

# DUBLIN CITY UNIVERSITY: HARRY POTTER SOCIETY CONSTITUTION

## 1. Name of Society:

- 1.1 The name of the Society shall be DCU Harry Potter Society.

## 2. Aims & Objectives:

The aims and objectives of the Society are as follows:

- 2.1 To provide a social outlet for all Harry Potter enthusiasts who wish to meet like-minded people on campus
- 2.2 The promotion of Harry Potter regarding both the books and movies.
- 2.3 To foster the development of members as students, and individuals.
- 2.4 To provide a forum for members to interact and socialize through physical and online activities.
- 2.5 To assist Society members to represent the Society at a higher level.
- 2.6 To provide a greater variety of society on campus

## 3. Members:

- 3.1 Membership of the Society shall be open to all students, staff and graduates of the college.
- 3.2 Membership shall be obtained by paying the appropriate fee as decided by the Clubs and Socs Committee and signing the Roll of Members for the current academic year.
- 3.3 All members are bound by this constitution
- 3.4 The Society recognizes the importance, experience and knowledge that graduates, and former students bring to the society, therefore we will endeavor to maintain contact with such former members as wish to retain their connection with the Society.
- 3.5 To this end the Governing Executive Committee of the Society shall be empowered to create a class of "Associate Member" of the Society.
  - Graduate Membership shall be open to former members of the society who are no longer students of Dublin City University. It shall not be a requirement of associate membership that such members should hold a degree, or any other academic award given by Dublin City University
  - Associate Members shall pay an annual membership fee to the Society. The amount of this fee shall be determined by the Governing Executive Committee but may be altered by a majority vote at a general meeting of the Society. The associate membership fee shall not be less than the ordinary membership fee and no more than 10 times the ordinary membership fee.

- Associate Members shall be ineligible for election to the society's governing committee
- Associate Members shall be entitled to attend all general meetings of the society. Voting rights of associate members at general meetings shall be determined by the Governing Executive Committee and may be altered by a majority vote at a general meeting of the society.
- Other rights of Associate Members shall be determined by the Governing Executive Committee but may also be granted or revoked by a majority vote at a general meeting of the Society
- The rights of an Associate Member shall not exceed those of an ordinary member of the society

#### 4. Governing Executive Committee:

- 4.1 The Society shall have a Governing Executive Committee (The Committee).
- 4.2 The Committee shall run the society of behalf of its members and in accordance with the aims and objectives and in compliance with the regulations set down by the Clubs and Socs Committee.
- 4.3 Although decisions should be arrived at by the consensus of the committee (where possible), committee decisions shall be decided by majority voting.
- 4.4 The committee shall endeavour to meet weekly during term time, at which the business of the committee is to be discussed
- 4.5 A quorum shall be two thirds of committee members.
- 4.6 The Committee shall consist of:
- |                            |                             |
|----------------------------|-----------------------------|
| • Chairperson              | • Sponsorship Officer       |
| • Vice-Chairperson         | • First Year Liaison Office |
| • Secretary                | • Headmaster                |
| • Treasurer                | • Head of Gryffindor        |
| • Events Officer           | • Head of Slytherin         |
| • Public Relations Officer | • Head of Ravenclaw         |
| • Engagement Officer       | • Head of Hufflepuff        |
- 4.7 The Term of Office of these elected officers shall be one academic year.
- 4.8 A person shall not hold the same office for more than 2 successive years.

#### 5. Election of the Governing Executive Committee:

- 5.1 The Committee Members shall be democratically elected at the Annual General Meeting (AGM) or at an Extra-ordinary General Meeting (EGM).
- 5.2 To seek election to the Committee, each candidate must have 2 nominations by current members of the society.

## 6. Duties of the Governing Executive Committee:

### **Chairperson**

- The Chairperson shall be the Chief Officer of the society whose functions include chairing all meetings of the committee and officiating at meetings of the society.
  - a. The Chair of any meeting shall have an ordinary vote at committee meetings and meetings of the society. In the event of a tied vote on any matter she/he shall have the casting vote.
- Co-ordinate with DCU Clubs and Socs Committee

### **Vice-Chairperson**

- The Vice-Chairperson shall assist the Chairperson in all their duties.
- The Vice-Chairperson shall assume the duties of the Chairperson (unless otherwise directed by a general meeting of the society) in the event that the Chairperson is absent or is unable to perform their duties.
- Book rooms on the “DCU room booking” website. This should be done well in advance as they take time to respond (Sometimes you might wait a week for a confirmation).
- Act as intermediate between the Chairperson and other members of the committee to ensure tasks are done. As well as ensure the committee members are managing their roles alongside other commitments they may have

### **Secretary**

- The Secretary’s function shall be to deal with all correspondence and records of the society.
- The Secretary keeps minutes of all committee meetings, of all general meetings, of the Annual General Meeting or any other meetings relating to the business of the society when requested by the committee.
- The Secretary may keep a record of authorization of expenditure.
- The Secretary shall give notice to all members of the society’s meetings, events, and functions.
- The Secretary shall assist the Public Relations Officer (PRO) to organize fund raising events and sponsorship where necessary.
- The Secretary shall be responsible for the fixed and current assets of the society in compliance with the regulations set down by the Societies & Publications Committee.
- The Secretary shall maintain a record of all fixed and current assets belonging to the society and will report an inventory list to the committee at the start and end of the academic year.

### **Treasurer’s**

- The Treasurer’s function shall be to administer the funds of the society and to maintain accounts and budgets.
- The Treasurer shall be responsible for the maintenance of accounts subject to the decision of the committee in compliance with the regulations set down by the Societies & Publications Committee of DCU.
- The Treasurer shall keep full records of income and expenditure of the society. The Treasurer shall also keep a record of who authorized various expenditures and shall issue receipts.
- The Treasurer shall sign all cheques and withdrawal forms for the Society’s bank account.

- Where the Treasurer is decreed as unavailable, another designated person may sign cheques and withdrawal forms for the society which are designated at the beginning of the academic year on consultation with the Societies & Publications Committee.

#### **Events Officer**

- Planning and organizing of all societal events alongside the Chairperson
- Co-operation with the Secretary and Public Relations Officer to promote the events
- Planning of overnight trip between semesters

#### **Public Relations Officer**

- The Public Relations Officer (along with the Secretary) shall be responsible for the advertising of all functions of the society through all means possible.
  - Social Media used by DCU Harry Potter society include Facebook, Instagram, TikTok and Discord and may be expanded upon in the future.
  - Respond to any and all messages received on all Social Media websites
- Creation of promotional artwork and digital posts
- Co-ordination with the four Heads of Houses to promote all functions within their unique house Facebook pages
- Recording of events through both photography and videography

#### **Engagement Officer**

- Encourage sign-ups and interact with new and recurring students
- Communicate with members to encourage engagement and retainment
- Work alongside the Public Relations Officer to promote events

#### **Sponsorship Officer**

- The Sponsorship Officer (along with the Secretary) shall deal with external correspondence and maintain records of the contribution outside bodies have had for the society and to give notice of all members of these contributions.

#### **1st Year Liaison Office**

- Co-ordination between the Committee and new members
- Organisation of events

#### **Headmaster**

- Assist in committee events
- Organize the refreshments needed for the events
  - May also include necessary props for events
- Work alongside the Heads of House to promote events and the social bond of the houses
- Award and record the house point system
- Co-operate with the Public Relations Officer

#### **Head of Gryffindor**

- Represent Gryffindor within the Committee
- Promote events and morals of the house on Social Media
- This includes Facebook, Snapchat, Tik Tok, Instagram and any other form of social communication that is relevant and at our disposal. Team Leader in certain events
- A point of contact for Gryffindor members

#### **Head of Slytherin**

- Represent Slytherin within the Committee

- Promote events and morals of the house on Social Media This includes Facebook, Snapchat, Tik Tok, Instagram and any other form of social communication that is relevant and at our disposal.
- Team Leader in certain events
- A point of contact for Slytherin members

#### **Head of Ravenclaw**

- Represent Ravenclaw within the Committee
- Promote events and morals of the house on Social Media
  - This includes Facebook, Snapchat, Tik Tok, Instagram and any other form of social communication that is relevant and at our disposal.
- Team Leader in certain events
- A point of contact for Ravenclaw members

#### **Head of Hufflepuff**

- Represent Hufflepuff within the Committee
- Promote events and morals of the house on Social Media
  - This includes Facebook, Snapchat, Tik Tok, Instagram and any other form of social communication that is relevant and at our disposal.
- Team Leader in certain events
- A point of contact for Hufflepuff members

The following position will remain in effect for as long as Covid – 19 government measures are in place:

#### **Covid Officer**

- Ensures that social distancing and proper sanitary standards are maintained at events
- Keep track of all attends at events and ensures that any relevant data collected is forwarded to C&S

### **7. Dismissal and Resignation of Committee Members:**

- 7.1 No member of the committee shall be dismissed from office unless:
- Written notice of a resolution to seek such a dismissal, signed by ten percent of the members of the society is received four working days prior to a general meeting at which such a resolution shall be debated.
  - Two-thirds of the Governing Executive Committee may also call a meeting to debate the dismissal of another committee member.
- 7.2 A resolution to dismiss a committee member shall be passed by a simple majority vote at the relevant and quorate meeting.
- 7.3 A committee member wishing to resign must submit a letter in writing declaring that intention to resign to the Secretary, who will immediately inform the entire committee. The responsibilities of that person shall be delegated to other committee member(s) until a by-election can be held to re-elect a new person to the position.

## 8. Meetings:

- 8.1 There shall be an Annual General Meeting (AGM) held each year.
- 8.2 The AGM shall be held no later than in the final month of the Academic year where the main committee members will be elected (where possible).
- 8.3 Elections for the offices of the Governing Executive Committee shall take place at this meeting.
- 8.4 A quorum of the meeting shall be two Governing Executive Committee members and ten percent of the ordinary membership.
- 8.5 The business of the AGM shall include elections of relevant Executive Governing Committee as well as annual reports from the outgoing Governing Executive Committee (which should include a Treasurer's report on the finances of the society).
- 8.6 An Extra-ordinary General Meeting (EGM) shall be convened if:
  - Ten percent of the ordinary membership of the society requests such a meeting in writing.
  - A quorum of the Governing Executive Committee requests such a meeting in writing.
  - A vacancy on the current committee occurs and there is a need to elect a replacement.
- 8.7 Elections for the offices of the Governing Executive Committee shall take place at the AGM or EGM (where relevant).
- 8.8 Notice of all meetings shall be given to the membership at least three working days prior to the date of the meeting.
- 8.9 At a meeting, a member may propose a resolution relating to the business of the Society. The resolution shall be voted on by a show of hands and a declaration by the Chairperson that the resolution is carried (unless a secret ballot is demanded by any five members) shall be conclusive evidence that the resolution has passed or failed.
- 8.10 In the event that the Chairperson's resolution (8.9) is challenged a recount of the votes will be administered in which a number of appropriate people will be appointed by the committee as "tellers" to count the votes. The result will be announced by the Chairperson or the Vice-Chairperson (where requested by the general meeting).
- 8.11 No resolution may contravene DCU policy or Societies & Publications Committee.

## 9. General:

- 9.1 There shall be a President of the Society who shall be a staff member in compliance with the regulations set down by the Societies & Publications Committee.
- 9.2 The membership fee for the Society shall be in compliance with the conditions set down by the Societies & Publications Committee.
- 9.3 Each member of the Society shall be entitled to receive a copy of this Constitution, on demand, free of charge.
- 9.4 In the event of a clash with the Societies & Publications Committee Constitution, the Societies & Publications Committee Constitution shall

take precedence above this constitution and is always subject to Sports Society's Committee.

- 9.5 In joining the Society, members agree to be bound by the rules and regulations of the Society as laid down in this constitution and by the Governing Executive Committee. Members violating these rules and regulations shall be answerable to the committee and may have their membership revoked and no monies refunded, for persistent breaches or extremely serious breaches, as deemed by a majority of the committee. In the event that the committee cannot resolve a dispute with a member(s), Societies & Publications Committee shall rule on the matter and its decision is final.

## 10. Amendments to this Constitution:

- 10.1 Notice of a proposal to seek an amendment to this Constitution shall be given to the members at least 4 working days prior to the meeting at which such a proposal shall be considered.
- 10.2 A proposal to amend this Constitution must receive the approval of two thirds of the members present and entitled to vote at the relevant meeting.

## **DCU Harry Potter Society Mission Statement**

The founding members of DCU Harry Potter Society created this society because of a shared passion for Harry Potter. The numerous events throughout the academic years held by this society have fostered personal ideas and theories that are openly debated and discussed in a group setting. As a society we have helped enhance the passion for Harry Potter and life on campus.

The aim of the Harry Potter Society is to become one of the most visible and approachable societies on the DCU campus. We aim to hold weekly meetings either physically or online for our members as well as organised themed events throughout the academic year.

We want to extend our enthusiasm for reading to the student population of DCU by celebrating a work of literature and movie franchise that has impacted all our members in deep and meaningful ways.