

Purdue Cooperative Council

Constitution

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Preamble Mission Statement

The mission of cooperative housing at Purdue is to provide affordable student housing in a close-knit Family environment that fosters Trust among all houses and their members, and also focuses on maintaining strong Academics and development of Life Skills.

Definition of Core Values

- Family
 - The small house size and overall system size provides a close bond between all members of a house as well as a unity in the entire system conveyed by the way that we interact with other houses
- Trust
 - With a division of responsibility in a cooperative house, members must trust one another to achieve joint tasks that would not be attainable by one individual
 - Houses must also trust representatives of the Purdue Cooperative Council to have the best interest of the system as a whole in mind while making any decisions or planning activities for the cooperative houses
- Academics
 - The primary reason for being at Purdue is to attain a world-class education, and we do not take this lightly. We are continually striving to remain the strongest housing system academically on campus while still maintaining a balance of academics, intramural participation, and social interaction with other houses.
- Life Skills
 - Both the responsibilities that members have to perform work at their individual houses, as well as the collaboration and communication to attempt to improve individual houses and cooperatives as a whole works to foster life skill development in all members.

Article I

Organization Name

The name of this organization is Purdue Cooperative Council, which may be abbreviated PCC.

Article II

Purpose

The purpose of the Cooperative Council is to:

1. Create and maintain cooperation, and coordinate internal affairs among member organizations,
2. Promote leadership, scholarship, and service,
3. Foster an active learning environment promoting principles of cooperation self governance, and risk management, and ,
4. Provide a vessel for the collaborative advocacy of the longevity of Cooperative Housing at Purdue University through the institution of policies and regulation to maintain the purposes of PCC.

Article III

Membership

Section A. *Definition of Membership*

Any Purdue University Recognized Student Organization is welcome to petition the Purdue Cooperative Council for membership if the organization is willing to oblige by the obligations of membership as outlined in Section B.

Membership and participation are free from discrimination on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran.

All member organizations are able to participate in all cooperative wide events, utilize leadership endowment funds, have members as officers of PCC, and have voting representation on the Presidents' Council.

To be considered for membership organizations must understand and value the identity of the Purdue Cooperative Community and should accurately represent the organization mission and core values.

The advisor is a non-student member of the organization, with all rights and privileges therein, except for the right to vote or hold office.

Section B. *Obligations of Membership*

Participation and Attendance

All PCC member organizations must comply with the following obligations of membership:

1. Follow all policies as laid out in this constitution and its adjoining documents,
2. Remain in Good Standing with Purdue University and the Office of Fraternity, Sorority and Cooperative, while maintaining their recognition as a recognized student organization,
3. Promise to be free from discrimination on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran.
4. Participate in the formal Cooperative Recruitment process, open house week and cooperative-wide new member education programs unless otherwise approved by the

- Presidents' Council,
5. Meet attendance requirements for any meeting, event, or program that has been proposed at least two weeks prior to the event, and
 6. Represent and uphold the mission and values of the cooperative community at all times.

Financial Obligations

Member organizations are responsible for paying annual dues to the cooperative council. Dues shall be assessed based on a per member basis and determined by organizational capacity. The amount of dues should be determined by the VP of Finance and approved by a majority vote of the Presidents' Council.

The Cooperative Council reserves the right to impose fines on member organizations for not fulfilling attendance requirements, timely payment of other financial obligations, direct violation of policies as outlined in this constitution and its adjoining documents, or as assessed by the Judicial Board.

All financial obligations must be met within 30 days after the invoice was issued.

All payments must be delivered to the VP of Finance in the form of a written check. Checks shall be made payable to "Purdue Cooperative Council."

Reporting

Member organizations are responsible for meeting all reporting needs as requested by PCC or the Office of Fraternity, Sorority and Cooperative Life, or face a fine as determined by the President, PCC Advisor, and/or VP Finance.

Section C. *Approval and Removal of Organizational Membership*

In order for an organization to become a member of the Purdue Cooperative Council the following process must be complete:

1. The interested recognized student organization must submit a petition for membership to the PCC President.
2. The President shall then schedule a time for themselves, representatives from the petitioning organization and the PCC Advisor to meet and discuss membership.
3. Following the meeting the President shall take the membership petition and information to the Presidents' Council at a regular scheduled meeting or a time determined by the President.
4. The Presidents' Council must unanimously approve the membership petition.
 - a. If a membership petition is failed the petitioning organization may not repetition for membership for one year (365 days).

At any time a member organization is welcome to petition the Presidents' Council for their removal of membership. All financial obligations must be met before the organization is welcome to leave membership. A $\frac{2}{3}$ majority vote by the Presidents' Council may relinquish an organization from its financial obligations.

Article IV

Organizational Structure

PCC will consist of a Presidents Council, Executive Branch, and Judicial Board.

Article V
Presidents Council

Section A. Responsibilities

The legislative powers of PCC lie in Presidents Council, which shall:

1. Formulate regulations necessary to maintain and execute the purposes of PCC,
2. Receive and conduct all business before it under the constitution and SOPs,
3. Meet regularly in a specified manner determined by the President of PCC,
4. Receive and vote on the PCC operating budget submitted by the Vice President of Finance and approved by the Executive Board,
5. Maintain and revise all regulations concerning Cooperative recruitment,
6. Administer any appeals as determined by the Cooperative appeals process,
7. Amend this constitution and adjoining documents,
8. Recall any administrative action of the President or executive board by a 2/3 vote of total Presidents Council members.

Section B. Composition

The president of each member Cooperative house shall be a member of Presidents Council.

Section D. Obligations

A member of the Presidents Council shall:

1. Attend each scheduled meeting or have another member of his/her house substitute for him/her with the understanding that the proxy must be a member of their houses' Executive Board and their name must be submitted to the PCC President at least one hour before a scheduled meeting to have voting power. A **fifty (50) dollar fine** will be enforced by the President of PCC for each absence. Any appeal may be presented to Presidents Council for consideration,
2. Abide by this constitution and SOPs and the regulation of Presidents Council,
3. Cooperate in any proceeding of the Judicial Board with which he/she may be involved and abide by all Judicial Board rulings affecting his/her house,
4. Cooperate with administrative actions by Executive Board,
5. Act as a liaison between PCC and his/her house to inform all Cooperative members of news decisions, and policies,
6. At all times, each president shall recognize that they must project an image as a representative of PCC and shall conduct themselves in a professional manner, which fosters confidence and reflects positively on Purdue, the Cooperative System, PCC, and all members,
7. All presidents will respect the rights of others to communicate their ideas free from interruption and without intimidation.

Article VI
Executive Board

Section A. Responsibilities

The administrative powers of PCC lie within the Executive Board, which shall:

1. By administrative action not contrary to the authority granted Presidents Council or the Judicial Board, facilitate on a daily basis the smooth operation of the PCC according to its purpose,

2. Submit annually to the Presidents Council a proposed budget,
3. Oversee any committee placed into its custody by the Presidents Council,
4. Cooperate with other campus organizations for the advancement of the purposes of PCC,
5. Meet in regularly scheduled meetings every other week and at any special request of the President.

Section B. *Composition*

The PCC Executive Board shall be comprised of the following PCC officers:

PCC President
Vice President of Administration
Vice President of Risk Management/ Chief Justice
Vice President of Membership
Vice President of Operations
Vice President of Marketing

Article VII *Officers and Duties*

Section A. *Eligibility and Selection*

To obtain an office on the Cooperative Council, qualified members must complete an application by the date specified by the VP of Administration.

Candidates must meet the GPA requirements as specified in the Cooperative SOPs

Officer terms are from fall to spring, with newly appointed officers encouraged to attend full-board meetings after their appointment until the end of the semester.

Selection of officers will be made by majority vote of the President's Council.

Section B. *Officer Expectations*

Any officer of PCC will be expected to:

1. Attend each regular and special council meetings. If a PCC officer misses two (2) or more regularly scheduled meetings per semester, they will be subject to meeting with PCC Advisor and President. The officer may be later subject to dismissal. Exceptions must be approved prior to the meeting.
2. Carry out his/her duties as specified in this constitution and adjoining documents
3. Maintain accurate records for all activities which he/she is responsible, and at the end of his/her office participate in the transfer of files to his/her successor
4. Keep weekly office hours in the PCC office. If a PCC officer misses three (3) or more regularly scheduled office hours per semester, they will be subject to meeting with PCC Advisor and VP of Administration. Exceptions must be approved prior to the office hour.
5. Participate in all PCC officer retreats.
6. At all times, each officer shall recognize that they must project an image as a representative of PCC and shall conduct themselves in a professional manner, which fosters confidence and reflects positively on Purdue, the Cooperative System, PCC, and all members,
7. When representing PCC to the general public, PCC officers must dissociate themselves from their specific organizational affiliation.

Section C. *Position Descriptions*

President

- Official spokesperson of the Cooperative System
- Chairperson of the PCC and Presidents Council meetings
- Chairperson of PCC Executive Board meetings
- Representative of PCC on various campus-wide councils
- Bi-weekly meetings with the Fraternity, Sorority, and Cooperative Life Office
- Has the vote in case of a tie of the Presidents Council
- Meets with each officer individually to establish goals and ideas
- Sets and reserves all meeting places and times
- Leads the five Vice Presidents to ensure fluidity amongst the council

Vice President of Administration

- Runs meetings in the absence of the President
- Runs/directs annual PCC Officer elections unless running for an office
- Coordinates internal operations of PCC
- Second in command
- Act as PCC representative to any meetings or events that the President is unable to attend
- Take attendance at all meetings
- Take, type, and distribute minutes of Executive Board, PCC, and Presidents Council meetings
- Sends out general PCC meeting reminders
- Create a checklist of responsibilities for house presidents with each set of minutes
- Compile an officer directory of contact information at the beginning of each semester in collaboration with advisor and BoilerLink system
- Compile a master list of member emails at the beginning of each semester in collaboration with advisor and BoilerLink system
- Responsible for maintaining SOPs and PCC constitution
- Collects evidence preceding a Judicial Hearing and composes a statement on behalf of PCC from said evidence
- PCC representative for weekly Accountability Team (A-Team) meetings
- Corresponds between house representative(s) and PCC regarding Judicial processes and administrative reviews
- Runs callouts or table talks for PCC officer elections
- Coordinates PCC Justice Applications
- Oversees the Executive Director of Finance
- Reports Directly to the President

Vice President of Risk Management

- In charge of the Judicial Board, Appeals Board, and Risk Managers but as a non-voting member
- Serves as Chief Justice on the Judicial Board
- Approves individual house function registration forms on BoilerLink
- Observes registered functions of Cooperative Houses in the event that a Risk Assessor cannot attend
- Puts on training and programs for house risk managers
- Organizes health and safety education for cooperative system through house Risk Managers

- Interprets standards of the system
- Coordinates new member alcohol awareness program during the New Member Program (i.e. alcohol 101)
- Assists ED of New Membership Education with hazing education and Purdue/PCC social policy education
- Meets with house risk managers and socials to make them aware of current Purdue/PCC social policies and current pertinent risk concerns
- Reports Directly to the President

Vice President of Membership

- Coordinates all aspects of men and women's recruitment
- Responsible for development and production of the Cooperative House recruitment information folders
- Oversees the Executive Directors of Recruitment and the Executive Director of New Member Education
- Collects recruitment information (applications and rankings)
- In charge of maintaining a waiting list for possible house openings
- Assists houses in the process of finding boarders if requested
- Coordinates and leads Conflict as described in SOP #2
- Cannot be his/ her house recruitment chair
- Reports Directly to the President

Vice President of Operations

- Promotes pride and morale in the system
- Spearheads the coordination and promotion of inter-Cooperative activities (New Member Talent Show, All-Cooperative week, etc.)
- In charge of one Cooperative Housing picnic per semester
- Create monthly newsletter for members and one alumni newsletter per semester
- Set-up Cooperative social event for Grand Alternative Week (i.e. Cooperative cookout)
- Oversees the Cooperative Housing Leadership Conference committee
- Leads the coordination and determination of dates for all cooperative month in the spring semester
- Oversees the following Executive Directors: Alumni Relations, Service and Leadership, Scholarship, Diversity and Inclusion, and Cooperative Relations
- Reports directly to the President

Vice President of Marketing

- Responsible for general marketing including, but not limited to: Cooperative brochure, Boiler Gold Rush, press releases, postcards, flyers, publications, web pages, advertisements, buttons, BTV, residence hall announcements, mass email, movie theater ads, surveys, scoreboards, banners, sheet signs, presentations, dorm talks, Stewart Center display cases, table talks, chalking, phone apps, recruitment social media pictures, etc.
- Create calendar with list of marketing tools, dates, deadlines, etc. for own use and provide with evaluations of activities to future VP of Marketing
- Coordinate events for Open House Week in the fall
- Responsible for all social media communications
- Communicates with high school counselors to promote cooperative housing recruitment by providing all presentation materials
- Reports directly to the President

Executive Director of Finance

- Chief financial officer of the system
- Makes annual budget
- Collects individual houses PCC dues, which are based off of the house capacity, in the fall semester
- Meet with the Business Office for Student Organizations (BOSO) to learn about proper record keeping policies and regulations
- Keeps accounts, deposits the organization funds, and makes expenditures in a manner approved by BOSO
- Review and complete all check requests
- Keep track of all PCC officer budgets and give monthly updates
- Provide monthly updates to the President and the Student Activities and Organizations Office
- Work with house treasures to answer any questions they might have
- Will manage and maintain the Leadership Endowment
- Reports Directly to the Vice President of Administration

Executive Director of Diversity and Inclusion

- Serve as the PCC representative on the FSCL Diversity and Inclusion Committee
- Coordinate and develop educational materials and programs focusing on diversity/identity/power/privilege/oppression/etc. (speakers, dialogue series, etc.)
- Work with staff to find new opportunities to integrate dialogue into existing programs (CPLA, NMO, etc.)
- Partner with offices on campus to develop better relationships
- Provide information/resources of programs and services on campus
- Manage and discuss any bias-related incidents with the development of a shared reporting form
- Aid in policy development to address incidents of hate, bias, etc.
- Meet and aid house diversity and inclusion chairs
- Work with PCC Recruitment and Marketing teams to make outreach/marketing for recruitment more inclusive

Executive Director of Health and Safety/Assistant Chief Justice

- Manages Risk Assessors
- Assists the Vice President of Risk Management
- Serves as the Assistant Chief Justice
- Observes registered functions of Cooperative Houses in the event that a Risk Assessor cannot attend
- Collects Functions Standards Rubrics and files them for a minimum of eight years
- Forwards the collected rubrics to the PCC advisor and VP of Risk Management
- Shall coordinate the arrival of Risk Assessors
- Collaborates with the Vice President of Risk Management on Health and Safety programs
- Reports directly to the Vice President of Risk Management

Executive Director of New Member Education

- In charge of new membership education/development during new member process
- Reviews new member programs with a Fraternity, Sorority, and Cooperative Life Office Representative
- In charge of new member orientation/education seminars (i.e. hazing workshop, time management workshop)
- Collects house activation dates
- Holds at least two meetings in the fall and one in the spring with new member educators
- Informs new member educators of hazing and social policies
- Facilitates sharing of ideas between houses and discuss issues and improvements
- Can participate in exit interviews for former new members with Cooperative Housing Advisor and review on a case-by-case basis
- Surveys all new actives on new member process near the end of the spring semester
- Collects program of activities and event calendar from each house in the spring semester preceding the new member process
- Assists with cooperative recruitment activities as designated by the PCC Recruitment team
- Reports directly to the Vice President of Membership

Executive Director of Scholarship

- Encourages scholastic development within all Cooperative houses

- Meets with house scholarship chairs once a semester
- Coordinates selection of Member of the Month and Member of the Year
- Coordinates selection of PCC scholarships and housing awards
- Plans and coordinates Scholarship and Awards Banquet in the spring semester
- Works with scholarship chairs of each house to develop house academic goals for each semester
- Encourages scholarship chairs to improve house GPAs (i.e. incentives, goals, workshops, etc.)
- Works with the PCC Advisor to process scholarships
- Audits study table hours for each house on academic probation
- Puts together a directory that includes everyone member's name, major, and expected graduation to be used as a reference and for tutoring purposes
- Distributes information regarding scholarship and loans for cooperative members
- Reports directly to the Vice President of Operations

Executive Director of Service and Leadership

- Promotes community service, philanthropy projects and general community outreach
- Work with individual house philanthropy chairs to promote their own philanthropies
- Coordinate a minimum of one All-Cooperative philanthropy per semester
- Coordinate one blood drive each semester
- Interact and develop relationships with other FSCL councils philanthropy directors
- Collaborate with philanthropic coordinators in other campus organizations
- Plan and coordinate bi-annual (August and January) PCC Officer retreats with assistance from PCC President and Advisor
- Plans annual service Spring Break Trip
- Reports directly to the Vice President of Operations

Executive Director of Men's Recruitment

- Assists the Vice President of Recruitment
- Assists/leads recruitment call-outs
- Collects recruitment applications and records necessary information
- Send out email confirmations to PNMs who submit recruitment applications
- Reports directly to the Vice President of Membership

Executive Director of Women's Recruitment

- Assists the Vice President of Recruitment
- Assists/leads recruitment call-outs
- Collects recruitment applications and records necessary information
- Sends out email confirmations to PNMs who submit recruitment applications
- Reports directly to the Vice President of Membership

Executive Director of Alumni Relations

- Works with FSCL staff to develop a Cooperative System capital campaign among interested houses
- Creates all Cooperative Alumni event for the fall semester (preferably around the time of Homecoming)

- Assists houses in obtaining, updating, and maintaining alumni contact information
- Develops and updates alumni newsletter to be sent each semester
- Gathers information for report to present at the Alumni Advisory Council Meeting
- Reports directly to the Vice President of Operations

Executive Director of Cooperative Relations

- Reports directly to the Vice President of Operations
- Solely in charge of PCC's Best Practices initiative
- Maintains relationships with House Alumni/Corporation Boards and their respective house's representative
- Aids in the coordination and promotion of inter-Cooperative activities (New Member Talent Show, All-Cooperative week, etc.) alongside the Vice President of Operations
- Aids in the coordination and determination of dates for all cooperative month in the spring semester

Section D. *Removal or Forfeit of Officer*

Automatic Removal

An officer of PCC shall be automatically removed from his or her office if s/he no longer becomes eligible as defined in Article VII, Section A.

Removal Procedure

An officer of PCC may be removed if:

1. S/he fails to uphold the duties of his/her position as stated in this constitution, or
2. The President, PCC Advisor and/or Executive Board deem it necessary for the benefit of the Council and/or Community at large

The Presidents Council may remove an officer from office by a three-fourths vote after the said officer has had the chance to hear the charges against them and can rebut the charges.

Immediate Circumstances

If immediate circumstances exist, as determined by the PCC President and Advisor, an officer of PCC may be removed by a majority vote of the Presidents Council.

Resignation

A officer of PCC may resign from office for personal reasons or extenuating circumstances, as determined by the individual, with as much advance notice as possible of resignation.

Section E. *Filling a Vacancy*

Presidency

In the event of a permanent vacancy of the President, only members of the Executive Board shall become eligible for the Presidency. The Executive Board must come to a unanimous decision for which of these individuals will fill the vacancy. If not, a majority vote of the Presidents' Council will determine which of the eligible individual will become President.

Vice Presidency

In the event of a permanent vacancy of a Vice Presidency the remaining Executive Board members must nominate an Executive Director on PCC to will the position, or create a new

application for organization members to apply and select them for the office. A majority vote of the Presidents' Council is required.

Executive Directorship

In the event of a permanent vacancy of a member of an Executive Director, the Executive Board may:

1. Appoint another PCC officer to assume the roles of the position for the remainder of the term, or
2. Appoint an applicant from the previous term applications that had completed the eligibility process; or
3. Conduct a new round of interviews and appoint an applicant.

Article VII

Parliamentary Authority

The Purdue Cooperative Council, Presidents' Council and Executive Branch shall be governed by parliamentary law as set forth in the latest edition of Robert's Rules of order unless otherwise provided for in the constitution or SOPs. The President of PCC may appoint a Parliamentarian.

Article IX

Adjoining Documents

Member organizations of the Purdue Cooperative Council must abide by this constitution and the following documents that are enacted by this constitution.

1. Purdue Cooperative Council Standard Operating Procedures (SOPs)
2. Purdue Cooperative Council Risk Management and Social Policies
3. Purdue Cooperative Council Judicial Board

Article X

Amendments

Section A. Constitutional Amendments

Any member organization of the Cooperative system or PCC Officer, in good standing with Purdue Cooperative Council, may introduce an amendment to this constitution. Individual Cooperative community members may introduce an amendment only if they have received a $\frac{2}{3}$ majority prevailing vote from their organization.

The addition of any adjoining documents listed in Article IX, shall be considered a constitutional amendment and should follow the process as so.

The process for amending this constitution shall be as follows:

1. A Member organization or PCC Officer must complete the Constitutional Amendment Request form on Boilerlink and notify the VP of Administration that a form has been submitted.
2. The completed form and changes should be delivered to the Presidents' Council prior to the next voting meeting, either regularly schedule or called at the request of the PCC President.
3. After the session in which the amendment is introduced (first reading), the Presidents Council shall hear one additional reading of the amendment at its next regular meeting (second reading) and may vote on the amendment at the following regular meeting after a

third reading.

- a. Following the second reading of the proposed amendment, the chair (PCC President) may propose that upon unanimous consent of the Presidents Council the third reading be suspended and such proposed amendments may be voted upon by the Presidents Council immediately. Such a proposal may only be offered by the chair, and does not require a second. A proposal to suspend the required third reading is not subject to reconsideration.
 - b. If the vote on the amendment fails after the second reading the amend will be read for its third time and then receive its final vote.
4. If an amendment is passed it shall be incorporated into this constitution as approved by the Presidents' Council. The VP of Administration will have one week (7 days) for send the newly amended constitution to PCC Officers and the Presidents' Council.
 - a. If a constitutional amendment is failed then it is prohibited being reintroduced for a period of 6 months following the final vote. A motion to postpone indefinitely would supersede this clause.

All amendments to this constitution are subject to approval by the Office of the Dean of Students, Student Activity and Organizations Office and the Office of Fraternity, Sorority and Cooperative Life.

Section B. *Amendments to Adjoining Documents*

Any member organization of the Cooperative system or PCC Officer, in good standing with Purdue Cooperative Council, may introduce an amendment adjoining documents. Individual Cooperative community members may introduce an amendment only if they have received a $\frac{2}{3}$ majority prevailing vote from their organization.

To amend an adjoining document the follow procedure should be followed. This procedure is only for the amending of a previous existing adjoining document and should not be used to add or remove a document.

1. A Member organization or PCC Officer must complete the Constitutional Amendment Request form on Boilerlink specifically mentioning which adjoining document the amendment pertains to and notify the VP of Administration that a form has been submitted.
2. The completed form and changes should be delivered to the Presidents' Council prior to the next voting meeting, either regularly schedule or called at the request of the PCC President.
3. After the session in which the amendment is introduced (first reading), the Presidents Council may vote on the amendment at the following regular meeting after a second reading.
 - a. Following the first reading of the proposed amendment, the chair (PCC President) may propose that upon unanimous consent of the Presidents Council the second reading be suspended and such proposed amendments may be voted upon by the Presidents Council immediately. Such a proposal may only be offered by the chair, and does not require a second. A proposal to suspend the required third reading is not subject to reconsideration.
 - b. If the vote on the amendment fails after the first reading the amend will be read for its second time and then receive its final vote.
4. If an amendment is passed it shall be incorporated into the adjoining document as approved by the Presidents' Council. The VP of Administration will have one week (7 days) for send the newly amended document to PCC Officers and the Presidents' Council.

