



The Quidditch**UK** Constitution

17th October 2016

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1. Name and Identity

A) The name of the organization is QuidditchUK.

i) QuidditchUK may be referred to on an informal basis as QUK.

ii) This is not to be confused with the Facebook forum, titled 'UK Quidditch'.

QuidditchUK accepts no obligation nor responsibility to monitor or read any or all posts in the Facebook forum, but will retain at least partial moderation powers which will be used if necessary to ensure polite and respectful discourse. Nothing featured on this forum is to be considered by default an official viewpoint or opinion of QuidditchUK. More information can be found in the Facebook Forum Policy.

iii) 'QuidditchUK' refers specifically to the organization and its staff, and not to its members, players, or community. These should be officially referred to as 'QuidditchUK members', 'the UK quidditch community', or similar.

B) QuidditchUK is a non-profit organization. It is currently not possible to gain recognized charitable status but as soon as this is possible QuidditchUK should become a recognized charity.

2. Image Identity

A) The 'QUK Crest' logo is currently the only formally acknowledged logo of QuidditchUK. Some old publications and products may still retain other, obsolete logos, but these are no longer affiliated with QuidditchUK.

i) The current QuidditchUK logo is to be used as the official patch of the organization. It may be worn on the sleeve or breast of all member teams' uniforms, as well as the sleeve or breast of QuidditchUK referees' and snitch runners' uniforms.

3. Organizational Structure

A) QuidditchUK is managed at the highest level by its Executive Management Team, henceforth referred to as the EMT, comprising of the President, Vice-President, Finance Director, and the Directors of any and all departments created under clause 3Bvii of this document. The EMT is additionally supported by the Secretary to the President, who is considered in a limited capacity to be a member of the EMT (see section 3.J).

i) Except during pre-determined holiday periods, the EMT must hold weekly meetings, the date and time of which should be decided and announced to all EMT members at least five days in advance of the meeting. With the exception of Assistant Departmental Directors standing in for their relevant Directors, individuals who are not members of the Executive Management Team may not attend EMT meetings except by express permission of the President and notification given in advance of the meeting.

ii) All EMT staff should sign the Executive Management Team Staff Contract. This must be signed within two weeks of them accepting their new position in order for their position on the EMT to be confirmed indefinitely. See section 4.B.iii for full details.

iii) EMT staff are to be recruited by an open application process whenever an executive position is created or vacated. The sole exception to this is the appointment of a new

President, for whom the procedure to be followed is outlined in 3.C.v. The position must be open and advertised to the general public, as outlined in 4.A.ii. General practice will be to request a C.V. and covering letter to fit a job description provided by the Human Resources Director although the process can include an application form, test, portfolio, or other aspects as deemed appropriate by the staff members in question. The application must have a deadline for submissions and for responses, which must be adhered to, although the President can extend the deadlines if and only if an insufficient number of applications are received by the deadline. The Human Resources Director will then judge the applications, and shortlist them, before conducting interviews with the shortlisted candidates to decide on a selection. The candidate will be offered the position as soon as possible once selected, and will become a provisional EMT member as soon as they reply with an acceptance of the position. Their position will be formalized when they are inducted during the next appropriate EMT meeting.

B) Each department in QuidditchUK must adhere to the structure outlined below.

- i) The department must have a director. The director is the overall executive of the department and is responsible for coordinating and implementing department wide policies and decisions. They are also responsible for facilitating regular meetings (biweekly recommended) within their department. They must attend all meetings to which they are called.
- ii) The department may also have one or more assistant directors. The assistant director will operate to the director in much the same way as the Vice President to the President (3.C.iii), filling the role of the director when the director is unable to do so and acting as director on an interim basis if the director is suspended or otherwise unable to fulfil their duties. The assistant director is responsible for attending departmental meetings and must represent the department at EMT meetings if and only if the director is unable to do so. They must attend all meetings to which they are called.
- iii) The department may also have one or more managers. The manager is responsible for coordinating smaller teams within the department. They report directly to the departmental director and are responsible for holding meetings within their team as needed. They must attend all meetings to which they are called and must sign a QuidditchUK Volunteer Contract within two weeks of accepting their position in order for their position to be confirmed. See section 4.B.iii for full details. If a co-ordinator (see 3.B.iv below) is promoted to the position of manager then their contract will be the same and they will not need to sign a new one.
- iv) The department may also have one or more co-ordinators. The co-ordinator is responsible for carrying out projects that have been tasked to them by either their managers or directors. They must attend all meetings to which they are called and must sign a QuidditchUK Volunteer Contract within two weeks of accepting their position in order for their position to be confirmed. See section 4.B.iii for full details.
- v) It is the responsibility of the director of a department to discuss with the President, Vice President, and Human Resources Director if they require additional staff members. Where appropriate, this discussion may also include the assistant director of

or any of the managers within a department.

vi) Departmental staff are to be recruited by an open application process when a position is created or vacated. The Human Resources Director, along with the departmental director and, where one exists, the departmental assistant director should follow the same process as for appointing EMT staff (as per 3.A.iii).

vii) The President may create new departments, sub departments, working committees or project groups as required, the structure of which may be decided outside of this document. Any departmental directors automatically become members of the EMT.

viii) The President may similarly close departments, sub departments, working committees or project groups as they fit. All individuals who previously volunteered in that department, sub department, working committee or project group are no longer QuidditchUK volunteers in their capacity relating to that department, sub department, working committee or project group.

C) The President and Vice President are the topmost authorities within QuidditchUK. For constitutional and administrative purposes, they are considered respectively to be the Director and Assistant Director of the EMT.

i) The President is responsible for calling and chairing EMT meetings, making final decisions on QuidditchUK policy and implementing policy in recognizable terms, representing QuidditchUK on a local, national and international level, expanding QuidditchUK, and recruiting appropriate people to staff positions. The President and Vice President automatically take the first and second delegate seats in the IQA Congress and represent the UK in IQA subcommittees, unless otherwise unavailable. Further delegate seats in the IQA Congress will be decided on a season-by-season basis.

ii) The Vice President assists the President in their role, and may take on other responsibilities when requested by the President. In the short-term absence of the President's capacity to fulfil any of their responsibilities, those responsibilities and the authority of the President fall to the Vice President only for as long as the President fails to fulfil or exert them.

iii) The Vice President assumes all the responsibilities and authority of the President as detailed elsewhere in this document in the event that the President fails to attend two consecutive EMT meetings, that the EMT deems the President not to have responded appropriately to the terms set out alongside a vote of no confidence (see 3.C.vi), that the President is subject to any manner of suspension of contract as disciplinary action following a disciplinary enquiry, as set down by the QuidditchUK Disciplinary Policy, or that the President takes any amount of official leave. In this case, this responsibility and authority remains with the Vice President until the President officially returns to their office, or a new President is appointed and assumes full responsibility as set out in sections 3.C.v-3.C.vi.

iv) The Organisational Review each year will determine whether the President is competent in their role. In finding that the President is not, they will be put under strict review, as in the Disciplinary Procedure.

v) In the event that the President should wish to resign from their position, they must give the EMT four months notice before doing so. In this time, the President and Vice President must hold open applications from within the QuidditchUK community for the position of President. The new President must attend all EMT meetings for a month prior to assuming the role, in order to integrate fully with their new position. In the case of the Vice President resigning, it is treated the same as a member of the EMT stepping down (see 3.A.iii). If the Vice President is an applicant to the position of President, then their role should be filled in the selection process by two other EMT members, neither of whom can be applying to take the President's position.

vi) In the event that the EMT should believe the President to be unsuited for the position, at least sixty-six percent of the EMT must sign a Vote of No Confidence, alongside which they must draft and send to the President a list of no more than ten aims for them to achieve during the next month if they wish to retain their position. If the President is deemed to have not met these aims by another EMT vote after the one month period, they are removed immediately from their position. The Vice President will assume their position on an interim basis, and the President's replacement will be selected along the same lines as if they had announced their resignation (3.C.v) excepting that the former President's role in the selection process will be filled by two other EMT members (neither of whom can be applying to take the President's position). The necessity for the President-Elect to attend EMT meetings for a month prior to assuming the position remains, during which time the former Vice President will remain acting President.

vii) In the event that the Vice President is the subject of any form of disciplinary action, and the constitution or any affiliated documents state that the Vice President is involved in the handling of the situation, then the President shall select two impartial members of the EMT to handle the matter.

D) The Secretary to the President has no department attached to them.

i) The Secretary to the President is responsible for keeping accurate and detailed minutes of the proceedings of the EMT. These minutes need not be verbatim but must accurately reflect the depth, scope, and outcome of all discussions in EMT meetings. The Secretary to the President is also responsible for editing these minutes and removing sensitive or confidential information to format them into a concise summary of decisions reached to be published to the community on a monthly basis. They are responsible for following a similar procedure to record and document the outcomes of the General Forums, as detailed in the QuidditchUK Member Clubs Representation Policy, and are responsible for maintaining a record of the absences (excused and not excused) and attendance of EMT members at EMT meetings. The Secretary to the President is also responsible for ensuring other EMT members carry out their duties in accordance with their constitutional obligations, and initiating informal action or disciplinary action as appropriate when these are not fulfilled. This does not make the Secretary to the President liable for other staff's failing to maintain commitments, nor are they responsible for reviewing or updating the contents of the constitution itself. Additionally, the Secretary to the President is not at all responsible for the substance of

the constitution and is not liable for their contents or resulting outcomes.

ii) The Secretary to the President is considered to be a member of the EMT with the same rights, responsibilities, and conditions as set out for all EMT members in section 3.A and elsewhere except with regards to the following;

- a) They are not considered a voting member of the EMT for constitutional purposes and their vote is not to be taken nor counted when constitutional changes are proposed as per section 7.A.iii
- b) Their participation in and contribution to discussion in EMT meetings and Executive Constitutional Meetings is not required for the meeting to be legitimate or for discussion to be advanced, and is not an entitlement.
- c) Their participation in and contribution to discussion in EMT meetings and Executive Constitutional Meetings must not come at the expense of any accuracy, quality, or comprehensiveness in their recording of minutes and procedures.
- d) It is the responsibility of the President and Vice President to determine when the Secretary to the President's participation in and contribution to discussion in EMT meetings and Executive Constitutional Meetings is appropriate.
- e) The Secretary to the President is still required to be present (or presidentially excused) for Executive Constitutional Meetings as per 7.A.ii.
- f) The Secretary to the President is as legitimate a selection as any other EMT member for any other procedures or subcommittees within QuidditchUK, including but not limited to interview panels for new employees, chairing of or membership in a disciplinary committee as per the QuidditchUK Disciplinary Policy, and review committees.
- g) The Secretary to the President is eligible as part of the EMT to apply for the Presidency of QuidditchUK in the process set out in section 3.C.v.

4. Volunteer Policy

A) QuidditchUK stands for the role of quidditch as a figurehead in terms of fairness and equality in sport. Consequently, QuidditchUK as an organization adheres strictly to the following rules.

- i) QuidditchUK operates a complete non-discrimination policy. This applies to all and any forms of discrimination, whether based on gender, sex, sexuality, ethnicity, race, religion, language, nationality, mental health, physical health, or any other category. QuidditchUK resolves not to tolerate any instance of its volunteer staff, member clubs, or other affiliates failing to respect this policy. The QuidditchUK Disciplinary Policy includes full measures to be taken against a QuidditchUK volunteer staff member, member club, member player, or other affiliate who damages the integrity of this policy.
- ii) As a consequence of this non-discrimination policy, all QuidditchUK staff positions must be filled by open application. This application form must be open and available to all members of the public and must be advertised on all QuidditchUK channels regularly. Promotion of existing staff by appointing co-ordinators to new or vacated managerial positions, co-ordinators or managers to directorial positions, and co-ordinators, managers, or directors to Vice President is permitted, but the relevant staff members must apply through the same open application process as non-staff, and

must not be preferentially treated. Full explanation for the replacement of a retiring EMT member can be found in section 3.A.iii, and of a departmental member in section 3.B.vi.

B) QuidditchUK is a organization aspiring to professionalism and integrity, and consequently has the following tools at its disposal to ensure professionalism among its volunteers.

i) The QuidditchUK Volunteer Handbook. The handbook should be made available to all staff as soon as they start volunteering for QuidditchUK. Volunteers should be guided through the handbook by a member of the EMT, typically the Human Resources Director. The handbook should contain guides to the QuidditchUK Code of Conduct, and should be presented in an accessible and readable format. The handbook should be reviewed every three months for required updates by the EMT. It is the responsibility of the President to ensure that this takes place.

ii) QuidditchUK maintains an internal procedure whereby in the taking on of new volunteer staff, professional capabilities and potential are to be prioritized over technical expertise. That is, QuidditchUK deems it preferable to take on staff members without required expertise but with professional capabilities, personal enthusiasm, and potential than to take on staff members who already hold required expertise but lack professionalism or commitment to quidditch in the UK. Consequently, QuidditchUK is responsible for finding methods in which to train volunteers should they require training for any particular task or project.

iii) Every QuidditchUK volunteer staff member must sign a QuidditchUK Volunteer Contract or Executive Management Team Staff Contract (depending on their position) within two weeks of working for QuidditchUK. If this is not completed, then their position is not considered confirmed until resolved. It is the responsibility of the Human Resources Director to ensure these contracts are completed within a month. These contracts must be kept in the Google Docs by the Human Resources Director while the volunteer is working with QuidditchUK, and may be kept for up to five years after that volunteer has finished working with QuidditchUK.

C) There may be an occasion in which disciplinary action is required against a QuidditchUK volunteer staff member. For a full explanation about this process and the potential offences, consult the QuidditchUK Disciplinary Policy. Note that the Disciplinary Policy allows a staff member's manager or director to both raise and assess the complaint allowing for immediate internal disciplinary action, although the right to appeal remains. This allows the same policy and procedure to account for both internal discipline and external complaints.

D) Ordinarily, an individual may hold maximum of one QuidditchUK volunteer staff position. If an existing QuidditchUK volunteer staff member submits an application for any other QuidditchUK volunteer staff position, then their application entails an agreement that they will resign from their existing position with immediate effect if their application is successful, unless explicit permission is given by their respective Departmental Director for that individual to hold multiple positions.

5. Membership Policy

A) QuidditchUK will take in membership fees from member clubs and member players each season to pay for that season's events and management. Membership lasts from August to July the next year.

- i) Fees will be determined on a season-to-season basis, decided by the EMT. They must be announced by July 1st of the year in which the season is to begin. If the season's fees are not announced by the required date, they will be considered to be the same as the previous season's.
- ii) The full breakdown of fees and the benefits associated with membership can be found in the QuidditchUK Membership Policy and QuidditchUK Member Club Representation Policy documents.

B) QuidditchUK is an inclusive organization and has an anti-discrimination policy as described in section 4.A.i. This also applies to those clubs seeking membership of QuidditchUK. We will strive to cater to and accommodate all clubs operating within the borders of the United Kingdom and abiding by the rules set down by the International Quidditch Association. However, QuidditchUK reserves the right to suspend or withhold membership to any club if they feel that that club's affiliation with QuidditchUK damages the integrity of the association or is harmful to the QuidditchUK community.

C) QuidditchUK must hold an Annual General Meeting with invitations to representatives from each member club. This meeting must take place every calendar year, and is recommended to take place between 1st June and 31st July inclusive.

- i) Before an AGM takes place all member clubs must be given four weeks notice via email, including the date, time and duration of the meeting. The AGMs may be conducted in a physical location but will ordinarily be conducted online and a means of access made available to all attendees.
- ii) Two weeks before the meeting, an agenda and the most recent organizational financial report will be sent to all member clubs.
- iii) The meetings will involve an overview of the place of the organisation, reports for each department, a document of achievements over the past year, and any other relevant details. The relevant member(s) of the executive team will present and take any questions on the financial documents. There is also a chance for open questions with the executive team.
- iv) For the requirement of an Annual General Meeting having taken place to be fulfilled, a quorum of at least 50% member clubs (at the time of the four-week notice) must be represented at the meeting.

6. Reviews and Reports

A) An organizational review must be carried out once annually, assessing the progress and

state of QuidditchUK as a whole.

- i) The organizational review must be initiated between April 1st and June 1st of every year. It is the responsibility of the President to initiate the organizational review. The President then forms a Review Committee.
- ii) The Review Committee must contain at least five members. At least two of whom must be members of the EMT, and the remaining members should be selected from other levels of the organization. Participation should not be obligatory but recognized as a part of working with QuidditchUK.
- iii) The Review Committee must meet as many times as required and must compile a minimum five-hundred word organizational review to be submitted to the EMT by July 1st of the same year.
- iv) The Review must contain the following sections; Constitutional Verification, EMT Observation, Presidential Observation and SWOT Evaluation. These processes are outlined below in sections 6.A.v-viii.
- v) The Constitutional Verification examines whether QuidditchUK is currently working to the specifications laid out in this document. It may detail, if necessary, areas in which either QuidditchUK policy needs changing, or where this document may need alteration.
- vi) The EMT Observation takes place over the period in which the review is being conducted, during which one of the non-EMT members of the Review Committee (hence known as the observer) must attend EMT meetings (in a non-contributory role) without informing the EMT in advance of their attendance. The EMT is required to let the observer attend two meetings. The observer then brings their findings to the Review Committee, and after editing these findings are published in the review.
- vii) The Presidential Observation determines whether the QuidditchUK President is currently capable and willing to lead the organization. It must be conducted by a random member of the Review Committee (other than the President), who must make notes on what policies the President has implemented, how successful they have been, and what the President believes they could personally do better to improve the output of QuidditchUK.
- viii) The SWOT rounds off the review by detailing the current **strengths, weaknesses, opportunities and threats** of QuidditchUK. It may be completed by any member of the Review Committee, but should be approved by all and be comprehensive and detailed.
- ix) Upon completion, the review must be submitted to the President, who must present the review to the EMT for discussion. The EMT must then publish a response, along with the review, to all QuidditchUK Volunteers by August 1st of the same year.

B) Along with the organizational review, an executive review of each member of the EMT must be carried out once per season (August-July).

- i) It is the responsibility of the President to initiate and conduct the executive reviews. An executive review may not be initiated earlier than December or before that EMT member has been volunteering with QuidditchUK for three months.
- ii) Each member of the EMT must go through an executive review exactly once per season. Note that any disciplinary procedure which follows an executive review is not

considered an executive review, and may be repeated or continued as necessary.

iii) The executive review contains the following sections; Executive Interview, Personal Development and SWOT. A review and update of the staff member's Conflict of Interest declarations should also be included. More information on Conflicts of Interest can be found in the Conflict of Interest Policy.

iv) The Executive Interview must be carried out by the President. They must interview the EMT member and ask them how they are finding working with QuidditchUK, where they think QuidditchUK has done well and where it has faltered. The President should also ask the EMT member for a fair assessment of their own progress and development whilst they have been volunteering with QuidditchUK.

v) The Personal Development section must be carried out by the President. They must hold a meeting with the EMT member and discuss where that member sees their quidditch career developing in the future, and what skills and training QuidditchUK can provide to help them achieve that development.

vi) The SWOT must contain analysis of the strengths, weaknesses, opportunities and threats the EMT member feels they possess.

vii) The entire executive review could be done in one meeting, but a report must be written by the President and then shared with the EMT member within a month of the executive review taking place.

viii) in addition to the above, during the organizational review period each EMT member (including the President but excluding the Secretary to the President) must be subject to an anonymous vote of confidence from each other EMT member. In the event that any EMT member receives under 66% confidence in this vote, procedures should be implemented to monitor their performance in the same way as if a vote of no confidence had been passed against the President (3.C.vi)

C) Once annually, the Director of a Department should carry out a Departmental Review.

i) This Review may be initiated anytime between April 1st and June 1st, and should be completed by July 1st of the same year. Reviews will be completed in a hierarchical manner from the President downwards. Executive volunteers cannot review non-executive volunteers unless they have already been reviewed by the President.

ii) The Departmental Review consists of the following sections; Constitutional Verification, Departmental Development, Departmental Consistency and SWOT.

iii) The Constitutional Verification section is the same as outlined in section 6.A.v, excepting that it is with reference specifically to the department under review.

iv) The Departmental Development section outlines possible ways that the department could grow or further develop its projects before the start of the next season. It should anticipate upcoming growth, and have adequate measures in place to maximise growth potential.

v) The Departmental Consistency section outlines the aims of the department as laid down in the constitution and the previous season's Departmental Review and examines if those aims have been met. If they have not, the review should provide adequate reasoning for why not and explain ways in which those aims could have been completed, as well as suggest measures for rectifying this over the coming year.

vi) The SWOT section is the same as outlined in section 6.C.viii, again excepting that it is with reference specifically to the department under review.

D) Once a non-executive volunteer has been working at QuidditchUK for three months, they should undergo a non-executive volunteer review once per season (August-July).

i) The non-executive volunteer review is essentially detailed in the executive review section (6.B), replacing the word 'executive' with 'volunteer' where necessary, and the role of the President with that of the volunteer's manager or, where no manager exists, departmental director.

7. Constitutional Amendments

A) Should any EMT member (other than the Secretary to the President) feel it has become necessary to edit this constitution or any affiliated documents (see section 8), procedures are to be undertaken adhering to the structure outlined below.

i) A member of the EMT should raise the point in an EMT meeting or by e-mail to the President or Vice-President. The President should then call an Executive Constitutional Meeting (ECM).

ii) Members of the EMT must be given a minimum of two weeks' notice prior to an ECM. An ECM requires the attendance of the entirety of the EMT, excepting presidential sanction for absence. This meeting may be incorporated into a regular EMT meeting, but the two weeks' notice and attendance requirements must still be met.

iii) Prior to this meeting, the President must construct an agenda which should detail points to be addressed. This agenda should be constructed from points submitted by any member of the EMT (other than the Secretary to the President) and must be shared with the EMT at least twenty-four hours in advance of the ECM.

vi) Any EMT member who submits a point to the ECM agenda must also bring to the meeting a detailed proposal of changes to be made. To warrant consideration this proposal must include the current wording and proposed new wording for any changes, as well as including any current wording to be removed and any proposed wording (including proposed numeric citation) to be added. It is imperative that an EMT member proposing a constitutional change thoroughly review the whole constitution (and affiliated documents) and account for any necessary changes resulting from the primary change in the proposal.

v) In the ECM, no individual change may be debated for more than an hour before a vote must be taken. A proposal requires at least sixty-six percent of the EMT to vote in favour for the proposal to pass.

vi) In the event of an EMT member abstaining, their presence is discounted and sixty-six percent of the members who vote 'Yes' or 'No' is required. If fifty percent or more of the voting members abstain, then the proposal cannot pass irrespective of the votes of the other members.

vii) At the request of any member at an ECM, the voting on any or all of the points must be conducted privately by submission to the Secretary as a non-voting member, who cannot disclose the voting of anyone in this case.

viii) Once passed, the proposal comes into effect exactly two weeks after the ECM concludes.

B) There will be an annual ECM in which the constitution will be reviewed fully, even if there have been no proposed amendments, and any changes based on the growth or change of QuidditchUK will be implemented two weeks after the meeting, as per 7.A.iv.

C) Minor cosmetic changes, for the sake of consistency, appearance, or accuracy, may be authorized by the President or Secretary without the need for an Executive Constitutional Meeting.

8. Affiliated Constitutional Documents

All of the following documents are referenced in this constitution and are integral to its functionality, but for consistency or ease of reference kept separate from the main document. Their constitutional authority remains as strong as this document itself.

- QuidditchUK Captains' Veto
- QuidditchUK Conflict of Interest Policy
- QuidditchUK Disciplinary Policy
- QuidditchUK Internet and Social Media Policy
- QuidditchUK Member Club Representation Policy
- QuidditchUK Membership Policy
- QuidditchUK Right to Reference Policy
- QuidditchUK Safeguarding Policy
- QuidditchUK Voluntary Leave Policy
- QuidditchUK Volunteer Benefits Policy