

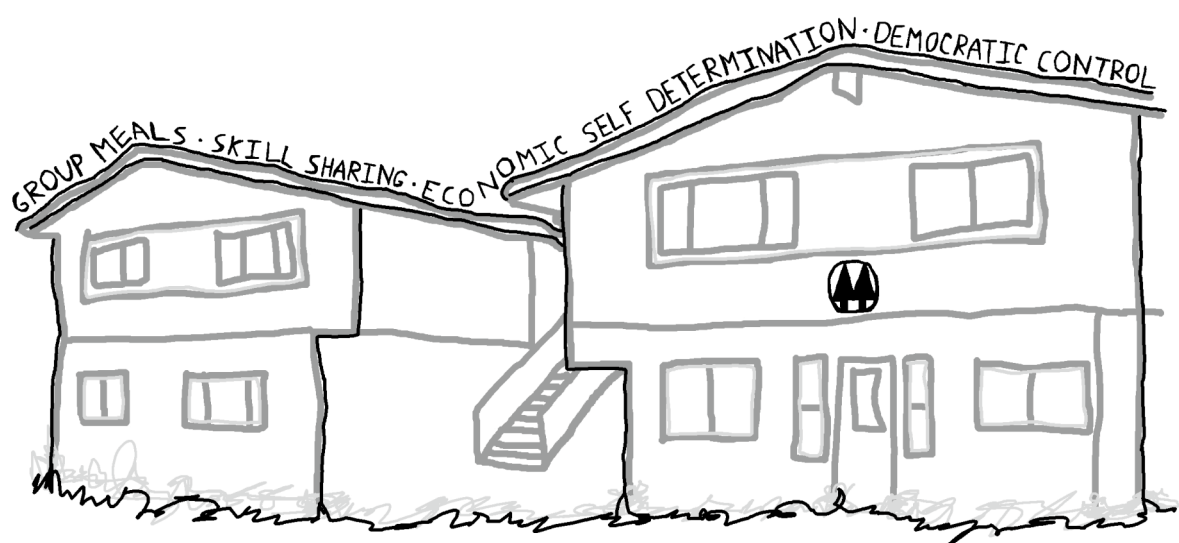
MEMBER- OWNER MANUAL



SANTA BARBARA STUDENT HOUSING CO-OP

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Introduction

As a member-owner of this organization you are entitled and expected to know and understand the policies and procedures that make this co-operative function.

This manual will help you do just that.

Please read, apply, enjoy, and repeat.

Contact Information

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Houses



Newman

6503 Madrid Road



Manley

732 Embarcadero Del Norte



Dashain

6719 Sabado Tarde



Biko

6612 Sueno Rd.



Merton

777 Camino Pescadero

Cooperation

The Cooperative Model

What is a Cooperative?

Definition: A cooperative is an autonomous association of persons united voluntarily to meet their common economic, social, and cultural needs and aspirations through a jointly-owned and democratically-controlled enterprise.

Values: Cooperatives are based on the values of self-help, self-responsibility, democracy, equality, equity, and solidarity. In the tradition of their founders, co-operative members believe in the ethical values of honesty, openness, social responsibility, and caring for others.

Model: A co-operative is a business. (business is not a bad word!). *There are many types of cooperatives: consumer, worker, housing, producer, credit union, etc. All types of cooperatives embrace the seven principles, commonly referred to as the Rochdale Principles, which are maintained and updated by the International Cooperative Alliance. Rochdale refers to the Rochdale Society of Equitable Pioneers, the flagship enterprise of the modern cooperative movement. RSEP was a consumer cooperative established during 1844 in England.*

The Seven Cooperative Principles

The co-operative principles are guidelines by which co-operatives put their values into practice.

First principle: Voluntary and Open Membership Cooperatives are voluntary organizations; open to all persons able to use their services and willing to accept the responsibilities of membership, without gender, social, racial, political, or religious discrimination.

Second Principle: Democratic Member Control Cooperatives are democratic organizations controlled by their members, who actively participate in setting their policies and making decisions. Men and women serving as elected representatives are accountable to the membership. In primary cooperatives members have equal voting rights (one member, one vote) and cooperatives at other levels are organized in a democratic manner.

Third Principle: Member Economic Participation Members contribute equitably to, and democratically control, the capital of their co-operative. At least part of that capital is usually the common property of the cooperative. They usually receive limited compensation, if any, on capital subscribed as a condition of membership. Members allocate surpluses for any or all of the following purposes: developing the cooperative, possibly by setting up reserves, part of which at least would be indivisible; benefiting members in proportion to their transactions with the cooperative; and supporting other **activities approved by the membership**.

Fourth Principle: Autonomy and Independence Cooperatives are autonomous, self-help organizations controlled by their members. If they enter into agreements with other organizations, including governments, or raise capital from external sources, they do so on terms that ensure democratic control by their members and maintain their cooperative autonomy.

Fifth Principle: Education, Training, and Information Cooperatives provide education and training for their members, elected representatives, managers, and employees so they can contribute effectively to the development of their cooperatives. They inform the general public -- particularly young people and opinion leaders -- about the nature and benefits of cooperation.

Sixth Principle: Cooperation Among Cooperatives Cooperatives serve their members most effectively and strengthen the co-operative movement by working together through local, national, regional, and international structures.

Seventh Principle: Concern for Community While focusing on member needs, cooperatives work for the sustainable development of their communities through policies accepted by their members.

There are many types of cooperatives: consumer, worker, housing, producer, credit union, etc. All types of cooperatives embrace the seven principles, commonly referred to as the Rochdale Principles, which are maintained and updated by the International Cooperative Alliance.

Rochdale refers to the Rochdale Society of Equitable Pioneers, the flagship enterprise of the modern cooperative movement. RSEP was a consumer cooperative established during 1844 in England.

The Cooperative Movement

Global Context:

Cooperatives exist all over the world. Indonesia has an economy largely comprised of cooperatives. There are economists and politicians who call themselves “cooperativists,” instead of “democrat,” “capitalist,” or “socialist.” The cooperative movement is a global social movement seeking to create more directly democratic, localized, community –minded and –controlled, and equitable systems to provide people with what they need. Cooperation exists in other parts of the world as systems with different names or as historical social norms. Sometimes cooperation and consensus processes are inherent in a community’s inherited practices (e.g. tribes, farming collectives). These various shapes and sizes of cooperation across the world and throughout history started to become understood as a movement during the 1900s as a single cooperative business language began to develop from the North American and European traditions. Cooperation became better understood as a model and method. Today, there are more than 700 million cooperative members in over 100 countries. It is important this larger picture not be lost sight of in our cozy beachside community.



Role of Local SBSHC in Global Context:

Housing cooperatives such as SBSHC are unique because they are both consumer, work, and in times of development or great creativity, producer cooperatives. For this reason and others, housing cooperatives seem to manifest the richest and most diverse externalities. They are also often a gateway into the cooperative sector and movement for many young adults, as cooperative houses affiliated with or in proximity to college campuses are the first encounter for those who did not grow up around credit unions or agricultural producer cooperatives. SBSHC is important in this regard, as it “let’s people in” on the movement to create a better world of just economies and democratic communities.

SBSHC

General info

SBSHC is a housing cooperative run by the monthly dues paid by its member-owners in the form of “rent.” As long as SBSHC has dues-paying members, it remains financially viable. The organization owns or leases and operates multiple properties using member dues, and central staff manages the long term maintenance and residence of these properties, as well as the educational and social components of the cooperative community. A Board of Directors oversees all long term operations, while house-level decisions and activities are decided by the residents of each house. The official mission statement adopted by the Board of Directors and Membership is as follows:

The purpose of the Santa Barbara Student Housing Cooperative is to provide low rent cooperative housing for student, staff, and faculty of the University of California at Santa Barbara, regardless of gender, race, social, political, or religious affiliation. Through this service, SBSHC seeks to eliminate prejudice and discrimination in the community. SBSHC strives to engage in continuous educational programs to further the principles of cooperation through mutual, self-help living at minimal cost.

Formally, SBSHC is a 501(c)3 not-for-profit organization and, under California State Law, is not explicitly a cooperative. The reason why the choice was made to incorporate not as a consumer cooperative back in 1976 is not entirely known now, but many student housing cooperatives forming around that time followed the same suit. Federal and private donations and funding is also easier to procure as a not-for-profit. SBSHC does operate exactly like a cooperative; however. While known far and wide as SBSH Cooperative, the legal name of SBSHC is actually “Santa Barbara Student Housing,” as organizations not filed explicitly as cooperatives cannot have “cooperative” in their legal name. This distinction between State-designated

cooperative and in-practice cooperative is not of great importance; with the exception of making it necessary to file a “Doing Business As” form for SBSHC every five years.

Organizational History

Incorporation: In 1976, our co-operative was started by a group of students at UCSB concerned about housing rates and slum-like conditions in Isla Vista. The students decided to form a cooperative to master lease buildings, thereby lowering rates and giving members greater control over the quality of the housing they occupied. The co-op was incorporated as the University Students' Rochdale Housing Project (USRHP), named after the Rochdale Co-op in England. The 1970s in Isla Vista were a very exciting time, during which the now famous riots, bank burning, and occupation by the National Guard took place. It was from this passion and struggle for change and more equitable communities that SBSHC was born.

Cooperation: The USHRP cooperative opened its first leased building in the fall of 1977 at 6520 Cervantes – next door to Manley. The building had 31 one-bedroom apartments and held 61 members. The second building that was master leased was at 6503 Madrid, which is now owned by SBSHC and named after one of its former Executive Directors, Patti Newman Crandall. By the fall of 1980, the coop had master leased seven buildings and housed almost 200 members.



Newman: It was in 1981 that USHRP purchased Newman, its first building. The coop bought 6503 Madrid, which it had previously master leased, and named it after Patti Newman, one of the co-op's founding members and one of the first Executive Directors. Newman is comprised of 9 apartments – three studios and five two- bedroom apartments, housing about 27 residents. Newman

is, to date, SBSHC’s only apartment building. Newmanites enjoy a prime location, with the house situated exactly on the UCSB campus border and only a five minute walk from the ocean. Newman’s received a renovation in the Summer of 2014 with new plumbing, electrical, walls, floors, cabinets, heating, doors, lighting, paving, garden beds, and more! Suite J, Newman’s common space, was re-imagined for better cooperation.

During the early 1980's the co-operative continued its strategy of expansion through master leasing, eventually housing 480 university students and staff. The coop's own staff grew quite large in order to accommodate a range of activities from building maintenance to member education.

Manley: In 1984, the USHRP purchased its second building, the Manley House at 732 Embarcadero del Norte. Manley was the USHRP’s first group house, meaning members slept in bedrooms and worked together to organize the rest of the common household. The building is named after Steven Manley, an active coop member who was killed over summer vacation while fighting forest fires in Los Padres National Forest. This eleven bedroom six bath house enjoys a huge 2nd story patio and relaxing outdoor hammock hung in the shade of three very productive avocado trees. There is a cozy fireplace within the large living room with more than adequate provisions for an evening of cinematic enjoyment. The upstairs of Manley features three bedrooms with a separate entrance and small common space, allowing for the option of a little more privacy.



Struggle: USHRP became engaged in a lawsuit with one of the property owners from which it leased several buildings during the late 1980s. After a legal battle of several years, the coop ended up losing the lawsuit, quite a bit of money, and many of its master-leased buildings. Eventually, USHRP ceased master-leasing altogether, and operated only the two buildings it owned: Newman and Manley.



Name Transformation: In 1991, the members of the coop voted to change its name to "Santa Barbara Student Housing Cooperative," (SBSHC) in order to be more descriptive of its activities and to emphasize its focus on serving the student community. The coop also began a management arrangement with the North American Students of Cooperation (NASCO), an

umbrella student coop organization, to provide SBSHC with more consistent support through staffing. NASCO provided SBSHC with an Executive Director (a standard, but unfortunate title prevalent in the not-for-profit community) who also served as the West Coast Developer for NASCO. This, combined with some consulting efforts, was successful in getting SBSHC back on its feet and looking towards expansion.

Dashain: The tireless work and dedication of cooper's led to the acquisition of Dashain House in 1994. As a themed vegetarian house, Dashain was the first building within the coop to have its own meal plan. Named for a past resident's pet rat, Dashain is also lovingly called the House of Seitan, in celebration of the gloriousness that is wheat gluten. Members of Dashain boast an ocean view from the second floor, a cozy backyard and garden, and a 30 second walk to the nearest beach access way. Dashain has nine bedrooms and three baths, housing fifteen people. While a practice most of the time at most co-operative houses, Dashainians, especially, indulge in a mostly organic meal plan by shopping frequently at the local food co-op and farmers market to support local businesses and farmers.

Biko: In 1997, SBSHC bought the Biko House, named for Stephen Biko, the Black Nationalist student leader and revolutionary who fought and died in the struggle to end apartheid in South Africa. Biko is particularly popular for its large property, garden, off-street parking, and soundproofed music studio / community space. With twelve bedrooms and six baths, eighteen inhabitants call Biko home. Biko welcomes people of color and allys who are dedicated to overcoming racial prejudice, whether it be conscious or unconscious, and who are interested in creating a comfortable setting conducive to the celebration of all cultures and the oppression of none.



Biko's four-car garage has become a haven for local Isla Vista and touring bands, art, film, meetings, workshops and other cooperative and community events, providing a safe location for folks to gather and create things together.

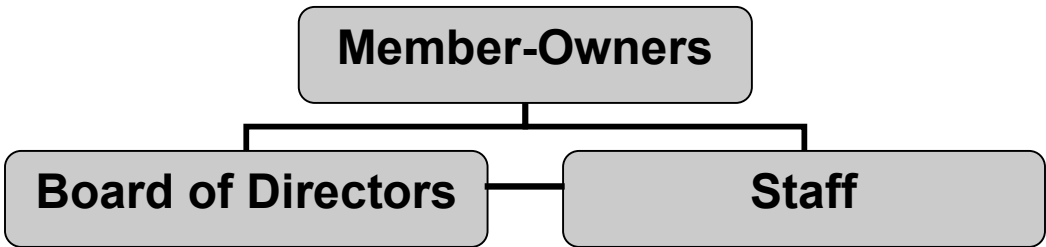
The house underwent a complete renovation in the Summer of 2011 with new electrical, plumbing, walls, floors, doors, bathrooms, kitchen, living room, lighting, laundry, fencing, better accessibility and more!

Merton: Recent Board of Directors have been dedicated to pursuing SBSHC expansion through the purchase of a new property. The location at 777 Camino Pescadero housing a second story interfaith-themed cooperative group house with one kitchen was officially purchased on March 18th of 2011. The Thomas Merton house, named after the interfaith leader, is to serve as a legacy to the building's previous and only owner, the University Religious Conference, which has existed for several decades and used the 777 location for many years as a vibrant meeting space for student community life and interfaith dialogue and cooperation. The missions of the URC and of SBSHC are very similar. SBSHC is privileged to have the opportunity to carry on the important work the URC has done for so many years.

The first group of Merton House members officially moved in Summer 2013. Currently there are some use restrictions on the property, based on parking, that don't allow SBSHC to organize the larger cooperative community events we had planned to, but we hope to bring this issue back to the County Board of Supervisors in the future.

Organizational Structure

Organizational Map:



Pretty simple, eh?
Cooperatives are the epitome of structural elegance.

Board of Directors:

The Board is the sole governing body of SBSHC. All members are welcome to attend and participate in Board discussions. The Board is responsible for making incredibly important decisions that determine the co-op's present and future endeavors, this includes; approving SBSHC's yearly budget, initiating capital improvements, overseeing membership disputes and evictions, and hiring staff.

The Board of Directors is made up of 9 total members: 2 at large coop members, 5 house representatives, and 2 community representatives. The at large members are elected by the entire membership once a year and serve a 1 year term. The house reps are elected each Fall by their house and also serve a 1 year term. The community representatives are members of the local area who are interested in furthering the coop's mission. These reps are elected by the board of director and serve an unspecified term.

The Board meets twice a month, meeting times and locations are sent out via email to the membership prior to the meeting time. Members are encouraged to participate in the meetings and make their voices heard during the meeting's Vox Populi.

SBSHC Staff & Office:

The office is the place to go for logistical questions, about your rent, contract, service hours, maintenance, housing options, or for assistance with any co-op related problem. Office houses the central office and staff. The central staff of SBSHC includes an Executive Director (ED) and a Membership Services Coordinator (MSC) who work to ensure the smooth operation of coop life. The ED manages financial operations, ensures timely and quality maintenance and capital improvements, and supervises all full and part time staff. The MSC oversees all membership recruitment, outreach and administration. Together, these two employees ensure that the coop continues to thrive. SBSHC staff members are employees of the cooperative's member-owners, and serve as an instrument for carrying out the Board of Directors' wishes.

They are here to work for you. Many of the operations staff performs are autonomous, but the key actions they take are always in representation of the Board, and by extension, the coop member-owners' wishes. While staff are not inherently member-owners themselves, we treat them with the same respect and appreciation as any other member. The Personnel Committee meets twice a month to discuss and monitor the relations of staff and members, and can be contacted via email (personnel@sbcoop.org).

The Office also houses a special collection of books and materials regarding cooperative development and philosophy, facilitation techniques, mediation and conflict resolution methods, property care and improvement, and SBSHC history and operations. Additionally, as you will read more about in the Maintenance section of this handbook, there exists some special tools and equipment for use by cooperative members, as well as a tool log letting you know what tools each individual house has for cooperative use.

Further, the Office is a place where you are always welcome to come, hang-out, learn, share your thoughts on how to make the cooperative better, and, if the cooperative spirit moves you, to help out with office tasks. To keep communication flowing between the membership, Staff reports to the Board, and updates the website. Check up on all of those communications to stay informed and up on the administrative activities.

Houses:

While you are a member-owner of SBSHC, you are also a resident of a particular house with a unique identity. It is fun to and important that you participate in house activities. Houses have their own constitutions, their own labor systems, their own boarding plans, and their own way of doing things. Inter-house activities can very much strengthen the social fabric of SBSHC while also serving to educate all houses in the activities and practices of the others. A potluck between Newman and Dashain could encourage Newmanites to install a nifty greywater system like that once found at Dashain.

Houses are to govern themselves by maintaining working labor and governance systems. These house-level systems are maintained by the members themselves with the special help of those elected from within the House to serve as an officer or manager (which we get into a bit later). However, Houses are responsible to the larger cooperative to uphold certain practices while refraining from others. The actions of one House effect the entire cooperative, either

negatively or positively. If one House engages in illegal activity, it can mean the demise of all of SBSHC. Due to this fact and that all of the Houses have mortgage debt that is paid on by members at all the Houses; all of the corporate policies (Articles of Incorporation, Bylaws, and Board Policies) supersede House policies, though House policies are incredibly important and are to protect cooperative House members against uncooperative action by any member or non-member, alike.

House Constitution

This is the codification of house life. It is essential that each house and member help to maintain and uphold this living document. It includes things from what sort of food can be prepared in or purchased by the House, as well as what quiet hours will be and what you require of your officers. You will first encounter your house constitution at the first House meeting, at which time you will be required to read (or, better, to have read) and unanimously approve the document. House meetings are the time place to address your house's governing document.

Meetings

House meetings are the primary vehicle through which member-owners can express concerns and desires to the House and, following, via their elected representatives, to the Board, Staff, and entire membership. Through meetings, individuals can present issues affecting the daily operations of the household or can seek support for ideas and efforts regarding more large-scale change in the organization. Further, house meetings are the way in which the house members communicate with one another.

After the initial house meeting, the house president will call for a meeting every 2 weeks. These meetings can last from 1 to 3 hours. **It is mandatory, and of the utmost importance, that you attend all meetings.**

Some meetings can be fun and productive, while other meetings can also be painful and counter-productive. The level and type of facilitation and focus determine what kind of meeting you will have. It is important that meetings be well facilitated and all house members respect the facilitation methods and decision processes decided upon by the house. House Presidents are trained in facilitation methods at an initial officer training, and a facilitation training workshop will be available to the membership at-large during the year. If you ever feel your house meetings aren't being as productive as you would like, Staff have a wealth of information regarding facilitation, mediation, and decision-making processes. Stop by to chat with your knowledgeable staff and get resources you can share with your House.

Representation to Board

Each house has one representative it elects annually to the Board of Directors. That Director is to fully represent the issues of his or her House to the Board by sharing ideas or concerns of some of its members during meetings and advocating for items important to their House or members of their House to be placed on the agenda. Conversely, the Director must represent the Board to the House, by checking in regularly via informal conversations, fridge postings, and, formally, at every House meeting with updates about what the Board is actively discussing. It is the responsibility of the Director to explain policy in discussion or let folks know about the financial state of cooperative.

This connection is absolutely vital. If the Board and the House do not actively and effectively communicate, the membership becomes alienating from its representative governance at the corporate level. Cooperative begs direct democracy – the House representation on the Board is that “direct” line.

Officers & Managers

see also “Service Program”

House officers perform a variety of tasks that aid the operations and basic functions of cooperative life. Officers are elected by the house at the first meeting of each quarter. All officers are compensated with service program credit, while some are also compensated with quarterly rent credit.

If you are elected as a house officer, you must attend a mandatory house officer training meeting (which often doubles as the first related Committee meeting of the quarter). This meeting will clarify your responsibilities, provide you with any needed material, and make you eligible for full compensation.

The House President is responsible for organizing and facilitating house meetings, communicating with the Office, conducting mediations in the instance of conflict in his or her House, and being accessible to the members of the house and the office when problems or concerns arise. And, as new members move into the House throughout the year, the President is required to give each individual a mini-Orientation to the House and the Cooperative.

The House Secretary must attend all house meetings and take detailed notes according to the template provided at the first meeting of all House Secretaries. The notes must be emailed to the entire membership within 24 hours of the meeting, and must also be posted on the SBSHC wiki. The Secretary Committee meets monthly with the Board Secretary to improve the cooperative's archiving methods and produce the SBSHC Newsletter, the *Communiqué*, to build a richer SBSHC history.

The House Treasurer is responsible for making sure house members pay rent on time, organizing house finances (e.g. setting up payment plans, keeping the Kitchen Managers on budget), *attending regular finance meetings*, and being available to the office and to members to discuss finance issues informally and formally via reports at House meetings. The house Treasurer is also ultimately the caretaker of the House debit card, though it is usually kept by the Kitchen Managers.

The House Manager organizes the chore system within the house, creating a fair and efficient way of ensuring cleanliness. The house manager keeps track of which chores are completed and by whom, and may decide to fine members who do not complete their chores. At the close of every quarter and contract period, the House Manager must make sure some deep cleaning takes place to make the space “brand new” for new and continuing residents. The House Manager Committee (sometimes aka “Interim Committee”) helps managers put these practices into place. Additionally, one Work Holiday per quarter must be organized. See *also* “sweat equity.”

The Kitchen Manager is responsible for organizing the meal plan for the house. This entails not only shopping weekly or biweekly, but also organizing recipes and researching better ways to buy and store House food. The Kitchen Manager must communicate regularly with the Treasurer to maintain the House budget. This means the Kitchen Manager must keep a running check ledger and allow the Treasurer to balance the checkbook monthly.

The Maintenance Manager is responsible for the maintenance projects to be completed around the house. Though no experience is necessary, it is often best to only take on this position after observing and learning from a more experienced manager. The MM needs to be able to manage their time so that all requests can be taken care of in a timely manner, as maintenance needs to not run on a regular schedule! MM's must also attend regular meetings to check in with the Maintenance Coordinator to insure each House is being kept up to Fire Code, is habitable, and to help maintain a long term maintenance schedule for the entire cooperative. The MM does a lot of research into appliances and maintenance methods for members. He or she must also be open to educating members in these methods and findings.

The Education Coordinator plans educational events for the house. These events can be workshops and trainings, discussion groups, fieldtrips, and other activities. Each member has skills and knowledge to share—the Education Coordinator helps facilitate this sharing. They may also look outwards for other educational resources through the university and the wider community. The Member Advocate and the MSC advise and work closely with the Committee to make sure the fifth cooperative principle of “education, training, and information,” be upheld.

The Social Coordinator plans social events for the house. These events can be weekend parties, concerts, movies, fieldtrips, or any other house approved occasion that celebrates the hard work you put into your houses and builds social capital. This coordinator serves on the Social Committee and the Board VP work closely with this committee to organizes social events geared for the entire membership.

Some houses have special officer positions (e.g. Sustainability Coordinator, Garden Manager, Compost Manager), which also may or may not have related Committees. Ex: the Green Committee, once comprised of garden managers, was very active and was responsible for maintaining an informational handbook as to how to keep the exterior of each property up, as well as doing the work and organizing their housemates to do the work to keep the yards, trees, and gardens in good shape.

Member-Owners:

Summary

SBSHC only exists as long as it has active member-owners. Every aspect of this organization is run by you. You employ staff, you sit on the Board of Directors, and you, in short, make all of the decisions to keep us going from day-to-day and decade-to-decade. As a member-owner, you enjoy many ownership perks (like low living costs!) and, conversely, you are responsible for a number of things you wouldn't ever have to bother with in a traditional renting situation.

As a member of SBSHC you have the right to:

- Security in your home
- A clean house
- Elect capable officers
- Vote and voice your opinions at all membership meetings
- Improve and change your house
- Have access to house organization and financial records
- Be heard and listened to

By the same token, it is your responsibility to:

- Contribute your share of labor (sweat equity)
- Attend house meetings & help run the cooperative (social equity)
- Pay member charges (fiscal equity)
- Be open to other's ideas
- Hear and listen to others

Rights

...to community	...to a home	...to affordability
...to a safe space	...to space	...to self-determination
...to shelter	...to place	

The commands of democracy are as imperative as its privileges and opportunities are wide and generous. Its compulsion is upon us.
[Woodrow Wilson]

With every civil right there has to be a corresponding civil obligation.
[Edison Haines]

Responsibilities

A cooperative works because its members do. Maintaining low rental rates and food costs requires that the membership be willing to spend personal time to assist with the basic operation of house and system-wide endeavors.

Member-owners participate and work for each other through doing house chores, attending house meetings, serving on the Board or various committees, working as a house officer, participating in the quarterly work holiday, completing service hours on time each quarter, and filling in and doing things to better our community that no one may have yet "thunk."

The following breakdowns are of some items regarding member responsibilities and different kinds of organizational equity not extrapolating upon in other sections or are not particularly intuitive:

Fiscal Equity

Rent / Dues

"The inherent vice of capitalism is the unequal sharing of blessings; the inherent vice of socialism is the equal sharing of miseries." [Winston Churchill]

Cooperativism is an economic and social system different in some ways and similar in others to capitalism and communism. Many influential people throughout the years, like Mohammad Hatta – one of Indonesia's co-founders, supports cooperativism as the choice economic, political, and inherently social system for our global community. The cooperative housing option of SBSHC is considered the choice housing option in Isla Vista by many of its

residents. Our local system requires the following fiscal capital in the form of monthly dues from its members comprised of room, house, and board charges.

The 3 separate charges of dues/rent: Room, House, and Board seem simple. Let's go deeper. Your room and house charge are set by the Board of Directors under recommendation by the Finance Committee and deposited in general accounts. This money goes toward mortgages, loans, staff, maintenance costs, and development funds. This money is under the discretion of the Board of Directors and Executive Director. The Board charge is set by and at the discretion of house members and deposited by the House into its own checking account.

House Charge is implemented to cover all utility costs. At the beginning of each month, all house charge money is deposited into a house charge account, which Staff uses to pay utility bills. Every member has access to office files for the purpose of viewing and comparing utility costs and house charge income. An assessment of utility costs is completed at the end of the contract period revealing any discrepancies between income and expenses to guide future budgeting. This is the information the Board and Finance Committee look to in order to set rates.

Board Charge is implemented to cover all food and supply costs. The house has complete discretion over this money. The elected Treasurer and Kitchen Manager have the responsibility of spending and tracking board charge income. Most of this money goes to buying food for the houses with a boarding plan. Some will also be spent on supplies (e.g. cleaning, laundry, organization). All members of the house can review and evaluate house expenditures. The House Treasurer and Kitchen Manager will both have a record of the checks written and the Kitchen Manager should have all receipts accompanying check stubs. Upon request, any member will be allowed to view these materials. If a House has any money left in its account at the end of a contract period, it can opt to distribute the funds evenly back to its members or purchase something collectively for the house (e.g. food processor, party supplies, tickets to Disneyland).

Room Charge is simpler and varies according to the size and level or privacy of the space you inhabit. If you choose to leave before the end of a contract period, the base rate you are charged is related, albeit loosely, to your room charge. Since room charges are calculated according to the costs of operating and maintaining all properties, your share is understood through that lens. That base rate is the bare minimum it costs - almost exactly to the square foot - to run SBSHC. SBSHC is definitely a not-for-profit. The rates in our cooperative community are roughly 30% below Fair Market Rate in the area - which is often lower than what the market is charging, anyway!

Sweat Equity Labor System

Chores: The elected House Manager develops a weekly chore system to ensure the smooth operation of the household. For the houses with meal plans, a common chore is to cook once a week for all members of the house. Some other common chore examples include cleaning the kitchen, bathroom, refrigerator, mopping floors, vacuuming, taking out trash, etc. The chore system differs at each house and does change somewhat every quarter as different houses have different needs, and as new house managers are elected and develop different systems. At any house, if chores are left uncompleted, the house may assign fines. Any member under contract is responsible for the prompt payment of these fines.

Work Holiday: Each quarter, the house manager picks a date (usually on a weekend) on which the work holiday will take place. A work holiday is a time when the entire house gets together and works for 6 to 8 hours on projects that beautify and improve the function of the house. Past work holidays have included tasks such as cleaning carpets, sidewalks and driveways, cleaning inside and behind all kitchen equipment and cabinets, painting, wiping down walls and baseboards, and making the outside living space clear of trash and clutter. A work holiday can also consist of landscaping or construction, for example, the house may decide they would like to build a deck or start a garden. However, most work holidays are used just to get the House back to spic and span as the space gets worn down throughout each quarter. Work holidays are mandatory for all members. As with



chores, the house may decide to fine those members who do not attend. Any member under contract is responsible for the prompt payment of these fines.

Social Equity

Service Program

SBSHC is entirely member-owned and member-operated. In order to operate the organization, members must contribute social equity by helping to conduct the cooperative's daily and longer-term activities. Since service is so vital to our organization's success, we do have a special process and incentive system to insure everyone contributes. This system creates opportunities for members to contribute social equity by serving as an officer or manager, serving on a committee unrelated to officer or manager –ship, or completing an independent service project approved by the Board Vice President. For new cooperative members, serving on a Committee is often the easiest way to get acquainted with how our social equity service system (that's a mouthful!) works. Information about the Service Program including what there is to choose from and how to choose is distributed quarterly via email. Along with that same communication, members will receive a link to a form to be filled out online signing up for your chosen service. If you do not fulfill your social equity requirements, you will be asked for more fiscal equity (i.e. you'll be fined), which really doesn't help SBSHC. SBSHC needs your social investment much more than it needs dollars. A fine doesn't pay someone or something else to do the work a member did not do. Truly, the work you do in our cooperative community is priceless. All fines or fees are pretty arbitrary amounts put in place as incentives or dis-incentives; they do not provide SBSHC with anything comparable to your personal investment of time, creativity, and effort. If you don't complete any service for more than one quarter, you will be in violation of your contract, which means you can no longer live in the cooperative. We want everyone to stay and to participate!

There are more paid positions within SBSHC that help to supervise our service program and officers/managers. These positions are called Coordinators. You can be hired for these positions by Staff periodically throughout the year. Information over those positions are distributed at the same time service program sign-ups occur.

Engagement

As a SBSHC member, you live and work together as a house—and you succeed or fail as a house. For the most part you'll succeed, but it requires that you actively engage with your house and with the organization and community in meaningful ways. For some things, there's already a system in place for engagement (eg. chore system, service program, house meetings), but other things may not be as obvious. Being social and hanging out, as simple as that sounds, are necessary for you to build good relationships with your housemates and maintain healthy house dynamics. Each house hosts parties, dinners, art and educational events including workshops, films and the like. Participating in house and co-op wide events, while it may sound like a given, is fun and builds community. While attending these types of events is not required, non-participation in co-op social events has never proved beneficial. One can still be the 'quiet cooper' and participate socially in the house.

Another way to engage is to participate in the larger cooperative movement. SBSHC is a member of the North American Students of Cooperation (NASCO) and sends members to the annual NASCO Institute Conference. SBSHC also participates in the West Coast Co-op Conference (WestCo) and the California Center for Cooperative Development (CCCD) Conference. Attending conferences like these gives members the opportunity to meet coopers from around the country and to share and bring knowledge back to SBSHC. Members can take it a step further and share their cooperative knowledge with the Isla Vista, and greater Santa Barbara, communities. Your level of engagement at SBSHC and in the community is up to you, but there are countless opportunities to participate, each socially and personally fulfilling in their own ways.



Local Resources

COMMUNITY

Bici Centro

601 E. Montecito St.
www.bicicentro.org

Bonfire Collective

www.bonfirecafe.org

Bus Schedule

www.sbmtd.gov/routes.asp

Farmers Market

www.sbfarmersmarket.org

Food Not Lawns

www.sbfoodnotlawns.org

Free Box

Outside IV Rec & Park

Free Skool

www.santabarbara.freeskool.org

Independent

www.independent.com

IV Arts

www.islavista-arts.org

IV Food Coop

www.islavistafood.coop
6575 Seville Rd.
805.968.1401

IV History

www.islavista.org
www.islavistahistory.com

IV Medical Clinic

www.sbclinics.com
970 Embarcadero Del Mar
805.968.1511

IV Recreation & Park District

961 Embarcadero del Mar
<http://www.ivparks.org>

IV Tenants Union

www.as.ucsb.edu/ivtu
6550 B Pardall Rd.
805.893.5989

KCSB 91.9FM

www.kcsb.org
805.893.2424 (request)
805.893.3757 (office)

Planned Parenthood

518 Garden St.
www.plannedparenthood.org
805.963.5801

Timebank

www.sbtimebank.org

UCSB

Arts and Lectures

www.artsandlectures.sa.ucsb.edu
805.893.3535

Associated Students

www.as.ucsb.edu
805.893.2566

Community Housing Office

www.housing.ucsb.edu
805.893.4371

Davidson Library

www.library.ucsb.edu

Financial Aid

www.finaid.ucsb.edu
805.893.2432

Multicultural Center

www.sa.ucsb.edu/mcc
805.893.8411

Office of Student Life

805.893.4569
www.sa.ucsb.edu/osl

Resource Center for Sexual & Gender Diversity

805.893.5847
www.sa.ucsb.edu/sgd

Student Health

805.893.3371

Women's Center

805.893.3778
www.sa.ucsb.edu/women

CO-OP

CA Center for Co-op Development

www.cccd.coop

NASCO

www.nasco.com

Look for the local "SBDIY" calendar put out irregularly by some awesome folks. More radical and alternative resources are listed in it for your edification. sbdy.org / facebook.com/groups/sbdy

There are lots of movers and shakers doing good community work in Isla Vista. As a cooperative member-owner, you understand how valuable community is. Get out and help in your Isla Vista/Santa Barbara community by SPIRALing at the IV Food Coop, volunteering at Bici Centro, or helping with Free Box maintenance. Ask your fellow cooper's or Staff if you need some direction on where to begin.



