

C O N S T I T U T I O N   A N D   B Y L A W S  
Purdue University Calumet Construction Organization

Article I

This organization shall be known as the Purdue University Calumet Construction Organization (P.U.C.C.O.).

Article II

The objectives and purposes of this organization shall be to unite and promote fellowship among those interested in the construction industry; to familiarize the campus public with the professional character of the construction industry; to expand the student members' knowledge of the construction industry and practices; to promote communications between student members and contractors.

Article III

Section 1: Types of Memberships

- a) Active Membership - The active membership in this organization shall be limited to students at Purdue University Calumet who are enrolled in Architectural Technology, Civil Engineering Technology, or Construction Technology. These members must be in good standing with organizational dues paid in order to be considered active members.
- b) Associate Membership - The associate membership in this organization shall be limited to faculty who teach in the Construction Technology Department and to graduate students of the Architectural Technology, Civil Engineering Technology, or Construction Technology programs. A student will remain an active member, if they continue enrollment in the Bachelor Degree program after completion of the Associate Degree program.
- c) Charter Membership - The charter membership in this organization shall be composed of businesses related to the construction industry. Graduates of Architectural Technology, Civil Engineering Technology, or Construction Technology, who own

their own business, may obtain a charter membership for their business and an associate membership for themselves.

#### Section 2: Period of Membership

Membership shall last one year with the year beginning September 1.

#### Section 3: Dues of Membership

The dues for one period of membership for the active members shall be five dollars (\$5.00), unless the organization changes this amount through amendments to this constitution. The dues for one period of membership for the associate and charter members shall consist of donations. These donations can be in the form of voluntary work or monetary amounts.

#### Section 4: Meetings and Notifications

- a) Meetings - There shall be at least one meeting each month during the academic year, and one annual meeting of active, associate, and charter members. The time and place of all meetings will be determined by the President. Special meetings can be called by the President at any time.
- b) Notifications - Notifications shall be made at least two weeks before meetings or activities. This will be accomplished through available publications, channels, and flyers.

#### Section 5: Voting Priviledges

Each active member is entitled to one vote. Associate and charter members have no voting priviledges, but are allowed to express their views before any voting takes place.

#### Section 6: Quorum

A quorum of the membership shall be twenty-five percent of the voting members. A quorum shall be required to conduct business.

### Article IV

#### Section 1: Officers

Officers shall consist of a President, Vice-President, Secretary, and Treasurer.

## Section 2: Eligibility of Officers

Officers shall be elected among the voting members. They must meet the requirements set by the University, must have an overall grade point average of at least 4.75, must be an undergraduate, and must not anticipate leaving Purdue University Calumet before the expiration of their term in office.

## Section 3: Term in Office

Officers shall serve for one year and are eligible for re-election.

## Section 4: Duties of Officers

- a) President - The President shall obey and enforce the Constitution and Bylaws of the organization and the rules established by the University; be held accountable by the organization as a whole; act as the official representative of the organization; shall have the power to appoint all committees; and shall execute other duties incumbent with the office.
- b) Vice-President - The Vice-President, in the absence of the President, shall act in the official capacity of the President and take upon himself/herself all the duties of that office; shall be promoted to President in the event that the President is unable to complete his/her term in office; and shall head an advisory committee composed of active membership chairpersons, and associate and charter membership representatives.
- c) Secretary - The Secretary shall act as a recorder of all business brought before the organization and keep a complete record of each meeting; notify any official organizations associated with this organization of all changes in personnel of officers and furnish them with a complete list of names and addresses of members; keep a record of the reports of each committee; be held responsible and accountable for all the books of the organization; and carry on all correspondence with associate and charter membership.
- d) Treasurer - The Treasurer shall give reports of the financial situation at all meetings; keep an accurate record of receipts and disbursements of the funds of the organization; disburse funds, except for mandatory bills, only upon

authorization by the organization; make all financial transactions in accordance with regulations set up by the auditor of student organizations; and submit a financial statement to the organization at the completion of his/her term of office.

#### Section 5: Completion of Terms

Each officer shall transfer all official records of the office to his/her successor within ten days following the election of his/her successor.

#### Section 6: Vacancies

If a vacancy occurs in the office of the President, then the Vice-President shall succeed. If vacancies occur in the offices of Vice-President, Secretary, or Treasurer, then the organization shall elect replacements for the balance of the term, from among the voting members.

#### Section 7: Advisors

Advisors to this organization shall consist of at least one faculty member from the Purdue University Calumet Construction Technology Department. Advisors shall be invited to all meetings.

### Article V

#### Section 1: Composition and Duties of Executive Board

The officers of this organization and four additional members shall serve as an Executive Board. These four members shall represent the freshman, sophomore, junior, and senior classes and shall be elected by the members of each class. This committee shall have the power to act for the organization between regularly scheduled meetings, and perform other duties as stipulated in the Constitution of this organization. Meetings of the Executive Board shall be held upon notice from the President.

#### Section 2: Responsibility

The Executive Board shall be responsible to the chapter's membership for all actions taken and cannot modify any action taken by the membership as a whole.

#### Section 3: Eligibility of Executive Board Members

Executive Board members shall be elected among the

voting members, must meet the requirements set by the University, must have an overall grade point average of 4.75 or greater, must be an undergraduate and must not anticipate leaving Purdue University Calumet before the expiration of their in office.

#### Section 4: Advisors

The faculty advisor shall serve on the Executive Board, and have signature authority for the organization. However, this individual will not have a voting right.

### Article VI

#### Section 1: Elections

The elections will be held during the second week of March, and the newly elected officers will take office as of June 1.

#### Section 2: Nominations

The nominations for each office will be submitted to the faculty advisor during the first week of March. Each nominee must fulfill the eligibility requirements specified in Article IV, Section 2 of this Constitution and Bylaws.

#### Section 3: Voting

Voting for officers shall be by separate ballot, with the candidates receiving the largest number of votes being elected in each case; with the exception that if only one candidate for each office is nominated, they may be elected by affirmation. In the event of a tie vote, the current officers and Executive Board membership will elect the new officers.

### Article VII

The rules contained in Robert's Rules of Order shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with bylaws or special rules of order in the organization.

### Article VIII

This Constitution and Bylaws may be amended by a two-thirds vote of members voting at any regular or called meeting of the membership (quorum being present), subject to the approval of the Dean's office, provided members are notified

of such proposed amendments not less than ten days in advance of the meeting.

#### Article IX

This Constituion and Bylaws shall be enacted upon approval of the membership and Dean's office.