anyone who wishes to attend, regardless of their membership status. The Guild Council still reserves the right to refuse access to anyone they feel would disrupt the event for others who are attending. An open event might have an entrance fee, and this entrance fee may be different for members and non-members.
- 1.3.15 SC: See 'Societies Council'.
- 1.3.16 Session Host / Session Organiser: Person responsible for ensuring that a game session (Section 7) occurs, and that everything necessary for the game session is organised.
- 1.3.17 SMS: This includes standard SMS, as well as similar phone-based messaging applications such as Blackberry Messenger and Whatsapp.
- 1.3.18 Societies Council: The Societies Council is a governing body of the University comprised of all of the chairpersons of various societies. The Guild Leader serves on the Societies Council. Everywhere that this document advises someone to contact the Societies Council, they should contact the Executive Committee of the Societies Council.
- 1.3.19 Table-top Game: Any game which can literally played on top of a table. This is to differentiate these games from sports and video games. It is also a more inclusive term than 'board-games' as it may include card games and other games which don't involve a board at all. The Guild tends to focus on more advanced, less popular table-top games such as Warhammer or Magic the Gathering, rather than, for example, Monopoly or Cluedo.
- 1.3.20 Watchman: Member of the Guild temporarily appointed by the Guild Council to oversee a Weekly Gathering (or other event) where no member of the Council can be present.
- 1.3.21 Written Notice / Notice in Writing: A message either written or printed on paper and delivered by hand, or a message sent via email.

Section 2 Purpose

2.1 Mission

The Guild provides the means for those interested in table-top and adventure games such as roleplaying games, strategy card games, wargames and board games to gather, host gaming sessions and to find other players with the same interests.

The Guild helps to provide some of the resources and logistics required for members to arrange and host table-top gaming sessions. The Guild also provides a way for members to discuss table-top gaming with each other, and to trade collectibles such as cards.

The Guild arranges medium-to-large scale events such as tournaments which might otherwise not be available for its members to take part in.

The Guild also arranges non-table-top-gaming social activities for members to enjoy each other's company in a casual atmosphere.

2.2 Vision

2.2.1 Student Development

2.2.1.1 Table-top games teach players to make optimal use of sometimes limited resources in order to best achieve their stated aims.

2.2.1.2 By collaborating in table-top games (especially roleplaying games), members learn the values of working together as a team to solve problems and defeat a common foe, and to listen to the suggestions of their team-mates.

2.2.1.3 By competing against each other in competitive table-top games, members learn to strategise and react to sometimes unpredictable opponents, enhancing their mental faculties.

2.2.1.4 Table-top games enhance imagination and creativity, and can allow people to see life from a different vantage point by letting them take on the role of a character vastly different from themselves.

2.2.1.5 Small details are often highly important, and table-top gaming emphasises paying attention to such elements.

2.2.2 Creating a Home

2.2.2.1 The Guild provides members with an environment in which they are able to take part in enjoyable, collaborative, social activities.

2.2.2.2 The Guild allows those members who don't enjoy partying and who might not have other means of meeting new people, to find and befriend fellow students who share a common interest.

2.2.3 Student Success

2.2.3.1 By taking part in pre-arranged sessions, members learn to keep commitments, and how to react if others don't.

2.2.3.2 Constant calculations of dice-rolls and statistics improve members' mental arithmetic, and also helps provide a better grasp of probability and statistics.

2.2.3.3 Creation of world- and character-based story improves creative writing ability.

Section 3 Membership

- 3.1 Membership is valid from the day that the person has joined until December 31st of the same year and a member may join The Guild at any time during the year, provided the university's application for society membership is still open.
- 3.2 Membership of The Guild will be granted to any registered student of Stellenbosch, or to any member of the general public, provided that their membership has not been previously terminated due to misconduct.
 - 3.2.1 In the event that a person's membership has previously been terminated due to misconduct, it is the Guild Council's decision whether to allow or refuse that person membership to the Guild.
 - 3.2.2 If a person pays for membership and is then *refused* membership, they are entitled to a refund. However, if the membership is *terminated* for any reason, they are not entitled to a refund.
 - 3.2.3 If someone is refused membership to the Guild, the Guild Council must provide the person in writing with reasons and evidence for refusing them membership, as well as the process for appeal, and their right to be refunded if they satisfy the criterion in 3.2.2 above.
 - 3.2.4 Should someone feel that they have been unfairly refused membership to the Guild, they may appeal in writing to the Societies Council, and must also send a written copy of this appeal to the Guild Council.
- 3.3 Any member may voluntarily terminate their membership by sending a written notice to the Guild Council.
- 3.4 Anyone who has voluntarily terminated their membership as in 3.3 may have their membership reinstated by sending a written message to the Guild Council.
- 3.5 If someone's membership is re-instated in the same year that their membership has been terminated for any reason, they do not need to pay for membership again.
- 3.6 In general, membership fees are non-refundable, even if membership is terminated before the end of the year, whether voluntarily by the member or at the decision of the Guild Council. However, a member who has already paid for a membership which they have been refused may be reimbursed, the details of which are described in 3.2.2.
- 3.7 By university policy, at least 85% of the members of the society must be registered students of University Stellenbosch.
- 3.8 Any registered student of the university or member of the general public whom the Guild Council has approved may freely attend one of the Guild's Weekly Gatherings (Section 6) without being a member. They may additionally attend a single game session (Section 7) or other event overseen or organised by The Guild provided that:
 - 3.8.1 The Session Host is informed at least 24 hours prior to the session and consents to that person joining the session.
 - 3.8.2 The event has not been specifically designated as a 'members only' event.
- 3.9 If society membership application is closed for the year, the Guild Council may decide that certain or all non-members be allowed to attend Guild events until applications open again.
- 3.10 Membership fees for the next year are determined annually by the current Guild Council soon before the Annual Election (9.4.1).

- 3.11 The Guild Council may offer honorary membership of The Guild to anyone whom they feel has aided the society in some extraordinary way and whom the Council feels would benefit from the membership. The person in question is allowed to refuse the membership. Honorary membership lasts only until the end of the year, although a newly elected Guild Council may decide to extend the honorary membership for the next year. An honorary member is treated in all other respects the same as an ordinary member.

Section 4 Composition of Guild Council

- 4.1 The Guild Council is the governing body of The Guild and is responsible for all decisions regarding The Guild.
- 4.2 A decision by the Guild Council is defined as a majority vote by all members of the Council (via electronic vote), or by all Council members present at a Council Meeting. The Guild Leader (or deputy in the Leader's absence) has a swing-vote.
- 4.3 At least 50% of the members of the Guild Council must be registered students of University Stellenbosch.
- 4.4 The Guild Council must consist of a minimum of three members elected by members of The Guild as stipulated in Section 5.
- 4.5 The Guild Council consists of the minimum of the following three positions:
- 4.5.1 Guild Leader (Guildmaster / Guildmistress)
 - 4.5.2 Scribe
 - 4.5.3 Treasure Guardian
- 4.6 Additionally, members of the Council must amongst them fill all of the following portfolios:
- 4.6.1 Deputy
 - 4.6.2 Quartermaster
 - 4.6.3 Herald
 - 4.6.4 Diplomat
 - 4.6.5 Tinkerer
- 4.7 Each member of the Council may have any number of portfolios, including none. The new Council distribute the portfolios amongst themselves, as described in 5.19. The Deputy may not be the same person as the Guild Leader.
- 4.8 It is the responsibility of each Council Member to know all the duties of each of their portfolios as described in this constitution, to fulfil these duties to the best of their abilities, and to inform the rest of the Council if they feel that they are unable to fulfil one or more of their duties for any reason.
- 4.9 **The Guild Leader:**
- 4.9.1 Is the official chairperson of The Guild.
 - 4.9.2 Must be a registered student of Stellenbosch University.
 - 4.9.3 Holds a position on the Societies Council as described in 6.1 of the SC constitution.
 - 4.9.4 Chairs Council meetings.
 - 4.9.5 Has a deciding vote in the case of a tie in any vote made by the Guild or Guild Council.

- 4.9.6 Should know the duties of each of the Council Members as described in this constitution.
- 4.9.7 Ensures that each member of the Guild Council performs their duties as required by this constitution.
- 4.9.8 Along with the Treasure Guardian, signs for payments made by the Guild.
- 4.9.9 Along with the Treasure Guardian signs for payments made by the Guild through the society's Cashpoint. (Both the Guild Leader and the Treasure Guardian have to sign in order for a payment made through the Cashpoint to be in order).
- 4.9.10 Writes the full-year and half-year reports as required by the Societies Council.

4.10 The Scribe:

- 4.10.1 Is the official secretary of The Guild.
- 4.10.2 Keeps a record of all members of The Guild.
- 4.10.3 Records the minutes at Guild Council Meetings, as well as other meetings if it is deemed necessary.
- 4.10.4 Writes up lists of members attending Guild events when such lists are required.
- 4.10.5 Informs the Guild Council of Council Meetings at least 24 hours in advance (via email and or SMS and optionally also in person and/or via other electronic media).

4.11 The Treasure Guardian:

- 4.11.1 Is the official treasurer of The Guild.
- 4.11.2 Must be a registered student of Stellenbosch University.
- 4.11.3 Should attend the training for treasurers as stipulated in 14.1.7 of the Societies Council constitution.
- 4.11.4 Administers The Guild's cost point, provided they have attended the training for treasurers described in 4.11.3. They are the only Guild member capable of doing so. However, it is possible to access the cost-point via the university's financial department, and the Guild Leader should find out about this possibility (possibly from the Societies Council) in case the Treasure Guardian becomes unavailable for some reason.
- 4.11.5 Keeps track of the Guild's funds and informs the rest of the Council as to whether The Guild can afford expenses under consideration.
- 4.11.6 Handles monetary transactions such as members joining the Guild or paying for Guild events.
- 4.11.7 Along with the Guild Leader signs for payments made by the Guild through the society's Cashpoint. (Both the Guild Leader and the Treasure Guardian have to sign in order for a payment made through the Cashpoint to be in order).
- 4.11.8 Handles payment of external parties.
- 4.11.9 Informs the Diplomat if an invoice has not been received by an external party.
- 4.11.10 Records all monetary transactions and informs the Guild Leader and Scribe as to who has paid for Guild Events.

4.12 The Deputy:

- 4.12.1 Is the official vice-chairperson of The Guild.

4.12.2 Stands in for the Guild Leader (in all duties) in the Guild Leader's absence or if the Guild Leader requests it.

4.12.3 Has a deciding vote if and only if the Guild Leader is not present at a vote.

4.13 The Quartermaster:

4.13.1 Is the official equipment manager of The Guild.

4.13.2 Ensures that Guild equipment remains in good condition.

4.13.3 Records the loaning of Guild equipment and ensures that it is returned timeously.

4.13.4 May oversee loaning of equipment from one Guild Member to another.

4.13.5 Works with the Treasure Guardian to order new equipment for The Guild provided that the Council has decided on it.

4.13.6 Portfolio is by default given to the Treasure Guardian unless the otherwise decided by The Council.

4.14 The Herald:

4.1 Is the official internal communicator of The Guild.

4.2 Ensures that members are aware of any Guild events occurring in the near future.

4.3 Manages the Guild noticeboard.

4.4 Sends general emails to the Guild members.

4.5 Works with the Tinkerer to ensure that information on the Guild website is accurate and up to date.

4.6 Is in charge of distributing the Guild newsletter should there be one.

4.7 Is in charge of the Guild's online social networking e.g. Facebook, Twitter.

4.8 Portfolio is by default given to the Scribe unless otherwise decided by The Council.

4.15 The Diplomat:

4.15.1 Is the official external liaison of The Guild.

4.15.2 Is responsible for the public image of The Guild.

4.15.3 Is the primary contact person for anyone wishing to contact The Guild unless the Diplomat designates someone else for this purpose.

4.15.4 Arranges meetings with external parties should they and the Guild Council wish to meet.

4.15.5 Is in charge of communication with other parties when events are being arranged at external venues or in conjunction with other groups who do not form part of The Guild.

4.15.6 Ensures that external parties provide invoices timeously.

4.15.7 Reports back to the chairperson quickly regarding any arrangements made with external parties.

4.15.8 Portfolio is by default given to the Guild Leader unless otherwise decided by the Council.

4.16 The Tinkerer:

4.16.1 Is the official website manager of The Guild.

- 4.16.2 Is in charge of all aspects of the Guild website.
 - 4.16.3 Ensures that all information on the website including announcement and contact details are accurate and up to date.
 - 4.16.4 Is in charge of any other web-based duties, except emails (which are handled by the Herald).
 - 4.16.5 Should be aided by the Council in obtaining the required help if they have insufficient knowledge of website design.
 - 4.16.6 Portfolio is by default given to the Scribe unless otherwise decided by The Council.
- 4.17 Portfolios may be reassigned at a Standard Council Meeting (9.2) or Extraordinary Council Meeting (9.3).
- 4.18 Unless otherwise noted, a council member may delegate their duties to others. They are essentially responsible for ensuring that those duties are completed. However, certain duties must be handled personally by the Council member themselves, such as the Treasure Guardian administering the Guild's cost-point (4.11.4).

Section 5 Election of the New Guild Council

- 5.1 The new Council is voted in annually at the Annual Election (9.4.1) during the third term of the year.
- 5.2 Before the elections, the old Guild Council must decide how many positions (with a minimum of three) the next council will comprise. They must inform members that the vote that will take place and of the number of positions available at least 2 weeks before the Annual Election.
- 5.3 To constitute a quorum, there must be at least twice as many members present and taking part in the vote (including those standing) as the number of positions to be filled (e.g. if 3 Council members are to be voted in, at least 6 members in total must be present and voting for the vote to proceed).
- 5.4 The current Guild Council must assign a neutral Election Arbiter who is either a member of The Guild or of the Societies Council. The Election Arbiter must know the procedures for election as described in this document. The election arbiter ensures that the election is free and fair, and that it follows the rules in this document.
- 5.5 The Election Arbiter may take part in the vote but may not stand for a position on the Council.
- 5.6 Normal nominations are open up from when the Annual Election is announced until 1 week before Annual Election (unless the current Council rules otherwise) and late nominations up until the Annual Election itself. Members must indicate whether they will be standing for Guild master, standard Council member or both. In the case that they do not indicate, it will be assumed they are standing for a standard Council member.
- 5.7 Only Guild members may be nominated and their nomination must be seconded by at least 1 other Guild member.
- 5.8 At least 3 days before the Annual Election, the Guild Council must notify the Guild members of who is standing and provide the name and contact details of the Election Arbiter.
- 5.9 Guild members who are not students of University Stellenbosch may not stand for the position of Guild master, but may stand for a position of Council member.

However, at least 50% of the members of the Guild Council must be students of University Stellenbosch.

- 5.10 Guild members who feel they might not be able to attend the Annual Election may give their votes in writing (preferably via email) to the election arbiter at least 2 hours before voting takes place.
- 5.11 Before voting starts, the arbiter must ensure that no-one who is present has already given in their vote. If such a person is present, their previous vote is nullified and they take part in the voting as any other member.
- 5.12 At the Annual Election, voting takes place via a closed ballot, tallied by the election arbiter. Any member of the Guild is allowed to vote, including those standing for office.
- 5.13 Anyone standing for office must be present at the Annual Election.
- 5.14 Under extraordinary circumstances, late-entrances are allowed provided that they are permitted both by the current Council and the election arbiter.
- 5.15 Elections for the Guild Leader occur first.
 - 5.15.1 If there is only one person standing for Guild Leader, they are automatically elected.
 - 5.15.2 If two people stand, then the one with the most votes is elected as Guild Leader.
 - 5.15.3 If more than two people stand, then the person who secures the most votes is elected, provided that they secured a majority (50% plus 1). Otherwise, after the first vote all but the top two people are eliminated. If there are at least two people tied for *first* place, then voting takes place among all such. If there are no ties for first place, but there are ties for *second* place, voting takes place among the person in first place and all those tied for second place. If, after this process, there is a tie for first place, the previous Committee will determine who is elected.
- 5.16 Elections for the Council Members occur next. The total number of people elected will have been decided by the previous Council (5.2). Each member gets as many votes as there are positions to be filled. Each vote must be used for a different nominee although a member need not use all their votes.
- 5.17 The members standing for office who receives the most vote is elected, followed by the member with the second-most votes, etc., until all positions are filled. If at any point the maximum allowed number of non-students is reached (5.9), further positions are filled only by students.
- 5.18 In the case of a significant tie (one that would determine who would be on the Council), elections occur once more amongst those who are part of the tie. If there is a tie again, the previous Council may either vote for the winner, or else decide that the number of positions available on the Council be increased to accommodate those who were part of the tie.
- 5.19 The new Council decide amongst themselves who will have what positions and who will fulfil which roles. They must arrange to do this at some time within one week of the election (usually directly after the election).
- 5.20 There is a four week grace period during which the previous Council members remain part of the council. Members from both Councils must attend Council Meetings (9.2, 9.3) and make decisions together.
- 5.21 During the grace period, all old Council members must personally meet with those new Council members who have taken over one or more of their portfolios in order

to explain all the details and to provide advice.

Section 6 Weekly Gatherings

- 6.1 The Guild should gather at a specified venue at least once a week during the normal university term unless the Guild Council decides otherwise.
- 6.2 Weekly Gatherings are open to all Guild members.
- 6.3 At least one member of the Council should be present at a Gathering. Should none of the Council be able to do so in a specific week, they may appoint a person (Watchman) to supervise the Gathering. The Watchman must report back to the Council within a week as to whether there were any irregularities during the Gathering.
- 6.4 It is the duty of the Council and specifically the herald to inform members in good time if any of the details of the gathering (time, venue, day of the week etc.) are different from the usual or if the gathering is cancelled for the week. Additionally, they should send reminders each week about gatherings to members and to those who expressed interest in the Guild.
- 6.5 If a specific member of the Council needs to be at a Gathering to fulfil their duties (e.g. if the quartermaster needs to supervise lending of guild equipment), and they are unable to be there, then the person who will stand in for them must be agreed on by the Council, not just appointed by that specific Council member.

Section 7 Game Sessions

- 7.1 Game Sessions are events outside of the weekly gathering, organised by members through the Guild, where those attending the Session take part in a specific table-top game.
- 7.2 For each event, a specific member must be designated as the Session Organiser. This member is responsible for ensuring that the Session occurs as planned, that equipment is present and that all attendees (especially a Game Master if there is one) arrive on time.
- 7.3 The Session Organiser need not be a member of the Council.
- 7.4 Those members wishing to attend a Game Session must be approved by the Session Organiser and must put their name on a list. It should be made clear whether each member is taking part in the Session or merely observing.
- 7.5 If a member feels that they have been unfairly refused from attending a Session, they must let the Council know.
- 7.6 The Council must be made aware of all Game Sessions organised through the Guild as well as who is attending them.
- 7.7 Should any equipment be borrowed for a Session, it is the *Session Organiser's* responsibility to ensure that it is well-looked after and returned.
- 7.8 It is the Quartermaster's responsibility to ensure the Session Organiser returns equipment.
- 7.9 If there are any difficulties (such as members arriving late) at the session, the Session Organiser is responsible for letting the Council know about them.
- 7.10 If any member feels that a Session Organiser did not do their job properly, they must let the Council know. If there are many problems or complaints regarding

a specific Session Organiser, then the Council may decide whether to allow the Session Organiser to continue hosting sessions:

- 7.10.1 The Session Organiser should be given the chance to defend themselves (preferably in the presence of at least two Council members), possibly also in the presence of any member(s) who feel(s) they have been wronged. However, this is not usually a serious enough offence to warrant a Disciplinary Hearing.
 - 7.10.2 After each side has presented their story, the Council members who were present should report back to the rest of the Council by the next Council meeting.
 - 7.10.3 The Council should then decide whether the member should be allowed to host further sessions. Their verdict and reasons for the verdict should be given to the member in writing.
- 7.11 The Guild should provide Organisers a means of advertising their potential Sessions to other Guild members such as at Weekly Gatherings, through word-of-mouth, on a noticeboard, on the Guild's Social Media platforms and/or on the Guild Website.

Section 8 Special Guild Events

- 8.1 The Guild Council may arrange special events for the members of the Guild such as tournaments or large-scale Live-Action Role-Playing sessions.
- 8.2 Each event must be specified as Members-only or Open.
- 8.3 The Council may decide to charge an entrance fee for an event. They may designate different fees for members and non-members if they wish.
- 8.4 At least one member of the Council must be present at every event. In extreme cases, the council may instead appoint a Watchman to supervise the gathering, but this is not recommended. (They are nevertheless welcome to appoint members to help them supervise the gathering).
- 8.5 Members should be made aware of large events well in advance.
- 8.6 If an attendance list is required, it is up to the Scribe to ensure one is compiled.

Section 9 Meetings

- 9.1 Any meeting open to members (e.g. an AGM but not a Council Meeting) may be held in place of a Weekly Gathering. However, the Council should refrain from doing so excessively.
- 9.2 Standard Council Meeting
 - 9.2.1 The Guild Council must meet at least once a week during the normal academic term to discuss management of the Guild.
 - 9.2.2 The Guild Leader chairs any Council meeting. If the Guild Leader is unable to attend, the Deputy chairs the meeting instead.
 - 9.2.3 If neither the Guild Leader nor the Deputy can attend, then the meeting must be rescheduled.
 - 9.2.4 If a Council Member is unable to attend a Council Meeting, they must let the chair of the meeting know at least 24 hours in advance via email or SMS.
- 9.3 Extraordinary Council Meeting
 - 9.3.1 If there is a reason for the Council to meet urgently, the Chairperson can declare an Extraordinary Council Meeting.

- 9.3.2 The Council Members should be informed of the meeting by the Scribe at least 24 hours in advance, via email or SMS, unless this is not possible.
- 9.3.3 An Extraordinary Council Meeting operates in other respects as a normal Council meeting.

9.4 Annual Election

- 9.4.1 There is one Annual Election held during the year in the third term. This is where the election of the new Guild Council occurs (Section 5).
- 9.4.2 Members must be notified of the Annual Election at least 2 weeks in advance.

9.5 Annual General Meeting (AGM)

- 9.5.1 The Guild Council must host at least one Annual General Meeting per year, preferably at the beginning of the second term.
- 9.5.2 The Chairperson, or in their absence, the Deputy, will host the AGM.
- 9.5.3 Members must be notified at least 2 weeks before the AGM.
- 9.5.4 During the AGM, members are made aware of what has happened in the society during the last year and what plans the Council has for the year ahead.
- 9.5.5 All of the Council should preferably attend the AGM. At least the Guild Leader or Deputy must be at the AGM.
- 9.5.6 The AGM is open to all Guild Members
- 9.5.7 The AGM may be open to non-members as well if the Council so decides. Non-members may, however, not take place in any votes.
- 9.5.8 The AGM is an opportunity for members to voice their concerns and opinions to the Council in the presence of the rest of the Guild.
- 9.5.9 The Annual General Meeting is a good place to vote on constitutional amendments (Section 11) although a Constitutional Amendment Meeting (9.6) may also be hosted.
- 9.5.10 The Council may decide to hold votes on certain matters to get the members' opinions. However, the Council still holds the final decision in any matter, regardless of member votes, except in the case of a constitutional amendment (Section 11).

9.6 Constitutional Amendment Meeting (CAM)

- 9.6.1 A Constitutional Amendment Meeting is a meeting held where members are able to voice their opinions on possible changes in the constitution and vote on changes in the constitution.
- 9.6.2 This meeting may be called by the Council and may be held at any point in the academic year.
- 9.6.3 The Chairperson, or in their absence, the Deputy, will host a CAM.
- 9.6.4 Members must be notified at least 2 weeks before a CAM.
- 9.6.5 All of the Council should preferably attend a CAM. At least the Guild Leader or Deputy must be at the CAM.
- 9.6.6 The meeting is open to any Guild Member
- 9.6.7 The meeting may also be opened to non-members if the Council so decides. They may, however, not take part in votes.

9.7 Extraordinary General Meeting (EGM)

- 9.7.1 The Council may, at any time, decide to call an Extraordinary General Meeting for members to attend, usually in order to get their input on a certain decision or support for an upcoming event.
- 9.7.2 Members may also request an Extraordinary General Meeting from the Guild Council in writing. It is then up to the Guild Council to decide whether and when such a meeting should be held. It is the Council's responsibility to ensure that members are aware that they can request meetings, and it is recommended that the Council informs the members of this fact at each AGM, EGM, CAM and Council Election).
- 9.7.3 The Council should notify all members at least 24 hours in advance of an EGM and preferably at least 1 week in advance if possible. If possible, the Council should at the same time request other topics the members may wish to discuss at the EGM.
- 9.7.4 The Council may decide to hold votes on certain matters to get the members' opinions. However, the Council still holds the final decision in any matter, regardless of member votes, except in the case of a constitutional amendment (Section 11).

Section 10 Discipline

- 10.1 The disciplinary procedures are subordinate to those compiled in the Student Union Constitution, Societies Constitution and the 'Studente Reglement'.
- 10.2 Refer to Section 39 of the Societies Council Constitution for information regarding the disciplinary actions of the Societies Council when they deem that a society has taken part in any form of misconduct.
- 10.3 Discipline of Members:
 - 10.3.1 If the Guild Council believes that a member of the Guild is guilty of misconduct towards the Guild, they must provide a written warning to the member.
 - 10.3.2 If the Council believes that a member of the Guild is guilty of gross misconduct towards the Guild, or that the member is guilty of misconduct and has already received a warning, then the Guild Council must hold a disciplinary hearing, the details of which are described in 10.5.
 - 10.3.3 A written notice with reasons for the suspension must be given to the member in writing within a week from their suspension. Additionally, the written notice must contain details on how the member may appeal, as described in 10.7.
 - 10.3.4 If a member who is not on the Guild Council feels that they have been wronged by another member of the Guild in a situation which involves the Guild, they should report it to the Guild Council, preferably in writing.
 - 10.3.5 A member who is undergoing disciplinary action may not serve on the Guild Council. For details on the disciplinary procedures for someone who is already a Council Member, see 10.4. For details on the disciplinary procedures for the Guild Leader, see 10.6.
 - 10.3.6 If a member is believed to have broken one of the rules of the university or the law, it the duty of the Guild Council to report the member to the proper authorities: either the Student Court or the police.
- 10.4 Procedures if a Council Member who is not the Guild Leader Neglects their Duties:

- 10.4.1 If the Guild Leader feels that a member of the Guild Council is not fulfilling the duties of one or more of their portfolios, then the Guild Leader should inform that Council Member either verbally or in writing.
 - 10.4.2 If a Council member feels that they are unable to fulfil their own duties, then they must mention this at a Council Meeting so that there can be a possible redistribution of the portfolios.
 - 10.4.3 If the Guild Leader feels that a Council member has consistently been neglecting their duties, or that the Council member is guilty of misconduct towards the Guild, then the Guild Leader must give a written warning to the Council Member.
 - 10.4.4 If, after receiving a warning, a Council Member continues to neglect their duties, then the Guild Leader must call a disciplinary hearing for the Council Member (10.5).
 - 10.4.5 If the Guild leader feels that a Council member is guilty of gross misconduct towards the Guild, or if the member is guilty of misconduct and has already received a warning, then the Guild Leader must call a disciplinary hearing for the Council Member (10.5).
 - 10.4.6 If the Guild Leader calls a disciplinary hearing, they must give a written notice to the accused against whom the disciplinary hearing is being called. This written notice must be delivered within one week of when the disciplinary hearing is called.
 - 10.4.7 If any member of the Guild who is not the Guild Leader feels that a Council member is not fulfilling their duty, they should report it to the Guild Leader, preferably in writing.
 - 10.4.8 If a member of the Guild feels that the Guild Leader has failed to take sufficient action against a Council member who has neglected their duties, then the member should report the Guild Leader to the Societies Council, preferably in writing.
- 10.5 Disciplinary Hearing of a Guild Member or Council Member who is not the Guild Leader:
- 10.5.1 The Guild Leader is the only member of the Guild who can call a disciplinary hearing (although any Council Member may suggest one is necessary), and is also the only one who can chair it. If the Guild Leader is unavailable, then the matter should be reported to the Societies Council.
 - 10.5.2 The disciplinary committee consists of all those members of the Guild Council who are not being tried and who are available to serve on the the disciplinary committee. If the disciplinary committee consists of 2 members or less, the Guild Leader must appoint additional members from the Guild until the disciplinary committee consists of at least 3 people.
 - 10.5.3 Serving on the disciplinary committee is a mandatory duty of members of the Guild Council. Being unavailable means physically not being present at the university or other exceptional circumstances which would prevent the Council Member performing their general duties.
 - 10.5.4 It is the responsibility of the disciplinary committee to determine a date for the disciplinary hearing, preferably within two weeks of the accused being notified unless there are practical reasons why this cannot occur.
 - 10.5.5 It is possible for the disciplinary committee to change between when the date is set and the hearing occurs.

- 10.5.6 At the disciplinary hearing, the disciplinary council hears the case of the accused. The accused is given a chance to defend their position. After everything has been said, the members of the disciplinary council converse in private and vote on what should happen with the accused. As always, the Guild Leader has a swing-vote.
- 10.5.7 In the case of a Guild Member who is not a Council Member, the disciplinary committee should take into account that the following options are available. Amongst others:
 - 10.5.7.1 No action is taken against the accused.
 - 10.5.7.2 The membership of the accused is temporarily suspended for a length of time determined by the disciplinary committee.
 - 10.5.7.3 The membership of the accused is terminated.
 - 10.5.7.4 The accused is reported to a higher authority, usually the Student Court – this should happen if the accused is suspected of having broken one of the university rules or broken the law. In this case, the membership of the accused is usually terminated.
- 10.5.8 In the case of a Council Member, the disciplinary committee should take into account that the following options are available. Amongst others:
 - 10.5.8.1 No action is taken against the accused.
 - 10.5.8.2 It is decided that the accused be assigned different portfolios, and that some or all of their existing portfolios be redistributed amongst the rest of the Council.
 - 10.5.8.3 The accused is removed from the Council, but remains a member of the Guild.
 - 10.5.8.4 The accused is removed from the Council and is temporarily suspended from the Guild for a length of time determined by the disciplinary committee. (The Council may decide whether to allow the accused back on to the Council after the suspension expires.)
 - 10.5.8.5 The accused is removed from the Council and their membership in the Guild is terminated.
 - 10.5.8.6 The accused is reported to a higher authority, usually the Student Court – this should happen if the accused is suspected of having broken one of the university rules or broken the law. In this case, the accused is removed from the Council and their membership usually terminated.
- 10.5.9 The verdict of the hearing must be given to the accused verbally as well as in writing. Additionally, the accused must be made aware that they are able to appeal, and directed to 10.7 of this constitution for the procedures to follow if they wish to appeal.
- 10.5.10 The verdict of the hearing must be reported to the Societies Council and recorded in the records of the Guild.
- 10.6 Procedures for if the Guild Leader Neglects their Duties:
 - 10.6.1 If a member of the Guild feels that the Guild Leader is neglecting their duties, then that member should contact the Societies Council and report the Guild Leader to the Societies Council, preferably in writing.
- 10.7 Procedures for Appeal

- 10.7.1 Any member of the Guild, whether or not they are serving on the Guild Council, who feels that they have been unfairly disciplined by the Guild Council or disciplinary committee may appeal to the Societies Council or Student Court.
- 10.7.2 After a disciplinary hearing, the accused must be made aware of their right to appeal, as mentioned in 10.5.9.
- 10.7.3 If a Guild member is appealing against the Guild Council, the appeal must be delivered to the Societies Council or Student Court in writing within 2 weeks of receiving the written notice in 10.3.3.
- 10.7.4 If a Guild member, currently or previously on the Guild Council, is appealing against the decision of the disciplinary committee, the appeal must be delivered to the Societies Council or Student Court in writing within 2 weeks of receiving the written notice in 10.4.6.
- 10.7.5 If the appeal is delivered to the Societies Council, they might choose to refer the case to the Student Court.
- 10.7.6 If the Societies Council or Student Court deem that the member has been treated unfairly, they might take disciplinary action against the Guild or Guild Council.
- 10.8 If there is any conflict which cannot be resolved by the Guild Council, then the Guild Council should contact the Societies Council.

Section 11 Constitutional Amendments

- 11.1 A 2/3 majority of The Council must agree to a constitutional amendment.
- 11.2 The amendment must furthermore be accepted via a vote, either at an AGM or CAM, or via an electronic vote.
- 11.3 A constitutional amendment may also be done via an electronic vote. If this is done, the vote must be announced at a member's meeting or weekly gathering beforehand and the members be made aware of when the vote is happening.
- 11.4 Members must then be given at least 2 weeks to take part in an electronic vote. The closing date and time of the electronic vote must be announced beforehand and be strictly adhered to.
- 11.5 If the amendment is voted at an AGM or CAM, then at least 2/3 of members present at the meeting (including The Council) must vote in favour an amendment for it to take effect.
- 11.6 If the amendment is via electronic vote, at least 2/3 of all members who *sent a response specifying their vote* (whether in favour, against, or abstain, and including The Council) must vote in favour of the amendment for it to take effect.
- 11.7 Any change in the constitution must be announced to all members and an electronic copy of the new constitution made available to any member who requests it.