

Dumbledore's Army Constitution

I. Explanation of Dumbledore's Army

- A. **MISSION STATEMENT:** Dumbledore's Army is a chapter of the Harry Potter Alliance, an international charity organization. Our goal is to increase activism for social change by using parallels from the Harry Potter books. We aim to provide specific ways in which volunteers can take action on a variety of different human rights and social justice issues, as well as provide volunteers with the understanding and confidence to pursue causes in their local communities. Lastly, we simply hope to increase unity of the campus community through social programs and events inspired by a series that has been in existence for over a decade.
- B. All matters pertaining to the policy and procedure of Dumbledore's Army will be determined by the members of the organization, including but not limited to the allocation of funds and the requests for use of space. Dumbledore's Army is a democratic assembly at which any member shall be given consideration and attention equal to that accorded to any other member. In all cases, Dumbledore's Army shall be a place for the free and open discussion of any topic relating to Harry Potter and the Harry Potter alliance.
- C. The operating procedures of Dumbledore's Army and the powers granted to its officers will follow Robert's Rule of order.

II. Explanation of the Officers and their Duties

- A. The officers of the Dumbledore's Army will be elected at the first meeting of the year, with the exception of President, Vice President, Secretary, and Treasurer (which will be elected in April of each year.)
- B. The following officers have titles and responsibilities:
 1. President: Chairs all executive board meetings in accordance with the constitution as well as co-creating an agenda for both executive and general meetings with the Vice President. It is the responsibility of the president to make sure the other officers are completing all duties as described in this constitution, and to address immediately a concern about another officer failing to carry out his/her duties.
 2. Vice President: Chairs all the general body meetings in accordance with the constitution as well as co-creating an agenda for general body meetings with the President. She/he has all the duties of the president in the president's absence.
 3. Treasurer: Has the responsibility of maintaining financial records of the organization. The treasurer must see that all relations between the organization and outside organizations, or persons, are in order, and that monies due to and from the club treasury are received and/or distributed within necessary deadlines.
 - i. The treasurer shall make his/her records regarding the budget available for the inspection by any member of the organization and have records available and complete to date at any meeting.
 - ii. Immediately prior to any activity involving the allocation of funds, the treasurer must be presented with all the receipts for supplies purchased, with items. After the activity is concluded, all remaining supplies must be inspected by the treasurer and assigned by him/her to the members for general use, if said items are perishable. All non-perishable items will remain with the club under care of the executive board.
 4. Secretary: Is responsible for accurately keeping record of every Dumbledore's Army meeting. Copies of these minutes must be kept on file at the Undergraduate Student Government office and by the secretary, and distributed, upon request, to the Dumbledore's Army officers and the Faculty Advisor within 48 hours. The secretary

is also responsible for distribution and collection of the meeting role sheet for attendance. It shall be recognized that the treasurer and secretary, at times, share financial duties, and shall be in constant communication with each other.

5. Advertising and PR Coordinator: Responsible for creating all advertising for general Dumbledore's Army meetings as well as scheduled events.
 6. HP Alliance Representative: Responsible for discussing updates and information sent from the Harry Potter Alliance during every Dumbledore's Army meeting as well as assisting in organizing and planning volunteer and charity events.
 7. House Organizer: Responsible for welcoming new members and sorting members into a Hogwarts House, keeping score of House Points and presenting up-to-date information on House Points during every Dumbledore's Army meeting as well as assisting in organizing and planning events.
- C. All elected officials must hold a Grade Point Average of no less than a 2.0.
 - D. In the event of their absence for a Dumbledore's Army meeting, the secretary or treasurer may appoint a proxy for their duties for that meeting, at the beginning of the meeting, if a majority vote passes. If no proxy is selected, the president may assign his or her duties to another individual for that meeting.
 - E. Dumbledore's Army officers are excused from no more than 4 sponsored events (not including Executive Board and General Body meetings) provided that they give the president at least 48 hours notice (or the Vice President in the case of the president.)
 - F. Dumbledore's Army executive board officers are also required to attend events and/or trainings mandated by the Undergraduate Student Government (USG). In the event of their absence, the elected official(s) may appoint a proxy for that event or training.
 - G. An Officer may only be removed for material violations of this constitution, applicable by-laws, policies of the Undergraduate Student Government, failing to meet requirements for active voting membership or a wrongful act of substance.
 - a. In the interest of protecting the accused, no written accusations are required, nor is impeachment required for removal. Additionally, all discussion about disciplinary matters must take place in Executive Session. There shall be two methods in which an Officer of the organization may be removed from their Office.
 - b. Any Executive Board Officer may be removed from their position by a three-fourths (3/4) affirmative majority vote of the entire voting membership of the Executive Board.
 - c. Any Executive Board Officer may be removed from their position by a two-thirds (2/3) affirmative majority vote of the entire active voting membership of the General Body.
 - d. Upon the removal of an Executive Board Officer, the Officers' position shall be considered vacant. In the case of the removal of the President, the Vice-President shall become President and the Vice-President's position shall be considered vacant. A special election for any vacancy shall be held within the next two meetings of the General Body for the vacant position, but only after all members have been notified at least two (2) school days prior to the special election.
 - e. Removed officers or dissenting members may appeal a removal to the USG Judiciary by filing a brief before the special election is held to fill the vacancy. A removed officer is still a voting member, and must be notified at least two (2) school days prior to the special election.
 - H. No officers may have signatory power in any other USG funded club/organization.

- I. In the event a position is vacant either through resignation or impeachment, elections will be held within 2 weeks of the vacancy.

III. Dumbledore's Army Procedures

- A. Meetings of Dumbledore's Army will be held at least biweekly at a location, day and time decided upon at the first meeting of the year.
 1. The Executive Board will meet at least once a week. This board consists of the President, Vice President, Secretary, Treasurer, Advertising and PR Coordinator, HP Alliance Representative, and House Organizer.
 2. A general body meeting held by the Executive Board will occur at least once a week. Those who may attend must be registered and matriculated undergraduate students of Stony Brook University and interested in the purpose of this organization. However, on matters of voting, only members who have attended at least 2 meetings are permitted to vote. Signs of notice of the meetings must be posted at least 24 hours prior to the time of the meeting. If notices are not posted by this time, it may be assumed that the meeting will not be held on that day. If it is held, no votes taken at that meeting will be binding.
- B. A quorum for Dumbledore's Army to carry on the business of the organization is defined to at least one more than half of the students including the officers. Dumbledore's Army shall make an effort to obtain quorum; if quorum is not obtained within 20 minutes after the scheduled time of the meeting, no voting may be conducted, and meeting will be considered unofficial. This restriction may be expected if the president deems certain points of the agenda as urgent- however, no votes can be taken or monies and assets allocated in this case.
- C. Motions may be voted upon and carried during the same meeting that they were seconded, except those specified in this constitution.
- D. Voting in Dumbledore's Army and the holding of office is restricted to members that have attended at least 2 meetings.
- E. All votes are carried by simple majority, except those specified in this document.
- F. Simple majority carries votes involving allocations of monies from the treasury.
- G. This constitution becomes effective upon passage, requiring a majority vote of the Dumbledore's Army general body.
- H. Copies of this constitution must be posted and/or made freely available upon request of any member of Dumbledore's Army.
- I. Any changes made in or additions to this constitution must be passed with a majority vote of Dumbledore's Army, with the stipulation that such changes are voted upon no sooner than one week after they are submitted to Dumbledore's Army. Dumbledore's Army itself shall determine the method of reviewing submitted changes.
- J. Dissolution of the Organization: If this group dissolves, all monies allocated by USG shall be returned to USG.
- K. Statement of Non-Discrimination: This organization fully endorses the principle of equal opportunity and believes that every member of its organization shall have the same protection of the laws as guaranteed by the Constitution of the United States. No member of this organization shall be excluded from participation in or be denied benefits of this organization based on ethnicity, gender, sexual orientation, age, size, ability, weight, or religious affiliation. To insure that all members of this organization have the same equal opportunity, this organization shall do the following:
 1. Immediately review their constitution and bylaws to insure gender-neutral pronouns are used when said bylaws are amended or rewritten.

2. Dumbledore's Army must hold their general meetings in locations accessible to all students and give due notice of said meetings. A copy of minutes must be placed on file at the Undergraduate Student Government Office.