

[The Harry Potter Society] CONSTITUTION



1. Name

The name of the society shall be *[insert name here]* herein after referred to as 'the Harry Potter society'

2. Affiliation

2.1 Then society shall form part of the University of Worcester Students' Union and as such the society shall adhere to the principles of the Students' Union constitution and any subsequent guidelines or regulations issued by the Students' Union.

2.2 In addition to the University of Worcester Students' Union the society shall be affiliated to Harry Potter, Warner Brothers inc.

3. Aims and Objectives

The key aim of the society shall be *to celebrate the world of Harry potter and to incorporate its events, customs and practices into everyday life at the University of Worcester.*

4. Membership

4.1 Membership of the society shall be open to all current full members of the University of Worcester Students' Union

4.2 All members will be liable to pay an annual membership fee of a figure as determined year on year by the society in conjunction with the Students' Union.

4.2.2 All members are also required to pay a Student Groups Subscription (SGS) fee to the Students' Union. However this not applicable to those who have already made a SGS payment for

an alternate society. A student need only pay the SGS fee once, regardless of how many clubs/societies they join.

4.3 Membership fees must be received prior to any involvement in club/society activity.

4.4 *[You may want to implement a further point here in reference to membership. Perhaps, associated membership; i.e. non-student coaches or advisors, however please take into account the Students' Union's own guidelines when doing so. Or alternatively membership criteria specific to your society, such as safety issues.]*

5. The Committee

5.1 The committee shall be responsible for the running of the society and will convene **Friday evenings** on a day outlined at the first committee meeting of an academic year.

5.2 The members of the committee shall be as follows:
i. Co-Chairs: Emily Peverell, Lauren O'Donnell
ii. Treasurer : Nicole Pott
iii. Secretary : Bethany Sparks, Jennifer Jacobs

6. Appointment of the Committee

6.1 The appointment of committee members shall be via a democratic vote to take place at the society Annual General Meeting.

6.2 Only current full members of the University of Worcester Students' Union shall be permitted to run for a committee position. Anyone who wishes to put themselves forward, must've at least come to 90% of the meetings and 50% of the activities.

6.3 Any changes in committee personnel shall be communicated to the Students' Union

7. Removal of Committee members

7.1 A motion of no confidence in any Committee member may be called in any committee by either a petition signed by at least **15% of the membership of the Club or Society or 10** (whichever is greater), or by a **two-thirds majority vote** at a Club or Society committee meeting.

7.2 If a no confidence motion is called then an EGM must be held, and in order for the no confidence motion to be carried it must be supported by **two-thirds of those present and voting**. See the guides on *How to organise an EGM* for full details of how to organise an EGM.

7.3 If the no confidence motion is successful, then the President or Treasurer should immediately inform the Vice President Student Experience and the Sports and Societies Coordinator. Your Club or Society will then need to hold another EGM to re-elect a new person to that position.

8. Duties of Committee Members

8.1 The club/society Chair shall:

i. chair club/society meetings democratically, ensuring they are conducted properly and communicate minutes to the Students' Union

ii. Act as the first delegate to the Students' Union and ensure that the club/society is represented at all Student Groups Committee meetings if he/she is unable to attend

iii. Ensure at all times that health and safety precautions have been taken in relation to club/society members

iv. Act as the club/society's first representative to all external bodies and ensure the club/society members act as good ambassadors for the University and the Students' Union

v. and onwards *[insert any additional duties relevant to your group]*

8.2 The club/society Treasurer shall:

- i. Oversee the financial accounts of the club/society as made available by the Students' Union and be responsible for ensuring that the club/society follows the Students' Union's financial regulations at all times.
- ii. Collect all monies received from club/society events and ensure all money is banked with the Students' Union along with the necessary documentation.
- iii. Liaise with the rest of the committee to complete the Grant Allocation forms and ensure they are handed into the Students' Union by the agreed deadline.
- iv. Submit an annual financial report to the VP Student Groups
- v. be responsible for maintaining overall control over the club/society's finances and ensuring all club/society activities or expenditure is financially viable
- vi. and onwards *[insert any additional duties relevant to your group]*

8.3 The club/society Secretary shall:

- i. maintain up to date records of club/society membership including contact details for all club/society members, and ensure that the Students' Union also has the equivalent up to date information.
- ii. Minute and keep record of all club/society meetings and ensure that these details are made available to the Students' Union.
- iii. Ensure that the club/society is, on an annual basis, affiliated to the appropriate National and Regional Governing Bodies and entered into necessary leagues or competitions. This shall be done in conjunction with the Sports and Societies Co-ordinator.
- vi. and onwards *[insert any additional duties relevant to your group]*

(8.4 and onwards) *[insert any additional committee positions for your club/society in a similar format to above]*

9. Meetings

9.1 General Meetings shall take place at least once per semester and may be called by the following methods:

- i. as directed by the club/society committee
- ii. on the request of the Students' Union Executive Committee
- iii. by written request of the club/society members via a letter signed by no less than one quarter of the club/society membership.

9.1.2 *[enter suitable time period here; e.g. 1 week, 10 days]* notice of a General Meeting shall be given to all members.

9.1.3 Only student members of the club/society are permitted to vote at meetings and only those members present are permitted to vote.

9.2 Annual General Meetings shall take place within the second semester *[insert more specific date if you require; e.g. the second week in March or nearest available Tuesday to the 15th April]* and will feature the appointment of committee members for the following academic year.

9.2.1 Details of committee members for the following academic year elected at the AGM shall be provided to the Students' Union before the 31st May.

9.2.2 *[enter suitable time period here; e.g. 1 week, 10 days]* notice of an Annual General Meeting shall be given to all members.

9.2.3 Only student members of the club/society are permitted to vote at meetings and only those members present are permitted to vote.

9.3 The quorum (*i.e. the minimum number of members needed for a meeting to take place*) for General Meetings and the Annual General Meetings shall be *[50%]* of the total club/society membership.

9.4 Should any General Meetings or the AGM fail to meet the above quorum then the meeting shall be reconvened[\[a fortnight\]](#) and this second meeting shall be automatically quorate.

10. The Constitution

10.1 Copies of the constitution shall be made available to all members via the club/society webpage *[or enter alternative method here]*.

10.2 Alterations and amendments to the constitution must be first proposed and seconded at the Annual General Meeting. Subsequently the amendment must be passed by 50% of the membership present.

10.3 The Students' Union shall be informed immediately of any alterations or amendments to the constitution.

11. Dissolution

Should the club/society reach a point where it is no longer able to carry out its mission and as such cease to operate/dissolve, all assets will revert back to the University of Worcester Students' Union.

Date formally adopted _____

Chair Emily Peverell, Lauren O'Donnell

Treasurer Nicole Pott

Secretary Beth Sparks, Jennifer Jacobs