

## **Constitution of the Harry Potter Society at Indiana University**

### *Preamble*

The Harry Potter Society at Indiana University is a social group intended to bring together fans of the Harry Potter series at Indiana University. The Harry Potter Fandom consists of a wonderful group of young and old who can come together despite other differences and bond over a wonderful story of love, overcoming adversity, and growing up. Harry Potter is much more than a children's story, and this group gives those who recognize this an outlet to celebrate it and even spread the lessons learned and love felt to the rest of the Indiana University community and beyond.

### *Article I: Membership*

· **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.

· **Statement of Non-Discrimination:** Harry Potter Society at Indiana University allows any interested student to participate in, become a member of, and seek leadership positions in the organization 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.

The President and Vice President will preside over the meetings unless they cannot attend, in which case one or all of the other officers will run the meeting. The officers and members will all contribute to the group, and participate in its activities. Anyone who shows positive interest in the Harry Potter series can join. The group is free to be a member, but certain events such as field trips or charitable causes may require a monetary contribution. All members must sign a liability waiver and emergency contact form upon joining our organization.

If a member of our organization does an action contrary to organizational expectations, violates the student code of conduct, violates the Harry Potter Society constitution, or puts members at risk the officers shall meet with the member and discuss those actions. Upon conclusion of that meeting the officers will choose whether or not to remove the member from our group. A 60% majority vote must be reached among all officers to remove the member from the organization. If we vote to keep the member the meeting will be recorded and any further breach of code will lead to the immediate removal of the member from our organization as a whole. If the action is severe enough to break the student code of conduct or any law we shall remove the member from our organization immediately and proper authorities will be contacted.

### *Article II: University Compliance*

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

*Article III: Executive Officers*

**President:** Plans and presides over meetings, keeps track of Harry Potter Society's schedule and projects, delegates tasks to other Officers, communicates with Indiana University administration when necessary, and is the Primary Contact of the group. The President is also responsible for re-registering the organization annually. The President will also be in charge of maintaining liability waivers and will be the head contact for coordinating trips and events.

**Vice President:** Co-plans and runs meetings with President, sends out weekly emails to all members, organizes Trivia tournaments, and mitigates conflict between officers and/or members.

**Secretary:** Takes attendance at all weekly (Sunday night) meetings, takes notes at all meetings, compiles weekly newsletter to send to members, and is responsible for electronically archiving all notes and important information.

**Treasurer:** Keeps a record of all spending, organizes annual T-Shirt competition and collects orders, and is present for all shopping trips for supplies. In the instances of field trips, charities, or fundraisers, the treasurer collects and manages all moneys from the group, plans out budgets for these events as well. The treasurer shall also take care of the SOA and ensure all funds are recorded and used for the Harry Potter Society.

**Publicity Coordinator:** Promotes Harry Potter Society on the IU campus, regularly updates social media accounts (Twitter, Tumblr, and Facebook), creates and oversees social events, plans "icebreaker" activity for every weekly meeting.

**Philanthropy Coordinator:** Lead the Philanthropy Committee in organizing at least one charity event per semester, report progress to President.

**Primary Contact:** Responsible for contacting the rest of the group members, and the IU administration.

All Officers are elected by majority vote. There is no specific requirement for each position other than strong interest. All officers serve for one year. All positions are elected in April. Officers may resign either by stating so at the group meetings or contacting the President or Primary Contact, who then relays the message to the rest of the officers and group. Decisions are made at meetings by raise of hand and majority vote.

If an Officer is not performing an acceptable job as deemed by the other officers or the majority of the rest of the group, or the Officer breaches any rule or clause within the Harry Potter Society constitution the other officers will meet with that officer to notify

them. If the Officer's efforts do not improve, a group vote will be taken and the officer can be removed from office if the vote is over a 60% majority vote. If the Officer breaches the Student Code of Conduct, our rules and clauses within our Constitution, or any laws the officer will be treated to the same trial as seen in Article I, Paragraph 4 of the Harry Potter Society Constitution.

#### *Article IV: Meetings*

Meetings will be held weekly during the Fall and Spring Semesters. The President can call any additional meetings. The meetings will be announced through forms of online social media such as Facebook, email, Twitter, and Tumblr. The President plans the activities for the meetings. Attendance will be taken so that it can be reviewed when electing Officers.

#### *Article V: Elections*

Elections for all officer positions are held in April. 60% of members must be present to elect a candidate and majority rules. Social media will be used to alert members of an upcoming election two meetings time beforehand.

#### *Article VI: 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 VII: Dues & Budgets*

Membership is free. The treasurer collects and manages money in the situations of field trips, fundraisers, and charities.

#### *Article VIII: Finances*

The treasurer is in charge of financial affairs. If the group dissolves, the remaining money will be donated to the Harry Potter Alliance.

#### *Article IX: Protect IU Clause*

This organization shall follow the policies of Indiana University regarding children, including adequate supervision, background checks on members, and making the safety and protection of children our highest priority when we are involved in activities, events, or programs involving children.

#### *Article X: Travel Clause*

This organization will follow the policies of Indiana University's Office of Insurance, Loss Control, and Claims regarding instances of travel or emergency to ensure the standards of Indiana University are met. This organization shall also adhere to the travel policies set forth by The Office of Risk Management when travelling.

### *Article XI: Safety Protocol*

This organization has members sign waivers that put full responsibility of any accident onto those involved in the accident. In the event of an emergency the President, or highest-ranking officer of the organization shall call emergency services and then call the emergency contact listed on the waiver. For any event on or off campus the President, or highest-ranking officer must know the address or location and have access to a phone that allows for contact to emergency services. The list of emergency contacts will also be accessible to all members of the activity in the event of an emergency. At least one officer shall have first aid certification every year.

If our organization will be doing physical or social activities with other organizations, our organization agrees to adhere to the safety procedures the hosting organization has in place.

If the organization will be camping, a Risk Management Plan (RMP) will be in place. This includes going to established camp sites and have protocols in place (one copy on the trip and one with an on-call person in Bloomington) that denotes where the members are going, driving directions to the campground, the closest hospital & directions, campground contacts, charged phones, & signed liability waivers). Additionally members should have medical history with them and any necessary medication. Our organization will have at least one individual certified in CPR/First Aid accompany the trip.

- Risk Management Plan Outline

1. The officers will scout the location of the trip in advance. The trip location will always be somewhere established and all members of our organization will know the location. Our officers will learn the address of where they are staying, the closest Hospital, and the closest emergency services. A plan will be made after learning this information to ensure the safety of our members and that in the case of an emergency care will be provided as quickly as possible.
2. The officers will collect a list of emergency contacts of the members going on the trip. This will be accessible to all members going on the trip to ensure safety of all members.
3. The officers will also collect a separate, private list of information regarding allergies in case of an emergency. This will be kept by the President, or highest-ranking officer on the trip and will be destroyed after the trip to protect the privacy of our members.
4. Once our plan is in place a physical and digital copy will be kept on hand by the highest-ranking officer on the trip and either our advisor or highest ranking officer who did not go on the trip. In this way we will have a contact in Bloomington and on the trip with the emergency protocol in place.

5. At least one member with first aid certification will attend every event or trip involving physical activity.

*Article XII: Amendments*

Amendments to this constitution will be made by a 2/3 vote of 70% of members.

Members will be notified two meetings time in advance through social media online.

Once approved by the organization, all constitutions with amendments must be submitted to Student Activities via [myINvolvement.indiana.edu](http://myINvolvement.indiana.edu) for approval.