



CONSTITUTION OF THE UNIVERSITY OF CANTERBURY GAMING GUILD

1. NAME

University of Canterbury Gaming Guild

- a. The name of the club/society shall be the “University of Canterbury Gaming Guild”; hereinafter referred to as the Gaming Guild or the Club.

2. OBJECTIVES

- a. The objectives of the Gaming Guild shall derive, and not be in conflict with, the aims, objectives and policies of the University of Canterbury Students’ Association Inc.
- b. The objects of the Gaming Guild shall be:
 - i. To further the social interests of all members of the club.
 - ii. To provide events that cater to video gamers of all kinds.
 - iii. To promote video gaming to the rest of the University.
 - iv. To bring together the video gaming community in a fun and friendly, yet competitive environment.

3. MEMBERSHIP

- a. The following consenting persons shall be eligible for membership:
 - i. Any member of the University of Canterbury Students’ Association Inc.
 - ii. Any past member of the University of Canterbury Students’ Association Inc.
 - iii. Any staff member of the University of Canterbury.
 - iv. Any associate member who shall be any other member admitted to the Club at the discretion of the Committee.
- b. Membership will be granted on payment of subscription fee.
- c. Subscription fees for membership will expire at the end of each club year.
 - i. All current members will be billed at the end of this period to renew their membership.
- d. All current members shall be added to the Membership Registry upon joining.
 - i. The Registry shall be cleared and renewed at the end of each club year.

4. CESSATION OF MEMBERSHIP AND APPEAL

- a. Any Member may resign by giving written notice to a member of the Executive who shall pass it on to the Secretary.
- b. Membership can also be suspended or terminated in the following ways:

- i. **Suspension of Membership:**
 1. If the Committee is of the view that a Member is breaching the Rules or acting in a manner inconsistent with the purposes of the Club, the Committee may give written notice of this to the Member (“the Suspension Notice”).
 2. The Suspension Notice must:
 - a. Explain how the Member is breaching the Rules or acting inconsistently with the purposes of the Club;
 - b. Specify the period of suspension, which may not exceed 90 days, and any conditions the Member must meet during the suspension period;
 - c. State that the Member may appeal the suspension to the Committee within 14 days by providing written notice to the Secretary;
 - d. State that the suspension will take effect immediately or on a specified date and that the Member will lose certain rights, such as voting or attending events, during the suspension period.
 3. Suspension is only issued to the Member while under investigation from a dispute or complaint (refer to **Section 5**).
- ii. **Termination of Membership:**
 1. If the Committee believes that the Member’s actions warrant termination, they must issue a written notice (“the Termination Notice”).
 2. The Termination Notice must:
 - a. Explain how the Member is breaching the Rules or acting in a manner inconsistent with the purposes of the Club;
 - b. State what the Member must do in order to remedy the situation; or state that the Member must write to the Committee giving reasons why the Committee should not terminate the Member’s membership;
 - c. State that if, within 14 days of the Member receiving the Termination Notice, the Committee is not satisfied, the Committee may immediately terminate the Member’s membership;
 - d. State that if the Committee terminates the Member’s membership, the Member may appeal to the Committee.
- iii. **Appeal Process for Suspension and Termination:**
 1. The Member may appeal either decision to the Committee at the next Meeting by giving written notice to the Secretary within 14 days of receipt of the Suspension or Termination Notice.
 2. The Member will have the right to be fairly heard at a Committee Meeting held within the following 28 days. The Member may also provide a written explanation (“the Member’s Explanation”) to the Secretary, who will forward it to the Committee within 7 days. The Member may defer their right to be heard until the following Committee Meeting if they believe the Committee have not had sufficient time to consider the Explanation.
 3. At the Committee meeting, the Committee may question the Member, and the Committee will deliberate.
 4. The Committee shall then, by a $\frac{3}{4}$ majority vote, decide whether to let the suspension or termination stand, or to reinstate the Member. The Committee’s decision will be final.

5. DISPUTES, COMPLAINTS, AND DISCLOSURE

- a. A disagreement or conflict is a dispute if—
 - i. it is between—
 1. Two or more members; or,
 2. One or more members and the Club; or,
 3. One or more members and one or more officers; or,
 4. Two or more officers; or,
 5. One or more officers and the Club; and,
 - ii. the disagreement or conflict relates to an allegation that—
 1. a member or an officer has engaged in misconduct; or,
 2. a member or an officer has breached, or is likely to breach, a duty under the Club's constitution; or,
 3. a member's rights or interests, generally or as a member, have been damaged.
- b. A member, an officer, or the Committee makes a complaint if, in accordance with the Club's constitution—
 - i. the member or officer starts a procedure for resolving a dispute in accordance with the constitution; or,
 - ii. The Committee starts a procedure for resolving a dispute in accordance with the constitution.
- c. All complaints should be presented in writing to either the President, Vice President, or Secretary.
- d. The Committee will meet to hear complaints within 14 days of the complaint being lodged. If the committee requires guidance on the issue they will bring the complaint to the University of Canterbury Students' Association Inc. or advocacy staff. The staff will only guide the club in matters of process.
- e. The Committee has the power to take appropriate disciplinary action at their discretion including the suspension or termination of membership (refer to **Section 4(b)**). The outcome shall be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 14 days of a decision being reached.
- f. Student to student complaints that are not Club related shall be passed to the University of Canterbury, through the appropriate channels as informed by the University of Canterbury Students' Association Inc. or advocacy staff.
- g. The disclosure of the identity of complainants are only shared between the complainant, the Committee and University of Canterbury Students' Association Inc. should they be involved.

6. SUBSCRIPTION

- a. An annual subscription, if in effect, is to be paid by each member of the Club at the beginning of the club year.
- b. The subscription fee will be fixed in the prior year by the Committee and approved by the Club at the Annual General Meeting ("AGM").
 - i. If a change in subscription fee is not approved at the AGM, then the previous year's fee will apply.
 - ii. The subscription fee may be zero and all mentions to 'paid' members or 'subscription fees' will have no effect in that case.

7. EVENTS

- a. Events of the club shall be open to anyone who meets the criteria for membership.
- b. The Committee reserves the right to refuse entry of club members to any event.
- c. Members may be asked by the Committee to leave an event after having been granted entry should the conduct of a member not be deemed suitable or appropriate for the event.

8. OFFICERS AND COMMITTEE

- a. The Officers of the Club shall be at minimum the President, Secretary and Treasurer. A Vice President may also be elected as an officer of the Club.
 - i. In the case that no Vice President is elected into the Committee, all mentions of "Vice President" in this document will have no effect.
- b. There shall be elected a minimum of 3 additional General Executive, who, with the President, Vice President, Secretary, Treasurer, shall form the Committee of the Club. A maximum of two Esports Representatives may also be elected as Committee members.
 - i. In the case that no Esports Representatives are elected into the Committee, all mentions of "Esports Representative" in this document will have no effect.
- c. The General Executives will have powers and responsibilities determined by the Executive Officers. The Committee may consist of any number of General Executives, with powers and responsibilities determined by the Executive Officers.
- d. The first-year representative will be elected by the Committee at the first major event by the club. The event at which an election for the first-year representative takes place must be selected by the Committee prior to semester one Clubs' Day and advertised at Clubs' Day.
- e. During the year the Committee may call a Special General Meeting ("SGM") to elect additional members to the Committee if additional committee members are deemed necessary for effective functioning of the club.
- f. All elected members shall hold office from the 1st of January for the year they were elected for, until the last day of December of that year unless they:
 - i. Resign, or,
 - ii. Lose a vote of no confidence at a General Meeting during their term of office.
- g. The period between an AGM and the end of the year shall be a transitional period in which the new officers are introduced to the role by the current officers.
- h. No members shall be eligible for election to any office unless they have paid their subscription prior to the election.
- i. All elections for Officers shall be by a show of hands or secret ballot.
- j. Elected members have a 24 hour notice to send an apology prior to an executive meeting.
 - i. If an elected member has not attended three meetings without apologies, the current committee members have the right to vote them out of the committee with a vote of no confidence.
 - ii. A vote of no confidence shall be a committee vote held at any meeting which requires a two thirds majority for it to pass. Should a vote of no confidence pass, it shall result in the immediate demotion of the executive member.

9. MANAGEMENT

- a. The Committee of the Club herein referred to as the Committee, as provided for in Clauses 8(a), 8(b), 8(c), and 8(d) shall manage the internal affairs of the Club; shall

- exercise supervision over properties and members; shall purchase all materials required by the Club and pass accounts for payment.
- b. The Committee shall have power to carry out and enforce the constitution, and when necessary, make, amend, or rescind by-laws as it deems fit.
 - c. All proposals need a quorum to be enacted. These shall be minuted at the earliest convenience.
 - d. The Committee shall hold a Committee Meeting at least once each university term.
 - i. A quorum must be reached for a Committee Meeting to take place.
 - ii. Quorum is either 50% of the Committee (inclusive of the President) or 75% (exclusive of the President).
 - iii. Verbal votes shall be used in the first instance. If majority is not clear then votes shall be cast via physical actions (such as raising hand).
 - iv. A majority is required to pass any vote at a Committee Meeting. Should any vote end in a tie, a second round of voting will commence in an attempt to break the tie. Should the vote end in a tie again, the motion will not pass. The Chair does not have a casting vote.
 - v. If a proposal needs to be voted on in an informal setting all cast votes must be written.
 - e. The President or any two members of the Committee shall have the power, at all times, to instruct the Secretary.
 - f. The Club's official platforms must be in control of the Committee.
 - i. The official 'UC Gaming Guild' Discord server shall be owned by the Committee. This server will be owned by a 'UC Gaming Guild' Discord account that the Committee can access and at least two Committee members must be designated as 'moderators' of the server to ensure rules are being followed.
 - ii. The Club's website, Facebook, Instagram, and other official media platforms will be in the control of the Committee.

10. FUNDS

- a. The funds of the Club, from whatever source derived, shall be applied only towards the promotion of the aims and objectives of the club and no portion of any funds shall be paid or transferred directly or indirectly, by way of dividend, bonus, salary, or otherwise to any member of the Club, with the exception of reimbursement to members of legitimate and actual expenditure on behalf of the Club which the Committee authorises.
- b. All monies shall be monitored and recorded annually by the Treasurer, and funds shall be deposited in an account of the Club's.
- c. The Club is solely responsible for all debts incurred in its name. No responsibility or financial liability will be taken by the University of Canterbury Students' Association Inc.
- d. Account signatory shall be held by no less than three members of the exec. Only a maximum of one past exec shall be a signatory at any one time and should be removed at earliest convenience. The treasurer, president and a third person (nominated by the exec) shall hold signatory to the account. The account must be transferred to the new exec team by the start of the first semester of the university year. All transactions are subject to the UCSA clubs code of conduct and require two signatories to approve.
- e. Funds earned or acquired for a specific purpose of the Club may be earmarked to be used only for that purpose.

- i. If that purpose has a period of inactivity deemed unacceptably long by the Committee, then the funds earmarked for that purpose may be reclaimed by the Club to be used for other purposes.

11. PRESIDENT AND VICE PRESIDENT

- a. At all Annual and Special General Meetings of the Club, the President shall occupy the Chair. Should they be absent, the Vice President shall take the chair. In lieu of both the President and Vice President, a Committee member, appointed by members, shall take the Chair.
 - i. During Annual and Special General Meetings, the President, Vice President or other acting Chair shall take into account other executive opinions.
- b. The President and Vice President may also elect a representative of the Committee to act as Chair on their behalf.
- c. The Vice President shall preside over the club in lieu of the President in the case of the President's absence.
- d. The Vice President shall also provide a supporting role beside the President as a representative of the Club.

12. SECRETARY AND TREASURER

- a. The Secretary shall attend meetings and keep accurate minutes of the proceedings, read and file communications and other papers, issue notices of meetings, conduct correspondence, and generally attend to clerical duties in connection with the Club.
- b. The Secretary shall also be allowed the ability to delegate these tasks to executive members while still being responsible for overseeing these duties.
- c. The Secretary will further see that affiliation to the University of Canterbury Students' Association Inc. is completed annually.
- d. The Secretary shall be the designated contact person for the club.
 - i. As the contact person must be at least 18 years of age, the Secretary must also be at least 18 years of age.
- e. The Treasurer shall account for all subscriptions and shall dispose of them as directed by the Committee, keep proper books and prepare a Financial Report on Income and Expenditure for the financial year to the Annual General Meeting, also they shall prepare the Statement of Assets and Liabilities for the Annual General Meeting.
- f. The Treasurer shall also keep a record of equipment or property purchased, the cost, the receipt, and where such equipment is stored. They shall arrange insurance as necessary.
- g. The Treasurer shall also obtain, maintain, and manage sponsorships for the club or delegate this responsibility to another committee member as appropriate.
- h. The Secretary and the Treasurer shall together be responsible for keeping the Membership Registry, identifying all members of the club.

13. ESPORTS REPRESENTATIVE

- a. The Esports Representative is not expected to attend or run events like a traditional executive, but instead to manage the clubs Esports interests remotely. The Esports Representative is expected to attend executive meetings.
- b. The Esports Representative shall be responsible for managing and running events in the clubs affiliated competitive game servers including discord servers.

- c. The Esports Representative shall be responsible for investigating Esports competitions, entering teams into Esports competitions, and managing those teams / players.
- d. The Esports Representative shall be responsible for engaging in outreach with other universities and learning institutions for the purpose of strengthening our online presence, deepening our connection with other Esports clubs and players, and developing Esports within Aotearoa / New Zealand.

14. GENERAL EXECUTIVES

- a. Elected General Executives of the Committee may utilise portfolios as a guide for their roles in the Club.
- b. The newly-elected Committee must draft up a task list and/or portfolios for their executive team before their term as Committee begins.
 - i. The outgoing Committee must provide their list of portfolios to the following year's committee.

15. ANNUAL GENERAL MEETING AND SPECIAL GENERAL MEETING

- a. Notice of Annual General and Special General Meetings shall be communicated in writing via official club platforms to all members, no less than seven days prior to the meeting taking place.
- b. An Annual General Meeting of the Club shall be held once per calendar year, at a date determined by the Committee. The regular business of the meeting shall be:
 - i. To receive the Annual Report (President).
 - ii. To receive the Financial Report, and the Statement of Assets and Liabilities for the preceding year.
 - iii. To elect Officers and Committee members for the forthcoming year.
 - iv. To transact any other general business of the Club.
- c. A Special General Meeting of the Club shall be called by the secretary on receiving a written request by the President, by at least ten (10) financial members, or by the Committee on its motion.
- d. The mode of voting at all meetings shall be by a show of hands or a secret ballot.
- e. At all General Meetings of the Club, all financial members shall be entitled to vote.
 - i. Voting should take place in person unless restricted by law.
 - ii. The committee may allow proxy voting at its discretion if the prescribed method is advertised at the same time the general meeting is called.
- f. At least 50% of elected Committee members are required to make Quorum at a General meeting.
 - i. Quorum does not take into account members present by or voting by proxy.
 - ii. Quorum does take in account members present by electronic means, such as being present via video call.
- g. A majority (more than 50% of votes) is required to pass any vote at a General Meeting. Should any vote end in a tie, a second round of voting will commence in an attempt to break the tie. Should the vote end in a tie again, the motion will not pass. The chair does not have a casting vote.
- h. Minutes will be kept by the Secretary and must include at minimum;
 - i. Apologies given,
 - ii. Number of members in attendance,
 - iii. Results of votes conducted.

16. YEARS

- a. The financial year of the Club shall begin on the first day of January and terminate on the last day of December in each year.
- b. The club year of the Club shall begin on the first day of January and terminate on the last day of December each year.

17. CONSTITUTION

- a. The Secretary and Treasurer shall keep copies of this Constitution, which shall be available to members on application.

18. ALTERATION OF THE CONSTITUTION

- a. No part of this Constitution shall be altered, rescinded, or added to except at a General Meeting of the Club called for that purpose.
 - i. Every proposed alteration must be handed to the Secretary at least eight (8) clear days before the date of such a meeting. The secretary will then allow this information to be reviewed by members of Club prior to the meeting.
- b. No motion to alter or rescind or add to this constitution shall be deemed to be carried at a General Meeting unless two-thirds majority vote in favour of the changes to be received from the members present.
- c. The University of Canterbury Students' Association Inc must be notified in writing of any alterations made to the Constitution.
- d. No motion to alter or rescind or add to this Constitution shall be deemed to be carried if the University of Canterbury Students' Association Inc. Executive deems the change to be contrary to the interests, aims or objectives of the University of Canterbury Students' Association Inc.

19. STANDING ORDERS

- a. The Standing Orders of this Club shall be those of the University of Canterbury Students' Association Inc.

20. AFFILIATION

- a. The Club shall apply for affiliation to the University of Canterbury Students' Association Inc on an annual basis and will abide by the decisions and rulings of its Executive. The conduct of the affairs of the Club shall be in accordance with the Constitution of the University of Canterbury Students' Association Inc.


21. WINDING UP

- a. The Club shall be wound up if:
 - i. A motion to that effect is passed by a two-thirds majority at a General Meeting.
- b. In the event of the Club winding up, all property and assets (including any monies held in the club bank account), shall be held in trust by the University of Canterbury Students' Association Inc for not less than four years, and shall be given to a University of Canterbury Students' Association Inc Club with the same objectives when such a Club is formed. If, after four years, no similar University of Canterbury Students' Association Inc Club is formed, the University of Canterbury Students'

Association Inc shall have the power to dispose of assets and properties as it sees fit. All profits from such disposal shall go towards the University of Canterbury Students' Association Inc Club Funds.

22. University of Canterbury Gaming Guild hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Name: Stella Meikle Position: **President**

Signed:  Date: 29/11/2024

Name: Harry Johnstone Position: **Vice President**

Signed:  Date: 29/11/2024

Name: Annalise Smith Position: **Secretary**

Signed:  Date: 29/11/2024

Contact Address: 90 Ilam Rd, Ilam, Christchurch 8041