

CONSTITUTION of **The Adelaide Augureys Quidditch Club**

We, the members of The Adelaide Augureys, associated with the Quidditch Australia Incorporated (QAI) and South Australian Quidditch Association (SAQA) are charged with the task of playing and spreading the sport of Quidditch across our city. The executive board shall work to benefit the whole, and should they fail in this duty, the general body of The Adelaide Augureys Quidditch Club has a responsibility to make their concerns known and to elect new officials should the need arise. Concerns about individual members may be brought to any member of the executive board. If issues aren't sufficiently rectified the matter can be escalated to a general meeting or further, failing any previous success, to the South Australian Quidditch Association (SAQA) or Quidditch Australia Incorporated (QAI).

Article I. Name of the Organisation

Section 1. The name of this organisation shall officially be The Adelaide Augureys Quidditch Club (AAQC).

Article II. Purpose, Aims, Functions of the Organisation

Section 1. We will conduct, encourage, promote, advance and grow the sport of Quidditch in South Australia.

Section 2. We shall endeavour to participate in local and national tournaments, as well as official and un-official pick-up matches.

Section 3. Undertake actions or activities necessary, incidental or conducive to advance these objects

Section 4. The assets and income of the AAQC shall be applied solely towards the promotion of the objects of the AAQC and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to members, except in good faith in the promotion of

those objects.

- Section 5.** If membership levels reach a certain point, have the ability to create 2 teams under the clubs control. The teams will still be run the same club Executive, but may have a different coach and other changes to its on field running.

Article III. Membership Requirements

- Section 1.** All Adelaide community members over the age of 18 are eligible to become members. The Executive Board may grant membership to others at its discretion.
- Section 2.** Voting membership is granted to active members (see Section 3). Member may be considered “active” for the purpose of the AGM at the start of the new calendar year. Previous year membership and desire to join in the new year will be taken into consideration for the member to be eligible to vote.
- Section 3.** A person becomes an active member of AAQC on a calendar year basis after paying membership dues. All memberships expire at the start of the calendar year, January 1st. If a person becomes as member after July 1st of that calendar year, then they may be granted a reduced Augureys membership fee. This will be at the discretion of the Executive Board. If the person is unable to pay fees before a scheduled due date, they may still be granted active membership as long as their membership form is completed and a date for final payment is confirmed. This payment date must be reasonable and agreed upon by the President, Treasurer and Secretary. If payment not received by new specified date, membership shall be suspended.
- Section 4.** Membership fees are reviewed and set by the Executive Board when necessary.
- Section 5.** All club members must abide by the player code of conduct, player protection policy and all like documents (all policy documents can be found on the QAI website). Failure to comply with these documents, the constitution and conduct detrimental to the club at all times may result in membership termination with no return of

membership dues.

Section 6. To apply for membership, a membership form must be completed and submitted. All membership forms will be reviewed prior to membership being granted. Membership applications can be rejected under the Executive Board discretion.

Section 7. An applicant whose application for membership of the Club is rejected under section 6 must, if he or she wishes to appeal against that decision, give notice to the Secretary of his or her intention to do so within a period of 14 days from the date he or she is advised of the rejection.

Section 8. When notice is given under section 7, the club in the next general meeting, must either confirm or set aside the decision of the Executive Board to reject the application, after the applicant has been given reasonable opportunity to be heard by, in person or in writing, the club in a general meeting

Section 9. Membership fees will need to be paid for membership to become valid. A date for final payment of fees will be provided to the member. If they cannot pay by this date, then their membership will not be complete and will be suspended.

Section 10. Termination of membership occurs with the receipt by the Secretary or another Executive member of a notice in writing from a member of his or her resignation from the club. Such person remains liable to pay to the club the amount of any subscription due and any other outstanding debts to the club

Article IV. Officers

Section 1. The Executive Board positions are defined as:

The executive board will work together as a club to solve problems and grow the Augureys as a club and in doing so, quidditch SA. All members of the executive board will treat each other with respect and as equals. The board will contribute equally to all discussions and as a club vote fairly, keeping the good of The Augureys and its club members above all else. All executive members will endeavour to acknowledge all and any communication to ensure they have seen it. This will help to prevent any miscommunications.

All executive members are to act as points of contact in regards to any bullying

and harassment complaints. If no suitable resolution to a complaint can be reached internally, advice may be sought from SAQA and QAI. The matter can be forwarded on to these organisations if it cannot still be resolved.

All correspondence to be through Augureys official Facebook Messenger, Facebook members group and Email for future and easy reference. If at anytime a member of the executive board should feel overwhelmed or stressed out due to personal or quidditch related issues they are to alert the board and are welcome to take time away from duties if required. In the event of an executive member wishing to relieve themselves of their duties officially, they must formally resign during a general meeting and give 2 weeks notice (not including injury related resignation). This allows adequate time to reassess responsibility and or find a replacement through calling a special general meeting.

1.1 President – the President shall be in charge of the overall operations of the organisation and be the face of the club. The President should promote positive club spirit and morale in line with the values of the Adelaide Augureys. When players are acting outside of these values during official Augureys events and trainings, the President has the ability to take appropriate action. The President shall chair Executive Board meetings. The President is given the ability to break all ties in Executive Board or general membership voting in the event that a majority cannot be reached. The President shall represent the organisation at external meetings and events, and be the first point of contact for communication with the SAQA and QAI, with this responsibility then shared with the other executive members. It is the duty of the president to provide support to other executive members if assistance is requested and to offer support if it becomes apparent that an executive member is struggling to carry out their duties. In the absence of an executive member, the President can fill their position and/or delegate responsibilities as they see fit. The President has a say and will authorise all promotional events, materials and posts on social media and other outlets. These duties are to be shared with the Vice President and in the event, that the President is unavailable, all duties are to be carried about by the Vice President. Please see separate position description that lists the roles and responsibilities of the President (Article IIIX).

1.2 Vice President – The Vice President is to support the President to carry out all duties. In the event that the President is absent or unavailable for events, the Vice President is to act as a stand in to represent the club. The vice president acts as Club Representative for the SAQA by attending meetings and relaying the findings to the Augureys executive board at their earliest convenience. The Vice-President, in conjunction with the President, has a say and will authorise all promotional events, materials and posts on social media and other outlets. The Vice President will take charge of all fund-raising initiatives. They lead the way in organizing and tracking all possible revenue sources. They will endeavour to work with all members of the executive club to raise funds for club use. Please see separate position description that lists the roles and responsibilities of the Vice President (Article IIIX).

1.3 Treasurer – the Treasurer shall be responsible for all of the organisational finances, upon executive board agreement, including but not limited to: reimbursement, budgeting, purchases, financial management, and collecting member dues. In the absence of a Treasurer, these duties fall to the President or else an appointed executive club member chosen by the President. Please see separate position description that lists the roles and responsibilities of the Treasurer (Article IIIX).

1.4 Secretary – The Secretary completes and organises most paperwork including but not limited to membership forms, club data, registration and records. They are in charge of organising and setting up each monthly meeting and reminding executive members of tasks to be completed. The Secretary also takes minutes at meetings. The Secretary is to assist the President and Vice President in organisational duties. In the absence of a Secretary, these duties fall to the President or else an appointed executive club member chosen by the President. Please see separate position description that lists the roles and responsibilities of the Secretary (Article IIIX).

1.5 Coach – The coach's role is to assist with individual player skills development as well as helping to maintain player wellbeing. During matches the coach oversees gameplay from the sidelines, if not playing themselves and provides general club or team direction. In the situation where the coach is on field, a non-playing member may be designated

coach for the match. They will assist in planning trainings in conjunction with the Captain. The Coach will assist the Captain in running all training sessions and in the absence of the Captain, take charge of training or delegate the responsibility to an appropriate club member. The Coach may be responsible for the development of more than one team for the club. They may work with Captains of both teams in regards to training and game play. If another Coach is appointed, that Coach may take responsibility of one team. The Coach should promote positive club spirit and morale in line with the values of the Adelaide Augureys. When players are acting outside of these values during official Augureys events and trainings, the Coach has the ability to take appropriate action. This position has equal responsibility and leadership as the Captain. Please see separate position description that lists the roles and responsibilities of the Coach (Article IIIX).

Section 2. All Executive Board members shall have one-year terms beginning at the AGM and finishing next AGM in the following calendar year.

Section 3. Elections will occur within the months of January/February each year. They will be announced at least 14 days in advance. Nominations for Executive positions will occur at least 7 days prior to elections. Candidates must accept all nominations for positions 7 days prior to elections. Candidates must have declined any positions before the 7 day deadline.

3.1 An officer will be elected with a majority (50% plus one) votes from active Augurey members.

3.2 Active club members shall be eligible to run for the positions of President, Vice-President, Treasurer, Secretary, Coach.

3.3 If a candidate runs un-opposed, a vote must still take place. The candidate must still receive a majority (50% plus one) vote to be officially elected to the position. If they do not receive a majority, they will be placed in the role for a probationary 1 month term. If during the 1 month period another member wishes to nominate themselves or another for the position, then a separate election for this position only will take place. This will be done over a period of one week, with votes sent directly to the President or Vice-President, depending on the position being voted for. If no candidates arise during the 1 month period, the probationary

executive member will be officially confirmed in their position.

3.4 If no candidate receives a majority of the vote, the candidate with the lowest number of votes shall be removed from the balloting and the election shall be held again. This process shall be repeated until one candidate has received a majority vote.

Section 4. Where an officer is deemed detrimental to the organisation, that officer may be removed from office through the 6/7 4/5 vote of the remaining Executive Board members. This removal from duties will take place immediately.

Section 5. Officer vacancies may be filled by appointment by the President. Appointments must be confirmed by a majority vote at the next meeting.

Article V. Meetings

Section 1. Executive Board meetings will be held, at minimum, once per month during the calendar year. Time and place of each meeting to be decided as appropriate.

Section 2. Each Board member will bring a summary of the events relating to their position since last executive meeting to each executive board meeting. They will also ensure that they have read the meeting agenda and have relevant information to contribute to these agenda points.

Article VI. Practices

Section 3. Practices will be held, at minimum, once per week during the calendar year barring unforeseen circumstances (such as tournaments, dangerous conditions, or mass conflicts). Heat above 35 degrees and extreme storm conditions will constitute dangerous weather and practices may be cancelled.

Section 4. Changes in practice venues and times will announced as soon as possible once conditions and attendance numbers have been evaluated. The President, Coach and Captain are responsible for deciding on commencement time, length and venue of trainings. All

training times and venues will be announced via club Facebook Messenger and the Augureys public Facebook page.

Article VII. Tournament Match Club

Section 1. Official QAI and SAQA sanctioned matches shall only be played by members registered with both the QAI and SAQA. All registered players are eligible for such matches. If the number of eligible players exceeds the roster maximum of 21, then the Coach and Captain will have discretion of selecting their final club line up.

Article VII. Quorum

Section 1. Quorum at general membership meetings will be defined as 5 active members, and is required for business and voting.

Section 2. Quorum at Executive Board meetings will be defined as 5/7 3/5 of Executive Board members.

Section 3. Proxy members will be counted if in constant contact with an executive member via phone or social media

Article IX. Finances

Section 1. Financial control of the organisation is the responsibility of the Treasurer and the Treasurer is granted the authority to provide refunds, make purchases, and determine the allocation of funds within the organisation in conference with the Executive Board.

Section 2. The Treasurer shall prepare a budget, which the Executive Board must approve by a majority vote.

Section 3. All refund and reimbursement applications must be submitted to the Treasurer, including scanned copies of all receipts or invoices for services.

Section 4. The President, Vice President, Treasurer and Secretary must all be authorised signatories of the bank account.

Article IIX. Prohibition against securing profits for its members, dissolution of assets and surplus assets

- Section 1.** The assets and income of the AAQC shall be applied solely in furtherance of its above mentioned objects and no portion shall be distributed directly or indirectly to the members of the AAQC except as bona fide compensation for services rendered or expenses incurred on behalf of the AAQC
- Section 2.** In the event of the AAQC being dissolved, the amount that remains after such as dissolution and the satisfaction of all debts and liabilities shall be transferred to another organisation with similar purposes which is not carried on for the profit or gain of its individual members
- Section 3.** The remains of surplus assets upon dissolution of club shall be distributed to an organisation that has similar objects. They may also be distributed to a nominated charity. Such an organisation will be determined by the members at a general meeting.

Article IIIX. Amendments

- Section 4.** Amendments to the constitution must be first proposed to the Executive Board and approved by a majority vote of the Executive Board.
- Section 5.** Executive Board approved amendments will be made publicly available to all members no less than a week before a general membership vote.
- Section 6.** Amendments must be passed by a 2/3 vote and shall take effect immediately unless otherwise written

Article XV. Position Descriptions

- Section 1.** Position descriptions are separate documents that describe in details the roles and responsibilities of each Executive Board position.
- Section 2.** Position descriptions can be amended to and agreed upon with a majority Executive board vote.

Section 3. Position descriptions can be used to ensure that Executive Board members are fulfilling their role and can be used for disciplinary purposes if necessary.