UTSC Quidditch Constitution

TABLE OF CONTENTS

**Article I. Group Name**

**Article II. Purpose**

1. Club Description
2. Goals

**Article III. Membership**

1. Qualifications and Rights
2. General Members
3. Tournament Members
4. Executive Members

**Article IV. Executive**

1. President
2. Treasurer
3. Internal Affairs
4. Captain
5. Marketing and Social Outreach Officer
6. Associate Positions

**Article V. Finances**

1. Finance Committee
2. Club Budget

**Article VI. Meetings**

1. Executive Meetings
2. General Meetings

**Article VII. Elections**

1. Pre-Election Meetings
2. Election Day
3. Early Voting
4. Candidates
5. Elections Officer
6. Ballot Counters

**Article VIII. Removal of Executive Members**

1. Reasons for Removal
2. Additional Reasons for Removal
3. Removal Procedure

**Article IX. Amendments**

**Article X. Transition**

1. Transfer of Resources
2. Provision of Report
3. Training

**Article XI. Emergency Powers**

1. Circumstances
2. Use of Powers
3. Removal of Powers

**Article XII. Food Handling on Campus**

**Article XIII. Precedence of University Policies**

**Article XIV. Legal Liability**

**Article XV. Banking**

**Article I. Group Name**

1. The name of this organization shall be **UTSC Quidditch**.
2. The name of the team shall be **UTSC Phoenix**.

**Article II. Purpose**

2.1 Club Description

UTSC Quidditch is a university-level quidditch team dedicated to personal and community achievement through the sport of Quidditch and various other social activities.

2.2 Goals

It is the goal of the club to promote teamwork, sportsmanship, and a positive attitude through playing Quidditch alongside other university and community teams. UTSC Quidditch will provide UTSC students with the opportunity to show their love for the sports and promote a healthy and active lifestyle.

**Article III. Membership**

3.1 Qualification and Rights

The following applies to all members of UTSC Quidditch:

1. Membership is open to all students, staff, faculty, alumni, and community members. A minimum of 80% of the team must comprise of current UTSC students.
2. In order to be considered a member of the club an annual fee of 10 dollars must be paid. The fee must be paid within the first three practices. Players will not be permitted to participate after the third practice without paying the membership fee.
3. Any member of the club may apply for a refund within one 1 month of becoming a member.
4. Each member is entitled to the right of freedom from discrimination on the basis of sex, race, religion, sexual orientation, et cetera.
5. Each Member must abide by the following statements:

a. Abide by the constitution and subsequent official organizational documents.

* 1. Respect the rights of peers and fellow members.
  2. Abide by the University of Toronto policies, procedures, and guidelines.

1. All Members are awarded the following privacy rights:
   1. Personal information will only be collected for tournament purposes and will not be distributed for any other reason.
   2. UTSC Quidditch values and respects the personal information of its members. UTSC Quidditch secures its member’s information at all times and will not supply names or other confidential information to third parties.
   3. UTSC Quidditch will protect the privacy of member information and use it only for the delivery of service and not for commercial gain.

3.2 General Members

1. General Members are those members who have paid the $10 fee and wish to attend regularly scheduled practices. General members may participate in community tournaments with the team; however, General Members are not permitted to partake in I.Q.A. official games without upgrading their membership. General Members may attend practices as often as their schedule allows.

3.3 Tournament Candidates

1. Tournament Members are those members who have paid the club fee in addition to respective tournament fees (such as transportation) in order to participate in I.Q.A. official tournaments.
2. If there is a limited number of spots available in a tournament, preference will be given to those who attend at least one practice a week three weeks leading up to the tournament as well as demonstrate an interest in team participation and personal improvement.
   1. Tournament Members are not obligated to participate in a certain amount of tournaments throughout the year.
   2. Once on a roster, you must pay for that tournament.

3.4 Executive Members

1. Executive Members are required to attend at least 50% of practices per month and 75% of tournaments over the course of the year. The Captain or a representative of the Captain must be present at all practices and tournaments.
2. Executives must attend 80% of executive meetings per semester. Attendance of Executive meetings is mandatory. If an Executive is unable to attend a meeting, they must inform and receive confirmation from either the President or Captain regarding their absence.
3. Consistent absenteeism will not be tolerated. Executives unable to meet the requirements will be subject to evaluation by the rest of the executive board, and may result in their suspension or removal from the board.
4. Executives must be currently enrolled UTSC students who are not a part of any official teams with exception of UTSC Phoenix, and any other teams associated with UTSC Quidditch.

**Article IV. Executives**

Executive members will be elected by the General Assembly (all Members) by majority vote. The Executive Members are as follows.

4.1 President

The President is responsible for the general well-being and organization of the club. Such duties include, but may not be limited to:

1. Overseeing the Executive Members and club activities.
2. Planning, organizing and conducting meetings.
   1. Creating an agenda for the meeting.
   2. Providing executive members with a copy of the agenda prior to the meeting.
   3. Ensuring that proper attention is given to topics of discussion and all important points are thoroughly explained and addressed.
3. Planning, organizing, and carrying out club activities in association with other executives.
4. Delegating tasks amongst the Executive Members.
5. Ensuring that each executive member is aware of his/her responsibilities.
6. Ensuring the club fulfills the mandate requirements.
7. Monitoring the official email account (utscquidditch@gmail.com) and club mailbox at least once per week.
8. Responding to incoming media requests and coordinating media interviews as needed, including the preparation of briefing documents for spokespeople.
9. Acting as a signing officer.

4.2 Treasurer

The Treasurer is responsible for keeping track of all the financial transactions for the club. Such duties include:

1. Keeping up-to-date records financial transactions of the club.
2. Preparing and maintaining the team budget throughout each term.
3. Preparing financial proposals for funding institutions.
4. Distributing club funds for each event.
5. Monitoring club’s financial operations throughout the year.
6. Collecting membership fees and issuing receipts.
7. Managing club bank account, communicating all transactions with President.
8. Ensuring that a minimum of $200 is available for the club beginning in the next school year.
9. Organizing transportation for tournaments.
10. Act as a Signing Officer.

4.3 Internal Affairs Officer

Internal Affairs is responsible for maintaining a good relationship between the team and university institutions. Such duties include:

1. Ensure the creation of reports regarding equipment in association with the captain.
2. Organize tournaments on campus with other teams in association with the captain.
3. Keep track of club materials and equipment.
4. Coordinate with the SCAA, SCSU, and other campus groups alongside the Social and Marketing executive member for different activities.
5. Communicate to different clubs and unions on campus.
6. Act as a signing officer.

4.4 Captain

The Captain is responsible for the athletic needs of the players during practices and tournaments. This person may not be the captain for another team. Such duties include, but may not be limited to:

1. Serving as the communication link between their team and the International Quidditch Association (IQA). They are responsible for understanding IQA information and passing it on to team members. The Captain must fulfill all requirements set forth by the IQA.
2. Registering the team for IQA Tournaments.
3. Reading, understanding and implementing the IQA official Quidditch Rulebook during all club meetings.
4. In preparing the team for tournaments, the Captain should:
   1. Have each team member complete and submit any risk assessment and waiver forms for tournaments.
   2. Ensure the team wears numbered shirts of the same colour.
   3. Ensure appropriate Tournament Members are on the IQA official roster before attending a tournament.
   4. Email a copy of said roster to the tournament organizers.
   5. Ensure the team complies with all rules, policies and procedures.
   6. Register the team for tournaments in a timely manner.
   7. Communicate between the team and tournament coaches/organizers.
   8. Maintain a cooperative attitude with all Officials and Staff while serving as an example of good sportsmanship for others to follow.
   9. Inform team members of game schedules to ensure enough members are present to avoid a forfeit.
5. Encouraging and strengthen sportsmanship at practice and games.
6. Accommodating new players and visiting players from various teams.
7. Addressing incoming media requests will be organized and set up by the President, but the Captain will remain responsible for addressing the public and media personnel.

4.5 Marketing and Social Outreach Officer

Marketing and Social Outreach is responsible for promoting the team, communicating with the UTSC community, and the general public. Such duties include, but may not be limited to:

1. Responsible for designing of posters and flyers for any quidditch related events.
2. Spreading the reality of the club to UTSC students by promoting all Quidditch Tournaments and Practices.
3. Suggesting monthly events at meetings, coordinating with the Treasurer in order to accommodate any club-related expenses and fundraising for these events.
4. Establishing an online presence for UTSC Quidditch.
5. Coordinating and attending outreach and public events, including preparing information materials and displays as needed (e.g. Clubs Week).
6. Using social media tools to share stories, answer questions and encourage others to be informed and get involved with Quidditch UTSC.
7. Providing support to other executive members relating to logistics, planning, and organising.
8. Facilitating the development of a positive image, reputation and awareness of the Quidditch club at UTSC.
9. Proactively looking for opportunities to promote the work of the Quidditch club through media, events, etc.

4.6 Associate Positions

The following is a list of suggested Associate Positions each executive member may appoint. Associates do not have the power to vote at executive meetings. Executive members will clearly describe and record the roles and responsibilities of their respective associate positions to those members who they choose to appoint, prior to appointment. A written record of associate positions and duties must be provided to the President every time the record changes and before associate positions commence. Associates can stand in for their respective executives in the event that an executive member is unable to fulfill their duties.

1. President:
   1. Secretary
2. Treasurer:
   1. Event Coordinator
   2. Head of Fundraising
3. Internal Affairs:
   1. Equipment Manager
4. Captain:
   1. Practice Coordinator
   2. Assistant Captain
5. Marketing and Social Outreach Officer:
   1. Webmaster
   2. Photographer
   3. Graphic designer

**Article V. Finances.**

5.1 Finance Committee

The Finance Committee is chaired by the Treasurer and composed of the President and Internal Affairs. They are also the signing officers. As the account has been set up at BMO, two of the three officers must be present to do any transactions. They are responsible for overseeing a yearly audit of all club finances.

5.2 Club Budget

The Finance Committee is responsible for proposing a yearly club budget to be used when applying for SCSU Club Funding, DSL Club Funding, or sponsorship requests. Furthermore, the committee must ensure a minimum of $200 remains in the club bank for next year’s council by the end of the current year.

**Article VI. Meetings**

6.1 Executive Meetings

The executive team should meet on a monthly basis in-person to discuss events, fundraising, team promotion, and the status of the team. Meetings will be organized by the President. An itinerary must be made available by the President to the other executives before the meeting.

6.2 General Meetings

A general meeting must be held at least twice every semester so that the Executive Team can receive feedback. One meeting should be held within the first two weeks of the new semester to introduce new members to the previous Executive Team. One other meeting should take place at the end of year to review team progress and future endeavours.

**VII. Elections**

The Executive Council is elected by all voting Members by a majority vote. Candidates must demonstrate a commitment to the team by attending meetings, tournaments, events, and showing an interest in the development and growth of the team. An Elections Officer and two Ballot Counters will run the election process. The Ballot Counters and Elections Officer must not be running for an executive position.

Elections will take place in March to decide the executive council for the rest of the school year.

In preparation for a tie, the Election officer shall select an executive from amongst the executive committee, to cast their ballot and seal it in an envelope. In the event of a tie for an executive position, one of the two Scrutinizers shall break the seal and count the ballot in order to break the tie.

After the election is over, the Election officer and the ballot counters shall count the ballots. The candidate with the most votes shall be elected to the position. The Election officer and the ballot counters shall submit a report of the results of the elections to the Executive Committee and general members.

Registered U of T members may not vote by proxy . Non-U of T members may not nominate or vote in elections.

7.1 Pre-Election Meetings

A General Meeting must be held at least three weeks prior to an election to announce the upcoming election and elect an Elections Officer. At least two weeks prior to the election, an Election Meeting must be held which all interested Candidates must attend. Other Members are welcome to but are not required to attend. At the Election Meeting, the constitution may be consulted if there are any questions regarding procedure.

7.2 Election Day

On the day of the election, two Ballot Counters will be elected by all voting Members. The election will occur by means of secret ballot voting. After voting commences, the Ballot Counters will relay the results of the election to the Elections Officer, who will subsequently announce the results to the Members of the club.

7.4 Candidates

Members may run for an executive position, and are expected to have demonstrated a superior commitment to the team and an interest in the development and growth of the team throughout the year. Only current University of Toronto students may run for executive positions at the time of the election.

7.5 Elections Officer

The elections officer is responsible for ensuring an efficient election. As such, their duties include, but may not be limited to the following:

1. Explaining the rules of giving a speech (e.g. no contrasting or comparing candidates, no putting others down).
2. Collecting electronic versions of candidate speeches one week prior to Election Day and ensure they do not violate any rules for giving speech.
3. Keeping a record of who wants to run for what position.
4. Collecting all early ballots in their appropriate manner
5. Keeping the physical ballots for a period of one month after Election Day, after which they will be promptly discarded.
6. Submitting the electronic version of the elections results to the new Executive Council.

7.6 Ballot Counters

The role of the ballot counters is to relay the results of the election without bias. As such, their roles include but may not be limited to:

1. Counting the ballots on the day of the election.
2. Relaying the results to the Elections Officer.

7.7 Absconding an Executive Position

In the event that an elected member abandons, resigns, or is removed from their position, a bi- election must be held in order to fill the vacancy. Procedure for the bi-election is to be determined by the executive team according to the urgency of the matter.

**Article VIII. Removal of Members and Executives**

8.1 Reasons for Removal

The Process for removing a member or executive may be initiated when a committee of no less than three (3) non-executive general members and two (2) executives appointed by the general membership investigate a complaint to determine that:

1. A Member or Executive has engaged in unlawful actions or activities;
2. A member or executive has violated the constitution;
3. A member or executive has violated University of Toronto policies, procedures, or guidelines;
4. A member or executive has violated the rights of a fellow member;
5. A member or executive has not fulfilled their organizational responsibilities (including, but not limited to, being absent from executive meetings three times in a row without sufficient reasons for being absent);
6. Other criteria deemed to be appropriate by the Executive Committee in consultation with and approved by a majority of the General Membership.

8.2 Additional Reasons for Removal

The process for removing a member or executive may also be initiated when:

1. A petition calling for a vote and bearing signatures of a majority of the General Assembly is submitted to any member of the Executive.
2. A motion for a removal vote is put forward by any member of the executive and passed by a two-third majority vote of the executive team. The individual facing potential removal vote is entitled to vote on the motion if they are an executive and may be given an opportunity to explain themselves if they are a non-executive general member.

8.3 Removal Procedure

The removal of members and executives will be facilitated by a three-step procedure which operates as follows:

1. Step One: First Warning.

The Executive or Member will be warned both verbally and in writing that their behavior constitutes grounds for removal from the organization and that it should cease effective immediately.

1. Step Two: Second Warning.

Initiated because the Member or Executive has violated section 8.3.1 after receiving a first tier warning relative to a particular action or behavior. The Executive or Member accused of violating section 8.3.1 will be suspended for fifteen days.

1. Step Three: Removal.

Initiated because the member or executive has violated section 8.1 after receiving second tier warning relative to a particular action or behavior. The removal vote must take place at a valid general meeting of the membership. A representative supporting the motion for removal and the executive or member facing removal (or an individual they designate), may speak for up to five minutes each. The removal of an executive or member requires a 2/3-majority vote of all of the members present at a valid general meeting (including executives). The executive or member facing removal is entitled to vote on the motion.

**Article IX. Amendments**

Amendments to the constitution can be made at any time with a majority vote by the General Members.

**Article X. Transition**

10.1 Transfer of Resources

All outgoing executives are required to transfer all organizational resources used relative to a particular role over the course of the preceding year to new executives upon leaving the position.

10.2 Provision of Report

All outgoing executives are responsible for providing a detailed report to incoming executives that stipulates the status of ongoing projects in their portfolio and evaluations of previous projects and programs that they lead.

10.3 Training

All outgoing and incoming executives will participate in a joint training session occurring no later than the end of May each year to assist with the transition between new executive teams.

**Article XI. Emergency Powers**

11.1 Circumstances

In the case of extenuating circumstances, the executive shall be afforded the ability to act without direction from the organization’s members. An extenuating circumstance is defined as any instance that may jeopardize the immediate functioning of the organization including but not limited to: executive vacancies, unexpected cancellations, removal from position, or lack of response from members.

11.2 Use of Powers

Emergency powers may only be used for such a period of time as is needed to address an extenuating circumstance.

11.3 Removal of Powers

General members have the ability to remove emergency powers where appropriate through submission of a signed petition from at least 50% of the entire general membership.

**Article XII: Food Handling on Campus**

UTSC Quidditch will conform to Provincial and Municipal Health Regulations when events which include the sale and/or service of food products are held on the University of Toronto Scarborough campus.

**Article XIII. Precedence of University Policies**

UTSC Quidditch will abide by all pertinent University of Toronto policies, procedures, and guidelines. Where the University’s policies, procedures, and guidelines conflict with those of UTSC Quidditch, the University’s policies, procedures, and guidelines will take precedent.

**Article XIV. Legal Liability**

The University of Toronto Scarborough does not endorse the UTSC Quidditch's beliefs or philosophy nor does it assume legal liability for the group’s activities on or off campus.

**Article XV. Banking**

UTSC Quidditch agrees to provide the name of the bank, the branch number and address, transit number, bank account number, and a list of all signing officers for all bank accounts opened in the organization’s name to the Department of Student Life, University of Toronto Scarborough.