

Constitution of McGill Quidditch

Ratified by Club's Membership on 09/04/14

Ratified by SSMU Council on: _____

1 Article I: Name

1.1 McGill Quidditch also referred to hereinafter as the Club.

2 Article II: Mandate

2.1 The Club's mandate shall be to

a) Facilitate the gameplay of Quidditch in order to:

- Provide an avenue for students to meet one another
- Promote a healthy lifestyle
- Have fun

To best accommodate this mandate, the Club will:

a) Form (a) competitive team(s) to compete with other local, national and international quidditch teams

b) Create opportunities for recreational Quidditch play in the Montreal area such as:

- An intramural league
- Open practices
- On-campus tournaments
- Demonstrations and campus events

2.2 Code of Conduct

2.2.1 The Club shall carry forth its mandate from an anti-oppressive and equitable standpoint AND equal respect shall be given to all members, including those of disadvantaged backgrounds, regardless of but not limited to gender, age, race, ethnic or national origin, religion, sexuality or sexual orientation, mental or physical abilities, language, or social class.

2.2.1.1 No member shall make personal profit from the club

2.2.2 Any executive member who fails to fulfill their responsibilities shall be subject to the expulsion procedure outlined in this constitution.

2.3 Student Group Civility

2.3.1 The club will maintain cordial and respectful relations with all other clubs, services and independent student groups

2.3.2 The club will not use SSMU resources and/or their club status to prevent other clubs, services or independent student groups from fulfilling their mandate, including but not limited to their acquisition of resources and pursuit of activities.

2.3.3 If problems arise between groups, the President of the executive committee and/or collective of the club shall be responsible for contacting the SSMU Vice President of Clubs and Services and attempt to remedy the problem in a collegial fashion.

2.4 Environment

2.4.1 The club shall make attempts to regularly monitor the environmental impact of all its events and operations

2.4.1.1 The club must attempt to utilize the services and resources available at SSMU in order to maximize capacities for equitable decision-making and environmental stewardship. These include but are not limited to the use of the plate club, green events guide, applications for the SSMU Green fund, assistance of the SSMU environment commissioners, environment committee and green events coordinators

2.4.2 The club must attempt to find sustainable alternatives to the non-recyclable #6 plastic, effective waste management, providing vegan and vegetarian options, purchasing clothing which is ethically sourced and environmentally-friendly, purchasing local and sustainable alcohol, fair trade coffee and tea, and local and/or organic foods.

2.5 Any money or property of the Club that is carelessly lost or damaged shall be appropriately replaced/paid for by the member responsible.

3 Article III: Membership

3.1 Membership for a club under the Students' Society of McGill University is open to all SSMU and PGSS members, including those of disadvantaged backgrounds, regardless of but not limited to gender, age, race, ethnic or national origin, religion, sexuality or sexual orientation, mental or physical abilities, language, or social class.

3.2 Only Students' Society of McGill University (SSMU) and Post Graduate Students' Society (PGSS) members are eligible to be elected as officers and to hold voting privileges. Further, said members must pay the membership fee (See Article VI: Fees).

3.3 Associated non-voting membership is open to all others, herein referred to as casual members.

4 Article IV: Executive

4.1 The Executive shall administer the Club and oversee its events.

4.2 The Executive is composed of the following eight portfolios:

1. President
2. VP External
3. VP Communications
4. VP Internal
5. VP Events
6. VP Fundraising
7. VP Finance

8. VP Administration

4.3 Meetings

4.3.1 The Executive shall meet weekly barring unusual circumstances.

4.3.2 These meetings are open to general members as spectators unless the executive elects to close them

4.3.3 The contents of a closed executive meeting are confidential until the executive decides as a group to make them public.

4.4 In order for any decision to be made, a majority (at least five) members must vote in favour of it. In the event of a tie, the president will cast the deciding vote.

4.5 Expulsion Procedure

4.5.1 If the competence or conduct of an executive member is questioned by any member, these concerns can be brought to the President.

4.5.1.1 In the case that the member in question is the President, concerns can be brought to the VP Internal.

4.5.2 At the discretion of the President/VP Internal, the entire executive will be informed of the concern raised and the executive member in question will be placed on a two week probation period in order to address the concern.

4.5.2.1 Alternatively, the executive in question can step down immediately and a replacement will be elected as per the guidelines of Article 9.9.

4.5.3 At the end of the probation period, the executive will hold a meeting in which the executive member can defend their actions and an anonymous vote of confidence will be held. If the executive member in question loses the vote, they will be asked to step down and a replacement will be elected as per the guidelines of Article 9.9.

4.6 Exit Report

4.6.1 All outgoing executive members must write an exit report and make them available to incoming executive members by August 1st of their outgoing year.

4.7 Candidates for executive positions must be McGill students present in Montreal for the entire school year in order to run for their preferred position.

5 Article V: Portfolios

5.1 The President shall:

5.1.1 Be the chief executive officer, chief representative, and chief spokesperson of the Club.

5.1.2 Oversee all aspects of the Club.

5.1.3 Ensure the smooth running of the Club as a whole through facilitation of, and mediation with, the various Executive portfolios with a vision that is consistent with the mandate.

- 5.1.4 Arrange and chair all Executive and general meetings, as well as create agendas for the meetings.
 - 5.1.5 Cast the deciding vote in the event of an Executive deadlock.
 - 5.1.6 Co-sign all financial transactions with the VP Finance and VP Fundraising when necessary.
 - 5.1.7 Be media spokesperson on behalf of the entire club when possible.
 - 5.1.8 Relay pertinent executive announcements to the rest of the club after practice.
 - 5.1.9 Interact with various committees as necessary.
 - 5.1.10 Review all major funding applications before they are submitted by VP Administration.
 - 5.1.11 Be responsible for communication with other McGill University student organizations, and with the Students' Society of McGill University.
 - 5.1.12 In collaboration with the VP Internal and VP Events, co-ordinate the recruitment process and introductory try-outs with the Captains and Snitch Coordinator.
 - 5.1.13 Handle other duties to assist other executive members as such situations arise.
- 5.2 VP External shall:
- 5.2.1 Act as a liaison between the Club and the Quidditch community outside of McGill University, including but not limited to:
 - The Montreal Quidditch community
 - La Ligue Collégiale de Quidditch du Québec (LCQ)
 - The Canadian Quidditch Association (CQA)
 - The International Quidditch Association (IQA)
 - United States Quidditch (USQ), the Australian Quidditch Association (AQA)
 - Other quidditch teams and their representatives
 - 5.2.2 Be responsible for developing healthy relations with other Quidditch teams outside McGill, particularly those in the Montreal area.
 - 5.2.3 Act as representative to regional conference(s) and attend all meetings on behalf of the team.
 - 5.2.4 Work with host teams' representatives and the McGill Quidditch Executive to plan tournament arrangements.
 - 5.2.5 Manage our team(s) rosters with official organizations.
 - 5.2.6 Keep the club updated on official rule interpretations, league regulations, and relevant news from the Quidditch community
 - 5.2.7 Respond to all tournament-related inquiries.
 - 5.2.8 If necessary, appoint and oversee a French-speaking liaison to interact specifically with the Quebec Quidditch community
- 5.3 VP Communications shall:
- 5.3.1 Act as a representative of the team to the public and media
 - 5.3.2 Maintain our social media presence including but not limited to: Facebook, Twitter, Wordpress, Youtube
 - 5.3.3 Respond to all email inquiries and/or forward them to the relevant position
 - 5.3.4 Be actively responsible for promoting the image of the Club both within and outside the McGill community

- 5.3.5 Coordinate with VP Events to promote Club events
 - 5.3.6 Manage the anonymous comment box and forward all submissions to relevant parties.
- 5.4 The VP Internal shall:
- 5.4.1 Be responsible for communication between the executive and the Club except after-practice announcements
 - 5.4.2 Act as Captain Liaison and inform captains of all pertinent executive activity, especially potential tournament plans
 - 5.4.3 Act as Chief Elections Officer and conduct all regular and interim elections, except for those in which they are a candidate, in which a replacement will be appointed
 - 5.4.4 With the President, Captains and VP Events, coordinate the recruitment period and first open practices.
 - 5.4.5 Conduct the Head Captain and captains' tournament attendance votes
 - 5.4.6 Respond to player concerns about Captains, including calls for votes of non-confidence (see Captain's Code of Conduct)
 - 5.4.7 At the advice of the captains, schedule practice times and locations and relay information to the team
 - 5.4.8 Maintain equipment inventory and restock at advice of Captains
 - 5.4.9 With the VP Finance, co-ordinate tournament travel arrangements
 - 5.4.10 Manage intramural subcommittees, and any others that are created under the VP Internal portfolio
 - 5.4.11 Not run for the position of captain
- 5.5 VP Events
- 5.5.1 Coordinate all events hosted by the Club
 - 5.5.2 Along with the VP Finance and VP Fundraising, coordinate fundraising initiatives and events of the Club in order to achieve fundraising goals, including Yule Ball.
 - 5.5.3 Coordinate team social events to foster team spirit and cohesion (ex. potlucks, team outings)
 - 5.5.4 Along with VP Communications, publicize events within the Club and to the wider community.
- 5.6 VP Finance shall:
- 5.6.1 Be responsible for the collection of all member transactions, including but not limited to membership fees and tournament fees.
 - 5.6.3 Co-sign all financial transactions with the President and the VP Fundraising.
 - 5.6.4 Complete the semi-annual audit.
 - 5.6.5 With VP Internal, evaluate transportation options and finalize tournament travel.
 - 5.6.6 Ensure the funding and financial stability of the club.
 - 5.6.7 Be the sole person responsible for and in possession of any quidditch funds.
 - 5.6.8 Aid the VP Admin in completing application-specific budgets including relevant expenses and revenues
 - 5.6.9 Advise Captains of budget restraints for practice space rental and equipment purchasing

- 5.7 VP Fundraising shall:
 - 5.7.1 Oversee and coordinate non-event fundraising opportunities for the Club, including but not limited to Samosa Sales, Merchandise sales, and sponsorship opportunities
 - 5.7.2 Co-sign all financial transactions with the VP Finance and the President
 - 5.7.3 Keep up to date with financial needs of the Club and develop a fundraising strategy accordingly
 - 5.7.3 Collaborate with VP Events and coordinate financial side of event-planning
 - 5.7.4 Maintain open communication with the VP Finance in order to consolidate profits and pay any event-related expenses
 - 5.7.5 Maintain merchandise (i.e. T-shirts) inventory and restock as necessary under advisement of VP Finance

- 5.8 VP Administration shall:
 - 5.5.1 Take minutes of executive and general meetings, publish minutes within two days of the meeting taking place
 - 5.5.2 Apply for funding from groups such as the Student's Society of McGill University, the Alumni Association of McGill University, and/or any other potential sources of funding. This entails:
 - 5.5.2.1 Filling out and submitting application forms with copies of applicable receipts
 - 5.5.2.2 Writing and tailoring sponsorship letter templates
 - 5.5.2.3 Following up on funding opportunities, continual attention to funding applications even after funding is received
 - 5.5.2.4 Aiding the VP Finance in completing application-specific budgets including relevant expenses and revenues
 - 5.5.2.6 Maintain records of all funding received
 - 5.5.3 Filling out any other relevant applications (eg. SSMU Awards, SSMU office application, Activities Night)
 - 5.5.4 Write bi-monthly newsletters which liaise between the exec and the club members, including relevant information on costs, deadlines, and upcoming events, as well as a general summary of each exec member's activities (in their official capacity) for the week
 - 5.5.5 Maintain organization of Facebook groups and email accounts

6 Article VI: Fees

- 6.1 The Club's membership fee shall be \$10 dollars.
- 6.2 Payment of the fee guarantees members the following:
 - 6.2.1 Priority in roster selection over non-paying, non-voting members
 - 6.2.2 Access to club subsidies for tournament travel
 - 6.2.3 Voting rights and eligibility to be elected as officers (given Article 3.2)
- 6.3 The Club will charge additional fees that arise associated with the cost of attending tournaments.

7 Article VII: Finances

- 7.1 The Executive Committee or Collective shall examine the financial records, and prepare an audit, complete with records of all transactions and receipts, to be submitted to the SSMU at the end of each semester before May 31st of each year.
- 7.2 All club bank accounts must be kept at Scotiabank as subsections of the SSMU account
 - 7.2.1 Each account must have a minimum of two and maximum of three signing officers
 - 7.2.2 In order to receive funding of any kind from the SSMU, the club must have a Scotiabank account

8 Article VIII: Meetings

- 8.1 There shall be a General Meeting at the end of the Winter semester for the purpose of electing new Captains and Executive members
- 8.2 Regular Executive and General meetings shall be held throughout the fall and winter terms.
- 8.3 Special Meetings shall be called at any time deemed necessary by the Executive and/or Committee Chair.

9 Article IX Elections

- 9.1 The Vice-President (Clubs & Services) of SSMU or his/her representative shall be the Chief Electoral Officer (CEO) with final authority over electoral procedures and validity of results.
- 9.2 The general membership must be notified of the date of the general meeting 2 weeks in advance to the date of the General Meeting called for elections purposes.
- 9.3 Elections are to be held at the end of the Winter semester during the previously mentioned General Meeting (see 8.1)
- 9.4 The Executive Committee may designate Deputy Electoral Officers (DEOs) to assist the running of elections in consultation with the CEO.
- 9.5 Elections are to be conducted by secret ballot.
- 9.6 The Vice-President (Clubs and Services) should be notified immediately in the event of contested electoral results.
- 9.7 Only Students' Society of McGill University (SSMU) and Post Graduate Students' Society (PGSS) members who have paid the \$10 club fee are eligible to vote for and to be elected as captains and executive members.
- 9.8 Only players who have played (a) position(s) in the previous school year and identify with that position can vote for that associated position's captain.
 - 9.8.1 If a player wishes to vote for an additional position captain outside of the position he or she is primarily associated with, eligibility is at the discretion of the current position captains for this additional position.
- 9.9 Absentee ballots must be made available for elections of executive members and positional captains.
- 9.10 By-Elections
 - 9.10.1 In the case that an executive or captain steps down, a by-election will be held within two weeks (barring extenuating circumstances) to replace them.

9.10.2 For Captain by-elections a full General Meeting is not required. The meeting will be open to all members, but voting eligibility will be contingent on the same requirements as the initial Captain elections

10 Article X: Constitutional Amendment Procedure

- 10.1 Any member of the club may propose an amendment to the Constitution.
- 10.2 In order to amend the constitution, a two-thirds majority vote at a General Meeting must be in favor of the proposed amendment
- 10.3 All amendments shall be submitted to the Interest Group Coordinator, will be reviewed by the Interest Group Committee and ratified by the SSMU council before they take effect.

11 Article XI: Bylaws and Policies

- 11.1 The club shall create and maintain bylaws that cover the operations of the club which are not specified in the Constitution.
- 11.2 The club's bylaws shall not contravene the Constitution.
- 11.3 The club bylaws must be available to any member of the SSMU when and if requested.

12 Article XII: SSMU Constitution, By-Laws and Policies

- 12.1 In case of any inconsistencies between the Club Constitution and the SSMU Constitution and By-Laws, the SSMU Constitution By-Laws and Policies shall take effect.
- 12.2 If there are any areas not covered in this Constitution, the SSMU Constitution, By-Laws and Policies shall take effect.

13 Article XIII Captains

- 13.1 Captains will be elected within the Club, following the electoral procedures outlined in Article IX
 - 13.1.1 One Captain per competitive team will be elected represent the position of Chasers and one Captain per team will represent the position of Beaters
 - 13.1.2 A Seeker Captain will be elected to represent the Seekers on all competitive teams within the Club
 - 13.1.2.1 In the case that the Seeker Captain is not on the roster of a competitive team attending a tournament, the Seeker Captain will appoint, with advance notice, an experienced Seeker to act as Seeker Representative and will provide the Seeker Representative in advance any resources required for the appointment
- 13.3 The Captains shall:
 - 13.3.1 Train players of their position
 - 13.3.2 Plan and execute try-outs for competitive teams at the beginning of the Fall semester
 - 13.3.3 Select and publish a complete roster before the first practice after try-outs
 - 13.3.4 Handle administrative roster actions for any organizations

- 13.3.5 Submit tournament-specific rosters to the VP External one week before said tournament
- 13.3.6 Submitting roster switches to the VP External two weeks before the switch is required
- 13.3.7 Organize, execute, and participate in all practices, create a regular practice schedule in collaboration with the other Captains, the Head Captain, the Snitch Coordinator, and the Captains' Liaison (VP Internal), with the following exceptions:
 - 13.3.7.1 Captains are exempted from participating in try-outs
- 13.3.8 Captains may be excused from organizing, executing, and attending specific practices in extenuating circumstances, provided that:
 - 13.3.8.1 Another Captain of the same position, given advanced notice of the absence agrees to organize, execute, and attend practice without the help of the absent Captain or
 - 13.3.8.2 At least two Captains not of the same position as the absent Captain, given advanced notice of the absence, agree to organize and execute practice for the absent Captain's position in addition to their own
- 13.3.9 Attend all tournaments to which they are sending a roster. Captains may be exempted from this in extenuating circumstances, provided:
 - 13.3.9.1 The other Captain for the roster, excluding the Seeker Captain, attends the tournament and
 - 13.3.9.2 The absent Captain appoints one player on their roster of their position to act as position representative for the tournament, having provided this player in advance with the appropriate resources for this appointment
 - 13.3.9.3 The requirement that the appointed player be on the roster of the absent Captain may be waived in the event that the other Captain for this position attends the tournament, without being a player on the roster
- 13.3.6 Meet weekly with the other Captains, in sessions organized by the Head Captain (See Article XVI)
- 13.4 All captains must be present in Montreal for the entire school year in order to run for their preferred position.
- 13.5 Interim Captain
 - 13.5.1 In the case that there are no candidates for a captaincy, an interim (or acting) captain will be elected to fill the vacant position until the Fall try-out session concludes
 - 13.5.2 The interim captain is still eligible to compete for an A-team position until the Fall try-out session concludes
 - 13.5.3 In the event that at the end of the try-out session, there are no captains on one team, an election will be held to elect that team's captain from the players on that team
 - 13.5.3.1 Excluding rookies, only players who have attended try-outs for the season in question will be allowed to vote for the captain

14 Article XIV: The Snitch Coordinator

- 14.1 A Snitch Coordinator will be elected by and from players identifying as Seekers or Snitches, following the electoral procedures outlined in Article IX

14.2 The Snitch Coordinator is responsible for:

14.2.1 Determining which and how many Snitches will attend tournaments, forming what will be called the Snitch Roster

14.2.2 Working with the Executive to ensure Snitches are equally considered, represented, and funded with respect to players of other positions, and to set a reasonable limit on the number of Snitches on the Snitch Roster

14.2.3 Maintaining a close relationship with the Seeker Captain, working in collaboration with this Captain to coordinate practices bringing together Seekers and Snitches

14.2.4 Ensuring support for Snitches travelling with a competitive team to tournaments, whether by appointing a Snitch Representative or by collaborating with the Seeker Captain

15 Article XV: The Head Captain

15.1 A Head Captain will be elected from the pool of elected Captains, not including the Snitch Coordinator

15.1.1 This election will be coordinated by the VP Internal, and will be open only to elected Captains

15.1.2 Head Captaincy is contingent on continued captaincy in the Captain's regular position. Expulsion or resignation of the Head Captain from their regular Captain's role will require the election of a new Head Captain

15.2 The Head Captain will be responsible for:

15.2.1 Ensuring integration between positions at practices

15.2.2 Coordinating Captains' meetings

15.2.3 Recording and publishing minutes of these meetings to the Captains' group

15.2.4 Attending Executive meetings, participating in the interest of all Captains and only in sections pertinent to Captains

15.2.4 Delegating the above responsibilities to another Captain who can assume these responsibilities in the event of the Head Captain's absence at a practice or a meeting

15.3 The head captain shall have full access to all information available to executive members, including but not limited to what is discussed at executive meetings and communications within executive social media groups and message threads.