

## Meeting held on 11<sup>th</sup> February 2018 • Minutes of Meeting

Minutes of meeting held at The Swan and Castle, Castle Street, Oxford at 2pm on Sunday 11<sup>th</sup> February

### Summary of Action Points

- **Lauren** to send Molly coach money
- Book G&Ds
- **Molly** and **Bethan** to write the murder mystery
- **Molly** to email Phelps twins

### Present

Molly Chell (President), Kalina Naidoo (Treasurer), Lauren Forwood (Secretary), Bethan Hughes (Quibbler Editor)

### Also in attendance

Cathy, Charlie, Spencer

### Apologies for absence

Elliott (IT Officer)

### Minutes and matters arising

#### 1. Minutes of previous meeting

The minutes of the previous meeting were unanimously approved

#### 2. Job descriptions

Completed. Bethan suggested that the Quibbler Editor should have a requirement to post three articles per term minimum.

#### 3. AGM agenda

Completed.

#### 4. Leavesden

Lauren noted that 19 tickets have been sold, 5 remain. **Action:** Lauren to send Molly coach money.

#### 5. Stash

**Action:** Molly to look into stash.

#### 6. Twitter password

Molly noted that this was to be done, although pointless at this point in the year.

### General business

#### 7. Standing orders

Lauren proposed the new standing orders (appendix A, circulated to the committee beforehand), and Molly seconded. The new standing orders were unanimously approved, with the removal of standing order LI., and are therefore adopted by the society.

#### 8. Senior Member nominations

Lauren proposed that the committee resolves to nominate Lucinda Ferguson for election as Senior Member of the society at the upcoming AGM. Molly seconded, and the motion passed unanimously.

#### 9. Upcoming events

##### a) *Fantastic Beasts screening*

Molly has a copy of the DVD and a DVD drive to play it on.

##### b) *Geek Quiz and G&Ds*

It was suggested that we should book the basement of St. Aldates again, and that LegoSoc would be welcome to join us if there's space (as we know Lego intend to have a team at Geek Quiz and then also go to G&Ds after). **Action:** Book G&Ds.

##### c) *Murder Mystery*

Molly asked if Bethan wants to get involved with writing. "Murder on the Hogwarts Express" (source unknown). Several ideas including Cluedo-style play with different rooms, multiple murders throughout the game, mergeable characters so that the game is flexible depending on attendance. It was suggested that people might need to reserve places in advance for the Murder Mystery, so that numbers could be guaranteed. **Action:** Molly and Bethan to write the Murder Mystery.

*d) Butterbeer & Banter/AGM*

It was noted that the AGM should happen first. B&B motions needed.

*e) End of term meal*

To be decided.

**10. Any other business**

Molly is going to email the Phelps twins, as they now have an email address. **Action:** Email.

Kalina suggested that any spending over £40 should be checked with the Treasurer first.

There being no further business, the meeting was closed.

## Appendix A, Standing Orders



### Standing Orders of the Oxford University Harry Potter Society

#### Purpose

- I. 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

- II. The Standing Orders may be re-numbered for ease of reference without the approval of the Committee, provided adequate notification is given to the Committee.
- III. Other amendments to these Standing Orders may be made by a two-thirds majority in a Committee meeting.

#### Inclusivity Policy

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

#### Committee

- V. The President, Secretary and Treasurer shall form a subcommittee of the Committee known as the “Executive Committee” (“Exec”).
- VI. 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.
- VII. Other than the Exec and the IT Officer, other roles on the Committee, and their responsibilities, shall be determined by these Standing Orders.
- VIII. 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.
- IX. Further, one individual on the committee should be given each of the following positions, together with the associated responsibilities:
  1. The Blogger shall be responsible for maintaining the Society’s blog.
  2. 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.
  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.

- X. 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 XL 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.
- XI. The following alternate titles shall be available to members of the Committee:
  - 1. The President may alternatively be known as the Chief Warlock of the Wizengamot.
  - 2. The Secretary may alternatively be known as the Senior Undersecretary to the Minister.
  - 3. The Treasurer may alternatively be known as the Keeper of Treasure and Galleons.
  - 4. The Blogger may alternatively be known as the *Quibbler* Editor.
  - 5. The IT Officer may alternatively be known as the Rubber Duck Expert.
  - 6. The PR Officer may alternatively be known as the Head of the Office for Owls.
  - 7. The Social Secretary may alternatively be known as the Head of the Department of Magical Games and Sports.
- XII. Meetings of the Committee 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.
- XIII. 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.
- XIV. Notwithstanding Standing Order XI 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, as determined by the Exec, any individual to whom the business being discussed is directly related).
- XV. If all substantive items on the agenda for a Committee meeting are of reserved business, the entire meeting may be held in private.
- XVI. 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”).
- XVII. 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.
- XVIII. Where information is redacted from the public version of the minutes, the public version shall state that information has been redacted.
- XIX. When a member of Committee is not present, without apologies, for two successive meetings, a Motion of No Confidence, of the form described in Standing Order XLVII, in that member shall be automatically added to the agenda at the subsequent Committee meeting.

## Subcommittees

### Yule Ball Committee

- XX. 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.

- XXI. The Yule Ball Coordinator shall be appointed by majority vote of the Committee at the first meeting after the position becomes vacant.
- XXII. 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.
- XXIII. Should the Committee pass a motion of the form “That the Society shall organise a ball to be held in Y Term Z.”, where Y is the name of an Oxford University term (“Michaelmas”, “Hilary” or “Trinity”) and Z 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).
- XXIV. When made active by a resolution as prescribed in Standing Order XXIII, 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 Y Term Z be cancelled.” (where Y and Z are as in Standing Order XXIII), in which case the Yule Ball Committee shall become inactive two weeks after the passing of said motion.
- XXV. Meetings of the Yule Ball Committee shall be open, in addition, to House-Elves, as defined in standing order XXXVI below, but shall otherwise be held in private.
- XXVI. 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”).
- XXVII. 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. Reserved business should follow Standing Orders XVII and XVIII, as for Committee meetings.
- XXVIII. 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.
- XXIX. Minutes of the Yule Ball Committee shall be taken by a Yule Ball Secretary, who shall be nominated by the Yule Ball Committee from among its number or the House-Elves and elected by vote of the Yule Ball Committee. This should take place at the first meeting after the Yule Ball Committee is made active, and subsequently should the position of Yule Ball Secretary become vacant.
- XXX. Nominations for Yule Ball Secretary require the consent of the nominee.
- XXXI. 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 to be active, whichever is the sooner.
- XXXII. The Yule Ball Secretary shall serve until their resignation or until the Yule Ball Committee ceases to be active, whichever is the sooner.

## Non-Committee Positions

- XXXIII. At the discretion of the Exec, in conjunction with the Blogger, members of the Society may be appointed as *Quibbler* Reporters, with a responsibility to contribute articles to the blog.
- XXXIV. *Quibbler* Reporters shall be permitted to have editing rights for the website of the Society.
- XXXV. 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.

- XXXVI. For the avoidance of doubt, status as a *Quibbler* Reporter or 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 Standing Orders XII–XV and XXVII above.
- XXXVII. When an individual is appointed as a *Quibbler* Reporter or as a House-Elf, the Blogger or the Yule Ball Coordinator (as appropriate) must inform the Committee of their appointment at the next Committee meeting, who must ratify the appointment for it to continue.
- XXXVIII. *Quibbler* Reporters’ status as such shall expire when the new Committee takes office after an AGM. House-Elves’ status as such shall expire when the Yule Ball Committee next becomes inactive.
- XXXIX. Notwithstanding Standing Order XXXVIII above, the Committee may, for good reason, revoke any individual’s status as a *Quibbler* Reporter or as a House-Elf at any time, via the procedure described in Standing Order XLVII below.

## Miscellaneous

- XL. The standard membership period (“Membership Period”) for the Society shall be from the Sunday of Week I of Michaelmas Term to Saturday of Week 0 of the following Michaelmas Term.
- XLI. The Committee shall set the membership fee for each Membership Period.
- XLII. Membership purchases for a Membership Period shall open on Sunday of Week 0 of the preceding Trinity Term.
- XLIII. The Committee may, as its discretion, sell a membership that does not last to the end of a Membership Period.
- XLIV. For the avoidance of doubt, any individual who is a member of the Committee, or holding any other position that requires membership of the Society, on Saturday of Week 0 of Michaelmas Term shall immediately be removed from the Committee or from that position, respectively, at the end of that day.
- XLV. Passwords for any applicable online accounts held in the name of the Society (including 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”).
- XLVI. The Passwords shall be changed whenever the holder of either of the Password Offices changes.
- XLVII. The Committee may hold a vote on a motion of the form “This Committee has no confidence in X” (a “Motion of No Confidence”) or of the form “The Committee removes X from office Y” (a “Motion of Removal”), where X is the name of a member of Committee or of a holder of a non-Committee office (as defined in Standing Orders XXXIII and XXXV), and Y is the name of a Committee office or a non-Committee office held by X. 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:
  - (a) If the motion is a Motion of No Confidence, X is immediately removed from Committee and from all non-Committee offices that they hold.
  - (b) If the motion is a Motion of Removal, X is immediately removed from Office Y.
- XLVIII. 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 XLVII), they shall, at the earliest opportunity, hold a meeting with the next person to hold that office to discuss the responsibilities that role.

- XLIX. 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.
- L. The Society shall own a Sorting Hat. Responsibility for the care of the Hat shall lie with the President.