**[The Harry Potter Society] CONSTITUTION** 



**1. Name**

The name of the society shall beThe Harry Potter Society herein after referred to as such.

**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.

**3. Aims and Objectives**

The key aims of this society is to celebrate the love of Harry Potter with other university students. We aim to involve students in games such as Quidditch and Wizard Chess. We also aim to have movie nights with the group watching Harry Potter 1-8 and possibly have events such as the Big Quiz based on both the films and the books. These quizzes shall involve the four house teams answering questions based on Harry Potter, both film and book, in order to win prizes and house points.

House points are going to be included and given when competitions and games are won. There will also be 4 houses; Gryffindor, Hufflepuff, Ravenclaw and Slytherin. Each house will have equal numbers and compete in games and competitions in order to win the house cup for their team. This house cup will be awarded to the house with the most points at the end of the acedmic year.

Quidditch aims to incorporate the rules stated in the book as closely as possible. The aim will be to score the most points with the seekers aiming to catch the person dressed as the golden snitch. Whoever catches the snitch will gain 150 house points and end the game.

Wizard chess aims to follow the ordinary rules of chess but with real life chess peices in order to show likeness to Wizard Chess, presented in the books and films.

All rules for games shall be found on the rule book kept by the society committee along with the points earned by the four houses.

**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 Membership fees will be charged in accordance with the previously agreed fee and not changed throughout the year. Furthermore this fee will be used to provide supplies for games, booking fees for pitches if needed and also the use of facilities. There will not be any monies paid for external members I.e coaches or mentors.

**5. The Committee**

**5.1** The committee shall be responsible for the running of the society and will convene **Thursday 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. Secretaries : 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 have 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 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 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 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.** As well as making sure the commity members are all operating efficiently and co-operatively.

**8.2** The society Treasurer shall:

**i.** Oversee the financial accounts of the society as made available by the Students’ Union and be responsible for ensuring that the society follows the Students’ Union’s financial regulations at all times.

**ii.** Collect all monies received from 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 society activities or expenditure is financially viable

**8.3** The society Secretary shall:

**i.** maintain up to date records of society membership including contact details for all society members, and ensure that the Students’ Union also has the equivalent up to date information.

**ii.** Minute and keep record of all society meetings and ensure that these details are made available to the Students’ Union.

**iii.** Ensure that the 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.

**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 society committee

ii. on the request of the Students’ Union Executive Committee

iii. by written request of the society members via a letter signed by no less than one quarter of the society membership.

**9.1.2 Two weeks** notice of a General Meeting shall be given to all members.

**9.1.3** Only student members of the 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 (2 week of 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** Two weeks notice of an Annual General Meeting shall be given to all members.

**9.2.3** Only student members of the 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 society membership.

**9.4** Should any General Meetings or the AGM fail to meet the above quorum then the meeting shall be reconvened in 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 society webpage *www.facebook.com/groups/1474570586157997/?fref=ts* .

**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 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