



**The QuidditchUK Constitution**  
**Ratified 2019-08-27**

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## 1 Foreword and Introduction

The QuidditchUK Constitution is the foremost document that determines the rules, policies and laws that outline how the national governing body operates, and the relationship and responsibilities shared between QuidditchUK, our members, and our clubs.

All QuidditchUK Members, Clubs, and Volunteers up-to and including the President must abide by this constitution, and any supporting documents and policies listed in Section 15.

Those who break the constitution and its laws may be subject to disciplinary action as per the QuidditchUK Disciplinary Policy; this may result in, and is not limited to:

- Suspension of individual membership
- Suspension of club membership
- Suspension of volunteer position
- Suspension of national team position
- Member Tournament ban
- Member Seasonal ban

Any individual member or member club of QuidditchUK can suggest alterations to this document by emailing [secretary@quidditchuk.org](mailto:secretary@quidditchuk.org)

## 2 Glossary

1. The following names and acronyms may be used throughout this constitutional document. The section which follows may be used as a reference.
2. QuidditchUK
  - a. The Governing Body and Sports Authority in the sport known as “Quidditch” within England, Scotland, Wales, and Northern Ireland.
    - i. QuidditchUK
    - ii. QUK
3. National Governing Body
  - a. Title for all national groups and committees that run their respective sporting nations.
    - i. NGB
4. International Quidditch Association
  - a. The international governing body for quidditch throughout the world of which QuidditchUK is a member.
    - i. IQA
5. European Quidditch Federation
  - a. The European collective of NGB leaders that oversees the ruling of transfers between European NGBs
    - i. Quidditch Europe
    - ii. QE
6. Executive Management Team
  - a. The leadership team for QuidditchUK
    - i. EMT
7. Executive Constitutional Review
  - a. The meeting specifically for editing or adjusting the QuidditchUK Constitution
    - i. ECR
8. BUCS
  - a. British Universities and Colleges Sport, the governing body for university sport in the United Kingdom.
    - i. BUCS
9. Member
  - a. Any individual or club that is officially registered and recognised as a participant in official QuidditchUK events, fixtures, and dealings.

### **3 Name and Identity**

Our name as officially recognised by our members, clubs, partners, the European Quidditch Federation, and the International Quidditch Association is 'QuidditchUK'.

*The legal name of the organisation is QUIDDITCHUK LIMITED.*

*Registered under Companies House 12178866 as a Private Limited Company*

*SIC - 93120 Activities of Sports Clubs*

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

Officially, 'QuidditchUK' refers specifically to the following.

1. QuidditchUK, the National Governing Body
2. QuidditchUK Volunteers
3. The Legal Company, QUIDDITCHUK LIMITED

The following should be officially referred to as 'QuidditchUK members', 'the UK quidditch community', or similar when discussing in an official capacity.

1. QuidditchUK Members
2. QuidditchUK Athletes
3. QuidditchUK Community

## **4 QuidditchUK Strategic Goals & Objectives**

The following list describes our core mission and aims as an organisation. Any decision made by QuidditchUK should be to bring ourselves closer to realising these objectives.

### **Growth**

QuidditchUK will seek to expand our community of athletes throughout the United Kingdom.

### **Ability**

QuidditchUK will encourage, resource, and educate members and clubs to improve their own sporting ability.

### **Sustainability**

QuidditchUK will seek options to financially support and grow the organisation and sport as a whole.

### **Community**

QuidditchUK will hold a high standard of what an inclusive sporting community looks like; all people of all backgrounds are welcome.

The President and Vice-President will outline specific and measurable goals they wish to achieve at the beginning of their Presidential tenure. These goals must be based on data gathered from the national and international quidditch communities, and must be discussed with the wider Executive Management Team before being put into action.

The goals must have clear parallels with the QuidditchUK mission statements.

The goals must also be made publicly known to the members and clubs of QuidditchUK.

The goals must be reviewed at the end of each season, and adjusted accordingly by the Executive Management Team.

## 5 QuidditchUK Responsibilities

1. QuidditchUK must:
  - a. Always act in the best interests of our core mission (Section 4).
  - b. Act with transparency and honesty in all decisions made.
  - c. Mediate between our members and clubs, and the International Quidditch Association.
  - d. Mediate between our members and clubs, and the European Quidditch Federation.
  - e. Standardise the rules of quidditch as played across the country.
  - f. Standardise the rules of officiating as refereed across the country.
  - g. Enforce rules and regulations across our membership.
  - h. Provide a tournament structure to establish a national champion.
  - i. Standardise the rules of safety in quidditch as played and taught across the country.
  - j. Encourage and develop the growth of the sport throughout the United Kingdom.
  - k. Provide members with clear and open lines of communication, query and recourse for decisions made by the organisation.
  - l. Provide and equip a national team to represent us at international tournaments.
  - m. Provide yearly reports on QuidditchUK organisational performances and finances.

## 6 The President

1. The President is responsible for:
  - a. Working to create, grow, improve and champion quidditch as a sport to a United Kingdom audience.
  - b. Calling and chairing EMT meetings.
  - c. Calling and chairing ECR meetings.
  - d. Making final decisions on QuidditchUK policy and implementing policy in recognisable terms.
  - e. Representing QuidditchUK on a local, national and international level.
  - f. Developing and maintaining relationships with key partners across the sport
  - g. Expanding QuidditchUK and quidditch to a wider audience.
  - h. Delegating tasks and projects to QuidditchUK Department Directors.
  - i. Setting general goals for quidditch alongside the Vice-President.
2. In the event that the President should wish to resign from their position, they must give the Vice-President AND the Volunteers Director at least eight weeks' notice before doing so.
  - a. In this time, the President and Vice-President must hold open applications from within the QuidditchUK community for the position of President.
  - b. Once selected the new President must attend all EMT meetings for at least a month prior to assuming the role, in order to integrate fully with their new position.
  - c. If the Vice-President OR the Volunteers Director is an applicant to the position of President, then their role in the selection process should be filled by two other EMT members, neither of whom can be applying to take the President position.
3. In the event that the Executive Management Team should believe the President to be unsuited for the position, at least 66 percent of the EMT must sign a Vote of No Confidence, and a list of measurable aims that the President must reach within 30 days, to the President, the Vice-President, and the Volunteers Director.
  - a. If the President is deemed to have not met these aims within the 30 days, by determination of EMT vote, they are removed immediately from their position.
  - b. The Vice-President will assume their position as Acting President on an interim basis, and the President's permanent replacement will be selected using the standard procedure for resignation.
    - i. In the case of the President being removed from their position (rather than stepping down) the role which the President plays in the selection process will instead be fulfilled by two other EMT members (neither of whom can be applying for the position of President).

- ii. The necessity for the President-Elect to attend EMT meetings for a month prior to assuming the position remains, during which time the Vice-President will remain Acting President.
- 4. For the procedure by which a President is dismissed outside a Vote of No Confidence scenario see Section 11 on dismissing Department Directors.

## 7 Incorporation Status

The following policies, provisions, and notes will be outlined and expanded on in the QUIDDITCHUK LIMITED Articles of Association; these are legally binding documents that determine the operating status of QUIDDITCHUK LIMITED as a legally registered company within the United Kingdom of Great Britain and Northern Ireland.

It is important that the QuidditchUK Constitution and the Articles of Association reflect each other in terms of shares and governance, to ensure consistent accountability by all parties involved.

1. QUIDDITCHUK LIMITED is a Non-Profit Company
  - a. QuidditchUK is incorporated as a Company Limited By Shares as QUIDDITCHUK LIMITED
  - b. Registered under Companies House 12178866 as a Private Limited Company
  - c. SIC - 93120 Activities of Sports Clubs
2. Three Directors of QUIDDITCHUK LIMITED must be appointed to oversee the business and legal obligations required to run QUIDDITCHUK LIMITED as a legal entity.
3. These Directors are:
  - a. The President
    - i. 34% Share
  - b. The Vice-President
    - i. 33% Share
  - c. The Operations Director
    - i. 33% Share
4. The Directors will not receive any financial compensation for their role as Director.
5. When a Director is no longer working or volunteering for QuidditchUK, whether through resignation or dismissal, they are required to relinquish or dissolve their shares within 10 working days.
6. In the case where a Director has been dismissed or removed from their position, including suspension, the remaining Directors are empowered to dissolve their shares or transfer them to a new Director as chosen by the Executive Management Team.
7. Any and all decisions made regarding QUIDDITCHUK LIMITED must be agreed upon by the Executive Management Team, and executed by the Directors.
8. The sitting Secretary for the Executive Management Team must also serve as Secretary for QUIDDITCHUK LIMITED.
9. The Directors of QUIDDITCHUK LIMITED do not have further authority or voting rights over the Executive Management Team by virtue of being QUIDDITCHUK LIMITED Directors.

## 8 Executive Management Team

The Executive Management Team (EMT) are the board of Department Directors that make key decisions on QuidditchUK policies, events, disciplinary, operational, financial, and community matters.

1. The Executive Management Team is comprised of the following roles:
  - a. President
  - b. Vice-President
  - c. Operations Director
  - d. Gameplay Director
  - e. Events Director
  - f. Media Director
  - g. Development Director
  - h. Outreach Director
  - i. Volunteers Director
  - j. Secretary
2. Meetings of the Executive Management Team are chaired by the President, and should be held no less frequently than once every two weeks.
  - a. Cancelling or delaying planned meetings may only be done by The President.
  - b. The President must provide sufficient notice to EMT members of a cancelled or delayed meeting.
  - c. The President can postpone EMT meetings to respect national holidays.
3. Each EMT meeting is a chance for Department Directors to update the President and wider EMT on current projects, challenges, and deadlines.
4. Should a Department Director be unable to make an EMT, they may send their Assistant Department Director if they provide the President with sufficient notice.
  - a. Sufficient notice is no less than two hours
  - b. The President reserves the right to decline an Assistant Department Director attending at their discretion.
5. In a typical EMT meeting, the following may be discussed and decided
  - a. Introduction of new policies
  - b. Removal of existing policies
  - c. Editing of existing policies
  - d. Appointment of a disciplinary committee
  - e. Setting of QuidditchUK member and/or tournament fees
  - f. Making financial decisions
  - g. Addressing a member complaint

- h. Editing of the QuidditchUK Constitution
    - i. See Section 14
  - i. Creation of a new Department
  - j. Retirement of an existing Department
- 6. Any member of EMT, excluding the Secretary, may also submit new points to be discussed as a group and, if required, voted on to put into policy.
- 7. All members of EMT, excluding the Secretary, have a vote on any motion raised to EMT.
- 8. Absent Directors do not have the right to vote in an EMT meeting at which they are not present.
  - a. Absent Directors may nominate the President or Vice-President as a proxy vote if enough notice is given.
- 9. Assistant Department Directors do not have voting rights in EMT.
- 10. In the case of a tied vote, the President has the final decision to break the tie.
  - a. In the absence of the President, the Vice-President has the final decision
- 11. The minutes from every QuidditchUK EMT Meeting must be made publicly available for QuidditchUK members and clubs to read and review. These must include.
  - a. Topic discussions
  - b. General updates
  - c. Agenda points
  - d. Motion records
  - e. Voting records
  - f. Meeting length
  - g. Attendance record
  - h. Location held
    - i. Either physical or digital
- 12. QuidditchUK must also provide a clear and direct way for members and clubs to challenge any decision made by EMT.
  - a. [QuidditchUK Club Veto Policy](#)
- 13. Should a member of the Executive Management Team wish to resign, they must give at least four weeks' notice to either the President, or the Volunteers Director, so that sufficient time is allowed to find a suitable replacement.
  - a. The President must give no less than eight weeks notice to either the Vice-President, or the Volunteers Director.
- 14. Members of the EMT are subject to a two-year term limit in that position in order to maintain diversity within the leadership team and reduce burnout.
  - a. This period begins from the day of their completed induction into QuidditchUK and ends after two full calendar years of holding that role.
  - b. This time limit resets for each new volunteer entering an EMT role.
  - c. EMT members will be notified of the end of the two-year period by the Volunteers Director two months before the end of the time limit.
    - i. 22 Months

- d. Once the time limit expires, the position will be open for applications on all QuidditchUK channels for at least 30 days.
  - e. This deadline may be extended by a further 15 days at the discretion of the Volunteers Director or President.
  - f. If necessary, the outgoing volunteer in that role may act as an interim EMT member until a replacement is found.
  - g. Outgoing EMT volunteers may reapply for their current role through open application and must not receive preferential treatment
  - h. If the outgoing volunteer is the only candidate, they will reassume the role with an updated time period of a further two years.
  - i. The incumbent member may reapply for the position an unlimited number of times.
  - j. EMT members may resign at any time within the given notice periods.
  - k. Existing members at the ratification of this constitution will have a one-year term starting from 2019-09-01
    - i. This clause will be removed at the 2020 AGM.
15. Once a Department Director has resigned entirely or have otherwise been removed from their position, that Department Director may not volunteer again in that that Department for at least three months so that the new Department Director may come in and establish the changes they wish to make.
- a. Fringe cases will be reviewed on a case-by-case basis by EMT to allow for volunteers to assist on short term projects.
    - i. This includes, for example, Tournament Committee positions from previous Events Department Directors.

## 9 QuidditchUK Departments

QuidditchUK is divided into eight Departments, each with their own Department Director.

Each Department Director is responsible for organising their own department meetings, and completing QuidditchUK projects as set out by the President and wider Executive Management Team.

1. Presidential Department
  - a. Roles
    - i. The President
    - ii. The Vice-President
    - iii. The Secretary
  - b. The Presidential Department oversees the running of QuidditchUK and the Executive Management Team. They are the final decision-makers on policy and decisions made regarding QuidditchUK. In the absence of the President, the Vice-President is automatically assumed to have any and all authority held by the President.
2. Operations Department
  - a. The Operations Department manages
    - i. QuidditchUK budgets;
    - ii. QuidditchUK payments;
    - iii. QuidditchUK reports;
    - iv. QuidditchUK legal communications;
    - v. Physical assets belonging to QuidditchUK.
3. Gameplay Department
  - a. The Gameplay Department manages
    - i. Standardisation of Rulebooks;
    - ii. Creating gameplay structure for QuidditchUK events;
    - iii. Recruitment and training of Referees and Officials, including Snitch Runners;
    - iv. Amendments to International Rulebooks.
4. Events Department
  - a. The Events Department manages
    - i. Creation and running of official QuidditchUK Events;
    - ii. Standardisation of quidditch events in the United Kingdom;
    - iii. Setting standards of quidditch event safety in the United Kingdom.
5. Media Department
  - a. The Media Department manages
    - i. All QuidditchUK communication channels;
    - ii. All public-facing QuidditchUK media;
    - iii. All public releases and press statements;

- iv. Creation and editing of QuidditchUK visual and audio media.
- 6. Development Department
  - a. The Development Department manages
    - i. Regional transfers of members between QuidditchUK clubs;
    - ii. International transfers of members between other NGBs;
    - iii. Processing appeals made by players or clubs;
    - iv. Processing complaints made by players or clubs;
    - v. Investigating player and/or club misconduct;
    - vi. Organisation and chairing of QuidditchUK General Forums;
    - vii. Encouraging development of QuidditchUK member clubs;
    - viii. Managing QuidditchUK initiatives such as All In or Level Up.
- 7. Outreach Department
  - a. The Outreach Department manages
    - i. Resourcing new QuidditchUK clubs;
    - ii. Youth Quidditch Development;
    - iii. Expanding quidditch in new areas of the United Kingdom.
- 8. Volunteers Department
  - a. The Volunteers Department manages
    - i. Recruiting of new QuidditchUK volunteers;
    - ii. Dismissal of QuidditchUK volunteers;
    - iii. Volunteer induction;
    - iv. Volunteer complaints;
    - v. Volunteer welfare;
    - vi. Creation of new volunteer roles within QuidditchUK.

## 10 QuidditchUK National Teams

1. QuidditchUK must always have a standing national team to represent them in international events and tournaments.
2. QuidditchUK recognises two official national teams.
  - a. Team UK;
  - b. Team Scotland.
  - c. Both teams are to be managed separately from one another, and are treated as their own departments, answerable directly to the President and Vice-President of QuidditchUK.
3. Team Managers may also develop secondary teams specifically for training players who show promise or potential.
  - a. The coaching and player structure is at the discretion of the National Team Manager to implement.
    - i. They must still be active members of QuidditchUK.
  - b. Players on these development teams are not considered part of their national squad.
  - c. Players on the development team may also be members of other National Teams.
4. Each national team must have:
  - a. A Team Manager
  - b. A Non-Playing Head Coach
5. Managers and Coaches have autonomy in the selection and training of their teams, provided they meet the following criteria.
  - a. The selected athletes are current members of QuidditchUK
  - b. The selected athletes are actively competing in QuidditchUK events
  - c. The selected athletes are in good standing within QuidditchUK
  - d. The selected athletes do not have any disciplinary actions or investigations against them
  - e. The selected athletes are not members of another National Governing Body
  - f. The selected athletes are not members of another national team
    - i. This includes Team UK members sitting on Team Scotland
    - ii. This includes Team Scotland members sitting on Team UK
6. In the case of clear systemic bias or cause for concern, the President or Vice-President may challenge decisions made by the National Team leadership and request adjustment accordingly.
7. The President, Vice-President, and Development Director have the right to veto a National Team selection based on the criteria outlined in 5.x
  - a. The veto must be voted on during an EMT meeting.
  - b. The vote must pass with at least  $\frac{2}{3}$  majority.
  - c. The veto **must** be for the above reasons.

8. A QuidditchUK national team can be dissolved at anytime at the discretion of the Executive Management Team.
9. The existence of a national team does not guarantee them the opportunity to compete in international events or tournaments.
10. National teams cannot be created without the explicit written approval of QuidditchUK EMT.
11. Further policies pertaining to national team selection can be found in the [Team UK Selection Process Policy](#).

## 11 Removal of Department Directors

For all intents and purposes, any of the following scenarios can be a reason to investigate and/or dismiss any Department Director. This includes the President, Vice-President, Secretary, and any National Team Coach/Manager.

1. The following is not an exhaustive list.
  - a. Gross misconduct of any form
  - b. Consistently missing consecutive meetings without notice.
    - i. Missing more than two in a row is enough to raise an enquiry by the Volunteers Director.
      1. The Volunteers Director will attempt to contact the Department Director on all reasonable channels.
      2. The Volunteers Director will, upon making contact, discuss their recent activity and attendance.
      3. The Volunteers Director will set up a timeframe of no less than two weeks for the Department Director to improve or raise their attendance
      4. Should the Department Director fail to meet these expectations, they will be suspended pending a full investigation which may result in their dismissal.
      5. In the case where the Volunteers Director is failing to make regular meetings, The President will assume their role in the above investigations as per 1.b.i.1-4
    - ii. More than three absences in a row without notice or reasonable explanation will be treated as a resignation and will result in the immediate dismissal of the volunteer.
  - c. Racism
  - d. Sexism
  - e. Homophobia
  - f. Transphobia
  - g. Evidence of criminal activity
  - h. Theft of QuidditchUK equipment
  - i. Embezzlement of QuidditchUK funds
  - j. Acting in a way that could bring the organisation or sport into disrepute
  - k. Failing to engage or carry out responsibilities
  - l. Not consulting EMT on major decisions
  - m. Ignoring EMT votes
  - n. Failing to action EMT-voted decisions
  - o. Making decisions on behalf of QuidditchUK for personal gain

2. Should a Director be found to have reason for dismissal, they are suspended for two weeks pending a full investigation, during which their Assistant Director will assume the role of Director in their department.
  - a. In the case of dismissing the President, the Vice-President assumes the role.
  - b. Should an Assistant Director be unavailable, another member of EMT may temporarily assume their role as decided by either the President, or the Volunteers Director as necessary.
3. When investigating the President
  - a. The Vice-President, Volunteers Director, and two further members of EMT will carry out the investigation.
4. When investigating the Vice-President
  - a. The President, Volunteers Director, and two further members of EMT will carry out the investigation
5. When investigating the Volunteers Director
  - a. The President, and two further members of EMT will carry out the investigation.
6. When investigating any other Director
  - a. The President, Volunteers Director, and one other member of EMT will carry out the investigation.
7. In cases of Conflict of Interest within EMT, further volunteers outside of EMT can be brought in.
  - a. Ordinarily these are selected by the President, or else the Volunteers Director if the former has a conflict of interest.
  - b. In the case where the President is to be investigated these are selected by the Vice-President, or the Volunteers Director if there is a conflict of interest.
8. Once a decision to suspend has been made, a relevant member of EMT must immediately remove all access to emails, QuidditchUK cloud storage drives, media channels, and all other QuidditchUK accounts.
9. Should a Director be dismissed, a public announcement must be made, including the reasoning for dismissal where appropriate, and the next steps QuidditchUK will take.
  - a. This extends to Assistant Department Directors.
  - b. This extends to National Team Coaches and Managers.
10. Should a clear and evidencable case of gross misconduct or otherwise clear cause for dismissal arise, the President and Vice-President have the authority to automatically suspend a Department Director or any other QuidditchUK volunteer and revoke access while an investigation takes place.
  - a. The evidence must be clear and well documented, and presented to EMT at the next available opportunity.

## 12 Volunteering Policy

1. QuidditchUK stands for the role of quidditch as a figurehead in terms of fairness and equality in sport; consequently, QuidditchUK as an organisation adheres strictly to the following rules.
2. QuidditchUK operates a complete non-discrimination policy.
3. 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 protected category.
4. QuidditchUK resolves not to tolerate any instance of its volunteers, member clubs, or other affiliates failing to respect this policy.
  - a. The QuidditchUK Disciplinary Policy includes full measures to be taken against a QuidditchUK Volunteer, member club, member player, or other affiliate who damages the integrity of this policy.
5. As a consequence of this non-discrimination policy, all QuidditchUK volunteer positions must be filled by open application.
  - a. This application form must be open and available to all members of the public and must be advertised on all QuidditchUK channels regularly.
  - b. Positions must be kept open for no less than 15 days.
    - i. This may be extended by a further 15 days at the discretion of the Volunteers Director or President.
  - c. Directors may promote existing volunteers by appointing volunteers to new or vacated managerial positions within their department.
    - i. They cannot appoint Assistant Directors without going through the application process.
    - ii. Existing volunteers applying for Assistant Director, Director, or Presidential positions must always apply through the same open application process as non-volunteers, and must not be preferentially treated.
6. QuidditchUK is an organisation aspiring to professionalism and integrity, and consequently has the following tools at its disposal to ensure professionalism among its volunteers.
  - a. The QuidditchUK Induction Form.
    - i. The induction form should be made available to all volunteers as soon as they accept their volunteering role for QuidditchUK.
    - ii. Volunteers should be guided through the induction form by a member of the EMT, typically the Volunteers Director.
    - iii. The induction form should contain guides to the QuidditchUK Code of Conduct, and should be presented in an accessible and readable format.
    - iv. The induction form should be reviewed every six months for required updates by the EMT. It is the responsibility of the President to ensure that this takes place.

7. Every QuidditchUK volunteer must sign a QuidditchUK Volunteer Agreement OR Executive Management Team Volunteer Agreement within two weeks of starting at QuidditchUK.
  - a. No volunteer may receive access to any account, drive, channel, or email until the Volunteer Agreement has been signed and logged.
  - b. If this is not completed, then their position is not considered confirmed until resolved.
8. It is the responsibility of the Volunteers Director to ensure these contracts are completed within a month.
  - a. Unfinished contracts must be followed up by the President or Vice-President, who must:
    - i. Query why the contracts have not been finished and/or implemented
    - ii. Follow up with the Volunteers Director on why deadlines have been missed AND
    - iii. If necessary, take disciplinary action as per the QuidditchUK Volunteer Disciplinary Policy.
  - b. These contracts must be kept in a secure, accessible location by the Volunteers 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 in accordance with GDPR regulations.
9. Disciplinary action may need to be taken against a QuidditchUK volunteer member. For a full explanation about this process and the potential offences, consult the [QuidditchUK Volunteer Disciplinary Policy](#).

## 13 Membership Policy

1. QuidditchUK will take membership fees from member clubs and member players each season to pay for QuidditchUK events and organisational management. Membership lasts from 1st September to 31st August the following year.
2. Fees will be determined on a season-to-season basis, decided by the EMT.
  - a. Changes in fees must be announced by September 1st of the year in which the season is to begin.
  - b. If changes in seasonal fees are not announced by the required date, and without prior official communication by QuidditchUK, they may be considered to be the same as the previous season.
  - c. The fees to be announced are.
    - i. QuidditchUK Individual Membership Fees
    - ii. QuidditchUK Club Fees
    - iii. QuidditchUK Team Fees
    - iv. Recurring QuidditchUK Official Tournament Fees
      1. New tournaments created mid-season are not subject to this policy.
3. The full breakdown of fees and any benefits associated with membership must be available in any relevant QuidditchUK membership policies and at the time of purchase.
4. QuidditchUK is an inclusive organisation and maintains a strict anti-discrimination policy; this also applies to those clubs seeking membership of QuidditchUK.
5. QuidditchUK 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.
  - a. 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.
    - i. This decision is made solely by EMT vote.
6. QuidditchUK must hold regular General Forums with invitations to representatives from each member club.
  - a. These meetings must take place at least once every 13 weeks
    - i. General Forums will not take place if attendance is below seven clubs.
  - b. Member Clubs must have an opportunity to voice opinions, concerns, feedback, and criticism of QuidditchUK during these meetings.
  - c. Member Clubs may submit points to discuss during the General Forum with both QuidditchUK and other Member Clubs.
7. QuidditchUK must hold an Annual General Meeting with invitations to representatives from each member club.
  - a. This meeting must take place every calendar year, and is recommended to take place between 1st July and 31st August inclusive.

- b. Member Clubs may not submit points for discussion.
- c. The Annual General Meeting will involve presentation of the following:
  - i. An overview of the place of the organisation;
  - ii. Financial reports;
  - iii. Other relevant performance reports;
  - iv. A document of achievements over the past year, and any other relevant details;
  - v. Relevant member(s) of EMT will be present to take any questions on the financial documents;
  - vi. There is also a chance for open questions with the EMT.
- d. Before an AGM takes place all member clubs must be given at least four weeks notice via email, including the date, time and estimated duration of the meeting.
- e. The AGMs may be conducted in either a physical or digital setting, and means of access must be made available to all attendees.
- f. One week before the meeting, an agenda and the most recent organisational financial report will be sent to all member clubs.
- g. For the requirement of an Annual General Meeting having taken place to be fulfilled, a quorum of at least 50% member clubs (members at the time of the four-week notice) must be represented at the meeting.
- h. Clubs may only send one representative at an Annual General Forum
  - i. Department Directors cannot represent a club
  - ii. Assistant Department Directors cannot represent a club
  - iii. The President and/or Vice- President cannot represent a club

Further rulings pertaining to specific Member and Club Policies can be found here.

[QuidditchUK Club and Team Membership Policy](#)

[QuidditchUK Individual Member Policy](#)

## 14 Constitutional Amendments

1. Should any EMT member, other than the Secretary, feel it has become necessary to edit this constitution or any affiliated documents, procedures are to be undertaken adhering to the structure outlined below.
  - a. A member of the EMT can raise the point in an Executive Management Team meeting OR
  - b. by writing to the President or Vice-President.
  - c. The President should then call an Executive Constitutional Review (ECR) to be incorporated into a future Executive Management Team meeting.
  - d. Department Directors of the EMT must be given a minimum of one weeks' notice prior to an ECR.
  - e. An ECR requires a minimum attendance of 6 voting members, or 60% of regular voting members present at the Executive Management Team meeting, whichever is higher (rounding up)
    - i. The Secretary must also be present.
    - ii. The member(s) of EMT who raised the proposed edits must also be present.
  - f. Prior to this meeting, the President must outline an agenda which should detail points to be addressed.
  - g. This agenda should be constructed from points submitted by any member of the EMT.
  - h. The agenda must be shared with the EMT at least 24 hours in advance of the ECR.
  - i. The EMT member(s) who submitted a point to the ECR agenda must also bring to the meeting a detailed proposal of changes to be made.
  - j. To warrant consideration this proposal must include.
    - i. The current wording of the section(s) in question
    - ii. Proposed new wording for any changes,
    - iii. Any current wording to be removed
    - iv. Any proposed wording (including proposed numeric citation) to be added.
  - k. It is imperative that the EMT member(s) proposing a constitutional change thoroughly review the whole constitution, and affiliated documents, to account for any necessary changes resulting from the primary change in the proposal.
2. In the ECR, no individual change may be debated for more than an hour before a vote is taken.
  - a. Once the hour has passed, no further debate on that point may be taken.
  - b. The President or submitting member of EMT may motion for the amendment to go to a vote.
3. A proposal requires at least 66 percent of the attending EMT to vote in favour for the proposal to pass.

- a. In the event of an EMT member abstaining, their presence is discounted and 66 percent of the members who vote 'Yes' or 'No' is required.
  - b. If 50 percent or more of the voting members abstain, then the proposal cannot pass irrespective of the votes of the other members.
4. At the request of any member at an ECR, 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.
5. Proposed changes that have been made must be communicated to the member clubs to review, query and challenge under the [QuidditchUK Club Veto Policy](#).
  - a. Clubs will have a two-week window to make these reviews from their introduction.
6. Following the two-week window, the voted changes will come into effect.
7. There must be an annual ECR in which the constitution will be reviewed fully, even if there have been no proposed amendments, and any changes (for example, based on the growth or change of QuidditchUK) will be implemented two weeks after the meeting.
8. 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 Review.

## 15 Active Policies

1. All of the following documents referenced in this constitution 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.
  - a. QuidditchUK Development Cup Eligibility Policy
  - b. QuidditchUK European Qualifier Tournament Eligibility Policy
  - c. QuidditchUK Event Referee Quota
  - d. QuidditchUK Event Discipline and Suspensions Policy
  - e. QuidditchUK Event Registration Process
  - f. QuidditchUK Event Minimum Roster Policy
  - g. QuidditchUK Ranking Criteria
  - h. QuidditchUK Sexual Harassment Policy
  - i. QuidditchUK Team Jersey Policy
  - j. QuidditchUK Accredited Events Roster Limitation Policy
  - k. QuidditchUK Intoxicating Substances Policy
  - l. QuidditchUK Match Fixing Policy
  - m. QuidditchUK Club Transfer Policy
  - n. QuidditchUK Individual Membership Policy
  - o. QuidditchUK Club and Team Membership Policy
  - p. QuidditchUK Club Veto Policy
  - q. QuidditchUK Volunteer Disciplinary Policy
  - r. QuidditchUK Reimbursement Policy
  - s. Team UK Selection Process
  - t. Privacy Policy
  - u. Member Privacy Policy
2. An amendment, update, removal, or introduction of a new or existing policy can be raised and voted on at any EMT meeting, and does not require an ECR.
3. **In case of contradiction this constitution is the prevailing document.**