



# THE HARRY POTTER ALLIANCE

THE WEAPON WE HAVE IS LOVE

## CHAPTER CHARMS – GUIDES FOR CHAPTERS **WRITING A CHAPTER CONSTITUTION**

When starting a Harry Potter Alliance Chapter at your school, you may be called upon to write a Constitution describing your goals and structure. Writing a Chapter Constitution can seem like a daunting task, but don't let it overwhelm you. In this document, you will find a basic outline as well as a sample Constitution providing information about what you might like to include in each section of your own Chapter Constitution.

**IMPORTANT TO NOTE:** *It's also important to keep in mind that Chapter Constitutions rarely outline every piece of business your chapter will ever cover. What it does cover is the basics of how your chapter is going to run, including your role as a member of your school and the Harry Potter Alliance, the leadership structure of your chapter, your meeting policy, etc. Your constitution should be a reference document that anyone can use to figure out how your chapter works.*

### CHAPTER CONSTITUTION OUTLINE

When looking at this outline, keep in mind that you will want to be clear and concise with your information. This will make it not only easier on you, the writer, but on everyone who will read your Constitution in the future.

- Article I – Name
- Article II – Affiliations
- Article III – Purposes and Goals
- Article IV – Membership Requirements
- Article V – Officers
- Article VI – Advisor
- Article VII – Meetings
- Article VIII – Finances
- Article IX – Amendments and Revisions

Each article has the potential to be broken into smaller categories, or sections, that explain some of the specifics of the running of your Chapter. You can also include additional articles based on the specific needs of your chapter.

After each section heading, we've also included red arrows that explain what that section should explain. That way, you've got a guide in case you need to rewrite any section.

**☒ Check out these explanations as you read through the rest of this Chapter Charm!**



# **SAMPLE CONSTITUTION OF THE HARRY POTTER ALLIANCE AT [YOUR SCHOOL]**

## **ARTICLE I – NAME**

The name of [YOUR SCHOOL’S] chapter of the Harry Potter Alliance is [CHAPTER NAME].

***☒ What’s your chapter’s name?***

## **ARTICLE II – AFFILIATIONS**

[CHAPTER NAME] is affiliated with [YOUR SCHOOL] and, as a registered chapter, is an official extension of the international organization known as the Harry Potter Alliance (HPA).

***☒ This is where you explain that you’re an official chapter of the Harry Potter Alliance. To do this, you need to have had your Chapter Information Form approved. Your chapter should also be listed on the Find a Chapter page of our website.***

## **ARTICLE III – PURPOSES AND GOALS**

### **Section I – Mission Statement**

[CHAPTER NAME] will promote the campaigns and initiatives of the Harry Potter Alliance in our school and local community.

***☒ This is a simple statement about what your chapter’s “big” goal is – what’s your purpose? What does your chapter want to accomplish?***

### **Section II – Goals**

Our local chapter of the Harry Potter Alliance will include three different focuses in all of our projects. First, we will work to promote various Harry Potter Alliance campaigns throughout the year. Second, we will work to bring these campaigns and initiatives to our school and community. Third, we will focus on strengthening our own chapter leadership and structure.

***☒ This is how you’re going to accomplish your mission statement. These are the “three spheres” we talk about for chapters, but you can also include any individual long-term goals you have for your chapter.***

### **Section III – Goals of Affiliate Harry Potter Alliance**

The Harry Potter Alliance is an international organization that aims to help educate individuals and communities alike on various social action and social justice-based initiatives by drawing links between the book series by J.K. Rowling and our world. The Harry Potter Alliance currently focuses on issues such as Fair Trade and activism, media reform, improving literacy, and environmental concerns in addition to having a larger focus on inequalities based on race, social class, gender, etc. Examples of each of these subjects can be found in the *HARRY POTTER* series, and we believe that by linking these issues to the popular series, we can reach more people on campus and educate our community in an innovative way.

***☒ This is what the Harry Potter Alliance as a whole wants to do.***



## ARTICLE IV – MEMBERSHIP

### Section I – Selection

Application for membership shall be open to all [YOUR SCHOOL] students. Members must be willing to adhere to the rules of the chapter, as well as work with the chapter and its members to attain the goals of the chapter. The chapter does not discriminate on the basis of race, creed, gender, sexual orientation, finances, or anything else, insofar as the member is willing to work to further the goals of the chapter.

**☒ *How people can join your chapter. In short, this section should say “anyone can join as long as you’re interested and follow our chapter rules.”***

### Section II – Grounds for Removal

Any serious violation of the [YOUR SCHOOL] STUDENT CODE OF CONDUCT [OR EQUIVALENT], as well as serious federal, state or local law violations will result in punishment up to and including permanent expulsion from [CHAPTER NAME HERE]. The punishment will be decided in a meeting of all officers in which the member will be given an opportunity to account for their violations. The officers will then review the situation and make a decision. The member in violation will be notified of the outcome of the meeting in an expeditious manner. State law is defined as the laws of the State of [YOUR STATE, PROVINCE, OR COUNTRY]; local law is defined as the laws of [YOUR CITY, COUNTY, ETC.].

**☒ *Hopefully, you’ll never need this section. It explains what to do if you need to remove a person from your chapter. If you want to rewrite it to make it more informal, you can do so by including (1) why you would remove someone, and (2) how you could remove them.***

## ARTICLE V – OFFICERS

**☒ *This is the section where you explain your board. We’ve outlined a President/Vice President/Committees style, but your chapter can use any number of leadership structures (either by having more elected positions, a system that is entirely committee-based, or anything in between). You can have formal or informal elections, nominations, or positions for volunteers. Use as much detail as you can to outline the responsibilities and election policies of each position or committee.***

### Section I – Officers and Duties

All Officers: Shall hold paramount the welfare of the chapter and shall work to ensure its success and continuation.

President (Chapter Organizer): Shall preside over regular and executive meetings, coordinate group activities, and communicate with the officers, advisor, and the Chapter Coordinator of the Harry Potter Alliance. Shall work as a liaison between Campus Activities and the chapter. Shall work as a liaison between the Harry Potter Alliance and the chapter. Shall perform other functions as appropriate to administer the general operation of the chapter.



Vice President: Shall assist the president and preside over meetings in absence of the president. Shall oversee any funds related to the chapter. Shall make note of any issues brought up in official club meetings and officer meetings. Shall work with the President to organize events and plan for meetings.

### **Section II – Committees**

- 1) The executive committee will be comprised of the President and the Vice President. This committee shall meet to finalize agenda items, prepare discussions for meetings, and brainstorm ideas for projects [CHAPTER NAME] can consider as a whole in meetings.
- 2) The President and Vice President may appoint other sub-committees based on need and in relation to projects. These sub-committees can be used to help organize fundraising, chapter events, and other activities requiring particular attention.

### **Section III – Election Process**

- 1) Elections shall be held in mid-March, or as close to March 15 as convenient. Notice of elections must be given at least 15 days in advance, with reminders each subsequent week. Elections will be held during normally scheduled meeting hours.
- 2) Requirements:
  - a. President- Student at [YOUR SCHOOL], chapter member for two semesters. Must be present all non-spring/summer semesters of term of office. Must attend at least two-thirds of chapter meetings during term of office.
  - b. Other Officers- chapter member for one semester (or portion thereof). Must attend at least half of chapter meetings during term of office.
- 3) A quorum must be present and a simple majority vote will win. In case of a tie, a run-off election will be held to determine a winner. Newly elected officers shall assume responsibility at the end of the current semester.

### **Section IV – Removal of an Officer**

When an officer fails to meet or maintain the minimum qualifications set forth in Article V, Section I, or violates chapter regulations as defined in Article IV, Section II, said officer shall be removed in the manner as described in Article IV, Section II.

***☒ Another policy you'll hopefully never have to use. This says "if you don't do your job, or you break the chapter rules, you can be removed according to what we talked about in the "Grounds for Removal" section.***



## ARTICLE VI – ADVISOR

- 1) The advisor to [CHAPTER NAME] shall be a [YOUR SCHOOL] employee as defined by the Human Resources Department. The advisor will be willing to obtain an appropriate level of experience, resource information and knowledge related to the mission, purpose and activities of the chapter.
- 2) The advisor may regularly attend executive and general meetings. They may be available for consultation outside of these meetings.
- 3) The advisor will assist the organization with the development of goals and objectives for the academic year. The advisor will also assist the organization with event planning and facilitation. The advisor will be willing to attend events when necessary as identified through the planning process.
- 4) The advisor will be aware of the [YOUR SCHOOL] STUDENT CODE OF CONDUCT [OR EQUIVALENT] and will assist the organization with adherence to the expectations contained within said document.

***☒ What do you need from your advisor? This is a section you want to talk about with them.***

## ARTICLE VII – MEETINGS

### Section I – Meeting Schedule

Regular chapter meetings will be held as determined through an election process. A quorum must be present and a simple majority vote will win. In case of a tie, a run-off election will be held to determine a winner.

### Section II – Quorum

A quorum shall consist of 33.3 percent plus one (33.3% +1) or 1/3 of the active chapter members must be present to conduct official business.

### Section III – Election Process

The general election process shall be a simple majority of a quorum unless otherwise specified in this constitution.

***☒ How often is your chapter going to meet? This says you need a quorum (more than 1/3 of your members) before you can decide when those regular meeting will be.***



## ARTICLE VIII – FINANCES

All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization by the [YOUR SCHOOL] STUDENT ALLIANCE. All funds shall be deposited within 24 hours after collection. Expenditures shall be made in accordance with applicable rules/laws governing said transactions.

***☒ How is money going to be handled in your chapter? If you have a treasurer, you can make them responsible for it. You can also ask your faculty advisor. Come up with a system that makes sense for your chapter and describe it here.***

## ARTICLE IX – AMENDMENTS AND REVISIONS

### Section I – Amendments and Revisions

This constitution may be amended at any time through a unanimous vote of officers, subject to the approval of Campus Activities.

***☒ How do you change your constitution?***

