

Section One: Membership and Board of Directors

Chapter 1: Membership Votes, Election and Referenda

1.1. MEMBERSHIP

- 1.1.1. DEFINITION OF MEMBERSHIP: Anyone holding shares in the corporation shall be considered a member.
- 1.1.2. EVIDENCE OF MEMBERSHIP: Membership shall be evidenced by a contract for room, board, or permanent employment with the ICC.
- 1.1.3. MEMBERSHIP RIGHTS: Each member shall have one vote in ICC referenda, elections, and meetings regardless of number of shares.
- 1.1.4. NO TRANSFER OF MEMBERSHIP: Membership rights are not transferable from one person to another except as provided in these Standing Rules.
- 1.1.5. MEMBERSHIP FEE: Each new member shall pay a one-time, non-refundable membership fee of \$100 when they sign their first contract.

1.2. ELECTIONS

1.2.1. ELECTION TEAM

- 1.2.1.1. An Election Team shall be formed at the last meeting in November each year. (46/97)
- 1.2.1.2. This team shall direct nominations, campaigns, and elections. They shall set all relevant dates and make decisions for the election campaign.
- 1.2.1.3. The Board shall appoint at least two ICC members to serve on the committee.

1.2.2. HOUSE RESPONSIBILITY: Generally, the Board Member from the house is responsible for conducting the election in that house. However, the Board Member may appoint someone else to conduct the election. (For members voting in the office the Director of Member Services will be responsible). This person is responsible for:

- 1.2.2.1. Posting notices from the Election Team.
- 1.2.2.2. Picking up the ballots if they are not delivered and distributing these ballots to house members.
- 1.2.2.3. Collecting ballots and returning them on time to the ICC office or other designated place.

1.2.3. NOMINATIONS

- 1.2.3.1. Nomination sheets with a copy of the duties of the President (***Bylaw 4.2 and SR 3.2.2***) shall be sent by the election committee to each house to be posted. A definite date shall be set by the Election Team for the closing of nominations by mid-January. Notice of the date of closing of nominations shall be published in the Weekly Reporter. (46/97)
- 1.2.3.2. Candidates must have a valid contract for the following Fall/Winter term before the election. Only members of the ICC can nominate someone and only members of the ICC can be nominated. Nominations by non-ICC members or for non-ICC members will be discarded as invalid. ICC employees covered by the ICC Administrative Contract shall not be eligible to run. Other ICC employees who are also members may have other restrictions (see Bylaw 2.7). Members may nominate themselves. (see the official nomination form) (46/97)

- 1.2.3.3. The Election Team will secure the acceptance of the nomination from each nominee before the nominee is announced officially as a candidate.
- 1.2.3.4. The ICC President serves a term of one year (see Bylaw 5.2 and Bylaw 5.8) Therefore, candidates must run for a full year. All candidates must inform the Election Team if they are unable and/or the possibility exists that they will be unable to serve any portion of the Spring/Summer term. (39/2010-2011)

1.2.4. CAMPAIGN

- 1.2.4.1. Speeches: The team shall schedule a series of campaign speeches for each candidate. One speech should be scheduled for each candidate in each boarding house, including the house of the candidate. These speeches are best given immediately after dinner, so that the candidate may have a chance to speak with the members during the meal and after the speech.
- 1.2.4.2. The Election Team shall post the following in each house immediately after all nominations are received and accepted: (39/2010-2011)
 - A.** a list of candidates and their availability;
 - B.** a complete campaign schedule and
 - C.** a copy of the duties of the President taken from the ***Bylaw 4.2 and Standing Rule 3.2.2*** of the ICC. (see sample campaign schedule)
- 1.2.4.3. No two candidates may campaign in the same house at the same time.
- 1.2.4.4. There shall be no campaigning on election day(s).
- 1.2.4.5. Campaign posters and the like shall be allowed.
- 1.2.4.6. Candidate Statements: Candidates shall be entitled to have statements included with the ballots or posted in the houses at the time of the voting.

1.2.5. ELECTION

- 1.2.5.1. The President will be chosen using the method known as Approval Voting. Each ballot will include the names of all candidates and their availability. The ballot will also include space for write-ins. If the name on a ballot is unclear, a majority of the Election Team must agree on its interpretation. Write-in votes for candidates who are not ICC members are invalid. Each voter will be able to indicate on their ballot which candidates they “approve.” Voters may approve of as many candidates as they like. The winner of the election is the candidate who is approved of by the greatest number of voters. (39/2010-2011)
- 1.2.5.2. The Election Team shall post notices of the election not less than five days before the opening of voting in all houses and the ICC office. The notice shall detail the date voting begins and ends and the names of each candidate and their availability. When possible, this notice shall also be published in the weekly reporter. (39/2010-2011)
- 1.2.5.3. The voting period shall be at least 2 days and shall not begin and end on the same weekend.
- 1.2.5.4. The Ballots will be picked up by the house presidents or appointed representatives or delivered to the houses. Ballots will be distributed according to the number of members (one member = one ballot).
- 1.2.5.5. The representative from each house is responsible for seeing that a fair election is held in the house. The representative must distribute and collect ballots and return them to the ICC office or other designated place.

- 1.2.5.6. The Election Team shall set a time for the polls to close and a time for the ballots to be turned in. If the ballots have not been turned in on time, unless the Election Team has been notified of a delay by a house, those ballots will be forfeited. House Presidents should be reminded of this time the day preceding the election by the Election Team.
- 1.2.5.7. Non-Resident Members: Members who have shares but who do not currently reside or board in ICC houses shall be entitled to vote at the ICC office.

1.2.6. COUNTING OF BALLOTS

- 1.2.6.1. Ballots shall not be counted at the houses. All ballots will be pooled and counted the same day as the election by the Election Team. The ballots shall be counted twice to ensure accuracy.
- 1.2.6.2. Any indication that corresponds to a candidate will suffice as a true and correct choice. If a member changes their mind, erasures must be complete or should the choice be made in ink, a notation may be written by the member indicating that a choice was changed. Any mark that clearly indicates a member's choice is valid. For example, a name circled, an "x" next to the name or a check mark are acceptable. If there is a dispute a ballot will be valid only if a majority of the Election Team agrees on the choice.
- 1.2.6.3. An approval may be invalidated for the following:
- A.** Voting for anyone other than a candidate or an eligible ICC member
 - B.** A vote cast by an ineligible voter
 - C.** Voting for any but the run-off candidates in a run-off election (*see SR 1.2.7 below*)
 - D.** Turning the ballots in after the deadline set by the Election Team
- 1.2.6.4. No winning candidates shall be announced until all ballots of the entire election have been run off and counted.
- 1.2.6.5. Ballots shall be saved by the Election Team for one month after the date of the election.

1.2.7. RUN-OFF ELECTION

- 1.2.7.1. In the event of a tie, the Election Team shall schedule a run-off for as soon as possible and within one week. In the time interval between the elections there shall be no additional campaigning, nor shall the number of votes obtained in the original election be announced until the run-off is finished.
- 1.2.7.2. Election procedures are the same except only candidates approved by the greatest number of voters will appear on the ballot with no space for write-ins.

1.2.8. RE-COUNT: Any member may request a recount of the ballots. The member requesting the re-count and the Election Team will be present. If there is a disagreement between the member and the Election Team, the board will be the arbiter of any disputes.

1.2.9. REPORT TO THE BOARD AND MEMBERSHIP: The Election Team shall report to the Board at the first meeting after the election is completed. This report shall include the results by candidate divided by house, any comments on ballots by members and any other relevant details. The results shall be official when accepted by the Board of Directors.

1.2.10. INVALIDATION

Only the board of directors may invalidate an election if procedural flaws were made. In this case, a second election must be held.

1.2.11. INSTALLATION OF THE NEW PRESIDENT:The new President shall take office the day after the last scheduled day of finals of the Winter term of the University of Michigan according to the school of Literature Science and the Arts. In the event of a mid-year election the president shall take office immediately after the announcement of the winning candidate.

1.3. REFERENDUM

1.3.1. GENERAL

These rules shall further define the procedures for referendum as specified in Bylaw 7.6.

1.3.2. DEFINITION

A referendum is a poll of the membership or special meeting conducted by paper ballot generally over a several day period with voting by members at their particular house. A referendum is subject to Bylaw Chapter 7.

1.3.3. REFERENDUM COMMITTEE

The referendum committee shall:

- A.** Post notices of the referendum of the time, date and issue to be decided. When possible, this shall be published in the weekly reporter.
- B.** Have the ballots and information printed
- C.** Distribute the referendum to the houses.
- D.** Count the ballots and certify the results
- E.** Be composed of 6 people

1.3.4. WRITING THE REFERENDUM

The decision to have a referendum shall happen in one of two ways:

- 1.3.4.1. **BOARD INITIATED REFERENDUM:** The Board or an ICC committee may desire a referendum. If a committee desires a referendum, they shall write the ballot, background and pros and cons and place these on the Board agenda through the normal channels. If the Board desires a referendum, the board shall instruct a standing committee to write the referendum or form an ad-hoc committee to write the referendum. (60/97)
- 1.3.4.2. **PETITION INITIATED REFERENDUM:** A petition signed by at least 10% of the membership of the ICC and presented to the ICC President. A valid petition must include background, ballot, pros and cons, names of the authors of the petition. (48/96) (60/97)

1.3.5. BALLOT, BACKGROUND AND PROS AND CONS SPECIFICATIONS

- 1.3.5.1. **BACKGROUND:** The background shall consist of sufficient information for members to make an informed decision. The background shall be clear and shall accurately present information to the members. Vague wording will not aid members in making a decision and shall not be used.
- 1.3.5.2. **BALLOT:**
 - A.** The ballot may contain more than one question. Each question will have its own approval.
 - B.** Each question shall allow a choice of only “yes” or “no” on issues requiring approval or shall have the choices listed for other issues. There shall be no choice of “abstain.”
 - C.** Each ballot shall include along with the question, the following question: “Does this ballot fairly reflect the opposing views on this issue?” (60/97)

- 1.3.5.3. PROS AND CONS: The pros and cons shall contain arguments in favor of and against the question. The purpose of this is to show legitimate reasons why the question should or should not be passed. While arguments against or in favor of a question are opinion in nature they should not contain inaccuracies or misleading statements. The board shall be the final arbiter of what is acceptable and what is not. This information may be in paragraph form or “bullets” of information.

1.3.6. CALLING FOR THE REFERENDUM

- 1.3.6.1. BOARD INITIATED REFERENDUM: Once the draft referendum (background, ballot and pros and cons) has been written, the referendum committee shall post the draft not less than four days before the board meeting where the referendum is to be officially called. A notice with the draft should indicate that members may bring any concerns with the draft to the attention of their President or the Board of Directors. The board shall officially call the referendum by approving the ballot, background, pros and cons and date and times for voting (48/96) (60/97)
- 1.3.6.2. PETITION INITIATED REFERENDUM: A referendum shall officially be called when the President receives a petition signed by 10% of the membership. The President will choose a referendum committee to conduct the referendum as specified in *SR 1.3.3.* (60/97)

1.3.7. VOTING

- 1.3.7.1. The referendum committee shall post the final text of the referendum and the date and time of voting not less than seven days before the close of voting. When possible, this information shall also be published in the Weekly Reporter. (48/96) (60/97)
- 1.3.7.2. The ballots will be picked up by the house presidents or appointed representatives or delivered to the houses according to the number of members (one member = one ballot).
- 1.3.7.3. The representative from each house is responsible for seeing that a fair election is held in the house. The representative shall distribute and collect ballots, and return the votes cast to the office or other location as designated by the referendum committee.
- 1.3.7.4. The referendum committee shall set a time for the polls to close and a time for the ballots to be turned in. If the ballots have not been turned in on time, unless the referendum committee has been notified of a delay by a house, ballots not turned in will be forfeited. When possible, house Presidents should be reminded of this time the day preceding the election by the referendum committee.
- 1.3.7.5. Non-Resident Members: Members who have shares but who do not currently reside or board in ICC houses shall be entitled to vote at the ICC office.

1.3.8. COUNTING OF BALLOTS

- 1.3.8.1. Ballots should not be counted at the houses. All ballots will be pooled and counted the same day. The counting of ballots will be done by the referendum committee. The ballots shall be counted twice to ensure accuracy.
- 1.3.8.2. Any indication that corresponds to a choice will suffice as a true and correct choice. If a member changes their mind, erasures must be complete or should the choice be made in ink; a notation may be written by the member indicating that a choice was changed. Any mark that clearly indicates a member’s choice is valid. For example, a choice circled, an “x” next to the choice or a check mark are acceptable so long as no other marks are on the paper and more than one choice is not marked for each

- question. If there is a dispute a ballot will be valid only if a majority of the referendum committee agrees on the choice. If no choice is indicated then on that question, then it is assumed that the member does not wish to vote on that question.
- 1.3.8.3. A majority of valid votes cast is required for passage of each question. A referendum shall be invalid unless at least 10% of the membership casts valid ballots. Note: Membership includes everyone who has shares at the time of the referendum. *(see SR 5.1)*
 - 1.3.8.4. Vote on Fairness question: The referendum shall be valid only if a majority of the members of the ICC or two thirds of those voting on that question, whichever is smaller, answer that question in the affirmative. An invalid referendum shall be void as if it did not occur.
 - 1.3.8.5. Ballots shall be saved by the referendum committee for one month after the date of the referendum.
- 1.3.9. **RE-COUNT:** Any member may request a recount of the ballots. The member requesting the re-count and the referendum committee will be present. If there is a disagreement between the member and the referendum committee, the board will be the arbiter of any disputes.
 - 1.3.10. **REPORT TO THE BOARD AND MEMBERSHIP:** The referendum committee shall report to the Board at the first meeting after the referendum is completed. This report shall include the results by question divided by house, any comments on ballots by members and any other relevant details. The results shall be official when accepted by the Board of Directors.
 - 1.3.11. **INVALIDATION:** The board of directors may invalidate a referendum if procedural flaws were made. Such flaws must have a material effect on the outcome. Errors in procedure or failure to receive the ballots from one house are not in and of themselves sufficient to invalidate a referendum. In the event the referendum is invalidated, a second referendum must be held to decide the issue. (60/97)

Chapter 2: Member Rights, Responsibilities, and Uncooperative Behavior (05/2010-2011)

- 2.1. INTRODUCTION:** This chapter describes the rights and responsibilities of membership and cooperative life in the ICC. Cooperative and uncooperative behavior are defined herein. This chapter offers definitions for cooperative and uncooperative behavior, prejudicial behavior, sexual misconduct, and stalking. Further resources regarding conflict resolution process are provided in Chapter 14 of these Standing Rules and the Supplemental Conflict Resolution Guide, which can be found in the ICC office or by contacting members of Dispute Assistance and Resolution Team (DART). (*See Standing Rule 4.14*)
- 2.2. ICC SOCIAL CONTRACT** When members choose to sign a contract with the ICC, they accept the rights and responsibilities of membership in the ICC's housing and social community. As part of the ICC community, members are responsible for upholding shared values. Because the ICC establishes standards for membership, these standards of conduct, while falling within the limits of the law, may exceed federal, state, local, or academic requirements. The ICC considers these rules and procedures for resolving disputes a part of its educational mission and is committed to processes which provide both peer review and mediation.
- 2.3. LEGAL RIGHTS AND PROTECTIONS:** ICC members have the same rights and protections under the Constitutions of the United States and the State of Michigan as other citizens. The dispute resolution processes described in this section are internal organizational processes of the ICC and are not subject to the same rules as civil or criminal proceedings. Because certain forms of uncooperative behavior stated in this chapter may also be violations of law, members may therefore be accountable to both the legal system and the ICC.
- 2.4. ENFORCEMENT OF ICC POLICY:** Persons in official ICC positions have the responsibility to report violations of ICC rules in writing to the house president who is responsible for the implementation of ICC policy in the house. Once notified of the situation, it is the house president's responsibility to report the complaint to whoever is in violation of the policy and under ultimate threat of eviction. If the violation is not removed or corrected within 30 days, there will be an open hearing before the Operations Management Committee in order to decide on the possible expulsion of the member. (68*74/96)
- 2.5. CONTROLLED AND ILLEGAL SUBSTANCES POLICY (31/98)(7/99)17/2010-2011)**
- 2.5.1. No ICC or house funds may be used to purchase controlled or illegal substances.
- 2.5.1.1. This includes alcohol.
- 2.5.2. All members and guests of ICC houses are expected when on ICC property to comply with applicable laws regarding controlled and illegal substances.
- 2.5.2.1. In the State of Michigan, the law prohibits possession or consumption of alcohol by any person under age 21 and prohibits knowingly furnishing selling alcohol to or knowingly allowing the possession or consumption of alcohol at a social gathering by any person under age 21.
- 2.5.3. The ICC does not condone the unlawful manufacture, distribution, possession, or use of controlled and illegal substances on ICC premises. The unlawful manufacture, distribution, possession, or use of controlled and illegal substances on ICC premises may be considered

uncooperative behavior under **Standing Rule 2.8**. Houses are encouraged to set a more detailed policy on controlled and illegal substances as needed.

2.5.4. If the Director of Financial Services believes a house has used ICC or house funds to purchase controlled or illegal substances, they will turn over all applicable information to the Coordinating Committee. That committee shall then conduct an investigation as they see fit. If it is determined that ICC or house funds have been used to purchase controlled or illegal substances, the house shall be fined \$20 per member. If the house wishes to appeal the decision of the Coordination Committee, they may present their case to the board.

2.5.4.1. All monies resulting from these fines shall be donated to the Scholarship Fund.

2.5.5. STATEMENT OF CONTINUOUS EDUCATION. The ICC strongly believes that preventative education is a key component to helping members understand and follows laws regarding alcohol purchase and consumption. The education committee shall assume the role of coordinator in these endeavors. More explicitly, the committee shall work on integrating this policy into education programs for house presidents and new members in addition to disseminating information through brochures, the Cooperator and other means whenever possible. (7/99)

2.6. MEMBER RIGHTS AND RESPONSIBILITIES: ICC members in good standing have the following rights and responsibilities:

RIGHTS	RESPONSIBILITIES
A. To live and/or board in their assigned House and room during the period of their contracts.	a. To refrain from behavior which in any way prevents or discourages another member from living and/or boarding in their assigned House or room during the period of their contract.
B. To live and/or board in a democratically managed House under the auspices of a democratically run organization.	b. To regularly attend House meetings and participate actively, or through their elected representatives, in the governing of their House and the ICC. To keep abreast of all House and ICC communications such as emails, newsletters, calendars, and website updates.
C. To live and/or board in a House, and room, which are clean and sanitary.	c. To share in whatever work is required to keep the House and boarding coop clean, sanitary, in good repair, safe and secure, and operating properly.
D. To live and/or board in an assigned House and room which are safe and secure.	d. To abide by all House and ICC security measures. Lock doors, windows, and rooms appropriately. Monitor all guests. Manage keys and lock combinations responsibly. Respect the property and privacy rights of others. Refrain from all illegal activities.
E. To live and/or board in a House and room free from abuse, harassment and prejudicial behavior of any kind.	e. To refrain from any actions that would discriminate against, harass or abuse another member; or cause physical, emotional, or psychological harm.
F. To privacy in their assigned room.	f. To respect the privacy rights and personal space of others.

G. To access all House and ICC rules, policies, and financial records.	g. To pay all House and ICC charges in a timely manner. Familiarity with the ICC Standing Rules, Bylaws, policies, contracts, and House constitutions.
H. To a balanced and fair system of dispute resolution and due process.	h. To work proactively to resolve disputes in a forthright, peaceful and civil manner – beginning at the House level whenever possible and appropriate
I. To trained and competent House Officers; including protection from capricious or irresponsible decision making.	i. To communicate and cooperate with House Officers in the execution of their duties. To hold Officers accountable and provide constructive feedback at appropriate times and places. To be familiar with the ICC Standing Rules, and House constitutions and membership contract. Attend and actively participate in relevant meetings.

2.7. COOPERATIVE BEHAVIOR DEFINED: Cooperative behavior is that behavior which supports the successful functioning of cooperative operations and governance and contributes to the general wellbeing of co-op members and the ICC organization. Accordingly, cooperative behavior embodies and reflects the following ICC Core Beliefs and Values as laid forth in the Preamble to these Standing Rules:

- A.** Equality
- B.** Member Control
- C.** Individual responsibility
- D.** Sustainability
- E.** Cooperation
- F.** Self-reliance
- G.** Diversity
- H.** Community
- I.** Participation
- J.** Stewardship

2.8. UNCOOPERATIVE BEHAVIOR DEFINED

2.8.1. Uncooperative behavior is behavior which impedes or obstructs the successful functioning of cooperative operations, and/or threatens the general wellbeing of co-op members. Members may be sanctioned for uncooperative behavior in accordance with these Standing Rules.

Uncooperative behavior includes any behaviors which conflict with any of the following:

- A.** ICC Standing Rules
- B.** Membership Contract
- C.** Committee policies
- D.** House policies or constitutions
- E.** ICC Core Beliefs and Values
- F.** Principles of Cooperation as outlined in the preamble to the Standing Rules.
- G.** City, state or federal laws

2.8.2. EXAMPLES OF UNCOOPERATIVE BEHAVIOR (09/2010-2011): This section will serve as a guideline for referral and expulsion. Only in cases where a house constitution has stricter definitions of uncooperative behavior can the house constitution supersede this section.

2.8.2.1. FAILURE TO DO WORK:

- A.** Not signing up for and/or completing the required amount of work.
- B.** Not attending scheduled house meetings
- C.** Behaving in a way that creates an unreasonable amount of work for others in the house.
- D.** Not paying all house and ICC charges and fines as required.
- E.** Making payments, bribes or other trades to avoid doing work.

2.8.2.2. ABUSE OF COMMUNITY PROPERTY:

- A.** Not returning tools, dishes and equipment when finished using them.

2.8.2.3. INFRINGEMENT ON THE PRIVACY AND/OR PROPERTY OF OTHERS:

- A.** Entering a member's room without permission.
- B.** Using a member's food or possessions without permission.
- C.** Not taking responsibility for the actions of one's guests in the house.
- D.** Invading the body space of another member.
- E.** Making it unreasonable for a roommate to use their share of the room or making it unreasonable for a new member to move in.

2.8.2.4. Actions that constitute a significant threat to the health, safety or welfare of co-op members, whether or not such actions are also subject to penalties under civil or criminal law.

2.9. PREJUDICIAL BEHAVIOR (42/2010-2011)

- 2.9.1. STATEMENT OF ICC POSITION ON PREJUDICIAL BEHAVIOR:** The members of the ICC prohibit and will not tolerate prejudicial behavior. All ICC members, guests and employees have the right not to be subjected to prejudicial behavior.
- 2.9.2. DEFINITION OF PREJUDICE:** An attitude toward any actual, perceived or allied member of any group, formed without just grounds or sufficient knowledge, held by a person belonging to any group.
- 2.9.3. DEFINITION OF PREJUDICIAL BEHAVIOR:** Prejudicial behavior is behavior motivated or influenced by prejudice that results in personal or group injury. It need not be intentional or persistent. It degrades on the basis of actual, perceived, or allied social group membership (including, but not limited to socioeconomic status, race, ethnicity, nationality, language or citizenship, marital status, religion, political belief, sex, gender identity and expression, sexual orientation, physical/mental disability or illness, age, veteran status, height or weight.)

2.10. SEXUAL MISCONDUCT

- 2.10.1. STATEMENT OF ICC POSITION ON SEXUAL MISCONDUCT:** The members of the ICC prohibit and will not tolerate sexual misconduct. The ICC members recognize that sexual misconduct need not be intentional or persistent and that there are varying degrees of sexual misconduct. All ICC members, guests, and employees have the right not to be subjected to sexual misconduct
- 2.10.2. DEFINITION OF SEXUAL HARASSMENT :** The members of the ICC define sexual harassment as any behavior that fits the following criteria:
- A.** It is behavior that emphasizes the sexuality or the sexual identity of another person;
 - B.** It is behavior that is inappropriate and that can have a negative effect on the ability of the recipient of the behavior to fully enjoy the benefits of membership in or employment by the ICC.
- 2.10.2.2.** Sexual harassment may include, but is not limited to the following:
- A.** Comments, gestures, intrusive questioning, notes, jokes, pictures, items, media and internet communication or other forms of personal attention that may create an uncomfortable or hostile environment or be perceived as sexual overtures or denigration;
 - B.** Acts of physical aggression, intimidation, hostility, or unequal treatment based on gender identity, sex assignment, or sexual orientation;
 - C.** Unwelcome advances including sexual propositions, suggestive comments, demands of a sexual nature, touching, petting, tickling, kissing, grabbing or any other invasion of personal space;
 - D.** Advances of the type mentioned in (c) through promise or rewards or coercion or threat of punishment or sanctions including but not limited to physical or emotional violence, loss of membership, or public humiliation;

2.10.3. DEFINITION OF SEXUAL ASSAULT: Sexual assault is any form of sexual contact obtained without consent and/or obtained through the use of force, threat of force, intimidation, or coercion.

2.10.4. DEFINITION OF CONSENT:

- A.** Clear, Unambiguous, Enthusiastic, and Verbal (including sign-language) and/or Non-Verbal agreements between participants.
- B.** All parties have the right to withdraw their consent at any point
- C.** The ability to say yes or no with both answers being respected equally
- D.** Must be given voluntarily without any form of force, coercion or fear being used in order to gain consent.
- E.** Each successive act or encounter requires consent from all parties before moving any further
- F.** The person who initiates and/or escalates sexual acts is responsible for gaining consent from other parties involved
- G.** Consent must be given with unimpaired judgement. The person giving consent cannot be physically or mentally incapacitated in any manner.
 - 1. Definition of “incapacitated” taken from University of Michigan’s Student Sexual Misconduct policy: Lacking the physical and/or mental ability to make informed, rational judgements. This may have a variety of causes, including but not limited to, being asleep or unconscious, having consumed alcohol or taken drugs, or experiencing blackouts or flashbacks

2.11. STALKING

2.11.1. STATEMENT OF ICC POSITION ON STALKING: The members of the ICC prohibit and will not tolerate stalking behavior.

2.11.2. DEFINITION: Stalking is defined as a willful course of conduct involving repeated or continuing harassment made against the expressed wishes of another individual, which causes that individual to feel emotional distress including fear, harassment, discomfort, intimidation or apprehension.

- A.** Willful course of conduct refers to a pattern of behavior made up of a series of two or more separate non-continuous acts that share the same purpose.
- B.** It is behavior that is inappropriate and that would tend to have negative effect on the ability of the recipient of the behavior to fully enjoy the benefits of membership in or employment by the ICC.

2.11.2.2. Stalking may include, but is not limited to the following:

- A.** Unjustified, jealous and inappropriate intrusion into the targeted individual’s life; environment or be perceived as sexual overtures or denigration;
- B.** Following or appearing within the sight of the targeted individual after being informed that such contact was unwanted.
- C.** Approaching or confronting the targeted individual in a public or private place after being informed that such contact was unwanted.
- D.** Appearing at the residence or in the personal space of the targeted individual after being informed that such contact was unwanted.
- E.** Sending unwanted gifts or objects to the targeted person.

- F. Entering or remaining in the targeted individual's residence or personal space after being requested to leave.
- G. Contacting the targeted individual by telephone, mail, electronic communication, surrogates, or any other means, after being informed that such contact was unwanted.

Chapter 3: Board and Officers

3.1. THE BOARD OF DIRECTORS

3.1.1. RESPONSIBILITIES: The Board shall exercise all the responsibilities of the Bylaws. All general policies enacted by the Board shall be considered Standing Rules. Board responsibilities shall specifically include:

- A.** Planning the development of the ICC
- B.** Considering any other concerns or operational difficulties that may arise
- C.** Submission of a report of its activities, plans, and general concerns in the annual report.
- D.** Holding title to all real and chattel property of the Corporation and member houses. The proceeds from the sale of any property because it was deemed that rehabilitation was not feasible shall go into the Development Fund. (54-08)
- E.** Payment of all mortgages, land contracts taxes and insurance on the properties of the corporation.

3.1.2. POWERS AND LIMITATIONS

3.1.2.1. The powers of the board are as delegated to it by the members through the Bylaws. They include:

- A.** Conducting research, including surveying the membership regarding issues before the Board and/or surveying membership satisfaction;
- B.** Reviewing Bylaws and Standing Rules to bring procedure in line with practice;
- C.** Restructuring proposals to make the organization more effective; and
- D.** Studying student co-ops on other campuses to incorporate new organizational procedures and services within the ICC.
- E.** To approve a yearly budget for the next fiscal year and supervise the administration of the budget, ensuring that no more than 10% of any budget line item less than \$5,000 and no more than 5% over any budget line items greater or equal to \$5,000 is spent without board's approval. Individual committee budgets shall be treated as one line item. (32/92)

3.1.2.2. The Board is limited in the exercise of its powers as follows: (10/92)

- A.** It shall enact no policy which wrongfully disadvantages any group based on race, gender, religion, political belief, sexual orientation, national origin, economic status, age, veteran status or physical or mental disability; and
- B.** It shall enact no policy contrary to the Bylaws, articles of incorporation or relevant legal statutes.

3.1.3. THEMING, NAMING, AND RENAMING OF HOUSES: The board interprets Bylaw 3.2 as giving the board the power to theme, name, and/or Rename a house.

A. A house can be themed by the Board when:

1. The house is newly purchased;
2. It is requested by the membership of the house;
3. Initiated by the board or a committee and there is consent of the house.

- B.** A house can be named when:
 1. The house is first purchased.
- C.** A house can be renamed when:
 1. It is requested by the membership of the house;
 2. Initiated by the board or a committee, and there is consent of the house.

3.1.4. EMERGENCY OPERATIONS CLAUSE: If a house is under EHOT, and re-naming or re-theming is being discussed, the following procedure must be followed:

- A.** An Ad hoc board committee shall be formed with no less than 3 board members and 2 non-board members of the house being discussed. These house members shall be nominated and elected by the house and approved by EHOT. The Ad hoc committee shall not exceed 6 people total.
- B.** The purpose of this Ad hoc committee shall be to work alongside EHOT and the house to research history and current issues to provide the Board with a balanced perspective and recommendation. Information collected by this Ad hoc committee should also pertain to any legal restrictions the Board may have within any particular situation.
- C.** At the enactment of this Ad hoc committee, the Board shall set a deadline for the committee to be prepared to present their recommendation. This deadline should keep in mind contract dates and signing times.
- D.** The Ad hoc committee shall report regularly to the Board to report progress and provide information.

3.1.5. PLANNING (4/04, 5/15): Before and during the final fiscal year of the current Strategic Plan, CoCo shall lead the ICC in the process of writing new Strategic Objectives and formulating Annual Objectives in accordance with the following stipulations:

- A.** The development of a new Strategic Plan shall begin by March (before the final fiscal year of the current Strategic Plan) and end in August (in the final year of the current Strategic Plan). The process shall include an intensive planning retreat involving all interested ICC members, including staff.
- B.** The Coordinating Committee shall consult staff members, committees, teams, officers, and non-Board members in writing the Strategic Plan, during March (before the final fiscal year of the current Strategic Plan) and throughout the spring/summer term of the final fiscal year of the current Strategic Plan. The Strategic Plan should delegate responsibility for annual objectives to relevant individuals and groups within the ICC.
- C.** CoCo will develop Annual Objectives for each of the three to five years in the future in order to progress toward the new Strategic Objectives.
- D.** The Strategic Plan shall cover all areas of the organization, including Education, Finance, Membership, Infrastructure, Maintenance, and Organizational Management.
- E.** In the interim years between Strategic Plan rewrites, the strategic objectives shall be maintained, but CoCo may adjust the Annual Objectives slightly, if needed.

3.1.5.2. When the ICC is not in the final year of the current Strategic Plan, the Coordinating Committee shall review the progress on the previous year's Annual Objectives, and

- the Annual Objectives for the current year. CoCo will then consult the Annual Objectives for the next fiscal year, and present these to the Board in July. If CoCo makes changes to the next fiscal year's Annual Objectives, the Board must approve these changes by an 85% majority.
- 3.1.5.3. At the end of Winter term, any Annual Objectives for the current fiscal year that have not been accomplished shall automatically be added to the Annual Objectives for the next fiscal year.
- 3.1.5.4. When the ICC is in the final year of the current Strategic Plan, CoCo shall present a new Strategic Plan to the Board in July. The Board shall approve a new Strategic Plan no later than August 31.
- 3.1.5.5. The ICC General Manager and ICC President shall report to the Board on the progress of the Strategic Plan during the fall term, during the winter term, and during the spring/summer term. These reports shall be made accessible to all future Boards
- 3.1.5.6. The Finance Committee's recommendation for the next year's operating budget shall reflect the Annual Objectives for the coming year.
- 3.1.6. BOARD MANUAL: All resolutions of the Board of Directors on Goals for the ICC, Roles and Responsibilities of the Board of Directors, Specifics of Process of the Board, Yearly Board Reports of the Board, Staff Goals of the ICC, and staff duties shall be incorporated in a Board Manual to be kept up-to-date by the General Manager.
- 3.1.7. BOARD MEETINGS:
- 3.1.7.1. FREQUENCY: Board meetings shall be held approximately every two weeks during the Fall/Winter and not less than every 3 weeks during the Spring/Summer. The date and place of meeting shall be selected as deemed appropriate by the President within these regulations and the directives of the Board.
- 3.1.7.2. PROCESS: The board shall operate under a system of Kwunsensus (*see SR 3.4 below*). The Coordinating Committee will screen ideas for changes in the model. (See also Bylaw 3.8) (45/91)
- 3.1.7.3. QUORUM: A majority of voting members shall constitute quorum. Quorum must be called before calling for consensus.
- 3.1.7.4. ADVANCE NOTICE: All matters to be voted on by the Board shall be presented in writing to each member at least 24 hours before the voting will occur to allow sufficient time for intelligent discussion. The Board must consent to hear any matter which has not met the 24 hour notice.
- 3.1.7.5. COMMITTEE REPORTS: In order for the Board to keep tabs on ICC Committee progress, committee chairs are requested to submit a monthly report of their activities and goals to the Board (not necessarily typed, but written neatly). All committee reports to the Board shall be submitted in writing in time to be distributed with the agendas of the meeting at which the committee report is to be presented.
- 3.1.7.6. MINUTES: The Board minutes shall:
- A.** Record a summary of discussion, all calls to reconciliation, votes on reconsideration and strong concerns.
 - B.** Record all Board members in attendance and all Board members absent.
 - C.** Be posted in each House and the ICC office in the following Board packet.
- 3.1.7.7. ATTENDANCE: The Board minutes shall record all Board members in attendance and all Board members absent.

- 3.1.7.8. POSTING MINUTES: The minutes of the Board meeting shall be posted in each House and the ICC office no more than five days after the date of the meeting.
- 3.1.7.9. REQUIREMENTS FOR VOTING BOARD OF DIRECTORS MEMBERS: The Board interprets Bylaw 3.113 to mean that a Board representative cannot vote at a Board meeting unless they board or reside in an ICC-Ann Arbor co-op on the day of that Board meeting. (38-94)
- 3.1.7.10. BOARD ATTENDANCE:
 - A.** The Board interprets Bylaw 3.112 to mean that a co-op representative shall be required to have attended one of the previous two meetings, in its entirety (this shall be considered to include any agenda item which requires a decision to be made by the board) in order to be a voting member of the board. (1/96)
 - B.** If a board member cannot attend a Board meeting, they must:
 - 1. Inform the ICC President at least 24 hours in advance AND
 - 2. Make a good faith efforts to send a representative from their house
 - 3. If a representative cannot be found, or fails to show up at the meeting, then the Board member must meet with a member of Coco within a week of the missed meeting to discuss the happenings of the Boards
 - C. FINES:**
 - 1. If the Board member does not contact the ICC President 24 hours in advance, then they shall be fined [\$X] for every hour of Board meeting missed (*see S.R. 8.9*)
 - 2. If it is the case that no representative from the house attends the board meeting, and no attempt has been made to meet with a member of Coco, then a fine of \$20.00 shall be assessed to the house. The work manager and /or treasurer of the house will be contacted, in case the house sees fit to direct the fine toward any particular house member.
- 3.1.7.11. LAST MEETING: No proposal of the last meeting of the Fall/Winter term shall be called to reconciliation unless it will be immediately reconciled. Instead, the proposal shall be called to be tabled by the voting board members and brought back to the first meeting of the Spring/Summer term.

3.2. ICC OFFICIAL POSITIONS: The ICC President, Vice-Presidents, and Recording Secretary shall receive full time off their respective house work schedules. Other ICC officers, committee, team, and sub-committee chairs, and members of ICC committees may receive such time off their house work schedules as is deemed appropriate by the Coordinating Committee. The descriptions of officers are the duties that must be performed by the Coordinating Committee. These duties may either be carried out by utilizing the following outline developed by the co-op over the past or it may choose to create new descriptions for officers so as to utilize the skills of the individual members in a more efficient manner. All the duties mentioned below must be accounted for. (11/87) (63/97)

3.2.1. COMMITTEE ACCOUNTABILITY: All ICC committee, team sub-committee chairs shall issue on a monthly basis the first of every month) a written account of hours worked by each member of their committee. This account shall include hours spent in meetings as well as hours spent on tasks designated by the committee, team or sub-committee chair. The Coordinating Committee shall be responsible for combining the accounts of each committee, team, or sub-committee. It shall also be responsible for their distribution to all House Presidents and Work Managers. In addition, at least one copy shall be provided to each House to be posted in a conspicuous location. (60/95)

3.2.1.1. REVIEW OF PRESIDENT'S WORK: (43/2010-2011)Coordinating Committee may choose to review the president's work at any point after the president has been in office for two months, but a review must occur in during the first week of November. The Coordinating Committee shall review the President's work from their term thus far and determine if the president is fulfilling their duties. This evaluation will be based on a comparison of the president's work with the job description laid out in **SR 3.2.2.** The Coordinating Committee will make a determination as to whether or not the president is fulfilling their job description. If the president is not fulfilling their duties, the president will have one month to start completing the necessary work or they will lose their scholarship. The work of any president not serving a full term will be reviewed at the end of the second month of their term.

3.2.1.2. BOARD INVOLVEMENT: (43/2010-2011)The Coordinating Committee decision shall be reported to the Board at the last meeting in November. The Board must accept the Coordinating Committee's decision by an 85% percent vote. If the Board votes against the president continuing in the position, the president will have until the first Board meeting in January to make improvements to their work. The Board will again vote on the issue at that time and if the president does not receive an 85% vote then the president will lose their scholarship. This same process shall be used for presidents who are not serving a full term, although it will occur after the president has served two months, not necessarily in November.

3.2.1.3. REVIEW OF VICE PRESIDENT’S WORK: (43/2010-2011) In consultation with involved staff and Board members, the President may choose to review the Vice Presidents’ work at any point after the Vice Presidents have been in office for two months, but a review must occur during the first half of November. The President and other involved parties shall review the Vice Presidents’ work from their terms thus far and determine if the Vice Presidents are fulfilling their duties. This evaluation will be based on a comparison of the Vice Presidents’ work with the job descriptions laid out in *SR 3.2.4 through 3.2.9*. The President will make a determination as to whether or not the Vice Presidents are fulfilling their job descriptions. If a Vice President is not fulfilling their duties, that Vice President will have one month to start completing the necessary work or they will lose their scholarship. The work of any Vice President not serving a full term will be reviewed at the end of the second month of their term.

3.2.1.4. BOARD INVOLVEMENT: (43/2010-2011) The President’s decision shall be reported to the Board at the first January Board meeting. The Board must accept the President’s decision by an 85% percent vote. If the Board votes against any one of the Vice Presidents continuing in their position, then they will have until the first Board meeting in February to make improvements to their work. The Board will again vote on the issue at that time and if the Vice President does not receive an 85% vote then they will lose their scholarship. This same process shall be used for Vice Presidents who are not serving a full term, although it will occur after the president has served two months, not necessarily in November.

3.2.2. ICC PRESIDENT:

- A.** Is the Chief Executive Officer and should bring to the attention of the Board all matters requiring attention (*see Bylaw 4.2*).
- B.** Shall be responsible for calling meetings of the Board of Directors in accordance with these regulations and the directives of the Board (*see Bylaw 4.2*).
- C.** Shall write an agenda for each regular meeting at least three days prior to the date of the meeting and forward it to the Recording Secretary (*Bylaw 5.9*).
- D.** Chairs the Coordinating (Executive) Committee (*see Bylaw 5.9*).
- E.** Shall, after advice from the Board, cast the ballots of the ICC in all NASCO Board elections. (1/86)
- F.** Shall act as liaison to staff and oversee evaluation of the General Manager and staff functions. (11/87)
- G.** Shall sit on the Emergency House Operations Team (EHOT) and the Contract Release Committee (CRC).
- H.** Shall receive full work credit

3.2.3. GENERAL MANAGER:

- A.** Administers the affairs of the corporation according to adopted procedures and as instructed by the Board (*see Bylaw 4.5*).
- B.** Advises the Board, particularly of its legal responsibilities
- C.** Is responsible for all legal transactions in conjunction with the President.
- D.** Advises either formally or informally all committees, and Board meetings and shall in no case make or second motions, vote, act as a chair, or call meetings.
- E.** Trains and supervises all other staff.

- F. Responsible for ensuring the student nature of the ICC and the ICC's adherence to the Rochdale Principles as stated in the Preamble to the Bylaws, particularly the ICC's political and religious neutrality.
- G. Perform all duties as specified in *SR Chapter 10 (Facilities Management and Maintenance)*

3.2.4. VICE PRESIDENT FOR OPERATIONS MANAGEMENT: shall

- A. Chair the Operations Management Committee, conducting it in accordance with *SR 4.10*
- B. Call regular meetings of the Operations Management Committee, voting only to break ties, and shall prepare agenda with input from the committee members and the Director of Housing
- C. Shall sit on the Coordinating Committee, the Interim Assistance Committee (IAC), the Emergency House Operations Team (EHOT), and the Contract Release Committee (CRC).
- D. Serve as a non-voting member of the Board of Directors with full responsibilities and make regular reports to the Board on membership issues.
- E. Receive full work credit.
- F. When necessary, assist with routine office duties pertaining to membership.
- G. Seek volunteers for membership activities.

3.2.5. VICE PRESIDENT FOR FINANCE: shall

- A. Chair the Finance Committee, conducting it in accordance with *SR 4.7*;
- B. Call regular meetings of the Finance Committee, voting only to break ties,
 - and shall prepare agenda with input from the committee members and the
 - Director of Financial Services;
- C. Sit on the Coordinating Committee, the Emergency House Operations Team (EHOT), the Contract Release Committee (CRC), and the Size Management
 - and Restructuring Team (SMART);
- D. Serve as a non-voting member of the Board of Directors with full responsibilities and make regular reports to the Board on financial issues;
- E. Receive full work credit;
- F. Prepare reports on long range finances and advise the Board on financial decisions;
- G. Administer the budget and check on spending levels;
- H. Work with other ICC committees as necessary to help them make informed decisions;
- I. Assist the Director of Financial Services in training of house treasurers;
- J. Be responsible for overseeing the Director of Financial Service's establishment and maintenance of standard ICC bookkeeping procedures;
- K. Shall execute all documents and reports required by law of the treasurer of a nonprofit corporation;
- L. Shall contract for an annual independent financial audit and report the results to the Board.

3.2.6. VICE PRESIDENT FOR EDUCATION: shall

- A. Chair the Education committee, conducting it in accordance with *SR 4.5*.

- B. Call regular meetings of the Education Committee, voting only to break ties, and shall prepare agenda with input from the committee members and the Director of Education
 - C. Sit on the Coordinating Committee
 - D. Serve as a non-voting member of the Board of Directors with full responsibilities and make regular reports to the Board on education issues.
 - E. Receive full work credit.
 - F. Appoint the Cooperator editorial board and the Coop Reporter compiler with the Coordinating Committee's consent. (27/94)
- 3.2.7. VICE PRESIDENT FOR FACILITIES MANAGEMENT shall**
- A. Chair the Facilities Management Committee, conducting it in accordance with *SR 4.6*. (2/14)
 - B. Call regular meetings of the Facilities Management Committee, voting only to break ties, and shall prepare agenda with input from the committee members, the Director for Maintenance, (2/14)
 - C. Sit on the Coordinating Committee, the Interim Assistance Committee (IAC), and the Size Management and Restructuring Team (SMART).
 - D. Serve as a non-voting member of the Board of Directors with full responsibilities and make regular reports to the Board on issues regarding facilities management, maintenance, and capital improvements.
 - E. Receive full work credit.
 - F. Work with Maintenance Staff to develop the maintenance budgets, develop and institutionalize Facility Management and preventative maintenance programs, revise policy, and respond to member concerns.
- 3.2.8. VICE PRESIDENT FOR MARKETING AND RECRUITMENT: (28/2010-2011) shall**
- A. Chair the Marketing and Recruitment Committee, conducting it in accordance with *SR 4.9*
 - B. Call regular meetings of the Marketing and Recruitment Committee, voting only to break ties, and shall prepare agendas with input from the committee members and the Director of Housing
 - C. Sit on the Coordinating Committee and the Size Management and Restructuring Team (SMART).
 - D. Serve as a non-voting member of the Board of Directors with full responsibilities and make regular reports to the Board on recruitment and retention issues
 - E. Receive full work credit
 - F. When necessary, assist with routine office duties pertaining to recruitment and retention
 - G. Seek volunteers for marketing, recruitment, and retention activities
- 3.2.9. VICE PRESIDENT FOR DIVERSITY: (76/06) shall**
- A. Chair the Diversity Committee, conducting it in accordance with *SR 4.4*.
 - B. Call regular meetings of the Diversity Committee, voting only to break ties, and shall prepare agenda with input from the committee members and the Director of Education
 - C. Sit on the Coordinating Committee.

- D. Serve as a non-voting member of the Board of Directors with full responsibilities and make regular reports to the Board on diversity issues
- E. Receive full work credit

3.2.10. CENTRAL STUDENT GOVERNMENT EX-OFFICIO REPRESENTATIVE: (39/09)

- A. Shall be appointed by nomination by the President and approved by the Board no later than October 15th of each year.
- B. Shall be given full work credit.
- C. Shall be required to attend at least one CSG meeting per month and give bi-weekly updates to the Coordinating Committee regarding all CSG meetings and their personal progress towards building a relationship between CSG and the ICC.
- D. Shall be required to reach out to and foster connections with at least three CSG committees or commissions in a given term.
- E. Shall give a presentation at the end of the year to the Board of Directors detailing their involvement and the steps taken to form a relationship between CSG and the ICC.
- F. Shall communicate to the general membership monthly regarding opportunities for involvement in CSG committees and commissions that are relevant to the ICC's goals and philosophies.
- G. Shall acquire and maintain extensive knowledge of the operations of the ICC, CSG, and their committees.
- H. Shall network with all ICC Vice-Presidents and make known to them resources and opportunities from CSG to advance their committee's goals.
- I. Shall meet with the General Manager once at the beginning of each academic semester (in accordance with the UM Academic Calendar) to discuss general ICC activity and aspects of the ICC that CSG involvement could enhance.
- J. Shall meet with the CSG Executive Board at the beginning of their term to offer the ICC as a resource for CSG and its members and discuss avenues for involvement.
- K. Shall directly notify CSG and its members of public events sponsored by the ICC and its houses, and vice versa.
- L. Shall create an end-of-term memo to brief their successor on any and all projects and information pertaining to ICC/CSG relations.
- M. Shall serve no less than one term, defined as October to May.

3.2.11. OTHER BOARD LEVEL COMMITTEE CHAIRS:

- A. Shall chair the committee(s) assigned to them,
- B. Shall sit on the Coordinating Committee,
- C. Shall make regular reports to the Board, and
- D. Perform all duties as specified by the Standing Rules

3.2.12. RESPONSIBILITY IN THE CASE OF ABSENCE OR INABILITY TO SERVE: If the President is unable to fulfill their duties due to resignation, accident, illness, absence from Ann Arbor, death or other reason, an officer shall temporarily assume the duties of the presidency until the president is again able to perform their duties or a new president is elected in a special election as provided for in the Bylaws. The officers shall assume these duties in the following order of succession: (52*59/97)

1. VP for Operations Management
2. VP for Finance
3. VP for Education
4. VP for Facilities Management
5. VP for Diversity
6. VP for Marketing and Recruitment

Officer positions shall automatically be deleted from this list if they are unfilled or no longer exist, and new officer positions shall be added to the bottom of the list in the order that they are created.

3.2.13. ABSENCE OF THE PRESIDENT: For the purposes of interpreting Bylaw 5.8 (temporary President for Spring/Summer term), the temporary ICC President shall serve only until the elected President has returned to Ann Arbor, is ready, and is living or boarding in an ICC house. The elected President must assume full responsibilities by the first day of the Fall contract period. (26/01-02)

3.3. VICE PRESIDENTIAL ELECTIONS

3.3.1. **NOMINATIONS:** Nominations for the ICC Vice Presidents (Coordinating Committee) shall open during the first Board meeting after the election of the ICC President. This may happen at the same meeting as the acceptance of the results of the election. Coco will publicize the elections through the ICC Reporter and fliers to the houses.

3.3.1.1. Any ICC member may be nominated by any other ICC member. Self-nominations are allowed.

3.3.1.2. If, after the Board meeting, there are still no candidates for a position, all Board members are responsible for nominating suitable candidates.

3.3.1.3. Nominations may be submitted to the Coordinating Committee at any time after the nomination meeting.

3.3.1.4. Each candidate may provide a written statement to be included in the Board packet.

3.3.2. **ELECTIONS:** Elections shall take place at the Board meeting following nominations.

3.3.2.1. If only one candidate is running, they shall be elected by an 85% approval vote of the Board.

3.3.2.2. If more than one candidate is running, the candidate receiving a majority of votes shall be elected. If no candidate receives a majority, the candidate receiving the least votes shall be eliminated and a runoff election shall be held. This process is repeated until someone receives a majority.

3.3.2.3. If the winning candidate cannot serve a full one-year term, the Board may immediately hold an election for the unfilled portion of the term.

3.3.3. **RECALL:** As allowed by Bylaws 5.3 and 5.5, the Vice Presidents may be recalled by an 85% vote of the Board.

3.3.4. **FILLING VACANCIES:** If for any reason there is a vacancy on the Coordinating Committee, all Board members are responsible for nominating suitable candidates. Nominations may be

submitted to the Coordinating Committee at any time, and an election will be held according to *SR 3.3.2* as soon as possible.

3.4. KWUNSENSUS MEETING PROCESS

3.4.1. PROCESS CHART (see the last page of this chapter)

3.4.2. AMENDMENTS

3.4.2.1. FRIENDLY AMENDMENTS:

A. At the beginning of the amendment process, the facilitator shall ask if the amendment is friendly. If all voting board members agree that the amendment is friendly, then the amendment is voted upon immediately (by majority vote).

B. If any voting Board member finds the amendment unfriendly, then the amendment continues using the Kwunsensus process.

3.4.2.2. TIME LIMITS FOR AMENDMENTS: When an amendment is offered, the board facilitator shall set a time limit for the amendment. Time elapsed during amendment procedure will still be considered time elapsed for the main proposal. (50/95)

3.4.3. APPROVAL PROCEDURE: This process is to be used for the approval of the nominations, termination of the General Manager, and results from a referenda or election, in which no amendment will be proposed. Kwunsensus Process will begin as illustrated in the Kwunsensus process chart with proposal presentation, clarifying questions, and discussion. After discussion has ended, the facilitator shall call for a vote: only voting members of the Board will be allowed to vote. An 85% majority vote will be required for a proposal to be approved. If a Board Representative wishes not to vote due to a conflict of interest or some other consideration, they will be recorded as abstaining. Such Board Representatives will not be counted as voting Board Representatives for the purpose of reaching an 85% majority. (62/98) (31/2010-2011)

3.4.4. RECONCILIATION:

3.4.4.1. A reconciliation committee is called for. The original writers of the proposal and all those calling for reconciliation must be on the committee. Other interested parties may also sit on the committee.

3.4.4.2. The committee shall meet and write up a modified version of the proposal for reconsideration by the board. This modified proposal should be submitted to the coordinating committee for the next board meeting or at the latest by the second meeting following initial consideration. If the committee has irreconcilable differences, then the original proposal should be resubmitted. If a modified proposal is not received by the coordinating committee in time for inclusion on the agenda of the second board meeting, then it will be presumed that there were irreconcilable differences and the original proposal shall appear on the agenda for reconsideration. (22/98)

3.4.4.3. After the call for reconciliation and before the formation of the reconciliation committee, any voting board member may call for the proposal to be brought to the next board meeting. This motion may pass with a 2/3 vote of the board. (22/98)

3.4.4.4. After a proposal has been called to reconciliation, any board member may call for immediate reconciliation, after which the board may vote by a 2/3 majority to have an immediate reconciliation meeting. This procedure should only be used when time constraints require an immediate decision or when following the normal procedure

would lead to ineffective consideration of an issue (i.e. a proposal to purchase a house requiring timely action, the last board meeting of the year, etceteras). The board shall break for at least fifteen minutes in which time the reconciliation committee shall meet. Afterwards, the committee shall bring back a modified proposal for immediate reconsideration. If the committee can not agree to a modified proposal, then the original proposal should be resubmitted. (21/98)

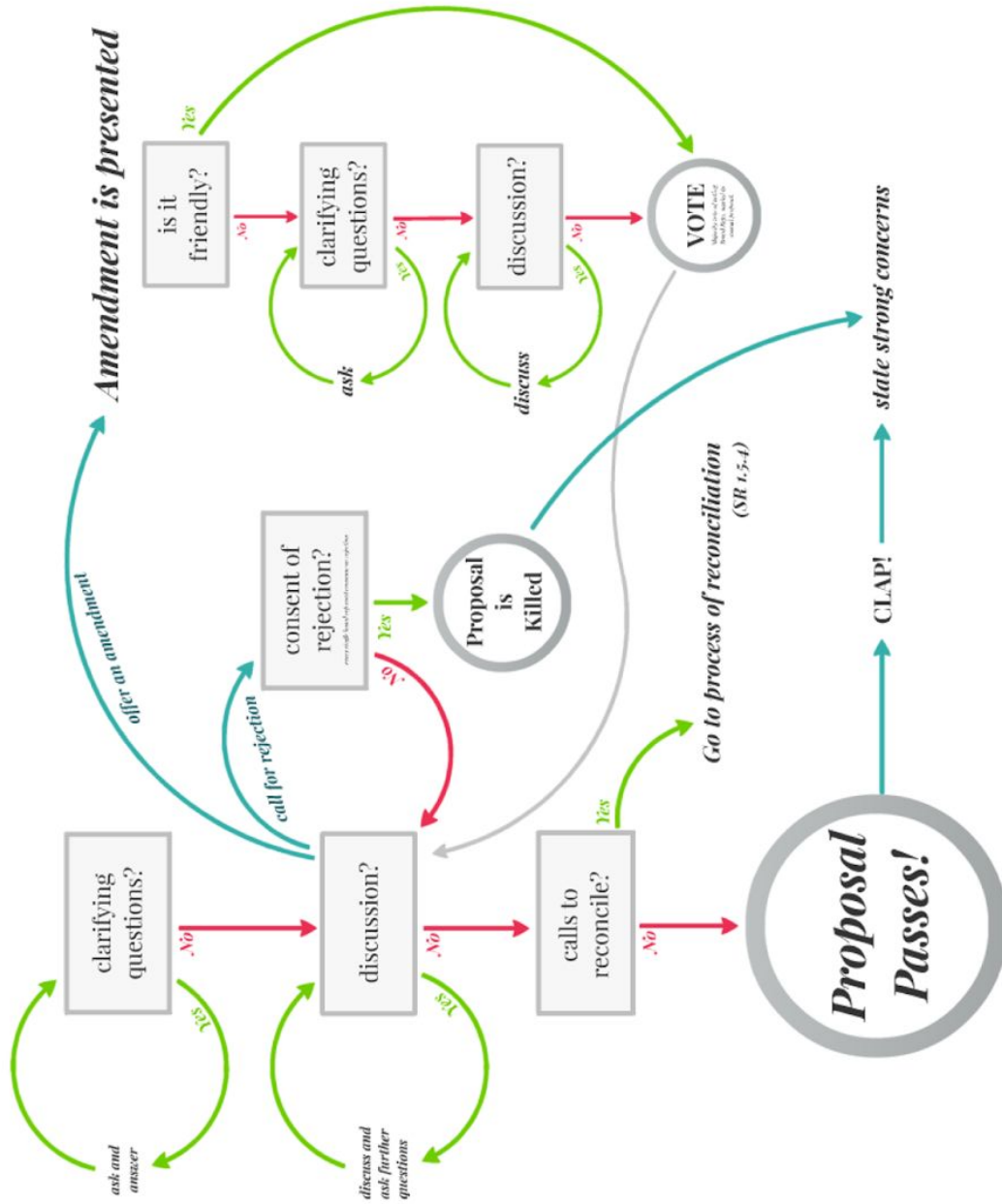
3.4.5. RECONSIDERATION: Process is the same as in "consideration" until the part labeled 'any calls to reconciliation?' is reached. At this point a vote shall be taken and directors may vote "yes", "no" or "abstain." If 85% of all voting directors present (if less than twenty voting members, substitute "all but at most two" for 85%) vote 'yes.' the proposal passes; otherwise, it fails. If a director wishes not to vote due to conflict of interest or some other consideration, they may be recorded as abstain" Such directors will not be counted as voting directors for the purpose of this rule. (9-95) (18/98)

3.4.6. 3.5.6 KWUNSENSUS: Who, What and How (01/2011-2012)

Action	Who can do it	Then what?
Write proposal	Any member	Submit to a Committee or the ICC President.
Ask questions /discuss	Any member	Talk away.
Offer amendment	Any Board member	Majority vote of voting Board Reps. needed to amend proposal.
State whether an amendment is Friendly or not	Voting Board Rep.	1 "no" vote sends the amendment through the Kwunsensus process, otherwise it is immediately voted on.
Appeal a Decision of the Chair	Any Board member	Majority vote of voting Board Reps.
Call to Suspend the Rules (fm Robert's Rules)	Any Board member	2/3 vote of voting Board Reps.
Motion to Close Debate (Call the Question) (fm Robert's Rules)	Any Board member	2/3 vote of voting Board Reps.
Call to Table (fm Robert's Rules)	Any Board member	Majority vote of voting Board Reps. to postpone discussion and vote to next meeting.
Call to Reconciliation	Voting Board Rep.	Caller must sit on Reconciliation Committee.
Call for Immediate Reconciliation	Voting Board Rep.	2/3 vote of voting Board Reps.
Sit on Reconciliation Committee	Any member	At facilitator's discretion, Committee may be limited to interested Board members.
Call for Rejection	Any Board member	Voting Board Reps. must consense (every single voting Board Rep.) to reject.
Pass Proposal	Voting Board Reps.	Requires consensus of voting Board Reps. during consideration, or 85% vote of all "yes" and "no" during reconsideration.
Strong Concern	Anyone	State it or write it up and give it to the Minutes Taker for inclusion in the minutes.

85%		2/3		Majority	
If this many Voting Board Reps. are present.	This many Total 'no' stop the proposal.	If this many voting Board Reps. are present.	This many constitute 2/3.	If this many voting Board Reps. are present.	This many constitute a majority.
<20	3	19	13	19	10
20-26	4	18	12	18	10
27-33	5	17	11	17	9
34-39	6	16	11	16	9
40-46	7	15	10	15	8
47-53	8	14	9	14	8
54-59	9	13	9	13	7
Current quorum: 10 voting Board Reps.		12	8	12	7
		11	7	11	6
		10	7	10	6

Proposal is Presented



3.5. CONFLICT OF INTEREST POLICY

3.5.1. CONFLICT OF INTEREST PURPOSE. The purpose of the conflict of interest policy is to protect the interest of the ICC when it contemplates entering into a transaction or arrangement that might benefit the private interest of an officer or director of the ICC or might result in a possible excess benefit transaction.

3.5.2. DEFINITIONS

3.5.2.1. **INTERESTED PERSON:** Any director, principal officer, or member of a committee with governing board-delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

3.5.2.2. **FINANCIAL INTEREST:** A person has a financial interest if the person has, directly or indirectly, through business, investment, or family: An ownership or investment interest in any entity with which the ICC has a transaction or arrangement, a compensation arrangement with the ICC or with any entity or individual with which the ICC has a transaction or arrangement, or a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the ICC is negotiating a transaction or arrangement.

3.5.3. PROCEDURES

3.5.3.1. **DUTY TO DISCLOSE:** In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

3.5.3.2. **DETERMINING WHETHER A CONFLICT OF INTEREST EXISTS:** After disclosure of the financial interest and all material facts, and after any discussion with the interested person, this person shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3.5.3.3. **PROCEDURES FOR ADDRESSING THE CONFLICT OF INTEREST:** An interested person may make a presentation at the governing board or committee meeting, but after the presentation, this person shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement. After exercising due diligence, the governing board or committee shall determine whether the ICC can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest. If a more advantageous transaction or arrangement is not reasonably possible

under circumstances not producing a conflict of interest, the governing board or committee shall determine by a vote of the disinterested directors whether the transaction or arrangement is in the ICC's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

3.5.3.4. **VIOLATIONS OF THE CONFLICTS OF INTEREST POLICY:** If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose. If after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

3.5.4. **RECORDINGS OF PROCEEDINGS:** The minutes of the governing board and all committees with board delegated powers shall contain the names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed. In addition the minutes shall contain the names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

3.5.5. COMPENSATION

3.5.5.1. A voting member of the governing board who receives compensation, directly or indirectly, from the ICC for services is precluded from voting on matters pertaining to that member's compensation.

3.5.5.2. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the ICC for services is precluded from voting on matters pertaining to that member's compensation.

3.5.5.3. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the ICC, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

3.5.6. **ANNUAL STATEMENTS:** Each director, principal officer and member of a committee with governing board-delegated powers shall annually sign a statement which affirms such person.

A. Has received a copy of the conflicts of interest policy,

B. Has read and understands the policy,

C. Has agreed to comply with the policy, and

D. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

- 3.5.7. PERIODIC REVIEWS:** To ensure the ICC operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:
- A.** Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining, and
 - B.** Whether partnerships, joint ventures, and arrangements with management organizations conform to the ICC's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.
- 3.5.8. USE OF OUTSIDE EXPERTS:** When conducting the periodic reviews as provided for in *SR 3.5.7 above*, the Organization may, but need not, use outside advisers. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

Chapter 4: Committees and Teams, Powers and Duties

4.1. COMMITTEE OVERVIEW

4.1.1. STATEMENT OF PURPOSE: Committees are an important part of the governance and operations of the Inter-cooperative Council. They do the work of the organization through the standing committees which are:

4.1.1.1. The Coordinating, Diversity, Education, Facilities Management, Finance, Marketing and Recruitment, and Operations Management Committees.

ICC committees also provide significant ways for members to get involved, develop new leaders and can often more effectively focus on a specific set of issues and create solutions than the Board as a whole can.

4.1.2. MEMBERSHIP STRUCTURE: ICC committees have the following members in common unless otherwise specified.

A. A Vice President (VP) shall serve as the Chair and will call and facilitate the meetings (or delegate that responsibility) and break any ties.

1. VPs will receive a scholarship for service (*See SR 4.3.8*).

B. At least one Board member shall serve on the committee and attend committee meetings. Taking into account each board representative's preferences, the Coordinating Committee will assign each board member to an ICC Committee, sub-Committee or to represent the ICC to other organizations.

1. Delinquent Board Representatives [15/2012] Barring extenuating circumstances, if a board member cannot attend a meeting of the committee to which they have been assigned, they must:

a. Inform the chair of that committee at least 24 hours in advance AND

b. Contact the committee chair to discuss the happenings of the committee and receive the work they are responsible for.

2. Committee Probation and Fines

a. If a board member has failed to attend two committee meetings in a fiscal year without fulfilling the responsibilities of *4.1.2.B.1*, then that committee's chair may place that board representative on Committee Probation and levy a fine of \$15 for each hour of committee work missed. The committee chair will notify the delinquent board representative, the board representative's house president and the ICC president of the fine, including standing rule *4.1.2.B* in that notification.

b. If a board member who has been placed on Committee Probation violates *4.1.2.B.1*, then the chair of the board representative's committee may fine the board representative's house \$[X] (*3.1.7.10.C.1*) for each hour of committee work missed. The committee chair will make the same notifications as in *4.1.2.B.2.a, above*.

- c. A board representative will be removed from Committee Probation when they are in compliance with standing rule **4.1.2.B.1** for 4 consecutive committee meetings.
 - d. A board representative or board representative's house receiving a fine may file an appeal with the Coordinating Committee within 7 days of receiving notice of the fine. Appeal hearings will be conducted as per **standing rules 16.3, ICC appeals process.**
- C.** At least one Staff Advisor shall serve on the committee. This person shall be appointed by the General Manager. (76-06) The Staff Advisor shall:
- 1. Provide assistance and advice to the Committee and the houses in developing and implementing programs to meet the goals of the ICC.
 - 2. Enhance the ability of the ICC members to govern and direct the ICC.
 - 3. Encourage co-op members and the local community to employ principles and techniques of cooperation.
 - 4. Plan and assist on special projects, including but not limited to, referenda, annual meeting, conferences, exchanges, lectures, policy review and updates, publications, annual objectives and so forth.
 - 5. Participate in regular meetings with the Committee and/or the Chair/VP.
- D.** Members eligible for the Member Assistance Program (MAP) and serving on committees will be assigned through the application/hiring process and then approved by the Coordinating Committee.
- E.** Any interested members that do not qualify for work credit are encouraged to sit on a committee as a volunteer and will be approved by the Coordinating Committee as needed.
- F.** Any service requirements or prior experience specific to the committee will be specified below.
- 4.1.3. DECISION MAKING PROCESS
- 4.1.3.1. Only CoCo-appointed members can vote. [45/96]
 - A.** COMMITTEE VOTING RESTRICTIONS: The Board must approve all members who wish to vote on more than one committee.
 - 4.1.3.2. The VP breaks any tie.
 - 4.1.3.3. The Staff Advisor does not vote.
 - 4.1.3.4. Individual committees might also specify Emergency or Special Powers, Limits, or Appeals.
- 4.1.4. DUTIES AND RESPONSIBILITIES for each committee will be outlined below and may change based on needs and interests of the team, members and organization.
- 4.1.5. AD HOC COMMITTEES AND OPERATIONS: Some specific operational processes require establishing an ad hoc committee for the purpose of accomplishing a specific set of responsibilities.
- A.** A reconciliation committee is established when a proposal is being considered by the Board, but requires modification to be approved. See **SR 3.4.4 on Reconciliation.**

- B.** A referendum committee is established when a member, committee, or the board desire a referendum. *See SR 1.3.*
 - C.** Emergency house operations, house referral status, or a member panel may require establishment of ad hoc working committees. *See SR 3.1.4 (Emergency operations) and 12.11 (House Referral Status).*
- 4.1.6. BUDGET: The Committee puts forward their proposed budget to the Finance Committee which incorporates and directs the budgeting process for the Board.

4.2. CONTRACT RELEASE COMMITTEE

- 4.2.1.1. STATEMENT OF PURPOSE: The committee is empowered to make decisions on the ICC's behalf concerning contract release requests and reduction or removal of responsibility of ICC charges on an individual request basis.
- 4.2.1.2. MEMBERSHIP STRUCTURE: The Contract Release Committee shall be comprised of the ICC President, VP for Operations Management and the Vice President for Finance and any other members appointed by the Coordinating Committee [27/97] The ICC President shall serve as the Chair.
- 4.2.1.3. DUTIES AND RESPONSIBILITIES
 - 1. The Contract Release Committee will meet as soon as possible once the Director of Housing receives a complete petition.
 - 2. The CRC will review each petition in a confidential meeting.
 - 3. The CRC will keep minutes of all meetings and decisions
 - 4. The ICC President will be responsible for communicating the decision to the petitioner
 - 5. Operations Committee will hear CRC appeals (*see Chapter 7, Contract Cancellation, Releases, Replacements*)

4.3. COORDINATING COMMITTEE

- 4.3.1. STATEMENT OF PURPOSE: The Coordinating Committee (CoCo) functions under the premise that our member-owned cooperative is best controlled by those member owners. Thus the goal of the Coordinating Committee is to make sure that ultimate control over actions of the co-op rests with the members through their representation on the Board of Directors. The Coordinating Committee has a twofold responsibility:
 - 4.3.1.1. The Coordinating Committee fulfills a responsibility directly to the membership by making sure that every member has a say in the policies of the ICC. Any issue which a member chooses to bring before the Coordinating Committee, assuming it is in an appropriate form, must either go on a Board agenda or be referred to an appropriate body for study and consideration preceding inclusion on a Board agenda.
 - 4.3.1.2. The Coordinating Committee fulfills a responsibility to the membership indirectly through coordination of the Board's efforts to responsibly and intelligently direct the activities of the corporation.
 - A.** The Coordinating Committee shall only include proposals on the Board agenda which are in proper format and fully represent the relevant facts and opinions surrounding the issues in question.
 - B.** The Coordinating Committee shall organize discussion of issues to facilitate informed, intelligent, expedient and representative decision making.

- C. The Coordinating Committee shall coordinate both short and long term organizational planning.
 - D. The Coordinating Committee shall coordinate the progress of the organization towards both its short and long term goals.
- 4.3.2. MEMBERSHIP STRUCTURE:** The Coordinating Committee, referred to in the Bylaws as the Executive Committee, is comprised of the President, Vice Presidents, General Manager and other Board level committee chairs. CoCo shall meet regularly between Board meetings to plan agendas and discuss other matters requiring attention (*see Bylaw 5.9*)
- 4.3.2.1. The President shall serve as the Chair and will call and facilitate the meetings (or delegate that responsibility) and break any ties.
 - A. The President will receive a scholarship for service (*See SR 4.3.7*).
 - 4.3.2.2. APPOINTMENT: As per *Bylaws 5.3*, the Vice Presidents shall be forwarded by the President and approved by the Board. This shall be done within three weeks after the election of the President. [70/04]
 - 4.3.2.3. INSTALLATION OF THE OFFICERS: The new officers (Vice Presidents) shall take office on May 1st, the first day of the new fiscal year. In the event of a mid-year appointment or appointment of an officer after the end of winter term, the officer shall take office immediately after being approved.
- 4.3.3. TRAINING:** CoCo shall be responsible for training the next iteration of the committee in April and September, for participating in New House Officer Training (NHOT) in May and September, for participating in the Fall Annual Meeting (FAM) in September and for participating and supporting other EdCom trainings as needed.
- 4.3.4.** The ICC President, Vice President for Finance and Vice President for Marketing and Recruitment shall serve as official signers on U-M Student Organization Account Services (SOAS).
- 4.3.5. EMERGENCY POWERS:** The Coordinating Committee has the power to take action in the event of an emergency, either when the Board is not in session or when all attempts to obtain quorum fail.
- A. The periods of the year when the Board is considered not in session are as follows:
 1. Between the last Board meeting of the winter term and the first Board meeting of the spring term (end of April to the beginning of May).
 2. Between the last Board meeting of the summer term and the first Board meeting of the fall term (mid-August to early September).
 3. Between the last Board meeting of the fall term and the first Board meeting of the winter term (mid-December to early January).
 - B. All actions taken by the Coordinating Committee shall be reported to the Board at the next meeting of the Board of Directors. [63/99]

4.3.6. REPORTING: The Coordinating Committee is normally concerned with the day-to-day functionings of the ICC. However, it is similarly important to gather long-term-focused, critical and managerial perspectives on the state of the ICC in order to foster progress. It is for this reason that each member of the Coordinating Committee will be required to make periodic managerial reports to the membership on the state of the ICC.

4.3.6.1. Reports (written and/or digital) shall be disseminated to the membership at the final Board meeting of the summer term, at the final board meeting of the fall term and in the Annual Report presented at the Winter Annual Meeting.

Reports shall detail:

- A.** What the CoCo member has accomplished so far in the current fiscal year;
- B.** What the CoCo member plans to accomplish during the remainder of the fiscal year; and
- C.** The CoCo member's opinion on the current state and direction of the ICC from the perspective of their role as President, Vice President or General Manager and as a member of the ICC, commenting on organizational strengths, deficiencies and areas in need of improvement.

4.3.7. PRESIDENTIAL SCHOLARSHIP [34/06] [43/11] [01/13]

4.3.7.1. **PURPOSE:** The President position is a significant time commitment. A scholarship allows members to be President who would be unable to make such a time commitment due to financial reasons.

4.3.7.2. **ELIGIBILITY:** The scholarship is open only to the current ICC President with a full contract (room and board) in an ICC house. If the President resigns, is removed from their position or their contract is cancelled, their scholarship is also revoked starting the month the resignation, removal or cancellation occurs. Any President elected mid-term may apply for the scholarship and the same rules apply if they step down or are removed from office.

4.3.7.3. **FORM OF SCHOLARSHIP:** The scholarship shall be in the form of reduced house charges, utility charges, and ICC charges. The scholarship shall be applied to the President's account monthly and shall not be dispersed in the form of cash.

4.3.7.4. **APPLICATION:** The President may apply for the scholarship by filling out an application, available from the Coordinating Committee and returning the completed application to Coordinating Committee. The President cannot be turned down for the scholarship the first time they apply, but they must fill out the application if they wish to receive the scholarship.

- A.** The Coordinating Committee may choose not to allow the President to apply for the scholarship if they have not been trained. This choice must be reported to the Board.

4.3.7.5. **SOURCE OF FUNDING:** A yearly appropriation from the ICC budget will be assigned to cover the entire cost of this scholarship. The budget line item will be equal to 4 months summer term single central campus ICC charges and 8 months fall/winter central campus ICC charges, including the utility charge plus an additional stipend calculated during the budgeting process, for the fiscal year the president is receiving the scholarship.

4.3.8. VICE PRESIDENTIAL SCHOLARSHIPS [32/07] [43/11] [01/13]

- 4.3.8.1. **PURPOSE:** Vice President positions are significant time commitments. Scholarships allow members to be Vice Presidents who would be unable to make such a time commitment due to financial reasons.
- 4.3.8.2. **ELIGIBILITY:** The scholarships are open to the current ICC Vice Presidents with rooming or boarding contracts in ICC houses. The scholarship amount disbursed to an ICC Vice President with a boarding-only contract shall be compatible to the amount disbursed to a VP with a rooming contract. The resulting positive balance may only be used to pay future charges within the ICC. If a Vice President resigns, is removed from their position or their contract is cancelled, their scholarship is also revoked starting the month of the resignation, removal or cancellation. Any Vice President elected mid- term may apply for the scholarship and the same rules apply if they step down, are removed from office or their contract is cancelled.
- 4.3.8.3. **FORM OF SCHOLARSHIP:** For Vice Presidents who reside in the ICC, the scholarship shall be in the form of reduced ICC charges. For Vice Presidents who hold boarding-only contracts the scholarship shall be in the form of reduced house charges and ICC charges. The scholarship shall be applied to the Vice Presidents' accounts monthly and shall not be dispersed in the form of cash.
- 4.3.8.4. **APPLICATION:** Each Vice President may apply for the scholarship by obtaining the application from the President and returning it to the President. Each Vice President cannot be turned down for the scholarship the first time they apply, but they must fill out the application if they wish to receive the scholarship.
 - A.** The Coordinating Committee may choose not to allow a Vice President to apply for the scholarship if they have not been trained. This choice must be reported to the Board.
- 4.3.8.5. **SOURCE OF FUNDING:** A yearly appropriation from the ICC budget will be assigned to cover the entire cost of these scholarships. The budget line item will be equal to four months of three-quarters of the spring/summer central campus ICC Charges and eight months of three-quarters of the fall/winter central campus ICC Charges, excluding the utility charge, for the fiscal year the Vice Presidents are receiving scholarships.

4.4. DIVERSITY COMMITTEE

- 4.4.1. **STATEMENT OF PURPOSE:** The Diversity Committee will:
 - Explore ways in which all members can be fully empowered in all aspects of the ICC, especially pertaining to social identities and the intersections thereof,
 - Work cooperatively with staff members, committees, teams, officers and other entities to address issues within the ICC.
- 4.4.2. **MEMBERSHIP STRUCTURE:** In addition to the standard membership structure specified in 4.1.2, it is encouraged that members with traditionally underrepresented social identities and/or members actively involved with campus diversity organizations especially consider joining and sharing their perspectives.
- 4.4.3. **DUTIES AND RESPONSIBILITIES:**
 - A.** Provide anti-oppression work and sensitivity training with the ICC staff, committees, teams and house officers as well as with members:

1. Aim to promote open, candid and relevant discussions regarding diversity issues through various mediums.
 2. Explore educational activities and events that serve to challenge power, unrecognized privilege and oppression in the ICC.
 3. Organize and conduct Cooperative Leadership Training (*see SR 4.5.3.4 C*).
- B.** Continually work to ensure that policies and decision-making in the ICC are fair, equitable and inclusive of present and future members, both in theory and in practice.
- C.** Monitor and implement the Strategic Plan to proactively address diversity concerns while ensuring that Annual Objectives continually remain in line with members’ needs.
- D.** Engage in outreach activities with the Marketing and Recruitment Committee.
- E.** Generate and evaluate the bi-annual Membership Survey in odd fiscal years with the Marketing and Recruitment Committee.
- F.** Engage in staff hiring processes as needed.
- G.** See the [Diversity Committee Policy Manual](#) for further information

4.5. EDUCATION COMMITTEE

- 4.5.1. STATEMENT OF PURPOSE: According to the ICC’s Article of Incorporation, the Education Committee is responsible to “initiate, coordinate, direct and otherwise participate in educational efforts and programs for the education of our members and others in the philosophy, principles and practices of all cooperatives” (See Articles, II A 4). The “Cooperative shall constantly educate their members, employees and the public in the principles and practices of cooperation, both economic and democratic” (See Articles, Preamble).
- 4.5.2. MEMBERSHIP STRUCTURE: EdCom has the standard membership structure outlined in *SR 4.1.2*.
- 4.5.3. DUTIES AND RESPONSIBILITIES
- 4.5.3.1. EDUCATION POLICY: Review, update and enforce the Education Committee Policy Manual.
- 4.5.3.2. EDUCATION CENTER: The Education Center, at 1522 Hill Street, is dedicated to and named in honor of Moses Coady and Paolo Freire [2/86]
- A.** Jurisdiction: The Education Center shall be considered common property of the ICC. The ICC shall be responsible for maintenance and utility costs of this common property. The common property shall include three designated and labeled parking spaces next to the building. All other surrounding property shall be considered Luther House.
- B.** Guidelines and Policies: The Education Committee will be responsible for developing, maintaining, evaluating and, if necessary, revising policies regarding the use and care of the Education Center (See the current policy.) [1/95]
- 4.5.3.3. ORIENTATION: At the start of each term an orientation will be provided for all incoming new members.
- 4.5.3.4. TRAINING [53/91][93/02]

- A. BOARD TRAINING [09/10] (BoD):** All members of the Board of Directors shall attend one training. Board training gives new Board members the information needed to responsibly represent the organization to the members and make fiscal, fiduciary, and operational decisions as well as educating them on the the processes of the ICC governing system.
 - 1. Board trainings are the responsibility of the Education Committee with input from the Coordinating Committee and Staff.
- B. COORDINATING COMMITTEE TRAINING (CoCo):** All members of the Coordinating Committee shall attend at least one Coordinating Committee training. CoCo training is to ensure a smooth transfer of information from existing CoCo to new CoCo and should include: accomplishments, current projects and outstanding issues.
 - 1. Coordinating Committee trainings are the responsibility of the outgoing or current Coordinating Committee with input from the General Manager, other staff members and the Board of Directors.
- C. COOPERATIVE LEADERSHIP TRAINING (CLT):** The purpose of Cooperative Leadership Training is to equip new House Officers with the skills and resources to create and foster a safe and inclusive space for all ICC members. Cooperative Leadership Training will be planned by the Diversity Committee, with assistance and input from the Education Committee, the Dispute Assistance and Resolution team, along with the Member Services Department.
 - 1. All New House Officers (specified positions outlined in the Diversity Committee Policy) are required to attend CLT in their first term serving as a House Officer.
 - 2. If a house has no New Officers, the house is required to send a minimum of 2 house members to CLT (or 1 member for every six apartments). Houses that fail to send the required number of members may be fined.
- D. NEW HOUSE OFFICER TRAINING [02/10] (NHOT):** All new House Officers are required to attend one new House Officer training in relation to their elected House Officer position (House President, Food Steward, Kitchen Manager, Maintenance Manager, Treasurer, Work Manager.)
 - 1. Maintenance, Kitchen, and Finance trainings will include participation from those Departments.
 - 2. Assist Operations Management Committee with Interim Training as needed. ***See SR Chapter 14, Interim***

4.5.3.5. ATTENDANCE, MAKE-UP TRAININGS and FINES

- A.** Attendance for trainings and orientations will be monitored by the Member Services Department and EdCom and then reported to CoCo.
- B.** Attendance at orientations is considered required work for the house and is a contractual obligation.
- C.** Failure to attend a required training or make-up may result in a \$100 fine assessed to the member's house.

4.6. FACILITIES MANAGEMENT COMMITTEE [28/11]

- 4.6.1. STATEMENT OF PURPOSE: The Facilities Management Committee manages ICC space, infrastructure, members and policy. It shall educate members, the board, the staff and the ICC as a whole on infrastructure management of the ICC and encourage and support creative initiatives from within the ICC community to work towards infrastructure and sustainability goals.
- 4.6.2. MEMBERSHIP STRUCTURE: Facilities Management Committee has the standard membership structure outlined in 4.1.2.
- 4.6.3. DUTIES AND RESPONSIBILITIES:
- A.** See *SR Chapter 9 (Facilities Management and Maintenance)* for further information on all of the duties, and responsibility of this committee.
 - B.** Work with Maintenance Staff to refine, update and support the responsibilities of Maintenance Manager, Kitchen Manager, Groundskeeper, and Sustainability Steward positions in the ICC.
 - C.** Provide support to the Sustainability Chair (*See SR 4.20*)
 - D.** Provide resources and information to maintain the exterior of ICC properties which includes lawns and gardens.
 - E.** Encourage and support creative initiatives from within the ICC Community to work towards infrastructure and sustainability goals.
 - F.** Advocate for stewardship of our homes amongst all members, including:
 - 1. Preventative maintenance
 - 2. Work holidays (*See SR 9.11*)
 - 3. Clutter control (*See SR 9.12*)
 - 4. Housing code compliance
 - 5. Kitchen code compliance
 - 6. Emergency preparedness
 - G.** Educate and assist membership on facilities management best practices, including:
 - 1. Grounds-keeping practices
 - 2. Appliance/equipment care
 - 3. Interim and furniture practices
 - 4. Bed bug and other pest prevention and treatment
 - H.** Assist and oversee houses in the inventory and maintenance of house resources, including:
 - 1. Window screens
 - 2. Air conditioners
 - I.** Assist the Maintenance Staff in educating and informing the Board of Directors on past, present, and future large-scale maintenance projects.
 - J.** Advocate for the large-scale and long-term maintenance needs of our facilities to ensure our homes remain safe, inviting, commercially competitive, and thriving for generations to come.
 - K.** Review, update, and enforce the Maintenance Policy Manual.
 - L.** As needed, discuss/vote on any D.A.M.N. damage charges (*See SR 9.9*) and any reimbursement requests from houses for emergency maintenance that

could not have been obtained through contacting the house Maintenance Manager or Maintenance Staff.

4.7. FINANCE COMMITTEE

- 4.7.1. STATEMENT OF PURPOSE: Finance policy for the ICC shall be formulated by the Finance Committee for recommendation to the Board of Directors.
- 4.7.2. MEMBERSHIP STRUCTURE: In addition to the standard membership structure specified in **SR 4.1.2**, House Treasurers are encouraged to join the committee.
- 4.7.3. DECISION MAKING:
- A.** A quorum shall consist of a majority of voting members.
 - B.** Motions shall be passed by a majority of those present. [54/90] [53/95] [54/96]
 - C.** When the Finance Committee is not having regular meetings, the Vice President for Finance and the Director of Finance (DFS) can vote on payment plans, with the GM voting to break ties.
- 4.7.4. DUTIES AND RESPONSIBILITIES:
- A.** BUDGET PREPARATION: In conjunction with the Director of Financial Services, prepare and submit to the Board by January 31 of each year a proposed budget for the ICC for the coming fiscal year.
 - B.** BUDGET SUPERVISION: Supervise the administration of the ICC Budget; ensuring that no more than 10% over any budget line item less than \$5,000 and no more than 5% over any budget line items greater or equal to \$5,000 is spent without the board's approval. Individual committee budgets shall be treated as one line item. [32/92]
 - C.** MONTHLY REVIEW AND VARIANCE STATEMENT: Perform a monthly review of the ICC finances including a monthly variance statement which will reflect the financial standing of the organization. The Finance Committee will review and discuss with the Board the monthly variance statement and any other financial reports as prepared by the Director of Financial Services. [3/97 and 44/93]
 - D.** HOUSE BOOKS STATUS: Be authorized to require uniform monthly accounting reports from each house.
 - E.** TREASURER TRAINING: The DFS in conjunction with the committee will train and direct the operations of the house treasurers.
 - F.** COST ANALYSES: Make an analysis of the capitalization of the ICC and payoff rates of mortgages, study the possibilities of securing lower rates on borrowed money and make studies of long term trends in housing costs as needed.
 - G.** YEARLY AUDIT: Oversee the appointment of an auditor and distribution of the auditor's report to the Board.
 - H.** ADVISE THE BOARD: Advise the Board on any other important financial questions. This includes financial training as necessary.
 - I.** ADMINISTER: Payment plans and scholarships (*See SR 8.10.3*)
 - J.** Foster discussions of the ICC's affordability for students and others.
 - K.** See the Financial Committee Policy Manual for further information.

4.8. INTERIM ASSISTANCE COMMITTEE

- 4.8.1. STATEMENT OF PURPOSE: The Interim Assistance Committee will be responsible, in conjunction with house interim managers and key holders, for monitoring the houses during interim periods at the end of Winter and Summer Terms. IAC is a resource to help assist houses with the interim process. IAC is a standing sub-committee of Operations Management Committee. See *SR Chapter 14* for complete IAC responsibilities and information.
- 4.8.2. MEMBERSHIP STRUCTURE: During the interim between winter and spring contracts, IAC shall consist of:
- A.** The Vice President for Operations Management and the Vice President for Facilities Management, who shall co-chair the committee.
 - B.** Five other board members or interested members.
 - 1. At least two members of IAC must be from Escher.
 - C.** During the interim period between summer and fall contracts IAC shall consist of the above stated members and the ICC Interim Coordinators.
- 4.8.3. TIMELINE: IAC must be created at least three board meetings before the end of the term. If the membership chair or maintenance chair will not be present for a majority of the time, they must appoint a substitute.
- 4.8.4. DUTIES AND RESPONSIBILITIES: Duties during interim are distributed among the houses, IAC, staff and members.
- A.** Assist houses/interim managers with the interim process so that they are prepared for move-ins
 - B.** Communicate with interim managers and informing them of responsibilities, dates, inspection logistics, and move-in procedures
 - C.** Ensure room keys are maintained by the house
 - D.** Direct any additional resources to assist houses with operations during interim if needed
 - E.** Inspect houses and report to the Central office results of the inspections, including any recommendations for further follow-up inspections or work that may need to be done on a house
 - F.** Review and approve scholarships to interim managers; notify DFS for award

4.9. MARKETING AND RECRUITMENT COMMITTEE [37/03]

- 4.9.1. STATEMENT OF PURPOSE: The purpose of the MRC is to recruit new members to the ICC by directing ICC recruitment-related activities and advertising and promoting member participation in ICC events.
- 4.9.2. MEMBERSHIP STRUCTURE: The Marketing and Recruitment Committee has the standard membership structure outlined in *4.1.2*.
- 4.9.3. DUTIES AND RESPONSIBILITIES:
- A.** Work with the Housing Coordinator to distribute materials and staff local housing fairs
 - B.** Organize ICC representation at recruitment-related public events e.g., FestiFall
 - C.** Organize events held at ICC houses with recruitment and retention potential
 - D.** Advertise at local college campuses in the Washtenaw County area (flyers, banners, etc.)

- E.** Work with U-M (and other colleges) departments to increase ICC presence
Analyze and monitor enrollment data
- F.** Maintain communication with the Operations Management and Coordinating Committees on issues related to member satisfaction
- G.** Liaise with the Creative Communications Team (ICC-T)
 - 1. Ensure a full inventory of ICC merchandise available for both paid and free distribution in collaboration with ICC staff
 - 2. Enhance the ICC's brand recognition
- H.** Liaise with the Diversity Committee
 - 1. Complete the bi-annual Membership Survey in odd years
 - 2. Collaborate on recruiting efforts to underserved populations
- I.** Work with available Member Assistance labor to distribute flyers and other internal communications

4.10. OPERATIONS MANAGEMENT COMMITTEE

- 4.10.1. **STATEMENT OF PURPOSE:** The Operations Management Committee shall supervise and evaluate house administration policies, operations and procedures.
- 4.10.2. **MEMBERSHIP STRUCTURE:** The Operations Management Committee has the standard membership structure outlined in *4.1.2*.
- 4.10.3. **SPECIAL POWERS:** OpsCom must review and approve any spring/summer house decisions that affect fall/winter members in accordance with the House constitution and Standing Rules.
- 4.10.4. **DUTIES AND RESPONSIBILITIES:**
 - A.** Oversee, evaluate, and facilitate house operations, including non-student status, pet policy and so forth
 - B.** Evaluate contract-signing process and make recommendations for improvement
 - C.** Evaluate the Standing Rules and ICC policy and make recommendations for revision to the Board of Directors. (*See SR Chapter 12 on House Operations*).
 - D.** OpsCom is the main contact for the House Referral Status.
 - E.** Provide quarterly Key Performance Indicators (KPI) and/or other reports to CoCo.
 - F.** Establish contract dates with the Director of Housing.
 - G.** Operations Committee will hear Contract Release Committee appeals

4.11. TEAM OVERVIEW

4.11.1. STATEMENT OF PURPOSE:

Teams play a tremendously important role in the co-ops. In general, teams are established more on an ad-hoc basis and are tasked with goals/objectives that committees are unable to address (due to limited resources or expertise.) They are different from committees as their chairs don't sit on the Coordinating Committee.

Dispute Assistance and Resolution Team, Emergency House Operations Team and Alumni Team are standing teams.

4.11.2. MEMBERSHIP STRUCTURE:

- A.** The team can be chaired by any Board Representative or interested member who will receive work credit through the Member Assistance Program (MAP).

1. The Coordinating Committee will approve Team Chair assignments.
 2. There is no assumption that each team will have a Board Representative on the team.
- B.** Members eligible for the Member Assistance Program (MAP) will be assigned through the application/hiring process.
- C.** Any interested members that do not qualify for work credit are encouraged to sit on a team as a volunteer.
- D.** Staff Advisor: A staff advisor may or may not be assigned depending on availability of staff as they are advisors for numerous Committees and Teams in addition to their job duties.
- E.** Meetings/Minutes: Minutes will be available from all team meetings.
- F.** Reporting: All team chairs are required to submit periodic reports to the Coordinating Committee and the Board. They will be responsible for submitting a yearly report of activities for the Annual Report. If they do not report as requested, their team standing can be revoked.
- G.** A range of teams have been formed and then dwindled over time due to a lack of member interest. Historical information will be maintained by CoCo for consideration for future staffing.

4.12. ALUMNI TEAM AND RELATIONS

4.12.1. BOARD ROLE AND FIDUCIARY RESPONSIBILITY:

The board's responsibility is to establish and maintain ongoing relations with ICC alumni. The Board will do this by ensuring a viable Alumni Association through the development and maintenance of the ICC Alumni Program. The Board delegates this responsibility to the Alumni Team and the Board will continue to fully support and partner with the team.

4.12.2. THE ALUMNI ASSOCIATION: The purpose of the Alumni Association is to:

- A.** Maintain historical continuity and a sense of history for current ICC members.
- B.** Allow alumni to reconnect with the ICC and other alumni.
- C.** Raise funds and generate other resources for the benefit of the ICC.
- D.** Allow experiences of alumni to potentially improve current operations.

The only requisite of membership to the association is that the person must have been having lived in the ICC at some point in their life (by paying the membership fee and having lived in the ICC for more than the duration of a summer program or a short-term contract under one month) and has not been expelled.

4.12.3 ALUMNI PROGRAM: The Alumni Program shall consist of services and activities that serve to carry out the purpose of the Alumni Association.

- A. PROGRAM FUNDING:** See SR 8.2.2 and 8.4.6 for sources of Alumni Program funding and the Alumni Program Reserve. Funding for the Alumni Program shall be generated by:
1. 10% of all ICC Membership Fees;
 2. A designated line item in the operating budget;
 3. Alumni contributions; and
 4. Funding as needed from the Alumni Program Reserve (see SR 8.4.6) (42/37)

B. ALUMNI PROGRAM RESERVE: Any unused funds designated for the Alumni Program at the end of each fiscal year shall be deposited in the Alumni Program Reserve. (For full details, see S.R. 8.4.6).

4.12.4 ALUMNI TEAM PURPOSE AND STRUCTURE: (See also SR 4.12.1)

STATEMENT OF PURPOSE: To ensure a viable and successful Alumni Association through the development and maintenance of the ICC Alumni Program.

A. MEMBERSHIP STRUCTURE: The team shall be composed of the following:

1. **THE TEAM CHAIR:** The Chair shall be appointed by the President and approved by CoCo, before of the end of the first month of each fiscal year or as soon as possible in the case of mid-term vacancy in the position. (see 4.11.4). The Alumni Chair shall:
 - a. Have the responsibility and authority to call meetings of the Alumni Team.
 - b. Meet with regularity with the Alumni Outreach Coordinator (AOC) and General Manager (GM).
 - c. Work with AOC and/or GM to draw up meeting agendas.
 - d. Ensure the recording and availability of meeting minutes.
 - e. Account for labor hours of team members.
 - f. Have the shared responsibility with the AOC and GM to implement the strategic plan.
 - g. Monitor, with the AOC and GM, the budget allocations and spending.
 - h. Ensure the completion of a Board report each month.
 - i. Be eligible to either receive up to 4 ICC Member Assistance Program hours or if a Board Representative, chair the team in place of sitting on a committee.

At times when no chair can be recruited, the above task will be divided among the other team members.

2. **MEMBERS:** Those interested ICC Members who are approved by the Coordinating Committee. All members of the Alumni Team will receive full Member Assistance Program work credit.
3. **ADVISOR:** The Alumni Outreach Coordinator who will be a non-voting member of the Team. The General manager may also work with this team.

B. RESPONSIBILITIES:

1. Develop an annual set of goals aligned with the overall ICC strategic plan;
2. Cultivate relationships between the ICC and its alumni through:
 - a. Organizing alumni/member events and activities (WAM, house reunions, anniversary celebrations) and
 - b. Establishing and monitoring a Mentorship Program;
3. Continuously improve our social networking sites, important for alumni contact;

4. Work with ICC staff on relevant alum publications (Alumni Cooperator, Annual Report);
5. Assist in fundraising program and events; and
6. Shall report at least quarterly to the Board of Directors.

4.13. COOPERS FOR HEALTHY RELATIONSHIPS

4.13.1. STATEMENT OF PURPOSE:

We are a group of ICC members dedicated to cultivating a positive institutional climate that prevents sexual violence and promotes healthy relationships. We foster conversations and provide resources to promote consent, trust and fairness. We aim to be intersectional in our approach and advocate for the continued healing and growth of our co-op community.

4.13.2. MEMBERSHIP STRUCTURE:

A. The CHR chair, who will:

1. Have the power to call meetings, write meeting minutes and agendas
2. Be eligible to either receive up to 4 credit hours of ICC labor, or if a Board Representative, chair the team in place of sitting on a committee
3. Report updates bi-weekly to the VP for Diversity

B. Members, who will:

1. Assume full voting privileges once approved by CHR chair and CoCo
2. Follow through projects planned at meetings
3. Be eligible to receive up to two credit hours of membership assistance

C. The Diversity Committee, who will:

1. collaborate with CHR in agreement with its purpose (*See SR 4.4.1*)

D. Interested volunteers:

1. ICC members (present or past)
2. Sponsored non-members approved by the Chair

4.13.3. DUTIES AND RESPONSIBILITIES:

- A.** Advocate and Support for Survivors
- B.** Create and Distribute Education and Resources
- C.** Outreach to the ICC Community through Events and Conversations
- D.** Enact Policy Change

4.14. DISPUTE ASSISTANCE AND RESOLUTION TEAM [03/2011]

4.14.1. STATEMENT OF PURPOSE:

It was decided in 2010, that it was imperative that the ICC institute a standing body that will have the training and resources necessary to efficiently and successfully handle dispute resolution.

4.14.1.1. The mission of the Dispute Assistance and Resolution Team is to instill and support a culture of conflict resolution in the ICC which is consistent, balanced and fair. DART encourages resolution strategies that are cooperative, proactive, creative, and peaceful among ICC members and Houses. DART is composed of any interested members and advised by the Director of Member Services.

4.14.1.2. If a member is not comfortable requesting assistance from DART, they may submit their concern directly to the ICC President instead. In the event that DART involvement creates the appearance of significant personal involvement in a situation

– even if there is no suspicion of unethical behavior - one or more persons may be appointed by the ICC President to handle a dispute resolution concern.

4.14.1.3. DART IS ESTABLISHED TO SERVE ICC MEMBERS IN THE FOLLOWING WAYS:

- A. Listen the concerns of parties or Houses interested or engaged in dispute resolution; including reports of uncooperative behavior.
- B. Advise members and Houses on appropriate dispute resolution resources, options and relevant ICC rules and policies.
- C. Provide alternative dispute resolution assistance to members and Houses, taking
- D. care to avoid any situation which might create, or appear to create, a conflict of interest. Such options include mediation, shuttle negotiation, process observation, meeting facilitation and restorative justice circles.
- E. Convene a Member Resolution Panel of House Presidents and other interested members on an ad hoc basis to adjudicate cases, including referral or expulsion per *Standing Rule 16.6*.
- F. Advocate for fair and equitably administered dispute resolution policies and processes within the ICC.
- G. Track dispute resolution outcomes in the ICC and maintain confidential case files.

4.14.2. **MEMBERSHIP STRUCTURE: The team is to consist of:**

- A. The DART chair, who will:
 - 1. Have the power to call meetings, write meeting minutes and agendas
 - 2. Review the applications from the Member Assistance Program and select team members.
 - 3. Account for MAP labor hours performed by members.
 - 4. Ensure the completion of a report to be in the board packet once every semester.
 - 5. Be eligible to receive up to four credit hours of ICC labor.

At times when no team chair can be recruited, the above task will be divided amongst the other team members.

- B. Members approved by CoCo
- C. The Directors of Member Services and VP for Operations Management, who will serve an advisory function.

4.14.3. **DUTIES AND RESPONSIBILITIES. Members approved to sit on the team by DART shall assume full voting privileges and shall:**

- A. Support members and houses by helping them efficiently and successfully handle dispute resolution.
- B. Advocate for fair and equitably administered dispute resolution policies and processes within the ICC.
- C. Assist members and houses in developing a range of responsible options to resolve problems.
- D. Carry on projects planned at meetings.
- E. Be eligible to receive up to three credit hours of ICC Member Assistance.

4.14.4. DART CODE OF ETHICS:

- A.** Independence: DART is independent in structure, function and appearance to the highest degree possible within the ICC. The DART Chair reports directly to the Board of Directors.
- B.** Neutrality and Impartiality: DART, as a designated neutral body within the ICC, remains unaligned and impartial towards the members and concerns brought to its attention. DART does not engage in any situation which could create a conflict of interest. DART does not advocate on behalf of any individual, house or issue within the organization.
- C.** Confidentiality: DART holds all communications with those seeking assistance in strict confidence to the extent provided by law. DART does not disclose confidential communications unless given permission to do so. The only exceptions to this privilege of confidentiality are instances where there appears to be imminent risk of serious harm, cases involving legally sensitive issues or situations or actions which jeopardize the interests of the membership as a whole or the interests of other co-ops.
- D.** Informality: DART members, as an informal resource, may participate in any formal adjudicative or administrative procedure related to concerns brought to their attention.

4.14.5. DART CHAIR SCHOLARSHIP [25/13]

- A.** PURPOSE: The DART Chair position is a significant time commitment in terms of service and training. A scholarship allows a member to be a DART Chair who would be unable to make such a time commitment due to financial reasons.
- B.** ELIGIBILITY: The scholarships are open only to the current DART Chair with rooming contracts in ICC houses. If a DART Chair resigns, is removed from their position or their contract is cancelled their scholarship is also revoked starting the month the resignation, removal or cancellation occurs. Any DART Chair elected mid- term may apply for the scholarship and the same rules apply if they step down, are removed from office or their contract is cancelled.
- C.** SOURCE OF FUNDING: A yearly appropriation from the ICC budget will be assigned to cover the entire cost of this scholarship. The budget line item will be equal to four months of half of the Spring/Summer Central Campus ICC Charges and eight months of half of the Fall/Winter Central Campus ICC Charges, excluding the utility charge, for the fiscal year the DART Chair is receiving scholarship.
- D.** FORM OF SCHOLARSHIP: The scholarship shall be in the form of reduced ICC charges. The scholarship shall be applied to the DART Chair's account monthly and shall not be dispersed in the form of cash.
- E.** APPLICATION: A DART Chair may apply for the scholarship by filling out an application, available from the President and returning the completed application to the president. A DART Chair cannot be turned down for the scholarship the first time they apply, but they must fill out the application if they wish to receive the scholarship.

- F. CO-CHAIRS: If DART is co-chaired, the chairs may split the scholarship as appropriate. The co-chairs must present the Board with a proposal to split the scholarship. In the absence of such a proposal, the scholarship shall be split evenly between the co-chairs. The proposal must be approved by 85%.

4.15. ELECTION TEAM

- 4.15.1. **STATEMENT OF PURPOSE:** An Election Team shall be formed at the last Board meeting in November each year. (46/97) This team shall direct presidential nominations, campaigns and elections. They shall set all relevant dates and make decisions for the election campaign. This team shall function until Presidential Elections have been completed.
- 4.15.2. **MEMBERSHIP STRUCTURE:**
 - A. The VP for Operations Management shall serve as the Chair, unless running for election or serving as President in which the VP for Finance shall Chair.
 - B. The Board shall appoint at least two Board members to serve on the team. Members of the Election Team may not run for ICC President.
 - C. The Member Services Coordinator will serve as the advisor.
- 4.15.3. **TIMELINE:** The Election Team shall ensure that the new ICC President is named by the date of the Winter Annual Meeting. (46/97) (70/04)
- 4.15.4. **DUTIES AND RESPONSIBILITIES:** This committee shall direct nominations, campaigns, and elections. They shall set all relevant dates and make decisions for the election campaign. *See SR Chapter 1 and SR 3.3 on VP elections* for further delineation of the Election Team duties and responsibilities.

4.16. EMERGENCY HOUSE OPERATIONS TEAM (EHOT) (55-94) (72*73*84/96) (29-08)

- 4.16.1. **STATEMENT OF PURPOSE:**In case of emergency, the General Manager or ICC President calls the Emergency House Operations Team (EHOT). Examples of emergencies include, but are not limited, to sexual harassment of a member or members, threats or acts of physical violence, destruction of co-op property, criminal acts, acts that create an unsafe environment in the house and gross violations of health codes. Emergencies include problems that houses are unable to or will not address and that endanger the well-being of ICC members. Any member may request that the General Manager or the ICC President activate EHOT.
- 4.16.2. **MEMBERSHIP STRUCTURE: EHOT is made up of the:**
 - A. General Manager
 - B. ICC President
 - C. VP for Operations Management
 - D. VP for Finance
 - E. Director of Member Services
 - F. and one other person, if appropriate and necessary.
- 4.16.3. **DUTIES AND RESPONSIBILITIES: The Team shall consense to do the following in a constructive manner:**
 - A. Establish safety (i.e. call police).
 - B. Facilitate referrals to services that can provide emotional support, legal resources and/or medical or mental health resources.
 - C. Conduct a thorough investigation of all sides in conjunction with house members, especially house officers, in order to determine if the emergency is valid and to determine a proper course of action.

- D.** Provide other information as needed.
- E.** In addition, when the emergency is found to be valid, the Team has the power to:
 1. Move a member to another house within the ICC. In these cases, the ICC will pay the member's house charges at their old house until or unless they are released or replaced (*see SR 7.1*)
 2. Release a member from their contract by mutual agreement if the member wishes to leave (*see SR 7.1.5*). Terms of a release may include release from further ICC and/or house charges and/or an agreement to not re-apply to the ICC
 3. Void a member's contract and take necessary, lawful actions to remove the member from the house (*see SR 7.2*). An expulsion hearing must be held in this case by the house or OpsCom (*see SR Chapter 7*)
 4. Call an emergency house meeting
 5. Call an emergency Board of Directors or Coordinating Committee meeting to approve further action if necessary, including but not limited to legal action
- F.** Appropriate confidentiality should be maintained in the entire process including reporting. All actions must be reported in writing to the Director of Housing and Director of Financial Services. Final action of each case should be reported to the Board of Directors and posted in the member's house(s)
- G.** Information about the Emergency House Operations Team shall be posted in a prominent place in each house

4.17. ICC CREATIVE COMMUNICATIONS TEAM

4.17.1. STATEMENT OF PURPOSE: This team will provide a comprehensive approach to effectively coordinate the efforts of all ICC central communications to:

- A.** Ensure timely output of all ICC publications.
- B.** Transmit timely information of Board actions and decisions via ICC publications.
- C.** Publicize house-specific information including house news, parties, movies, etc.
- D.** Evaluate communications between all groups of the ICC (members, staff, houses, committees and Board) to make sure there are adequate vehicles of communications between them.
- E.** Create additional or change current vehicles of communication when they are inadequate.

4.17.2. MEMBERSHIP STRUCTURE: The Communications Team shall be composed of:

- A.** Team Chair
 1. Ideally would be a member of the Board of Directors
 2. Social media administrator
 3. Setting meetings and agenda for team meetings
 4. Ensuring the maintenance of standards in content shared on central ICC accounts
 5. Create and disseminate Board summaries

- 6. Meet with the Director of Member Services weekly
- B.** 1 Board Representative
- C.** 1-2 Members as needed
 - 1. Can be filled through the Member Assistance Program or member volunteers
- D.** Director of Member Services
- E.** Temporary Assistants
 - 1. Communications Coordinator
 - 2. NASCO or ICC Intern

4.17.3. DUTIES AND RESPONSIBILITIES:

- A.** Create, edit and promote ICC central communications in all realms, including online through the ICC website, social media accounts, flyers, print, images, video and etc.
- B.** Partner and assist in communication efforts with:
 - 1. Marketing and Recruitment Committee
 - 2. Education Committee
 - 3. Alumni Outreach Coordinator
- C.** The Weekly Reporter: The weekly reporter shall contain a list of all meetings within the ICC to be held in the coming week, as well as other items of interest submitted.
 - 1. Other Items of Interest: All non-ICC announcements will be distinctly set off from ICC announcements. Each non-ICC announcement will be followed by the name of the member who submitted it.
- D.** All publications shall also be made available online via the ICC website.

4.18. MAINTENANCE TEAM

4.18.1. STATEMENT OF PURPOSE: The Maintenance Team shall:

- A.** Train and educate Maintenance Managers on the skills necessary to maintain a house and in general ICC maintenance issues.
- B.** Ensure that all houses are well maintained, with an emphasis on preventative maintenance and that all maintenance problems are being handled properly.
- C.** Make connections between maintenance managers and encourage learning from each other.
- D.** Propose house-specific projects. The funding for these projects must be approved by the Facilities Management Committee.

4.18.2. MEMBERSHIP STRUCTURE: The ICC Maintenance Team shall be composed of:

- A.** The Director for Maintenance, serving as chair, shall:
 - 1. Have the power to call meetings of the Maintenance Team.
 - 2. Have the responsibility of drawing up the agenda for each meeting of the team.
- B.** The Maintenance Managers are expected to attend all meetings of the team which are generally bi-monthly.
 - 1. All Maintenance Managers are required to attend all meetings. All houses must have at least one maintenance manager. Escher must have 3 Maintenance Managers for the Fall/Winter Term.

MichMinnies, Luther, and Truth are required to have 2 Maintenance Managers for the Fall/Winter Term. Escher, MichMinnies, Luther, and Truth can have one fewer Maintenance Managers during the Spring/Summer term when their house occupancy is below 75%

- C. ICC Members interested in learning preventative maintenance skills. These members will not receive ICC Member Assistance hours.

4.19. SIZE MANAGEMENT AND RESTRUCTURING TEAM (SMART) [28/11]

4.19.1. STATEMENT OF PURPOSE: The SMART shall:

- A. Research opportunities for smart growth of the ICC, by investigating potential property purchases or sales. Oversee all purchases and renovations in preparation for occupancy.
- B. Prepare and periodically review those parts of the ICC's business plan containing long term expansion goals.
- C. Once a year, the team will present a report to the board summarizing expansion or contraction possibilities for the ICC.

4.19.2. MEMBERSHIP STRUCTURE: The Team will be composed of the following

- A. VP for Facilities Management, serving as chair of SMART.
- B. VP for Finance
- C. VP for Marketing and Recruitment
- D. General Manager
- E. Director of Maintenance
- F. Director of Financial Services
- G. Any ICC member approved by the Coordinating Committee

4.19.3. DUTIES AND RESPONSIBILITIES:

- A. **LIMIT OF TEAM POWER:** The Size Management And Restructuring Team does not have the power/authority to commit the ICC to development projects.
- B. **MEMBER REFERENDUMS:** Purchasing and/or selling property must be approved by a referendum vote involving the ICC membership.
- C. **NEGOTIATIONS:** The SMART and the General Manager will negotiate the cost of purchases and sales of property. The General Manager or SMART staff member, may make offers on behalf of the ICC with approval from the SMART. CoCo will be immediately informed and presented with a cost-benefit analysis at the next board meeting. All offers will be contingent on approval in a referendum of the membership.
- D. **PURCHASES**
 - 1. The SMART will investigate properties that would be a good fit for the ICC, if the ICC finds itself in the position to make such a purchase.
 - 2. With the approval of CoCo, the SMART will present a cost-benefit analysis to the board regarding the potential purchases.
 - 3. The SMART will then seek authority to conduct a referendum for the purchase of a specific house with a specified maximum price.
 - 4. The President and General Manager or their appointed representatives, have the authority to make offers contingent upon the passage of the above referendum and to close the purchase.

E. SALES

1. The SMART will consider if a house needs to be sold. Consideration will be based on recommendations from the Director for Maintenance, Facilities Management, Finance or Coordinating Committees.
2. With CoCo's approval, the SMART will present a cost-benefit analysis to the board and will seek approval to conduct a referendum.
3. If the referendum passes, the ICC president and general manager or their authorized representatives, have authority to list the property and close the sale, contingent on board approval.

F. INTERNAL EXPANSION OR CONTRACTION

1. SMART will investigate current ICC properties to determine if internal expansion or contraction is feasible for the house and necessary for the ICC. SMART may present an internal expansion or contraction plan to the Board; however, SMART must receive approval from the Board and the ICC house[s] involved in the plan.
2. Before increasing occupancy in an ICC room/unit the room[s] in question must be inspected to make sure the room[s] meet all city housing code requirements.
3. Large-scale accessibility projects will be researched by SMART with approval from the Director of Maintenance.

4.20. SUSTAINABILITY TEAM

4.20.1. STATEMENT OF PURPOSE: The Sustainability Team shall:

- A.** Educate members and staff on ways of reducing ecological harm and increasing the long-term environmental sustainability of the ICC.
- B.** Implement sustainable practices in their ICC houses.
- C.** Promote sustainable behavioral change within the ICC community.
- D.** Advocate the sensible use of ICC resources.
- E.** Submit an annual sustainability report to the Board of Directors.

4.20.2. MEMBERSHIP STRUCTURE: The ICC Sustainability Team shall be composed of the following:

- A.** Sustainability Chair
- B.** Sustainability Stewards as appointed by their ICC house.
- C.** Vice President for Facilities Management can liaise as needed.

4.20.3. DUTIES AND RESPONSIBILITIES:

- A.** Trash and recycling collection, bringing bins to curb (and back to the house when empty!)
- B.** Composting and supporting the house's composting practices.
- C.** Key planner for work holiday for sustainability projects. Communicating with the house officers, house members and Sustainability Team prior to work holiday is necessary for in-house sustainability team projects. Coordinate with social chair in-house if applicable.
- D.** Create a system in the house to collect and return items that should be composted, recycled or thrown in the trash. This can be done as a part of work holiday or on a monthly basis.

- E. Work with house groundskeeper on creating a sustainable gardening/groundskeeping including the Native Gardening Initiative.
- F. Monitoring the house's energy use and reporting back to the Sustainability Team.
- G. Work with food/ordering steward to purchase more sustainable and local food products, including sourcing from U-M Campus Farm, the Farmer's Markets in Ypsilanti and Ann Arbor and growing own food in yards or inside pots!
- H. Attending and actively participating in biweekly meetings for the Sustainability Team.
- I. Looking critically at the house's practices and making changes or suggestions towards a more sustainable lifestyle for the house.
- J. Educate house members on topics like energy and water conservation, sustainable food and waste management.
- K. Manage Sustainability Team Fund.
- L. Contact Facilities Management Committee and the Director for Maintenance for project plan feasibility, approval and guidance before purchasing materials from the Sustainability Team Fund.
- M. Follow guidelines listed in the Sustainability Team Policy.

4.21. TECHNOLOGY TEAM

- 4.21.1. **STATEMENT OF PURPOSE:** To improve the experience of technology among the ICC Houses, Members and organization; to design, implement and maintain systems that are accessible, useful and cost effective for the ICC; and to help guide the adoption and growth of new technology in the ICC.
- 4.21.2. **MEMBERSHIP STRUCTURE: The Technology Team shall be composed of:**
 - A. The Technology Team Chair shall:
 - B. have the power to call meetings of the Tech Team; and
 - C. have the responsibility of drawing up the agenda for each meeting of the Team.
 - D. The ICC Staff liaison shall have the power to call meetings of the Tech Team.
 - E. Members appointed to the committee shall assume full voting privileges.
 - F. The Technology and Web Coordinator
- 4.21.3. **DUTIES AND RESPONSIBILITIES:**
 - A. Formulate technology policy for recommendation to the ICC Board of Directors.
 - B. Authorize expenditures from their Tech Team budget with regard to house technology needs.
 - C. Has the power to approve house technology loans.
 - D. Change and amend the Technology Policy Manual.
 - E. Review the maintenance staff's inspection reports for technology issues.
 - F. Assist staff as needed with office technology projects and needs.
 - G. Maintain WiFi networks across the ICC, in terms of both maintenance services and costs which may arise during normal repairs. The cost of such repairs will be drawn from Tech Team's annual budget.