



# Constitution of the Purple Valley Coffee Club

## **STUDENT ORGANIZATION NAME**

The name of this organization shall be the Purple Valley Coffee Club (PVCC).

## **PREAMBLE**

We, the members of the Purple Valley Coffee Club, striving to increase coffee awareness, interest, and flavor in the Williams College community. This is to educate students, faculty, and staff about how to make coffee taste great through a variety of brewing methods.

## **ARTICLE I - Name and Brief Description**

The Purple Valley Coffee Club is a community around brewing. We will have weekly meet ups to brew together and learn new methods of brewing with the various devices that our group has collected. On tap would be Chemex, Kalita Wave, Aeropress, and Clever. We will also enable students, faculty, and staff to access discounted pricing when buying in bulk.

## **ARTICLE II - Purpose**

The Purple Valley Coffee Club seeks to expose students, faculty, and staff - regardless of experience - to new methods of production, different styles of beans, and some basic chemistry related to production. Students will learn how to make their own coffee, and will no longer rely on cafes. It fosters a sense of community around both a shared hobby and around a table. We aim to offer everyone the opportunity of excellent coffee as well as the ability to share their skills (brewing) with others.

It is also the purpose of this organization to abide by the Code of Student Conduct and to uphold the educational mission of Williams College.

### **ARTICLE III - Affiliation**

PVCC is not affiliated with any local, state, or national organization.

### **Article IV – Membership**

1. Membership shall be open to all students in good standing currently enrolled in Williams College, regardless of race, creed, color, sex, sexual orientation, or physical disability.
2. A student shall be considered a General Member if (s)he is subscribed to the PVCC list-serve.
3. An email request to the PVCC list-serve or decision by the Executive Board is required for membership removal.
4. Only active members may vote or hold office.
5. Williams College, in compliance with state and federal law, does not discriminate in admission, employment, or administration of its programs and activities on the basis of race, color, sex, national origin, religion, age, disability, marital status, sexual orientation, gender identity or expression, ancestry, or military service. Any member of the College community who on any of these grounds feels discriminated against by another member of the community should take action.

### **ARTICLE V – Officers/Elections**

#### **Duties of President(s)**

1. The Co-President(s) shall preside over all Executive Board Meetings.
2. The Ci-President(s) shall represent PVCC in all outside activities and relations, unless deemed otherwise by executive order.
3. The Co-President(s) shall be responsible for the general management of PVCC.

#### **Duties of the Secretary**

1. The Secretary shall be responsible for recording minutes of Executive Board meetings.
2. The Secretary shall be responsible for drafting of WSO documents and internal memos.

#### **Duties of the Treasurer**

1. The Treasurer shall be responsible for drafting budget proposals and communicating with the College Council over organizational funding.

2. The Treasurer shall be responsible for maintaining a general financial account of WSO.

### **Duties of the Assistant(s)**

1. Each of the above roles shall select one or more assistants to assist his work, although it is not required.
2. The purpose of the assistants is to pass the knowledge about the work at WSO to the new WSO members.
3. The assistants shall have no advantage, besides his more direct experience in the WSO work, in the General Election.

### **Executive Board**

1. The Co-Presidents, the Secretary, and the Treasurer shall constitute an Executive Board.
2. The Executive Board is empowered to decide the future directions of the organization, the annual budget proposals and potential amendments to the constitution.

### **Current Executive Board in the academic year 2013-2014**

President: Cole Townsend (Group Contact)

President: Colin Cotton

Secretary: Cole Townsend

Treasurer: Colin Cotton (Financial Contact)

### **General Election**

1. All Executive Board officers shall be elected in the General Election.
2. The Co-Presidents will appoint officers by the last meeting in April of the academic year.
3. An Executive Board officer serve for one academic year. Annual elections are required for each Executive Board office.
4. In the case of vacancy, one of the Co-Presidents shall assume the duties of the vacant office.

### **Article VI – Meetings**

1. The PVCC Executive Board and any interested general members shall meet at least once a month in some physical setting. The meeting shall be called by the Co-Presidents.
2. Frequent email discussions of PVCC matters are strongly encouraged.

### **ARTICLE VII – Constitutional Amendments**

1. The Executive Board proposes amendments to the constitution.
2. The Executive Board is required to notify the staff email list of the proposed amendments.
3. The Co-Presidents are required to inform all members and call a special meeting to vote upon the proposed amendments to the constitution.
4. An amendment will need a unanimous vote from Executive Board present in the special meeting in order to pass.
5. All amendments, additions, or deletions must be approved and filed with College Council.

## **ARTICLE VIII - Funding**

1. The entire Executive Board is responsible for proposing the annual budget and applying for funding from the College Council.
2. The Co-Presidents are responsible for calling meetings for discussing budget proposals.
3. The Treasurer shall be responsible for coming up with the proper estimates and drafting budget proposals and submitting them to College Council.
4. This student group agrees to abide by all funding bylaws set forth by the Williams College Council. This includes the process for applying for funding and the possible uses for CC funds by student organizations. A finance officer/treasurer will be responsible for budgeting the student organization's funds in accordance with CC funding bylaws. The finance officer (and organization as whole) is responsible for all activities involving funding.
5. In approving this constitution, this student group also acknowledges that it may fundraise of its own accord, but alumni solicitation must be coordinated through the Development Office.

## **Article IX - Dissolution**

1. Dissolution needs to be proposed and approved by the Executive Board in the interest of the organization as a whole.
2. Dissolution requires a unanimous decision by the Executive Board to pass.
3. Any money that PVCC has acquired prior to dissolution will be donated to the Williams College Council Projects Fund.