Constitution of the Indiana University Quidditch Club

Preamble:

The Indiana University Quidditch Club aims to foster creativity, community, and competition among its members through playing the sport of quidditch. This sport was created in the books of Harry Potter by J. K. Rowling, but soon was adapted into a playable sport by International Quidditch Association in 2005. This governing body of the International Quidditch Association (IQA) is segmented into the United States Quidditch association (USQ), which the club will be more directly involved in. Since then the organization has sponsored a season of regional tournaments that end with a USQ Nationals competition for over 90 collegiate and community teams. Indiana University Quidditch Club will continue this tradition by joining the teams of the USQ in tournaments and playing the sport as a club throughout the school year.

Article I: Membership

Participation in the Indiana University Quidditch Club allows any interested student to participate in, became a member of, and seek leadership positions in the organizations without regard to arbitrary consideration of such characteristics as age, color disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.

Students of Indiana University must comprise at least 51% of club membership. Members must carry their University ID cards with them to all organization related meetings, practices and events. Anyone is welcome to join the club as a member. All members wishing to play the sport are required to complete a liability waiver, provide necessary contact information, and read the USQ rulebook.

Article II: Discipline

Members may be removed from the club should they exhibit behavior that does not befit the reputation of the team. This behavior includes, but is not limited to: arriving to matches or meetings under the influence of drugs or alcohol, being disrespectful towards club members or members of a visiting team, repeatedly presenting risky behavior (including being flagged for repeated safety risk by the Head Coach), compromising the honorable reputation of the team. Executive Officers will present the concerns regarding the member in question in a meeting of the Executive Officers announced to all members of the club at least 48 hours before the meeting is to take place. This meeting will follow the process outlined below and will determine the disciplinary actions that must be taken.

If the infraction is also an infraction of Club Sports rules, the Club Sports federation will be alerted as soon as possible by the President or Vice President so that appropriate measures may be decided and taken.

Process of expulsion from the team:

> The team will have a three step process for removing a player from a team. The process is as follows: Warning, Suspension, and finally Expulsion. The first warning will be both verbal and written. The Suspension of the player is determined by the Executive Board after taking into account the severity of the action. Expulsion is the complete removal of a member from the club. This will be decided by a 2/3 vote at a team meeting, which will

be held within one week after the third offence. If expulsion is denied by team vote, the player will at minimum be suspended for an amount of time decided by the team. The player will then be considered at two strikes and will have to repeat the expulsion hearing if a third offence occurs. Players accumulate offences throughout their entire time with the Indiana University Quidditch Club.

This entire process can be circumvented in certain circumstances. These include but are not limited to sexual harassment, assault, or criminal activity. If a player feels their safety is threatened or they do not feel comfortable in the presence of another member in the club, they should immediately report to the Head Coach or University official.

Article III: University Compliance

This organization shall comply with all Indiana University regulations, and local, state and federal laws.

Article IV: Executive Officers

Executive Officers exist to aid the team in absolutely everything. As such, they will be the members highest in availability of time and effort to donate to the organization and the members who have had the most experience within the organization itself. As per club sports guidelines, all executive officers must be IU students. Due to the experience requirement, members must have served at least one semester within the organization, before they may serve as one of the executive officers. To see rules and guidelines concerning voting, see *Article VI*.

Every effort must be made to instruct the new officers on their position by the previous officer, or by the President if the previous officer is not available. It is encouraged that every Executive Officer create a log of duties and tasks and how the Officer performed them. A copy of this log will be given to the President as well as passed onto the next Officer. It is a requirement that all ex-Officers hand over all pertinent materials to the position to the new Officers in a timely manner

President:

The President has an extensive list of duties, but these responsibilities come with the possession of the final word in decisions.

Should the President prove unsatisfactory, the club may impeach him/her. A meeting must be called to which the President and an appointed speaker of the disappointed may both speak a piece on their case. If the President attests that they will change according to the disappointed's wishes, then they shall be given a one month probation period, at the end of which another special meeting will be held and a vote will be taken of all members. An 85% consensus must be achieved in order to impeach. If the President refuses to acquiesce at the initial discussion meeting, then the vote shall be taken immediately and a consensus of 85% must be achieved in order to impeach. (See *Article VII: Meetings*)

The President's Duties are as follows:

A. Aiming to Maintain a Favorable Environment: Being totally invested in the healthy and happy outcome of each and every season, promote good sportsmanship on and off the field or court.
B. Advertising and Public Relations: Overseeing Social Media Chair to ensure the team maintains an honorable reputation in all public media and sufficiently advertising for the club in hopes of constantly recruiting new members.
C. Human Resources Management: Getting to personally know each member of the club and address any concerns that make them unsatisfied with the organization.
D. Oversee Matches and Meetings: The President is expected to be present at every meeting and most matches of the club in hopes of maintaining a close, personal relationship to each and every member and to better understand what will ensure a healthy, happy outcome for the season.
E. Financial Status: Remaining aware of the club's income and expenses, initiating and supervising fundraising projects.
F. Provide the necessary documentation to the Club Sports Federation and Student Life and Learning Office in order to re-register the organization at the beginning of each academic year and to maintain membership with both groups throughout the year. This includes submitting a version of this Constitution that includes Safety Protocol, providing a letter from the Faculty or Staff Advisor, making sure the liability waiver is up to date, and providing certification from the CPR and First Aid training taken by the two Safety Members.
G. Retain all liability waivers and medical information on each member and bring them to all tournaments and events.
H. Ensuring all disciplinary action is carried out as decided by the Executive Board and adhere to the club's constitution.
I. Attending all necessary Club Sports Federation meetings, and ensuring the club is in good standing with the Federation. This includes maintaining a relationship with any and all necessary members in Club Sports and ensuring the team is receiving enough points.

Vice President:

The Vice President is responsible for all duties assigned by the President and will, in good faith, carry out all duties in a timely manner. The Vice-President is considered second in command and, in the event the President cannot preside over a meeting, the Vice-President will act as President in their place.

The main duties and responsibilities that are under the Vice-President's care are to ensure that every member of Executive Board is performing their duties in a timely manner. The Vice-President also works with the Head Coach to ensure all administrative duties for USQ registration are completed. Should a President prove unsatisfactory and be impeached, the Vice-President will take over Presidential duties and a new Vice-President will be elected.

Head Coach:

The Head Coach is responsible for coaching the team and its reserves in order to sufficiently prepare them for matches and tournaments. The Head Coach is expected to be present at every single match and most meetings. S/he makes final decisions when it comes to tryouts for the roles and lineups of each player. The Head Coach must also be certified through USQ and must be a Safety Officer. The Head Coach will be elected by a vote of the team and can be a Captain.

They are responsible for all coach duties laid out in the USQ rulebook, which includes taking an online workshop and be trained in identifying and knowing what to do in the event of a concussion. They will work with the Vice President to ensure all tournament and travel arrangements are completed. They will maintain favorable relationships with other teams in the region.

Captains:

Captains work closely with the Head Coach to run practices and make tournament roster. There should be two or more co-captains, which are not defined by beater or chaser specific positions. If deemed necessary, Captains may be delegated for a certain area of play.

Treasurer:

The treasurer shall be in charge of overseeing all money flow for the organization. S/he will balance the budget at least once a month and after every purchase or income. The treasurer will work closely with the President and Faculty/Staff Advisor to make financial decisions, and will sign off with the President in approval of all purchases or donations.

Specific duties are as follows:

A. Attend a training session at the student organization accounts office at the beginning of each fall.
B. Submit bills, receipts, invoices and/or three bids with purchase requests.
C. Ensure that all club members have paid their membership dues, if required.
D. Prepare ledger sheets for recording all income and expenses for SOA, Allocation and IUF Accounts.
E. Deposit funds (dues, fund raising income etc.) in the SOA account.

Secretary:

The secretary ensures that all paperwork for the team is in order. They work with all members of the club to ensure that all necessary forms have been filled out. They also complete all secretarial work delegated to them by the President and Vice-President.

Specifically duties are as follows:

A. They Will Maintain the websites and announcements to all members
B. Keep an attendance record for the club
C. Keep a record of contact information for each club member
D. Keep a record of activities and events
E. Taking notes and keeping a record of minutes at each meeting, and making these minutes available to all club members.

Social Media Chair:

The Media Chair is in charge of the club's online presence including handling all social media accounts, updating on team activities, and working with the President to be sure the team maintains an honorable reputation in all public media. A record must be kept of all media accounts tied to the club, as well as the log-in information for said accounts, which must be shared with the President and Vice President at all times. All media information such as graphics, account information, and schedules must be kept in a digital record in an organized fashion and must be easily transferrable to future Media Chairs.

Fundraising Chair

The Fundraising Chair is in charge of finding and executing fundraising endeavors for the benefit of the club. The Fundraising Chair will work with the President and Treasurer to ensure that the team has sufficient funds for the season. All fundraising information must be kept in a digital record in an organized fashion and must be easily transferrable to future Fundraising Chairs.

Equipment Manager:

The equipment manager will be in charge of the safekeeping of all team equipment. They will bring this equipment to every match and meeting should it not be provided by USQ. They will monitor damage and propose necessary repairs or replacements to the Executive Board for discussion.

Safety Officers

Safety Officers will complete certification training through Club Sports Federation and follow all safety protocols (See *Article XIII: Safety Training*).

Article V: Advisor

Due to the amount of risk involved in a sports club, there will always be a faculty or staff member from Indiana University who works as a close advisor with the organization. The faculty or staff advisor will stay current on all issues pertaining to the club by keeping a close relationship with the President. The President will send the Advisor updates on the activities of the club should the Advisor be unable to attend the meetings and matches him/herself. Should an instance arise that poses any sort of risk, emotional, physical, reputational, financial, or travel- or facility-related, the Executive Officers shall meet with the Advisor to discuss the best way to

handle the situation. The Advisor will be a source of wisdom and the enforcer of Indiana University ideals for the avoidance of risk. As such, the Advisor will take particular interest in the club's financial relations, holding the final say over financial decisions and maintaining a close relationship with the Treasurer.

Specifically, the Advisor's requirements are as follows:

A. An advisor is a full-time faculty/staff member at Indiana University-Bloomington.
B. Assist in the development and implementation of club sport goals and objectives, an evaluation process and documentation of pertinent information.
C. Be available to club leaders during the development of projects and programs; to provide expertise and direction to help insure that activities are well planned and reflect favorably on the University.
D. Attend semester membership meetings and executive committee meetings when available.
E. Advisors are encouraged to participate in the club's activities.
F. The advisor must approve all expenditures of Student Organization Account funds.
G. Assist with the development of annual reports and budgets.

The club may have more than one Faculty/Staff Advisor, in which case these requirements may be divided, so long as each duty is performed by one advisor or another.

Article VI. Executive Voting

If there is a need for a formal vote, such as to settle a divided issue at an Executive Officer meeting, the Executive Board will hold formal voting to settle the issue. The Executive Board must also vote to issue a warning or disciplinary measure for a club member. The Executive Board members are the President, Vice-President, Treasurer, Secretary, and Head Coach. Each member of Executive Board can only cast one vote. In the event that one member holds two Executive Board positions, the President's vote will hold more weight.

Article VII: Meetings

All members are encouraged attend every match and club meeting. Changes to the schedule and special events will be announced through the Facebook Page and/or email, to which all members are expected to monitor for updates.

Officer Meetings:

Meetings will be held weekly unless otherwise scheduled by the Executive Officers based on the availability of the club members. The schedule will be determined by Executive Officers. These types of meetings are mandatory for all Executive Officers and all club members are encouraged to attend. Permanent changes to the schedule will be announced at least one week before the change is to occur. Rescheduling will be announced at least 24 hours before the rescheduled meeting occurs.

Matches:

For the purpose of this document, matches can include, but are not limited to, practices, scrimmages, Try-outs, and Tournaments. Matches are defined by club members participating in physical activity. If the match is held on Recreational Sports facilities, members are required to carry the correct ID, and at least one Safety Officer must be present and sign in. All rules for facilities must be followed at all times.

Socials

Social events are non-mandatory and are made for the purpose of club member bonding, carried out in such a way that positively represents the club, Indiana University, the Recreational Sports Federation, and USQ. No members will be excluded from events, but scheduling and the type of activity may restrict ability or number of members. Club socials will be announced to the whole team. It is understood that all rules of the club and the university apply to social events.

Try-Outs:

The Coach and Captains will preside over the Try-Outs, which will be held before each tournament, and scheduled based on the players able to attend the tournament. Try-Outs will be under the discretion of the Coach and Captains, and will determine tournament roster as well as alternates.

Tournaments:

Tournaments are a very special event arranged at least three weeks in advance and advertised by at least one method throughout campus, should the budget allow. They are actual competitions of the sport that include a formal audience, and as such should pay careful attention to *Article X*. They can take place at home or away.

Other Events

Other Events may be mandatory meetings or non-mandatory as needed. All efforts for scheduling, appropriateness, and safety will be taken. Examples of Other Events include fundraising, tournament hosting, scrimmages with traveling teams, call-out meetings, and charity work.

Article VIII: Elections

Elections will be held for every executive position *(See Article: IV Executive Officers)* at the end of each semester except for the President, Treasurer, Vice President, and Coach which have yearly elections defined below. Elections will be a majority vote of team members present. Those that will not be able to attend the election meeting must contact the President or Vice President prior to the meeting's start time for absentee voting. There is no term limit for Executive Officer positions, but one person should not hold more than one of the five Executive Board positions, which include President, Vice-President, Treasurer, Head Coach, and Secretary. The only positions in

which one person may hold two Executive Board positions is for the Secretary and Head Coach positions. The President cannot hold more than one position in the Executive Board.

Election for President and Vice-President will be decided by a calendar yearly-vote. Vice-President can either be elected based on the runner-up for President, or may have a specific election. There is no term limit, but the Presidential candidates must have at least one year as an officer of the Executive Board. It is the responsibility of the President to give sufficient training to the president-elect. Election for Treasurer and Head Coach will be decided by an academic yearly-vote.

Article IX: Non-hazing

Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

Article X: Dues & Budgets

Dues will be determined at the start of each academic year based on the yearly costs of the club, which can include but is not limited to equipment, uniforms, concessions, and travel funds (to USQ tournaments). In this fashion, all necessary charges will be covered as long as the membership fills every executive office and necessary team positions from the membership.

Article XI: Finances

Finances will be overseen by the Treasurer and the President with the Executive Officers acting as an advising council. The finances will be checked once a month by the Treasurer to ensure that all is balanced. Should the club be dissolved, the remaining allotment of money shall be donated to a local charity of the Executive Board's choosing.

Should the organization obtain a Student Organization Account, and any other Club Sports Federation accounts the organization will act in accordance with all Student Organization Accounts and/or Club Sports Federation office policies and procedures.

Article XII: Personal Gain Clause

This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation directly from for-profit companies if acting as a representative of a student organization.

Further, individual members will not be distributed compensation even due to a service benefiting the organization unless all Executive Board members approve that compensation. The Club Sports Federation will also be consulted if necessary.

Article XIII: Risk and Safety

Due to the inherent risk involved in this organization's activities, the following previsions are necessary to maintain a culture of care and concern:

Safety Training:

There will always be at least two members, known as Safety Members, from the organization trained and certified in CPR and First Aid from programs approved by the University. This effectively ensures that there will always be *at least one member at each and every meeting* that is trained and certified in safety practices.

Safety Members are specifically required to adhere to the following:

A. Possess valid CPR/AED, First Aid and PDT certifications.
B. Attend all practices, competitions, and activities, home and away. Safety officers are the only members allowed to access facilities and/or equipment.
C. Check the safety of facilities and equipment before allowing members to participate. Members shall not be allowed to utilize unsafe facilities or equipment.
D. Ensure members are educated on the following topics prior to their participation (this occurs at the Safety Training meeting):
    a. Overview of the sport
    b. General rules of the game/activity
    c. Inherent risk of participating
    d. Practicing correctly and incorrectly
    e. Difference in practice and a game
    f. How to bring facility/equipment issues to the attention of the club leadership
    g. Emergency procedures
    h. Alcohol, non-prescribed controlled substances, and hazing are not permitted
E. Should an accident occur, attend to the injured participant in a manner consistent with information outlined in the CPR/AED/SFA/PDT sessions.
    a. Complete accident report forms on all accidents, regardless of severity, in accordance with the Campus Recreational Sports Risk Management plan.
    b. In the event that IUPD and/or ambulance personnel need be called, calls should be made from the following locations:
        i. Club Sports utilizing the HPER Building or Woodlawn Fields shall go to the Member Services (HPER Wildermuth). The Member Service staff will call 9-911 for assistance. Inform the Team Leader concerning the nature of the injury and location of the injured person. Obtain an accident report form from the Team Leader.
        ii. Club Sports utilizing the SRSC Building shall use the emergency intercom panel located in each activity space to talk with the Member Service staff in Room 115. The Member Service staff will call 9-911 for assistance. Inform the Team

Leader concerning the nature of the injury and location of the injured person. Obtain an accident report form from the Team Leader.

iii. Club Sports utilizing the North Fee Lane (NFL) Fields shall call 9-911 from the I.U. Tennis Pavilion (located on the south side of the NFL fields). Notify them of the nature of the injury and location of the injured person.

iv. Club Sports utilizing the University Middle School, Mellencamp Pavilion, or 17th St. Fieldhouse shall notify the Recreational Sport Supervisor on duty of any injuries. The Supervisor is hired to supervise Club Sports at these sites and have access to an emergency phone.

v. Club Sports utilizing non-university facilities in Bloomington or the surrounding area or facilities when traveling shall consult a responsible site manager or club officer concerning phone access, emergency phone numbers and directions.

c. In the event of a major accident, take the following actions: an accident report shall be completed, witnesses statements, names, phone numbers collected, and the On Call professional must be contacted immediately at 812-325-3682.

Tournament Safety:

For any tournament hosted by Indiana University where outside teams or players are involved in the matches. Club Sports policies for the presence of EMT and Safety Officer staffing will be followed. If the tournament is hosted by the club, all proper guidelines will be followed. Players will be mindful of the risk involved in the sport and take precautions against injuries emotional, physical and reputational. During tournaments utmost regard for the safety of the audience and passersby will also be maintained. The organization will section off the tournament pitch and a large amount of space surrounding it with fences or small flags to denote to passersby where the section of sport is occurring and where misled balls could fly so as to prevent any unexpected injuries or trauma. The audience members shall sit far enough from the pitch so as not to be in harm's way from falling players. Safety Officers and Executive Officers shall monitor that these practices are in place or they have permission to halt the game until such actions are taken.

Safety during Practice:

For practices and games that are not part of tournaments with visiting teams, safety will still be a primary concern. Members will sign a waiver taking personal responsibility for any physical or emotional injuries that they should incur from membership in the organization, and after they have signed this waiver forgiving the University of any risk, they will be allowed full membership into the club, meaning they may try out or apply for any position and they may play the sport during practices. Members will read and abide by the most current rulebook variation provided by USQ. They will be prepared to avoid

injuries during the game and to maintain the honor of Indiana University through good sportsmanship and good nature.

Safety during Travel:

For tournaments that do not occur on the campus of Indiana University, utmost care will be taken in the safety of the members during transportation and the away games themselves. Two Safety Officers must travel and remain with the team until the organization has safely returned home. Though USQ tournaments always ensure safety to its fullest extent, should, for some reason, the organization arrive to the event and find it not up to home tournament standards of safety, the team will not participate in the match until all safety precautions are met, including the presence of an EMT. During transportation, the organization will stay together at all times, ensuring that no member has their safety compromised. Smaller groups may be required for certain activities, but never will three or less members be alone during travel, and the larger group, the President, and the Safety Members must be aware of their location and be able to contact them via cell phone. Whenever appropriate, the organization will use the University Motor Pool for transportation. The primary concern during away tournaments is safety, not the game itself.

Specific guidelines to adhere to during travel are as follows:

A. A Safety Officer, who accepts responsibility to supervise the club while traveling, must accompany the Club Sport on all trips. This includes Risk Level III clubs.
B. No alcoholic beverages or non-prescribed controlled substances shall be present or consumed by club sport members while traveling or participating in club sponsored events.
C. If the organization will be traveling to practices, events or activities associated with the student organization, all members of the organization agrees to abide by the travel policies and usage of personal vehicles set forth by the Office of Insurance, Loss & Control & Claims. Additionally, when the organizational members are traveling, it is necessary to have the liability waivers and the emergency contact list with members in case of an emergency.

The Head Coach will be trained in the rules from the USQ Rulebook, which inherently provide for the safety of all involved in the sport. As such they will be the primary safety advisor during the matches themselves and will immediately put a stop to risky behavior. Players who continually present risky behavior will be flagged for safety risk by the head coach, who will then present his concerns to the Executive Officers, and the player's membership will come into question *(see Article I on Membership*). The President will always be aware of his/her team and executive officers and put forth every measure to ensure their safety: at home, away, during practices, tournaments, and meetings, and especially during travel.

Article XIV: Amendments

Should a member be concerned about changing this constitution, they should call the attention of the President who will call a special meeting to address the issues. This special meeting will be

announced to all members at least three weeks before it occurs. Amendments will be added by a 60% favorable vote by all members present at the meeting.