# SOP No.13

# Emergency Management of the Guild.

There is no provision in the Guilds Constitution that covers management of the Guild in the event of an emergency such as where a number of officers are indisposed or injured, or even resigns and the Executive cannot reach a Quorum of 4 as required.

In the event of the Executive Committee being unable to function due to emergency or unforeseen circumstances the following process will be commenced –

1. Any remaining Executive Officers, or senior members, will meet within 10 days and act as a Caretaker Executive. The Caretaker Executive is not authorised to make policy decisions or changes to existing policies or rules.
2. The sole purpose of the Caretaker Executive will be to call and convene an EGM within 35 days to elect a replacement Executive Committee.