

# Purdue Cooperative Council

## Standard Operating Procedures (SOPs)

### SOP #1

#### *New Member Eligibility*

- I. These policies which have been adopted by the majority of all Cooperative members on April 28, 1999, are amenable by a 2/3 majority vote by house presidents.
- II. New Members must:
  - A. Be a full-time student (12 hours or more) at Purdue University or be a Pathway to Purdue Student.
  - B. Must meet the following GPA requirements in the given years.
- III. 2014 and beyond: A person must have at least a 2.5 cumulative grade point average to be eligible for recruitment III) Transfer, high school students, or Pathway to Purdue students must meet the above GPA requirements also.

Revised by council 12-8-2014

### SOP #2

#### *Recruitment*

- I. Recruitment Etiquette
  - A. An active member cannot go through Recruitment unless approved by PCC or for the specific intent to become a new member at another Cooperative House.
  - B. Marketing of Cooperative Housing is to be done with respect and courtesy toward other houses and their members. There should be no negative comments made about other houses through marketing or verbal communication to a potential new member.
  - C. Marketing projects will be focused on promoting the Cooperative System as a whole, not on any individual houses. Exceptions may be made when a house has a need for Fall Recruitment for special circumstances (i.e. filling a house to capacity, etc). Permission to market individual houses must be granted to the house by approval of the President's Council.
  - D. A prospective member's personal and contact information cannot be used for any other reason than inviting that person back to informal Recruitment or contacting him/her for a bid.
  - E. Dirty Recruitment
    1. Beginning spring semester until the completion of Bid Matching (Conflict) following recruitment, a Cooperative house may have no contact with prospective members (with the exception of PCC sponsored recruitment events) as defined by:

- a) Housing a guest that is a potential new member (PNM), whether they are registered for recruitment or not, unless otherwise approved.
  - b) Having functions with PNMs present or putting a PNM's name on a function list.. This includes recruitment functions, functions with other Cooperative houses, fraternities, sororities, or any other student organization.
  - c) Borders may attend functions at the house that they have residency in. They will not be allowed to attend functions at other organizations.
  - d) Contacting a PNM outside of an invitation to informal recruitment or otherwise approved.
  - e) Advertising as an individual house unless approved.
  - f) Following or "liking" a PNM's social media posts on behalf of a house
2. Items that are acceptable and not considered dirty rushing include:
    - a) Advertising on behalf of the whole cooperative system
    - b) Promoting the formal cooperative housing recruitment process
    - c) Any other communication approved by the VP or ED of Recruitment and the PCC Advisor.
  3. If dirty recruiting is suspected, the recruitment chair from the accusing house or the PNM involved will report the accusation to the Vice President of Recruitment. Word of mouth allegations will result in a warning via email or a face-to-face meeting. Two different warnings or one proof of accusation will be considered an infraction and the following will occur:
    - a) After interviewing with the accused house's recruitment chair, the VP of Recruitment, along with a panel of presidents from opposite gendered houses reserve the right to create sanctions.
    - b) If the VP of Recruitment is from the accusing or accused house, the house recruitment chair will report the accusation to another member of the recruitment team or the PCC President.
    - c) A house reserves the right to appeal an accusation understanding that the appeal will be handled by the Chief Justice in an investigative hearing.
  4. Suggested sanctions include but are not limited to:
    - a) Skipping the house during the first round of conflict
    - b) Automatically receiving the last pick during rounds of conflict regardless of the new member class size
    - c) Require house members to participate in educational training
    - d) A fine up to \$50 of each individual member of the house
    - e) or any other sanctions deemed applicable per the VP of Recruitment
    - f) In order for a sanction to affect conflict:
      - (1) The accusation needs to be reported at least 48 hours before conflict
      - (2) The VP of Recruitment will inform the accused house's recruitment chair of the sanction at least 12 hours before conflict

## II. Procedure

- A. Recruitment shall consist of two (2) or three (3) weekends early in the spring semester including:

1. Two days of formal recruitment
  2. One (1) weekend of informal recruitment
- B. Upon completion of Informal Recruitment, each prospective member will fill out a rank card. The prospective member will rank each house that they attended for Informal Recruitment based on their preference to live there. This will be done at a location TBA with the VP of Recruitment and PCC Advisor.
- C. The VP of Recruitment is to set the date, place, and time, agreed upon by all memberships, for conflict to occur. The meeting should promptly begin at this time, no matter what the attendance. Any late arrivals will have to take part at the present point in the meeting.
- D. If any house is unable to fill their available positions through the PCC Recruitment process, they may begin open recruitment (during the spring or fall semester) with the guidance of the VP of Recruitment and the PCC Advisor.
- E. During the Fall semester, the Cooperative Houses may participate in an open recruitment event in collaboration with other organizations in the Fraternity, Sorority, and Cooperative Life community.
1. Bids cannot be released to Potential New Members at this time, unless approved by the President's Council.
  2. At this time houses, can advertise their individual organizations
- III. Bid Matching Process
- A. Conflict:
1. The order of calling will be determined by the percent of new members needed to meet house capacity.
  2. The first house's representative will read the name of a member that is in their "window".
  3. If there is no contest, the member goes to that house as long as they were ranked on the card.
  4. Any other house that has that member's name in their window as well must say "conflict" and/or raise their hand. In this case, the VP's or ED's of Recruitment, or PCC Advisor will open that member's rank card. Whichever house they ranked higher is where they will live in.
  5. After a member is placed in a house, everyone must cross their name off the list.
  6. Each house may not have more than the number of members needed in window at any given time during conflict.
  7. If a house has filled the spots available, they can release a name and call another name on their list.
  8. Other Situations that arise will be resolved by the VP or ED's of Recruitment.
- IV. Women's Cooperative Recruitment Rules
- A. Housing Tours and Interviews
1. During the Formal Recruitment time houses may conduct house tours that shall include but not be limited to the following
    - a) A description of the house
    - b) A description of the house atmosphere

- c) Tour of house facilities
  - 2. During this time women of the house may also conduct interviews with the potential new members.
  - 3. At no time should any house member past or present speak on the behalf of any other house.
- B. Window
- 1. Each house will be allowed to show a window of the number of spots needed for their house plus two (2) additional names. Women will be selected based on house preference and the prospective member's rank card.
- C. Bid Requirements
- 1. To be considered eligible to receive a bid, a prospective member must have visited each of houses during one of the formal recruitment dates unless approved by the VP of Recruitment to do so during informal recruitment. Houses may only offer bids to prospective members who return to their house during the informal recruitment weekend. Any exceptions must be approved by the Women's Recruitment Chairs.

Resolution: Any infractions of the above rules shall be reviewed by the Purdue Cooperative Council.

V. Men's Cooperative Recruitment Rules

- A. Men's recruitment check in procedure shall go as follows
- 1. There shall be an appropriate description of what a men's cooperative house is.
  - 2. There shall be an appropriate description of what men's houses have in common including but not limited to:
    - a) Meal boards
    - b) Sharing meal preps
    - c) Social activities
    - d) Involvement with the PCC
- B. Men's house tours
- 1. House tours shall be a suggested thirty (30) minutes in length and shall include but not be limited to the following
    - a) A description of the house
    - b) A description of the house atmosphere
    - c) At no time should any house member past or present speak on the behalf of any other house
- C. Men's housing interviews
- 1. Each house shall have the option of having up to three rooms on campus for interviews provided by the PCC.
  - 2. An early dinner shall be served for the potential members while they are waiting for interviews. This will be provided by the PCC.
- D. Bid Eligibility
- 1. To be considered eligible to receive a bid, a PNM must have visited each of the five (5) men's houses during the recruitment dates. Houses may only offer bids to

PNMs who visited each of the five (5) houses. Any exceptions must be made by the Vice President of Men's Recruitment

E. Windows

1. Each house will be allowed to show a window containing the number of spots needed for their house plus two (2) additional names. Men will be selected based on house preference and the prospective member's rank card.
2. The house may then contact the PNM to extend their bid. For all other extreme situations involving Cooperative Housing Recruitment the Vice Presidents of Recruitment and the PCC Advisor should be contacted.
3. Individual houses must contact the PCC Advisor to extend bids during summer months. A PNM need not visit all houses if recruited over the summer. Any infractions of the above rules shall be reviewed by the Purdue Cooperative Council.
4. No prospective members, after accepting a bid, may switch to become a new member at another Cooperative house within that year.

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Revised 11-10-2014

Revised 4-10-2017

Revised 3-20-2018

**SOP #3**

*New Member Education & Membership Development*

I. Purpose

A. A New Member process should consist of opportunities that promote academics, leadership, brotherhood/sisterhood, and service. During this time, the New Members participate in activities that allow them to acquire the knowledge and skills necessary to function as active members of the house and the Purdue Cooperative System. Factors that motivate the New Members throughout the period should include pride, acceptance, understanding, and the emergence of self-respect and confidence.

B. Hazing

1. Each house must comply with the published Purdue University Hazing Policy and Supplement. Failure to comply with the Purdue Hazing Policy will result in disciplinary action by PCC. In the event that a complaint is filed with PCC in regard to New Member activities, the Chief Justice will be informed and will substantiate the claim, and must conduct an investigation into all claims. The PCC Judicial Board will hold appropriate hearings. If any house is found to have violated any aspect of the hazing policy and /or New Member process standards set forth in this document then disciplinary action must be taken and the house must receive written notice of the violation. The Dean of Students Office may

take disciplinary action independent of PCC. Each house is responsible for individual member's activities as well as system-wide activities dealing with New Members.

### C. New Member Education Program Guidelines

#### 1. House Projects

- a) House projects are to be designed in a way that the New Members of the Cooperative gain necessary skills on how to function within the house. This project should benefit and improve the house, but moreover it should give New Members the opportunities to learn the intricacies of living and working in a Cooperative House. This project should include active members of the house in positions of leadership including, but not limited to, the house treasurer, New Member educator, and house/work managers. It is the responsibility of these active members to use the house project as an opportunity to educate the New Members on the process of budgeting for the house and how to research the best options for it. The house/work managers should take the opportunity to show the New Members the proper way to take care of and repair the house when necessary.
- b) New Members can expect to learn skills such as: communication, decision-making, budgeting, fundraising, woodwork, homecare, painting, teamwork, time management, and many more during the house project.

#### 2. Walkouts

- a) Walkouts are designed in a way to help build relationships and foster sister/brotherhood throughout the New Member Class. This event should be a time for the group to leave campus, if they desire, and plan an event that will allow them to become closer as a New Member class.
- b) New Members can expect to learn skills such as: prioritization, communication, event-planning, scheduling, compromise, and teamwork during their walkout.

#### 3. Study Tables

- a) Study Tables are a set amount of hours each week required for New Members to devote time to their academics. With academics being a pillar of the Cooperative System, study tables ensure that academics come first and GPA standards are maintained. It is up to the discretion of the organization as to how many study hours the New Members will have, but the Cooperative System recommends New Members having between four and six (4-6) structured hours a week for studying.
- b) New Members can expect to learn skills such as: self-motivation, time management, responsibility, and effective study habits.

#### 4. Tests

- a) Tests are designed to help New Members understand and remember information that is important to the organization they live in and the Cooperative System overall. The purpose of these tests are to serve the purpose of instilling loyalty to the organization and its history. Tests are

created to emphasize the importance of the information assigned. The content of these tests is determined at the discretion of each organization's New Member educator(s). These must be approved by the Cooperative Advisor prior to the start of the New Member education process

- b) Suggested test topics are: House history, Purdue history, Cooperative history, House policies, House Member Information, Greek Letters, house song, Purdue fight song

5. New Member Officers

- a) New Member Officer roles are designed to foster leadership opportunities for each New Member as they transition into their organizations. This allows their New Member class to have a voice of their own and learn the structure of how the organization's executive board may operate if they are interested in stepping up into larger roles.
- b) Possible Positions are: President, Vice President, Secretary, Treasurer, Social Chair, House Project Manager, Philanthropy Chair, and other positions as needed by the individual organization.
- c) New Members can expect to learn skills such as: leadership, commitment, responsibility, accountability, professionalism, and communication

6. New Member Socials

- a) New Member socials are designed to help the New Members of the Cooperative System familiarize themselves with other New Member classes and other Cooperative Houses. These must be alcohol-free and should not require any physical contact or sexual activity. Generally these last between thirty (30) minutes and one (1) hour. New Members should have the opportunity to not participate in these events. Suggested activities include: ice cream, bowling, den pops, volleyball, karaoke battles, game night, etc.

7. Serenades

- a) Serenades are to be designed in a way to teach new members about teamwork, collaborative effort, and to help them gain confidence and bond as a New Member class. If the New Member class chooses to participate in serenades, the serenade should be about 5- 7 minutes long and can be performed at the PCC talent show and at other houses around campus. This project must include Active Member participation such as, but not limited to: a serenades chair house position, a serenade performed by PCC, and active members helping develop the serenade by watching, giving feedback, going around to performances with them, participating in the actual serenade.
- b) New Members can expect to learn skills such as: communication, teamwork, decision-making, time management, self-confidence, building a mentor type relationship with Active Members, etc.

- 8. These guidelines are to be followed by organizations of the Cooperative system. Final education programs must be approved by the PCC Advisor and ED of New Membership the semester prior to the education program beginning.

D. Prohibited Activities

1. In addition to these prohibited activities, houses must comply with Indiana State Law and University Regulations.
2. Having alcohol and/or drugs at any New Member activity.
3. Conducting New Member activities between the hours of 12 a.m. and 7:30 a.m.
4. Sleep deprivation: New Members must receive opportunity to sleep for at least 6 continuous, uninterrupted hours. Verbal harassment, such as yelling, screaming, or calling New Members degrading names.
5. Any action taken or situation created, intentionally, whether on or off house property, to produce mental or physical discomfort, embarrassment, harassment, or ridicule.
6. Wakes, function and house clean-ups, unless actives and New Members at the activity share the duties equally.
7. Requiring more than 12 hours of house of New Membership related activities in one week.
8. Roles such as "Big Brothers" and "Big Sisters" outside of your own organization.
9. Placing New Members in a dangerous or compromising environment.
10. Individual members of the organization requiring New Members to perform personal chores in exchange for anything (i.e. requiring chores in exchange for a signature of a New Member paddle).

Revised 4-10-2017

Revised 8-28-2017

#### **SOP #4**

##### *New Member Education Requirements*

- I. These policies, which have been adopted by the majority of all Cooperative members on April 28, 1999, are amenable by a 2/3 vote of house presidents.
- II. The house president must inform all New Members and actives of SOP #3, New Member Education & Membership Development, and Purdue's Hazing Policy. All individuals must comply by these standards.
- III. PCC recommends an 8-10 week New Member period. The process, however, should not exceed twelve (12) weeks. By the twelfth (12th) week of the semester, all New Members will have full active status or be dismissed from gaining membership.
- IV. This New Member process must be in-house. Any exceptions to the above mentioned requirements will be discussed and approved by PCC. In the event that a house requests to have a spring New Member process because they are low on members, and PCC approves their spring New Member program, they may have an out-of-house process for the semester requested.
- V. Each house must file a current program of activities, specifying each New Member class activity and the purpose and benefits of each activity (i.e. study tables) with the Executive Director of New Member Education and the PCC Advisor.
- VI. Each house must have a calendar of events that will take place in the New Member program on file with the ED of New Member Education.



- VII. The current program of activities and the calendar of events must be submitted and approved by the ED of New Member Education during the spring semester preceding the New Member process.
- VIII. All fundraisers must comply with the University guidelines for fundraising.
- IX. The house project, led by the New Member class, should be designed to be completed in at most seven (7) working days. This project could consist of one full week or a total of seven (7) working days by the twelfth (12th) week of the semester.
- X. New Member educators are required to attend any seminars specified by the ED of New Member Education.
- XI. Should a house decide not to activate a member, they should first inform the PCC advisor and the ED of New Member education in writing and explain why the member is not going to be activated.

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Revised 3-31-2014

Revised 4-10-2017

#### **SOP #4A**

##### *Suggested Activities for New Member Development*

- I. Academics
  - A. Have a Big Brother/Sister, within the New Member's own organization, provide academic accountability and act as a mentor towards their Little Brother/Sister Educational workshops (i.e. have guest speaker on topic of how to use Purdue libraries, time management, etc)
  - B. Have New Members create a resume, a cover letter, and thank-you letter
  - C. Have tutors available for New Members
- II. Leadership Development
  - A. Elect officers within New Member class (President, Vice Presidents, Treasurer...)
  - B. Work with active officers to gain house position knowledge
  - C. Attend a PCC Meeting to gain council-wide knowledge
  - D. Train in parliamentary procedure
  - E. Have New Member Class plan a function for entire house
  - F. Encourage and reward participation in campus-wide leadership conferences (Mortar Board, EMV Sophomore Leadership Development Conference...)
  - G. Appoint New Members to serve with actives on at least one house committee
  - H. At start of the semester, have New Members set goals for individual and New Member Class achievement
- III. Relationship Development (Brotherhood, Sisterhood)
  - A. Familiarize New Member with house, Cooperative System, and campus
  - B. Big Brother/Big Sister retreat to explain responsibilities and establish goals for Big Brother/Big Sister program
  - C. Have New Members plan an outing with Big Brothers/Big Sisters
  - D. House trips to events (Chicago Blackhawks, Indy Ice...)

- E. Functions with New Member Classes of other houses
  - F. All house brotherhood/sisterhood retreat (camping, canoeing...)
  - G. Intramural participation
  - H. Education in history of the Cooperative System, house, and member information
- IV. Service Promotion
- A. Plan and complete a community service project
  - B. Have New Member Class develop a community service project to be implemented by the entire house
  - C. Offer community service for New Members to participate in

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### **SOP #5**

#### *Executive Branch Organization*

- I. Each Vice President may have directors responsible for specific committees. The President of PCC can appoint standing committees as necessary. At this time, the suggested vice presidents, directors, and committees are as follows:
  - A. President
  - B. Vice President of Administration
  - C. Vice President of Risk Management/Chief Justice
    - 1. Executive Director of Risk Management
    - 2. Justices
  - D. Vice President of Finance
  - E. Vice President of Recruitment
    - 1. Executive Director of Men's Recruitment
    - 2. Executive Director of Women's Recruitment
  - F. Vice President of Cooperative Relations
  - G. Vice President of Marketing
    - 1. Executive Director of Marketing
  - H. Vice President of Diversity and Inclusion
  - I. Executive Director of New Member Education
  - J. Executive Director of Scholarship
    - 1. Scholarship Selection Committee (house Scholarship chairs)
  - K. Executive Director of Service & Leadership

Any other committees may be formed as needed.

### **SOP # 6**

#### *Academic Standards*

- I. These policies which have been adopted by the majority of all Cooperative members on April 28, 1999, are amenable by a 2/3 majority of house presidents.
  - A. House Standards

1. A house GPA average must meet the following requirements or serve the consequences deemed by the Executive Director of Scholarship:
    2. Starting in the Fall 2003 Semester – 2.5 or above
  - B. A student must have a 2.75 cumulative GPA or better to serve as the President or a Vice President on the Purdue Cooperative Council. All Executive Directors must have a 2.5 GPA. A PCC officer cannot be on academic probation.
  - C. All houses shall elect a scholarship chairperson that will promote academics. A meeting will be held each semester for all scholarship chairpersons by the ED of Scholarship to share ideas, discuss any problems, and to advise on academic goals for the houses.
  - D. All houses must set academic goals for the semester and for the year to be submitted to the ED of Scholarship by the third (3<sup>rd</sup>) week of school.
- II. Probation
- A. A house will be on probation if it does not meet the above academic standards.
  - B. Any house on probation will have one semester to meet the requirements before corrective measures are taken.
  - C. Any house not meeting the requirements after the one semester grace period will be put on a social probation which will consist of the following:
    1. A limit of two (2) social functions per month (not more than eight (8) in a semester).
    2. No non-PCC list parties.
  - D. Any member of a house on social probation who has a GPA below the house average must fulfill the requirement of five (5) study hours per week, subject to inspection by the house president or the ED of Scholarship.
- III. Active membership
- A. Must be a student (12 credit hours or more) at Purdue University, be a Pathway to Purdue student, or be in their final semester of study.
  - B. Each individual house will determine the academic requirements necessary to remain an active member at each house. The requirements of PCC shall be minimum standards for individual houses.

## **SOP # 7**

### *Scholarships*

- I. Each year, based on availability, funds will be given out in scholarships based on criteria proposed by the Executive Director of Scholarship and committee.
- II. Academic/ Leadership Awards – awarded in fall and spring semesters
  - A. Cooperative Members of the Month (1 Male and 1 Female for each month)
    1. Recognition in the Exponent or online: Picture, biographical sketch
    2. Possible monetary award at the Spring Awards Banquet
    3. Suggested \$150 per scholarship\*
  - B. Cooperative Members of the Year (1 Male and 1 Female)
    1. Recognition and plaque at Spring Awards Banquet

2. Possible monetary award at the Spring Awards Banquet
  3. Recognition in the Exponent or online: Picture, biographical sketch
  4. Suggested \$500 per scholarship\*
- C. New Member Scholarships (12)
1. Recognition at Spring Awards Banquet
  2. Monetary awards in Fall and Spring
  3. Suggested \$250 per scholarship\*
- D. Alumni Engagement Scholarship (6)
1. Recognition at Spring Awards Banquet
  2. Monetary awards in Fall and Spring
  3. Suggested \$300 per scholarship\*
- E. 3.0 GPA Scholarships (18)
1. Recognition at Spring Awards Banquet
  2. Monetary awards in Fall and Spring
  3. Suggested \$300 per scholarship\*
- F. Study Abroad Scholarships (6)
1. Recognition at spring awards banquet
  2. May be used for PCC or Purdue affiliated trips
  3. Monetary awards in Fall and Spring
  4. Suggested \$300 per scholarship\*
- G. Leadership Scholarships (10)
1. Recognition at Spring Awards Banquet
  2. Monetary awards in Fall and Spring
  3. Suggested \$300 per scholarship\*
- H. Impact Scholarships (1 per semester)
1. Recognition at Spring Awards Banquet
  2. Monetary awards in Fall and Spring
  3. Suggested \$500 per scholarship\*

\*Note: The above amounts are recommendations and will be reviewed each year by the VP of Finance, ED of Scholarship, and PCC Advisor. Scholarship amounts will vary by year based on the amount of available funding and the number of qualified recipients.

### III. Scholarship Criteria

- A. Cooperative Member of the Month
1. Nomination Process & Criteria
    - a) Must be an active member of a PCC member house.
    - b) Must meet minimum GPA requirements as set by PCC.
    - c) Candidates can be nominated at any time by fellow members or PCC Advisor(s).
    - d) A letter of recommendation should be included in the candidate's application
    - e) One female and one male winner will be selected during the months of September, October, November, January, February, March, and April.
    - f) Nominations should be based on offices held and involvement within the house, PCC, university affiliated activities and clubs, and off-campus activities

with an added emphasis on what the applicant has accomplished in the most recent month.

- g) A member may only be awarded Cooperative Member of the Month two times during his/her career at Purdue University.
- h) Only one application per house can be submitted for the award each month.
- i) Applications will not be reused without resubmission.

2. Selection Process

- a) The Executive Director of Scholarship shall remove the name of the member, the house, and the nominator from the application before the selection process.
- b) The selection committee shall consist of the scholarship chairs from all twelve (12) member houses.
- c) A proxy may attend the selection meeting if the house scholarship chair is unavailable. The proxy shall have full voting privileges.
- d) The selection committee shall only be a quorum if representatives from at least  $\frac{3}{4}$  of member houses are present at the selection meeting.
- e) The Executive Director of Scholarship shall only vote in case of a tie.
- f) If a house representative does not attend the selection meeting, his/her house will forfeit its eligibility for a Cooperative Member of the Month applicant the next selection month.

B. Cooperative Member of the Year

- 1. Must be an active member of a PCC member house.
- 2. Must have a graduation index of at least 3.00
- 3. One male and one female winner will be selected by a seven (7) member committee to be appointed and chaired by the Executive Director of Scholarship. This committee will be composed of four (4) member house scholarship chairs and two (2) individuals outside the Cooperative System.
- 4. In the event that a candidate is the Executive Director of Scholarship or a member of the selection committee, that person will be exempt from that selection process.
- 5. Awards will be presented at the Spring Awards Banquet by the PCC Executive Board.
- 6. Nomination should be based on offices held and involvement in the house, PCC, university-affiliated activities and clubs, and off-campus activities.
- 7. A member may only be awarded Cooperative Member of the Year one time during his/her career at Purdue University.

C. New Member Scholarships

- 1. Must be new member of a PCC member house.
- 2. Twelve (12) winners will be selected by a seven (7) member committee to be appointed and chaired by the ED of Scholarship. This committee will be composed of four (4) member house scholarship chairs and two (2) individuals outside the Cooperative System.

3. Awards will be presented at the Spring Awards Banquet by the PCC Executive Board.
  4. Selection should be based on offices held and involvement in the house, PCC, university-affiliated activities and clubs, off-campus activities, and a written essay.
- D. 3.0 GPA Scholarship
1. Must be an active member of a PCC member house.
  2. Must have a grade point average (CUMULATIVE OR SEMESTER) of at least 3.00
  3. Eighteen (18) winners will be selected by a seven (7) member committee to be appointed and chaired by the ED of Scholarship. This committee will be composed of four (4) member house scholarship chairs and two (2) individuals outside the Cooperative System.
  4. In the event that a candidate is the Executive Director of Scholarship or a member of the selection committee, that person will be exempt from that month's selection process.
  5. Awards will be presented at the Spring Awards Banquet by the PCC Executive Board.
  6. Selection should be based on offices held and involvement in the house, PCC, university-affiliated activities and clubs, off-campus activities, and a written essay.
- E. Study Abroad/ Co-Op Scholarships
1. Must be an active member of a PCC member house.
  2. Must be studying abroad (3+ Purdue credits) or completing a work Co-Op experience in the upcoming semester.
  3. Six (6) winners will be selected by a seven (7) member committee to be appointed and chaired by the ED of Scholarship. This committee will be composed of four (4) member house scholarship chairs and two (2) individuals outside the Cooperative System.
  4. In the event that a candidate is the Executive Director of Scholarship or a member of the selection committee, that person will be exempt from that month's selection process.
  5. Awards will be presented at the Spring Awards Banquet by the PCC Executive Board.
  6. Selection should be based on offices held and involvement in the house, PCC, university-affiliated activities and clubs, off-campus activities, and a written essay.
- F. Leadership Scholarship
1. Must be an active member of a PCC member house.
  2. Ten (10) winners will be selected by a seven (7) member committee to be appointed and chaired by the ED of Scholarship. This committee will be composed of four (4) member house scholarship chairs and two (2) individuals outside the Cooperative System.
  3. In the event that a candidate is the Executive Director of Scholarship or a member of the selection committee, that person will be exempt from that month's selection process.

4. Awards will be presented at the Spring Awards Banquet by the PCC Executive Board.
  5. Selection should be based on offices held and involvement in the house, PCC, university-affiliated activities and clubs, off-campus activities, and a written essay.
- G. Impact Scholarship
1. Must be an active member of a PCC member house.
  2. Must have a cumulative grade point average of at least 3.50
  3. Eighteen (18) winners will be selected by a seven (7) member committee to be appointed and chaired by the ED of Scholarship. This committee will be composed of four (4) member house scholarship chairs and two (2) individuals outside the Cooperative System.
  4. In the event that a candidate is the Executive Director of Scholarship or a member of the selection committee, that person will be exempt from that month's selection process.
  5. Awards will be presented at the Spring Awards Banquet by the PCC Executive Board.
  6. Selection should be based on impact within the cooperative system, offices held and involvement in the house, PCC, university-affiliated activities and clubs, off-campus activities, and a written essay.
- H. Alumni Engagement Scholarship
1. Must be an active member of a PCC member house
  2. Six (6) winners will be selected by a seven (7) member committee to be appointed and chaired by the ED of scholarship. This committee will be composed to be appointed and chaired by the ED of Scholarship. This committee will be composed of four (4) member house scholarship chairs and two (2) individuals outside the Cooperative System.
  3. In the event that a candidate is the Executive Director of Scholarship or a member of the selection committee, that person will be exempt from that month's selection process.
  4. Awards will be presented at the Spring Awards Banquet by the PCC Executive Board.
  5. Selection should be based off of impact within the alumni relations of their cooperative home, offices held and involvement in the house, PCC, university-affiliated activities and clubs, off-campus activities, and a written essay.
- IV. Scholarship Banquet Awards
- A. House Awards
1. Outstanding President of the Year (Only one nomination per house)
    - a) President during fall semester and/ or spring semester of the current academic year
    - b) No sanctions on the house during their term as president
    - c) Demonstrates leadership and service to house and cooperative system
    - d) Has made improvements in house
    - e) Represents cooperative system in a positive manner

2. Best Program and Service (1 nomination per house)
  - a) Program must have served the house, campus, or community
  - b) Program must have an education, leadership development, or service-orientated purpose
3. Outstanding Senior (max. of 2 nomination per house)
  - a) Must be graduating in May, August, or December of the same year as the Spring Scholarship Banquet
  - b) Must be nominated by house
  - c) Should have held offices within the house
  - d) Should have co-curricular activity involvement
  - e) Should be seen as a role model in the house, cooperative system, and/or the Purdue community
4. Mark Donahue Award (max of 2 nominations per house)
  - a) Application must be written by house advisor or current house president
5. Leader on the Rise (max. of 2 nominations per house)
  - a) Must be a sophomore or junior nominee
  - b) Must have lived in the house more than one year
  - c) Should have shown leadership within the house and significantly contributed to the cooperative system
6. Outstanding New Member
7. Outstanding House
  - a) Houses who have been issued sanctions in the current academic school year at time of application are ineligible
  - b) House should exhibit qualities that effectively make a positive influence on its members, the cooperative system, and the community
8. House/ New Member Project of the Year
9. Cooperative Member of the Year

Revised 2-20-2008

Revised 2-12-2018

## **SOP # 8**

### *Suggested Academic Improvement Programs*

- I. Study Tables
  - A. For houses seeking to improve their academic standing and promote academic excellence for all of their members, the following study table hours are suggested.
  - B. A record of the member's study hours will be kept by each house's scholarship chairperson. Houses may impose a penalty for not completing the required hours for their GPA range.
  - C. Minimum number of study hours will be determined according to semester GPA as follows:
    1. 3.5 – 4.0 No study hours required.
    2. 3.0 – 3.49 two (2) hours per week



3. 0.5 – 2.99 three (3) hours per week
  4. 2.25 – 2.49 four (4) hours per week
  5. below a 2.25 five (5) hours per week
  6. Any new member without a 2.25 five (5) hours per week
- II. Workshops
- A. The Executive Director of Scholarship, to promote academic achievement each year, may coordinate several workshops. The ED of Scholarship will coordinate one workshop for incoming new members to help with time management, organization, and study skills. One workshop may be given to work on resume building skills for Cooperative members.
  - B. Houses may submit a proposal for funding for leadership and academic workshops to the PCC. PCC will investigate the possibility of funding this account.
- III. Academic Awards to Houses
- A. Academic Excellence Awards may be developed
- IV. Faculty Fellows
- A. The ED of Scholarship may develop a Faculty Fellows program for the Cooperative Housing System.

## **SOP # 9**

### *Philanthropy and Community Service*

- I. House Philanthropies Recommendations
- A. It is recommended that every house hold or participate in two (2) philanthropies each academic year (one per semester). This is in addition to any philanthropy initiated by the new member class.
  - B. The Executive Director of Service & Leadership will coordinate philanthropies so that charity activities do not conflict among houses.
  - C. Each house must have a philanthropy and/or community service chair to promote philanthropic endeavors and maintain community service hours performed by each member to be entered in BoilerLink.
  - D. Each house may establish and maintain a philanthropy account, separate from the house account.
  - E. With the assistance of the Executive Director of Service & Leadership each house will develop a long-term relationship with one charitable agency within the community. This will help define the house and give members a more meaningful experience.
  - F. The ED of Service & Leadership must be informed of all philanthropies and charitable activities hosted by houses.
- II. Cooperative System Philanthropies
- A. The entire Cooperative System will hold one (1) philanthropy/ community service event per academic year, in which each house may participate.
  - B. The Executive Branch and the Presidents Council will decide this event.

## **SOP # 10**

### *Purdue Cooperative Housing Member Conduct*

Students are expected and required to abide by the laws of the State of Indiana and the United States and the rules and regulations of Purdue University, to conduct themselves in accordance with accepted standards of social behavior, to respect the rights of others, and to refrain from any conduct that could obstruct the work or purpose of PCC, or be injurious to the welfare of the Cooperative Housing System at Purdue. PCC believes that the students in the Cooperative Housing community at Purdue are to be held to an even higher standard of behavior and should not take any action which may cause undue harm or embarrassment to any Cooperative house or PCC.

## **SOP # 11**

### *PCC Elections*

- I. Applicant Requirements
  - A. Applicant must be an active in-house Cooperative Housing member at the beginning of the PCC term to be served in order to be considered for a position, and must remain in- house while holding that office.
  - B. To be considered for an Executive Branch position, applicant must have a 2.75 minimum cumulative GPA at the time of application submission.
  - C. To be considered for an ED position, applicant must have a 2.5 minimum cumulative GPA at the time of application submission.
  - D. If the current Vice President of Administration plans on running for a PCC office again the following year, he/she may help put together the election packets and set up table talks, but must hand over all other election duties to the PCC president.
  - E. Any current PCC officer who is running for a PCC office again the following year will not receive a copy of applications and will not be involved in the election process.
  - F. Any house president who is running for a PCC office will not be a part of the elections and must send a proxy to take their place during the election process. The proxy will have the voting privilege for their house.
- II. Application Process
  - A. Applicant must submit a type-written application as designed by the VP of Administration and/or President.
  - B. Applicant must rank the seventeen PCC positions (1=want the most, 16=want the least).
  - C. Applicant may leave a position blank, but will still be considered for that position.
  - D. If the applicant marks an "X" in the rank position, they will not be considered for that position whatsoever.
  - E. Applicant must include their cumulative GPA on the application.
  - F. Applicant must answer the designated questions that are part of the application honestly and to the best of their ability. Any answers left blank will be handled at the discretion of the PCC/President's Council.

- G. Applicant must submit their application to the VP Administration via email by the deadline specified in the PCC election application packet.
- III. After Application Submission
- A. The VP of Administration will send a confirmation email to all applicants no later than 48 hours after receiving the application.
  - B. The VP of Administration will make copies of all applications and distribute them to the current PCC officers and President's Council for review before the elections take place.
  - C. The VP of Administration will slot each applicant for an interview time on the election date.
  - D. The VP of Administration will notify each applicant of their interview time at least three (3) days before the interview/election is to take place.
- IV. Interview/Election Process
- A. Applicant will arrive at their scheduled interview time and be asked to speak before interviewers selected from the PCC, President's Council, and the PCC advisor.
  - B. Applicants will be interviewed in one of three rooms containing four house presidents assigned at random, as well as 4-6 officers from PCC.
  - C. Applicant will only be interviewed once regardless of how many positions they are interested in.
  - D. Applicant will be asked set questions by the interviewers in their room from the PCC and President's Council.
  - E. Applicant may then be asked other questions as deemed relevant.
  - F. Applicant will be dismissed, and the next applicant will be interviewed.
  - G. After all applicants are interviewed, the members of the PCC, President's Council, and the PCC advisor will reconvene to share recommendations for each office.
  - H. The PCC officers, President's Council, and the PCC advisor will go around the room and one spokesperson from each interviewing room will share their room's recommendation for each candidate.
  - I. After discussion and comments about the best candidates for each office, the President's Council will vote on which applicant receives each of the seventeen positions
  - J. The VP of Risk Management and the ED of Risk Management may not be from the same house
  - K. The President and VP of Administration may not be from the same house.
- V. After the Interview/Election Process
- A. Following the election of all new officers, all applicants will be notified via e-mail or phone of who received what position.
  - B. New officers should attend the last two PCC/President's Council meeting of the semester to obtain their officer books and become oriented with PCC.
- VI. If Officer Unable to Fulfill Duties
- A. In the event that an elected officer is not able to fulfill the position, members who submitted an application but were not selected to an office will be notified and given a deadline to respond if they are interested in that position. If no one who submitted

- an application is interested in said position, then applications will be opened up to any member of the cooperative housing system. Upon review of those interested, no interviews will be needed, but a vote by house presidents will be taken via e-mail or in person. The new officer will immediately assume the duties of their elected office.
- VII. If elected to serve on PCC:
- A. The PCC President cannot be his/her house President.
  - B. The VP of Recruitment cannot be his/her house Recruitment chairperson.
  - C. The VP of Risk Management or the ED of Risk Management cannot be his/her house risk manager.
  - D. The VP of Finance cannot be his/her house treasurer.
  - E. The ED of New Member Education cannot be his/her house New Member educator.
  - F. The ED of Scholarship cannot be his/her house scholarship chairperson.

If an elected officer has a conflict with one of the items in A-F, he/she must give up the mentioned house office if that person chooses to be on PCC. Conflicts with items D-F may be permissible if approved by the PCC advisor and a majority vote of house presidents.

Revised 3-27-2006

Revised 11-10-2014

## **SOP # 12**

### *Open House Week*

- I. Details/Purpose:
  - A. This is an optional event for all Cooperative Houses to participate in during a week selected by the President's Council. The VP of Marketing will assist in event planning and coordinating.
  - B. This is a week in the fall semester for marketing to students what the cooperative system is all about and what makes each specific house special.
  - C. Houses may post sheet signs, flyers, etc. about their house's events. The advertising must be clean and respectful.
  - D. Flyers must say "Sponsored by the Purdue Cooperative Council."
  - E. Each house must fill out an Event Planning form on BoilerLink for each event held that week.
  - F. Events must be dry.
- II. Procedure during Events
  - A. Do not use the word "Recruitment" in advertising. This is an "Open House" type of event.
  - B. Do not hand out bids.
  - C. Do not talk about other houses in any way.
  - D. Do encourage the student(s) to attend Recruitment and see what other houses might be like.
  - E. Do collect contact information, inform them about call out dates, and give them Recruitment books.

- F. Do encourage students to attend other house's events.
- G. Do follow the guidelines in order to keep the system cohesive.
- H. Events must be presented to PCC for approval.

Approved 1-14-2008

Revised 1-13-2008

### **SOP # 13**

#### *Out-of-House Membership*

- I. Structure of Program
  - A. This program will be structured by each individual Cooperative house.
  - B. Any Cooperative house interested in having an out-of-house membership program must create their program's outline and details, and submit them to PCC for approval.
- II. Requirements for Out-of-House Membership
  - A. Member must have gone through in-house new member program.
  - B. Member must have been an Active member of the house.
  - C. Member must have lived in the house for at least 1 year. Any exceptions to the above mentioned requirements will be discussed and approved by PCC.

### **SOP # 14**

#### *Duties of members*

- I. Members who are elected to positions within their house and/ or a PCC position agree to work with their designated PCC representative. This includes, but is not limited to:
  - A. Attending meetings held by PCC officers for their position
  - B. Attending events put on by PCC officers for their position
  - C. Completing assigned tasks
  - D. Responding to appropriate means of communication within 48 hours
  - E. PCC Officers who find a house or PCC Officer in violation of these duties will submit a maximum one page report to the Chief Justice explaining the terms of the violation.
  - F. The Chief Justice will then issue sanctions as he/ she deems fit.

Approved 3-1-2010

### **SOP # 15**

#### *Message Etiquette*

- I. Officers must respond professionally to anyone that contacts them regarding PCC or FSCL matters.
  - A. Email – reply within 48 hours with a valid response or status of the inquiry
  - B. Phone call with voicemail – respond within 48 hours with a valid response or status of the inquiry

C. USPS mail – respond as requested within the document.

Approved 3-29-2001

### **SOP #16**

#### *PCC Endowment Fund*

- I. Endowment request must provide engaging and meaningful leadership-based activities for members of the Cooperative System
- II. To secure endowment funding for your event you must:
  - A. Endowment request must provide engaging and meaningful leadership-based activities for members of the Cooperative System
  - B. To secure endowment funding for your event you must:
    1. Follow the endowment request procedure as follows:
      - a) Fill out and submit the endowment packet to the ED of Finance at least 4-3 weeks prior to the PCC meeting you plan to present
      - b) Form will then go to VP of Finance to review monetary expense in order to maintain the budget. If requested funds exceed budgeted limits form will be sent back to requester for revising
      - c) Upon financial review form will then be sent onto PCC President to take before House Presidents for final approval voting.
    2. The house member that fills out the packet must present the house's request at the PCC meeting. Request can be fully funded, partially funded, or not funded at all by the President's Council.
    3. The event must be registered on BoilerLink at least 2 weeks prior to the event and have it approved by SAO and all other applicable parties.
    4. Receipts must be submitted to the ED of Finance within two weeks of the actual event in order for the reimbursement to be processed in a timely manner
    5. Leadership endowment expenditures shall not include the following expenses:
      - a) Anything not explicitly targeted towards leadership development (see Endowment Information packet for details.)
      - b) Anything related to controlled substances
      - c) Food related items

Approved 2-17-2020

### **SOP #17**

#### *Required Meetings*

- I. Required meetings
  - A. A required meeting is defined as a type of workshop, meeting, or event that a PCC officer or FSCL officer and/or staff member tells house presidents they or their members must attend or designated PCC officers to attend.

- B. The officer or staff member in charge of the event must report all absences to the Vice President of Administration.
- II. Repercussions for not attending required meetings based on semester basis:
- A. 1st Offense: House receives written warning letter from VPA
  - B. 2nd Offense: House receives \$20 fine per missing member
  - C. 3rd Offense and beyond: \$50 fine per missing member