

Standing Orders of the Oxford University Harry Potter Society

Purpose

1. The purpose of the Standing Orders is to supplement but not overrule the Constitution of the Oxford University Harry Potter Society (“the Society”) and provide a guide to its facilitation; in the event of a perceived conflict, the Constitution shall take precedence.

Amendment

1. It shall be the responsibility of one member of the Committee to maintain the master copy of these Standing Orders, as determined by the Committee (who need not hold a formal vote on this).
2. The member of Committee described in Standing Order II may (without being required to seek the approval of the Committee) re-number the Standing Orders for ease of reference, and may correct minor typographical errors within them, provided adequate notification is given to the Committee (who may then vote to undo those changes).
3. Other amendments to these Standing Orders may be made by a two-thirds majority in a Committee meeting.

Inclusivity Policy

1. Any proposed changes to the Inclusivity Policy shall be adopted by a simple majority vote in a Committee meeting.

Committee

1. The President, Secretary and Treasurer shall form a subcommittee of the Committee known as the “Executive Committee” (“Exec”).
2. The responsibilities of the Exec shall be those specified in the Standing Orders; any powers not explicitly delegated to the Exec by these standing orders or by a formal resolution of the Committee shall be reserved to the Committee.
3. Other than the Exec and the IT Officer, other roles on the Committee, and their responsibilities, shall be determined by these Standing Orders.
4. In general, the positions of IT Officer and of Webmaster, as defined in the Constitution, should be held by the same individual. The Webmaster’s responsibility shall not expressly include maintaining the Society’s blog.
5. Passwords for any applicable online accounts held in the name of the Society, including but not limited to: the account to maintain the website, social media accounts for the Society, and webmail accounts for Committee positions used to forward emails to the incumbents’ personal accounts (“the Passwords”), shall be held by the IT Officer and the President (“the Password Offices”).
6. The Passwords shall be changed whenever the holder of either of the Password Offices changes.
7. Further, one individual on the committee should be given each of the following positions, together with the associated responsibilities:
	1. The PR Officer shall be responsible for the promotion of the Society’s events; this shall include administrating the Society’s Facebook group, but shall not include maintaining the Society’s blog.
	2. The *Quibbler* Editor shall be responsible for maintaining the Society’s blog.
	3. The Social Secretary shall be ultimately responsible for the purchase of refreshments for the Society’s events. They shall also be responsible for organising crew dates and other society meals.
8. Members of the Committee, excluding the Senior Member, must hold membership of the Society at the time of their election and throughout their term of office. In particular, members of the Committee at the end of a Membership Period (as defined in Standing Order XLIII below), must purchase membership for the next Membership Period before the preceding one ends, or they shall immediately be removed from office as ineligible to serve at the start of the new Membership Period.
9. For the avoidance of doubt, Paragraph 24 of the Constitution is interpreted such that, in the case of a vacancy occurring between an AGM and the taking office of the Committee elected in that AGM (including in the case that the AGM fails to fill a position within the Committee), the outgoing Committee may fill that position by co-option.
10. When a member of Committee is not present, without apologies, for two successive meetings, a Motion of No Confidence, (as defined in Standing Order XXXVII), in that member shall be automatically added to the agenda at the subsequent Committee meeting.
11. Paragraph 44 of the Constitution shall be interpreted to mean that all business which can be discussed in public shall be open to all members of the Society. Non-members of the Committee in attendance at Committee meetings may contribute to the discussion, and propose or second motions and other items for the agenda, but may not vote.
12. Notice of a Committee meeting shall be given to the Society at-large as soon as is practical prior to the meeting. This may be given via any of the channels usually used to advertise events.
13. Notwithstanding Standing Order XVI above, any business which, at the discretion of the Exec, is deemed to be confidential may be marked as reserved. Reserved business shall be discussed in private: members of the Society who are not members of the Committee shall not be permitted to be present while reserved business is being discussed, except: when, as determined by the Exec, any individual to whom the business being discussed is directly related; or when a complaint has been made, and Track A of the Club’s Complaints Policy is being followed – here, if the complaint is held under reserved business, the complainant will be allowed to be present for its discussion.
14. If all substantive items on the agenda for a Committee meeting are of reserved business, the entire meeting may be held in private.
15. Minutes of Committee meetings shall be made available to the Society at-large in a version posted on its website (hereafter referred to as “the public version”).
16. When reserved business is discussed, any confidential information shall be redacted from the public version of the minutes, but the minutes should provide as much detail as possible on the discussion without breaching the confidentiality that required the business to be reserved.
17. Where information is redacted from the public version of the minutes, the public version shall state that information has been redacted.

Subcommittees

## Yule Ball Committee

1. The President, Treasurer and one other member of the Committee, to be designated the “Yule Ball Coordinator”, shall form the Yule Ball Committee, which shall be a subcommittee of the Committee chaired by the Yule Ball Coordinator.
2. The Yule Ball Coordinator shall be appointed by majority vote of the Committee at the first meeting after the position becomes vacant. While the position is vacant, the Secretary shall be the acting Yule Ball Coordinator, with full powers to discharge the responsibilities of the role.
3. The Yule Ball Committee shall be responsible for organising any balls to be held by the Society. In general it shall be dormant, and shall not meet.
4. Should the Committee pass a motion of the form “That the Society shall organise a ball to be held in A Term B.”, where A is the name of an Oxford University term (“Michaelmas”, “Hilary” or “Trinity”) and B is a calendar year, the Yule Ball Committee shall become active, and may meet. Its responsibility shall be to organise a ball to be held within the specified term (not necessarily in Full Term).
5. When made active by a resolution as prescribed in Standing Order XXVI, the Yule Ball Committee shall remain active until the end of the term (for the avoidance of doubt, as opposed to Full Term) specified in the motion, or three weeks after the ball that it holds, whichever is the later, unless a motion is passed by the Committee (of the Society) of the form “That the proposed Yule Ball to be held in A Term B be cancelled.” (where A and B are as in Standing Order XXVI), in which case the Yule Ball Committee shall become inactive two weeks after the passing of said motion.
6. Meetings of the Yule Ball Committee shall be open, in addition, to House-Elves, as defined in standing order XXXIII below, but shall otherwise be held in private. Minutes should be taken.
7. Minutes of Yule Ball Committee meetings shall be made available to the Society at-large in a version posted on its website (hereafter referred to as “the public version”).
8. Any business which, at the discretion of the Yule Ball Committee (excluding, for the avoidance of doubt, House-Elves), is deemed to be confidential may be marked as reserved. House-Elves shall not be counted as Committee Members for the purposes of hearing the reserved business. Reserved business should follow Standing Orders XVIII-XXII, as for Committee meetings.
9. The Yule Ball Committee may operate its own bank account, with the Yule Ball Coordinator and the Treasurer as signatories. Funds in such an account shall be considered as belonging to the Society; if the account is closed, the funds should be passed back to the Harry Potter Society, but shall, unless otherwise directed by the University, be ring-fenced for use by the Yule Ball Committee in the future.
10. The Yule Ball Coordinator shall serve until their resignation, until their ceasing to be eligible for the position (either by leaving the Committee or becoming the President or Treasurer), or until the Yule Ball Committee ceases be to active, whichever is the sooner.

Non-Committee Positions

1. The Yule Ball Committee may appoint individuals (“House-Elves”), who need not be members of the Society, to aid in the organisation of the ball; such individuals shall be expected to attend meetings of the Yule Ball Committee as non-voting observers.
2. For the avoidance of doubt, status as a House-Elf does not confer membership of the Committee or of the Yule Ball Committee, including but not limited to for the purposes of Paragraph 44 of the Constitution and of Standing Orders XVI–XVIII.
3. House-Elves’ status as such shall expire when the Yule Ball Committee next becomes inactive.
4. The Committee may, for good reason, revoke any individual’s status as a House-Elf at any time, via the procedure described in Standing Order XXXVII below.

# Removal from Office

1. The Committee may hold a vote on a motion of the form “This Committee has no confidence in A” (a “Motion of No Confidence”) or of the form “The Committee removes A from office B” (a “Motion of Removal”), where A is the name of a member of Committee or of a holder of a non-Committee office (as defined in Standing Orders XXXIII), and B is the name of a Committee office or a non-Committee office held by A. Unless generated by an automatic process described in these Standing Orders, such a motion should be proposed and seconded as normal. Should such a motion pass:
	* 1. If the motion is a Motion of No Confidence, and individual A is a member of the Committee, the Secretary shall call an Extraordinary General Meeting of the Society, at which a vote shall be held on a motion of the form “The Society votes to remove A from all positions that they hold in the Society.”, which motion shall be proposed by the President and seconded by the Secretary;
		2. If the motion is a Motion of Removal, and B is a Committee office, the Secretary shall call an Extraordinary General Meeting of the Society, at which a vote shall be held on a motion of the form “The Society votes to remove A from their office as B.”, which motion shall be proposed by the President and seconded by the Secretary;
		3. If the motion is a Motion of Removal and B is a non-Committee office, or the motion is a Motion of No Confidence and individual A is not a member of the Committee, A is immediately removed from Office B, or from all offices they hold, respectively.
2. As an exception to the process described in Standing Order XXXVII, parts 2 and 3, if the President or the Secretary is the same as person A, then the Treasurer shall replace them for the purposes of the instructions given in parts 1 and 2.
3. When a Committee member reaches the end of their term of office or resigns from office (but not when they are removed from office via the process described in Standing Order XXXVII), they shall, at the earliest opportunity, hold a meeting with the next person to hold that office to discuss the responsibilities that role.

Canon Policy

1. The Society adopts as its canon policy that the following works are canon, and no other works are canon, for the purposes of any quizzes or competitions run by the Society, and for the purposes of debates held at the Society, unless expressly stated otherwise:
	* 1. The British English versions of the books *Harry Potter and the Philosopher’s Stone, Harry Potter and the Chamber of Secrets, Harry Potter and the Prisoner of Azkaban, Harry Potter and the Goblet of Fire, Harry Potter and the Order of the Phoenix, Harry Potter and the Half-Blood Prince, Harry Potter and the Deathly Hallows, Quidditch Through the Ages* and *The Tales of Beedle the Bard*.
		2. The British English version of the book *Fantastic Beasts and Where to Find Them* in either of its editions, taking the more recent as canon in the case of perceived conflict.
		3. The film *Fantastic Beasts and Where to Find Them*, and following films in that series, treating content as canon from 28 days after the UK release date of the film.
		4. The film adaptations of any books listed in part 1, except where these contradict the sources in parts 1–3.

# Honorary Memberships

1. The Committee may award honorary membership to individuals, at its discretion, though these may not be awarded to any individual who is entitled to a full membership in accordance with Paragraphs 3-5 of the Constitution.
2. Honorary members shall not, in general, receive the rights of members (including the entitlement to speak at Committee meetings or to vote at General Meetings), but shall receive the members’ rate upon attendance at any events.

Miscellaneous

1. The standard membership period (“Membership Period”) for the Society shall be from the Sunday of Week 1 of Michaelmas Term to Saturday of Week 0 of the following Michaelmas Term.
2. The Committee shall set the membership fee for each Membership Period.
3. Membership purchases for a Membership Period shall open on Sunday of Week 0 of the preceding Trinity Term.
4. The Committee may, as its discretion, sell a membership that does not last to the end of a Membership Period.
5. The Society shall own a model or plush toy of an owl, to be named “Madam Hoot”. Responsibility for the care of the owl shall lie with the Secretary.
6. The Society shall own a Sorting Hat. Responsibility for the care of the Hat shall lie with the President.