



Koinonia Christian Cooperative

House verse:

"...Love one another, even as I have loved you."

John 15:12

Constitution

ARTICLE I

NAME

The name of our house shall be Koinonia Christian Cooperative.

ARTICLE II

PURPOSE

A. Statement of Purpose

The seed from which Koinonia originated and the ideal to which it is dedicated is fellowship in our Lord Jesus Christ. In faith we join to give ourselves and our energies more effectively to Christ. The House is set up to run cooperatively with the intent of embodying our Christian fellowship in the work together within the House and out to the campus and community.

B. Relationship to the Baptist Student Foundation

As one part of its mission to the University of Illinois, the Baptist Student Foundation makes available Koinonia Christian Cooperative to meet the student needs for fellowship and support, developing responsibility and leadership, and experience in the economics of housing maintenance. The Baptist Student Foundation owns Koinonia House and is technically our "landlord." The Baptist Student Foundation Board, therefore, has the final authority on all matters relevant to Koinonia. This authority is exercised through the Housing Director(s).

ARTICLE III

HOUSE MEMBERSHIP

A. Regular Membership for Initiates

1. Those applying for membership must complete the Initiate Program as outlined by the Initiate Director.
2. They must formally state why they are applying for membership in a letter addressed to the old members.
3. In order to become a member, initiates need to be students in good standing with the university. Initiates on probation cannot become members without special consent from the cabinet. These special-case initiates still need to meet all other requirements for membership. All interviewees need to be informed of this policy and understand that if they are on probation they cannot become members without special consent
4. They must be approved by a vote of the present House members, receiving not more than three negative votes.
5. Initiates accepted for membership shall be formally initiated into the House as Members at the Initiate Dinner and Ceremony held by the President the following semester.
6. Any initiate who receives more than three negative votes is allowed to live in the House one more semester as an initiate. If he does not attain membership during that semester, he will not be allowed to live in the House a third semester.

B. Associate Membership

1. Any man may apply for associate membership. They will meet with the Cabinet to discuss this commitment. Cabinet will vote to determine if applicant is accepted as an associate member.
2. An associate member can attend House meetings, and he must accept the Constitution, House Rules, and ideals of Koinonia.
3. He will be restricted from voting on House Rules, the Constitution, and elections.
4. He must be willing to devote time toward the social and athletic development of the House, as well as pay a social fee.

C. House Membership for All Residents

1. All residents of the house (members and non-members) will be required to tell the current vice president if they are on academic probation. The resident that is on academic probation will then be required to tell the current vice president of any changes in status, give progress reports through the semester on how their current semester is going, and report what they are doing to maintain their university standing.

ARTICLE IV HOUSE ORGANIZATION

President		
Vice President	Public Relations	House Manager
Chaplain	Athletic Director	Treasurer
Secretary	Social Chairman	Commissar
Initiate Director	House Photographer	Network Coordinator
	Philanthropy Operations	Junior House Manager
INTERNAL OFFICERS	EXTERNAL OFFICERS	OPERATIONAL OFFICERS

A. House Assembly

The House assembly consists of all House members, initiates, and associate members.

B. Officers

The House officers shall be a President, Vice President, Chaplain(s), Secretary, Initiate Director, Public Relations Director, Social Chairman, Athletic Director, House Photographer, Philanthropy Operations Director, House Manager, Junior House Manager, Treasurer, Commissar and Network Coordinator. The officers, except for the President, are placed in three divisions, Internal, External, and Operational, to facilitate communication and coordination in different areas.

C. Cabinet

1. The Cabinet will consist of the President, Vice President, Senior House Manager, Treasurer and the Public Relations Chairman.
2. It will meet at the discretion of any of its members to:
 - a. Discuss matters tabled at House meeting because of unnecessarily long discussions and then to present a concise proposal at the next meeting.
 - b. Decide what action should be taken in regard to any member who has not fulfilled this Constitution or the terms of his contract or has violated University regulations. Their decision must be presented to the Housing Director and to the House assembly
 - c. Hear the grievances of any member and to act for reconciliation when needed.
3. It is the Judicial Board of the House. It can fine and/or discipline at its discretion abuses of the House.
4. The cabinet will have the power to make decisions on issues that may not be mentioned or addressed in the Constitution.

D. Interview Committee

1. The interview committee will consist of the vice-president and several house members and initiates, the number of whom is to be chosen by the vice-president and must be approved by the cabinet. Members of Interview Committee will commit themselves to attending all interviews. If an interview committee member cannot attend an interview he must get permission from the Vice President. He must then listen to the tape of the interview.
2. The Housing Director may also attend interviews for the purpose of assisting in interpreting the BSF vision to prospective residents and to act as a resource for interviewers.
3. It will hold and tape informal interviews and vote on which applicants to accept as initiates for the following semester.
4. It will strive to maintain House capacity.

ARTICLE V DUTIES OF OFFICERS

A. President

1. The President is responsible to the House assembly and to the University of Illinois.
2. He will maintain the House Constitution and encourage the officers in goal setting and their work.
3. He is responsible for achieving coordination among the three divisions of the House.
4. He will serve as the House's representative to the Baptist Student Foundation Board.
5. He will be in charge of planning and presiding over the initiation ceremony.
6. He will work with the BSF Executive Director in planning the scholarship dinner/dessert.
7. He will work with Stratford's President to plan the Koinonia-Stratford retreat at the beginning of the semester.
8. He presides over weekly House meetings.
9. He shall have an equal share in House kitchen details, but shall be excused from all weekly and daily details.
10. He is chairman of the Cabinet.
11. He is in charge of enforcing visitation hours and the ban on illegal drugs or beverage alcohol in the House as well as giving fines (upon consultation with the Cabinet) for unexcused absences from a House function.
12. The President elected for the fall semester will send a letter to all incoming House members and initiates, which may be done in conjunction with the letter from House Managers, informing residents of upcoming activities during New Student Week and the early semester.
13. He shall be responsible for maintaining a notebook to be passed to the succeeding President.

B. Internal Division

1. Vice President
 - a. The Vice President is chairman of the Internal Division and he is to see that it operates smoothly and efficiently.
 - b. He shall serve as assistant to the President and be responsible for the performance of the duties given to him by the President. He shall assume presidential duties when the President is unable to do so.
 - c. He is the chairman of the membership board.

- d. He shall actively promote efficient study habits and good study conditions. (See House Rules).
 - e. He is to tell the Housing Minister (if there is one) of the residents that are on academic probation.
 - f. He shall assign rooms to House residents on the basis of criteria he deems appropriate.
 - g. He shall distribute copies of the Constitution and House Rules to each member.
 - h. The Spring Semester Vice President shall have an equal share in House kitchen details but shall be excused from all weekly and daily details.
 - i. He is a member of the Cabinet.
 - j. He shall be responsible for maintaining a notebook to be passed to the succeeding Vice President.
2. Chaplain
- a. Two people may hold this office. This is to be decided by a house vote at election time.
 - b. The chaplain(s) shall schedule and organize fellowship times among House members and for Koinonia and Stratford members.
 - c. The chaplain(s) shall organize House members to participate in organized activities at University Baptist Church.
 - d. The chaplain(s) shall be willing to organize House Bible studies.
 - e. The chaplain(s) shall be responsible for a short, planned time of fellowship and sharing at each House meeting.
 - f. The chaplain(s) shall determine how available House funds are to be apportioned to missions.
 - g. The chaplain(s) shall be responsible for maintaining a notebook to be passed to the succeeding chaplain(s).
3. Secretary
- a. The secretary shall record and report the minutes of all regular and special House meetings.
 - b. He shall be in charge of all House correspondence (for example, writing of thank you notes) except the payment of invoices.
 - c. He shall complete the following items of paperwork for the House: wakes/lockup schedule, buzz system, bed tag system, laundry tags, and meal prayer tags.
 - d. He shall be in charge of the House mailbox, forwarding mail, the bulletin board, and shall save all official House documents for that semester.
 - e. The secretary shall be responsible for maintaining a notebook to be passed to the succeeding secretary.
4. Initiate Director
- a. The Initiate Director shall organize and administrate the initiate program, which includes the Big Brother system and a Constitution and House Rules test.
 - b. He shall notify by written letter the initiates of the pre-semester Work Week and throughout the semester be available to help initiates in adjusting to the House and the University.
 - c. He shall assign rooms to initiates, in consultation with the Vice President, at the beginning of the semester and arrange for the initiate switch during the eighth week of the same semester.

- d. He shall assume his post as soon as he is elected.
- e. The Initiate Director shall be responsible for maintaining a notebook to be passed to the succeeding Initiate Director.
- f. The Initiate Director will call a meeting of all old members in the fifth and seventh weeks to discuss I-Week and the progress made by the initiates.

C. External Division

1. Public Relations Chairman (PR)

- a. The PR Chairman is the chairman of the external division and he is to see that it operates smoothly and efficiently.
- b. The PR Chairman is responsible for the following:
 - House publicity
 - The business pertaining to the House Illio yearbook picture
 - The planning of events for Mom's and Dad's Day weekends
 - Working with the Koinonia Alumni Association to plan such events as house and alumni get-togethers for Homecoming weekend
 - Organizing involvement with campus and community philanthropies
- c. The PR chairman is a member of the cabinet

2. Athletic Director

- a. The Athletic Director shall promote interest among House residents for playing on House teams in intramural sports.
- b. The Athletic Director is responsible for the following:
 - The proper registration of House teams with campus recreation of the host organization involved.
 - The security, maintenance, and supervision of all athletic equipment owned by the House.
 - Making arrangements for co-rec sports with Stratford if interest is present.
 - Designing and acquiring Koin-wear for interested House members.
 - Advancing the proper attitude of playing the game to glorify God, rather than an attitude of playing only to win.

3. Social Chairman

- a. The Social Chairman shall make all necessary arrangements and enthusiastically encourage all House members to attend coed activities.
- b. The Social Chairman is the chairman of all House social events.
- c. The Social Chairman is responsible for the following:
 - The Little Sister program
 - The coordination of any summertime reunion for House members and initiates
- d. The fall Social Chairman shall assume office immediately after finals week of the spring semester.

4. House Photographer

- a. The House Photographer shall have access to a camera and be willing to use it at appropriate times throughout the semester.
- b. The House Photographer is responsible for the following:

- Taking pictures, gathering suitable items, and organizing and completing the House scrapbook by the beginning of the following semester
- Organizing the house picture for the semester
- Submitting the Koinonia section of the BHM Directory including gathering a picture and information about each member and initiate.

5. Philanthropy Operations Director

- a. The Philanthropy Operations Director shall schedule, plan, and administrate ministry activities within the campus and community.
- b. He shall maintain a notebook of contacts and accounts of ministry activities to be used as a reference for others following in his position.

D. Operational Division

1. House Managers

- a. The office of House Manager shall consist of two staggered positions, each two semesters in length. The officer on his second term shall be the Senior House Manager. Any exceptions disrupting the staggered procedure must be brought before the Cabinet. The Cabinet will deal with this situation as it sees fit.
- b. The Senior House Manager is chairman of the Operational Division and he is to see that it operates smoothly and efficiently.
- c. It is the House Manager's responsibility to see that the cleanliness, sanitation, and general appearance of the House are always kept in order.
- d. They shall receive class and activity schedules and use them for assigning that semester's preps and cleanups.
- e. They shall also assign weekly and daily details and shall inspect them periodically and may issue fines if quality and time standards are not met.
- f. They shall purchase all House equipment and supplies other than food.
- g. They shall determine the distribution of furniture and other facilities between rooms.
- h. They shall be exempted from all details and all regular preps and cleanups.
- i. The Senior House Manager is a member of the Cabinet.

2. Treasurer

- a. The Treasurer shall keep the House funds, books, and financial records and shall pay and record all House invoices.
- b. On the thirteenth week of each semester, he shall prepare and submit a budget for the next semester for approval of the House assembly, which will be voted on at the last house meeting of the semester.
- c. He shall put in permanent file a copy of the budget, house contracts, contracts with any outside firm, and a record of all expenditures and income for that semester. He shall present a budget report to the House on a monthly basis.
- d. He shall operate the following services at his discretion: toll calls, loans, newspapers and magazine subscriptions.
- e. He shall have the authority to approve all miscellaneous purchases of less than \$40 (see House Rules), and shall see that the budget is adhered to as closely as possible.
- f. He shall be exempted from all details and regular preps and cleanups.
- g. The Treasurer is a member of the Cabinet
- h. The Treasurer will serve in his position for both the fall and spring semesters.

3. Commissars
 - a. The office of Commissar shall be a dual position of one semester in length.
 - b. The Commissars shall be in charge of planning nutritionally balanced menus, as well as ordering and obtaining the necessary foodstuffs.
 - c. They shall plan storage facilities, map and layout for the kitchen and dining rooms, and store all food in its proper place.
 - d. They shall act upon suggestions and complaints in a manner consistent with the budget and common sense.
 - e. They shall see that members have food-handler permits.
 - f. They shall be exempt from all details and regular preps and cleanups.
 - g. They shall be responsible for maintaining a notebook to be passed on to the next Commissars.
 4. Network Coordinator
 - a. He is responsible for communication between residents of Koinonia and the external network administrator.
 - b. He shall be responsible for handing out and collecting network cables at the beginning and end of the semester as well as at any other necessary times.
 - c. He will coordinate with the Treasurer regarding the service charge for the network hook-up as well as all other associated fees.
 - d. He shall be responsible for the network/web server and updating the web page.
 - e. He shall be responsible for the house mailing list.
- E. Any House officer may secure assistants as needed. Such appointments must meet with the approval of the individuals concerned.

ARTICLE VI MEETINGS

- A. House Meetings
 1. Meetings of the House assembly will be held once per week at a time agreed upon at the beginning of the semester.
 2. The President is in charge of the weekly House meeting. All members and initiates must attend. If unable to attend, a person must inform the President of the reason for his absence.
 3. The President may call special meetings if the occasion warrants it.
- B. Old Member Meetings
 1. The Initiate Director will call a meeting of all old members in the fifth and seventh weeks to discuss the progress made by the initiates as well as I-Week. The members will take a preliminary vote in the eighth week. The first week of the semester will begin the first Monday of classes at the University of Illinois.
 2. In the twelfth week of the spring semester the President will call a meeting; at this meeting the initiates will be accepted or rejected for membership.

ARTICLE VII

NOMINATION AND ELECTION OF OFFICERS

A. Nominations

1. Nominations shall be taken during the twelfth week of the fall semester and the thirteenth week of the Spring Semester at that week's house meeting.
2. There shall be no limit to the number of nominations for any individual or any office.
3. Requirements for nomination:
 - a. Nominees for Secretary, Athletic Director, Social Chairman(s), Photographer, Philanthropy Operations Director, Jr. House Manager, Network Coordinator, and Commissars must be Members or initiates accepted for membership in at least their second semester of collegiate residence.
 - b. Nominees for President, Vice President, Public Relations Chair, Senior House Manager, Treasurer, as well as Initiate Director and Chaplain(s) must be House Members (that is, not initiates).

B. Elections

1. The election of House officers shall take place in the thirteenth week of the fall semester and the fourteenth week of the spring semester at that week's house meeting.
2. Voting shall proceed by secret ballot.
3. Only a simple majority of the House assembly present is needed to elect the nominee. If one man does not receive a majority vote, additional ballots will be taken. At each retake, the low man will be dropped until someone receives the necessary number of votes to be elected. In case of ties between two men, additional ballots will be taken. If there is still a tie after the additional ballots, cabinet will vote by secret ballot to break the tie.
4. An individual may hold no more than two offices.
5. All officers, except the Initiate Director and fall Social Chairman, assume their offices as of New Student Week that semester.
6. The election of the House Treasurer shall take place during the House Meeting of the 12th week of school. He shall assume his post as Co-Treasurer as soon as he elected. He will then work with and be trained by the previous House Treasurer until the end of the semester.

ARTICLE VIII

VOTING

- A. Both members and initiates are allowed to vote for House officers.
- B. Only Members and Initiates accepted for membership in their second semester of residence are allowed to vote on changes in the Constitution. Constitutional changes require a three-fourths vote of all House members and approval of the Housing Director. There must be a two-week notice of such changes.
- C. Members and initiates are allowed to vote on changes in the House Rules. These changes require a simple majority of those present at the meeting. No advance notice is required.
- D. Members and initiates are allowed to vote on changes in the budget. These changes require a two-thirds vote of all House residents. There must be a one-week notice of such changes.
- E. Both members and initiates may vote upon all other matters.

ARTICLE IX

APPEAL TO THE HOUSE

- A. Any decision by any House officer or House committee may be appealed to the House upon submission to the President of a petition, signed by seven persons in the House assembly, stating that such an appeal is desired and the reasons wherefore it is desired.
- B. Upon receipt of said petition, the President will, at the next regular meeting, present the petition for consideration. The vote on the petition will take place by secret ballot no more than two weeks after the petition is presented. To appeal the decision, a two-thirds majority of the House assembly is necessary.

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