

The Code of Operations
of the
MSU-Student Housing
Cooperative, Incorporated

Mission Statement

Our cooperative principles promote quality housing and services. As individuals we are empowered through democratic participation to create a community equally accessible to all. As an organization we are committed to expand the Cooperative movement.

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TITLE 1	MEMBERSHIP	1
1.00	General	1
1.01	A Co-oper's Rights and Responsibilities.....	1
1.02	Motions to the Board.....	2
1.03	Process for Membership	2
1.04	Release of Contract	3
1.05	Minors	4
1.06	Time Between Contracts.....	4
1.07	<u>Reservations, Contracts, and Room Picks</u>	4
1.08	Member Orientation Program	4
1.09	Guest Policy	5
1.10	Outstanding Balance.....	5
1.11	Pet Policy	6
1.12	Party Tax.....	6
1.13	SHC Party Policy.....	7
1.14	Alumni Membership	9
1.15	Member Referral Process	9
1.16	Anti-Discrimination Policy	10
1.17	Policy on Dispute and Conflict Resolution	18
1.18	Expulsions.....	19
1.19	Recolonization	20
TITLE 2	BOARD OF DIRECTORS.....	1
2.00	Philosophy of the Board of Directors	1
2.01	Responsibilities	1
2.02	Powers and Limitations.....	2
2.03	Board Procedure	2
2.04	Board Retreats	3
2.05	Board Manuals.....	4
2.06	<u>At-Large Board Members</u>	4
TITLE 3	COMMITTEES.....	1
3.01	General	1
3.02	Executive Committee	1
3.03	Physical Development Committee	2
3.04	Membership Committee	3
3.06	Finance Committee.....	4
3.07	Visionary Committee	5
3.08	Ad Hoc Committees	5
TITLE 4	EXECUTIVE OFFICERS	1
4.00	Philosophy of the SHC Executive Officers.....	1
4.01	General Responsibilities	1
4.02	President.....	2
4.03	Executive Vice-President.....	3
4.04	Vice-President of Membership.....	4
4.05	Vice-President of Education.....	4
4.06	Corporate Treasurer	6
4.07	Corporate Secretary.....	6
4.10	Officer Elections	7
4.10	Officer Replacement	8
TITLE 5	STAFF	1
5.01	Personnel Policy	1
5.02	Executive Director.....	7
5.03	Member Services Coordinator	9
5.04	Maintenance Coordinator.....	10
TITLE 6	ASSESSMENTS AND FINANCE.....	11
6.01	Member Accounts	11
6.02	Delinquent Individual Member Accounts (AKA Bad Debt Policy).....	11
6.03	House Treasurer Responsibilities To MSU-SHC.....	13
6.04	Requests For Assessment Reduction	13

6.05	Request For Assessment Reduction-Expulsion	14
6.06	SHC Assessment Policies	14
6.07	House Revenues	14
6.08	House Checking Accounts.....	15
6.09	House Surpluses And Deficits	15
6.10	Use Of MSU-SHC Net Savings	15
6.11	Quarterly Reports To The Board	15
6.12	Financial Probation	15
TITLE 7	SHC MAINTENANCE	1
7.01	House Maintenance Officers	1
7.02	House Grant Program.....	1
7.03	Emergency Maintenance Procedure	2
7.04	Inspections.....	2
7.05	Maintenance Work Crews.....	3
7.06	Physical Development Funding Guidelines	3
7.07	House Maintenance Funding Guidelines.....	4
7.08	The Selection and Opening of a New Property	5
7.09	SHC Maintenance Budgeting Policy.....	7
7.10	SHC Maintenance Tools Policy	8
7.11	SHC Loft Policy	8
7.12	SHC Paint Policy.....	9
7.13	P.A.C.E. Violations Policy	9
7.14	House Projects Policy	10
TITLE 8	IMPAIRMENT TO CAPITAL FISCAL CRISIS.....	1
8.00	Definition of Capital Fiscal Crisis / Article X.....	1
8.01	Article X- Maintenance.....	1
8.02	Article X- Membership.....	2
8.03	Article X - Education	3
8.04	Article X- Finance.....	6
TITLE 9	AMENDMENTS	1
9.01	Amendments to the Code of Operations	1
9.02	Review of the Code of Operations.....	1

2. Definitions of Voting Styles

General

When a vote is not taken by ballot, members may change their votes but only *before* the decision of the question has been finally and conclusively pronounced by the chair.

Members can't vote on a question that affects them personally. But if more than one name is included in a resolution, all are entitled to vote.

A motion fails if there's a tie vote, unless the presiding officer, exercising the right of the chair to cast a deciding vote, votes yes.

Blanks (AKA Abstentions) are not counted toward or against a vote.

Simple Majority, or Majority

A vote where, of the votes cast, 50% plus one is sufficient to carry the motion.

Two-Thirds

A vote where two-thirds of the votes cast are necessary to carry the motion.

Members, Membership

Those entitled to vote on a particular question. The membership of the MSU-SHC Board comprises only the Directors of the Board, except in the case of a tie in which the chair is allowed to vote to break the tie.

Plurality

When someone has more votes for a certain office or position than any of the rivals. In civil government, as a rule all officers elected by popular vote are elected by a plurality. But in a deliberative assembly, where voting may be repeated until someone is elected, a plurality never elects unless there is a special rule allowing it. (The New Robert's Rules of Order, De Vries, 1990, pg. 166.)

Role-Call Vote

A vote where each member's name and vote are recorded explicitly, and not simply the number of yea's and nay's.

Secret Ballot

A vote taken where the source of votes is kept confidential, only the number of yea's and nay's are recorded.

Straw Poll

A method used by the chair to obtain a sense of the group opinion so that debate and discussion can continue in a more fruitful direction. A straw poll is not a binding vote.

Example:

Suppose that twelve members vote on a question in a meeting where twenty are present and the total membership is thirty. Of the twelve voters: A **majority** vote would be seven. A **two-thirds** vote would be eight; a **two-thirds vote of those present** would be fourteen; and a **two-thirds vote of the membership** would be twenty.

TITLE 1**MEMBERSHIP****1.00 General**

- 1.00.00 Membership in the SHC shall be available to any **Student** without discrimination based on any political or religious beliefs or activities, nor upon age, race, gender, creed, marital status, sexual orientation, physical handicap, or student status; and to all People who can make use of its services and are willing to accept the responsibilities of Membership.
- 1.00.01 Anyone holding shares in the corporation shall be considered a member.
- 1.00.02 Houses retain any powers not expressly granted to the Board or any other body within MSU-SHC. Houses may make limitations of membership according to House theme, direction, needs or feasibility. In no way may a House violate city, county or state laws, or the policies within this Code. All difficulties with House membership shall fall under Article X (section 8.02).
- 1.00.03 We define a student as a person who fits in at least one of the following categories
- a) One who is currently enrolled at an institution of post-secondary education, pursuing a degree or technical certificate.
 - i) Students pursuing an undergraduate degree must take a minimum of six credits per semester.
 - ii) Students pursuing a post-graduate degree must be enrolled half-time in their respective degree program
 - iii) Students pursuing a technical certificate must be enrolled in a full-time program.
 - b) One who has attended such an institution within one calendar year of the start of the subsequent contract period.
 - c) One with a letter of intent expressing that they will attend an institution of post-secondary education within a calendar year of the start of the subsequent contract period. If the letter of intent is not honored by the member, MSU-SHC reserves the right to void all future contracts.
- 1.00.04 Non-students will be allowed to sign contracts for any house for summer contract periods.

1.01 A Co-oper's Rights and Responsibilities**1.01.01 Co-oper's Rights**

- a) Security in your home.
- b) Access to House and SHC financial records.
- c) Vote and voice opinions.
- d) A clean House.
- e) Improve and change Houses.
- f) Be heard and listened to.
- g) Your own privacy and space.
- h) Capable officers.
- i) Critique problems in house.

1.01.02 Co-oper's Responsibilities

- a) Lock doors and windows.
- b) Pay member charges.
- c) Attend and contribute to those meetings.
- d) Contribute labor to House operations.
- e) Be open to other members' ideas.
- f) Hear and listen to others.
- g) Respect other's privacy and space.

- h) Talk to and support officers.
- i) Work for creative solutions.

1.02 Motions to the Board

- 1.02.00 Any member can make a suggestion to be considered by the Board in order to become SHC policy or practice through one of the following methods:
 - 1.02.01 Through a **House vote** --
 - a) If the majority of a House, at a quorum meetings, approves a suggestion, it is moved to the Board
 - 1.02.02 Through a **Director of the Board** --
 - a) A Board Representative can move a motion during the discussion of an item at a Board of Directors meeting, or add an item to the meeting agenda (see section 2.03).
 - 1.02.03 Through a **Standing Committee** --
 - a) If the majority of a Standing Committee approves a suggestion, it is moved to the Board.
 - 1.02.04 All motions must follow the minimum requirements outlined in paragraph 2.03.02.

1.03 Process for Membership

- 1.03.00 Any individual who wishes to become a member of the MSU-SHC must first be accepted as a supporting member through the consent of the corporation or as a regular member in one of its member Houses. Regular membership will be established through the following process. Vacancies in the MSU-SHC may not be held for potential members. Houses will be filled on a first-come, first-served basis with no guarantee on type or size of room.
- 1.03.01 A prospective member shall fill out a membership application approved by the Membership Committee.
- 1.03.02 At least four references must be included on the Membership Qualifier of the Membership Application. After these references have been checked and found to be positive, and the financial qualifier has been met, the application can be approved. Any prospective member lacking sufficient credit must have a co-signer. Any prospective member whose application is deemed unfit to go to a house for consideration will be notified and has the option of making an appeal to the Membership Committee.
- 1.03.03 When an individual is accepted for regular membership by a House, and has provided the SHC office with a valid Tour Card, that person will be allowed to sign a Contract of Membership upon the purchase of the SHC Member Share and payment of Member Dues, and key deposit. Supporting members will not be required to sign a Contract of Membership or to pay a key deposit. A receipt voucher shall be issued to the member upon payment of the Shares, Dues, and Key Deposit (regular members).
 - a) The SHC Membership Dues are \$60.00
 - b) The House Shares shall be \$300.00 for the academic year. The house shares for summer buy in only, shall be 2/3 (66%) of that amount. Members in good standing shall receive all but \$100 of their shares within 10 days of the end of the contract providing that the requirements of 7.12.02 are met. If summer members sign for the school year, they will be responsible for making up the difference

- between summer & fall contract member shares.
 - c) The key deposit shall be \$10.00
 - i) Should a potential member tour a house but not be given a tour card, the MSC or VPM may confirm the tour via telephone with the house.
 - ii) Current members do not need tour cards to transfer from one house to another.
 - iii) Previous members of the SHC do not need tour cards to sign a contract.
- 1.03.04 When the Contract for Membership, Co-Management, and Occupancy is signed, the Member shall be presented with a copy of the standing rules of that House (including House Constitution, By-laws, or other standing rules, etc.), as well as a copy of the Contract for Membership, a Co-op pin, the current SHC Owner's Manual, and a Member Share Certificate indicating ownership in SHC.
 - a) The Contract for Membership and Occupancy must be signed by both the prospective member and the VPM, before the Member moves in, in order to be considered valid by SHC.
 - b) Any member may also obtain copies of the SHC Articles of Incorporation, Bylaws, Code of Operations, and other Rules and Regulations upon request.
- 1.03.05 In the event a check to pay the House share bounces, the contract is never truly valid.
 - a) If the individual has already moved in, the SHC office, upon receiving notification of the bounced check, must immediately send "Demand For Possession, Non-Payment of Rent" requiring the individual to pay within seven days or forfeit their contract and vacate the premises.
 - b) If the check bounces before the beginning of a contract period, the individual member loses all seniority privileges unless paid within seven days.
- 1.03.06 Member shares will serve as capitalization for the corporation.

1.04 Release of Contract

- 1.04.01 To be released from a contract, a member must sign a Request for Release of membership and occupancy rights form (see Appendix C). Priority will be given to requests by the date received at the SHC office.
- 1.04.02 Release will not be valid until a replacement member has signed a contract, and appropriate officers have signed release request. A member requesting release is financially responsible to the House until replacement is found.
- 1.04.03 A member who requests release may only be replaced if the House is otherwise full, or the member actively pursued a replacement by her/his own means. In the latter case, this must be decided by a majority House vote if there is any question. The exact vote must be reported to the SHC office before release is valid. Release is effective as of 12:01 am of the starting date of the replacement contract.
- 1.04.04 An open spot as a result of eviction of a member will be filled prior to any and all release forms signed by members. The exception will be if a member signs a release form and finds a replacement for their spot.
- 1.04.05 Automatic Release: a member may be automatically released from their SHC assessment obligation for any of the following reasons (written documentation required):
 - a) Draft: members can be released one month before their induction into the armed forces.
 - b) Death.

- c) Death of a parent(s) or guardian: requiring the member to return home to fulfill family obligations.
- d) Medical: conditions which incapacitate the member to the degree that they need extended treatment at least 50 miles outside of East Lansing or as a resident of a medical facility.
- e) Pregnancy: when the child is expected to be born during the contract period.

1.05 Minors

- 1.05.01 No minor may sign a membership agreement unless his or her legal guardian co-signs the occupancy agreement of said minor.
- 1.05.02 In the case that the minor fails to or is not able to carry out their responsibilities as delineated in the membership and occupancy agreements, MSU-SHC Code of Operations and Bylaws, House constitution, bylaws and standing rules, the guardian of the minor will be held responsible for the execution of these responsibilities.

1.06 Time Between Contracts

- 1.06.01 There will be three days between the end of one semester's contract and the beginning of another semester's contract. The last day of finals and the three days following it will be for members to move out of the house. The middle three days will be reserved as an interim period in which only returning members will be in the house. New members may move in to the house on the first day of the contract period.
- 1.06.02 The three days available for moving out will be paid for by the outgoing members and they will also pay for half of the interim period days. Incoming members will pay for the remaining half of the interim period days.

1.07 Reservations, Contracts, and Room Picks

- 1.07.01 Current members can reserve a space in the MSU-SHC by filing a "Space Reservation Form" for the summer and/or school year contract. Members will have until the first Friday in November to guarantee a space in their current house. After this date, the house will be available for any SHC members to reserve a space for the next contract period. The privilege of reserving space is limited to members of the Student Housing Cooperative, Inc..
- 1.07.02 Contracts will be made available at least one week after the first Friday of November. After this date, a prospective member will have the opportunity to sign a contract for an unreserved space. Reservations will expire on the first Friday of February, making these spaces available to anyone wishing to sign a contract.
- 1.07.03 Room picks for returning members will be determined by the membership of a house for the following year no later than the first Sunday in April. At this time, the room picks will be submitted to the office in a format to be determined by the VPM.
- 1.07.04 New members will fill up the rooms on a first come, first served basis. No more than one double occupancy room will be allowed to remain as a single occupancy space for either sex.

1.08 Member Orientation Program

- 1.08.01 All members must attend one mandatory member orientation within the first semester of joining SHC.

- 1.08.02 Member orientation will be offered within two weeks of the beginning of every term, and twice at the beginning of fall semester by the SHC officers.
- 1.08.03 If a member does not attend a member orientation within the designated time period a fine of \$30.00 will be assessed.
- 1.08.04 Member Orientation will be presented by the SHC officers who will follow a guideline prepared by the Education/Membership Team.
- 1.08.05 The Education/Membership Team will update the outline for member orientation yearly.

1.09 Guest Policy

- 1.09.01 A "Guest" shall be defined as a non-member who stays overnight at the House for 3 consecutive days or 7 non-consecutive days in a month.
- 1.09.02 During the first month (31 days) that a Guest stays at a House this person must abide by that House's Guest Policy.
- 1.09.03 In Houses whose current Membership is at the City Licensed Capacity, a Guest who has stayed for one month must leave.
- 1.09.04 In Houses whose current membership is below the City Licensed Capacity, a guest who has stayed for one month must leave or sign a member Contract and become a Member.
- 1.09.05 As always, no one may sign a Member Contract without the permission of the current Membership.
- 1.09.06 Any House that accepts an additional Member or additional Members as per this Guest Policy shall be assessed for the increased spaces beginning on the thirty second day of the former Guest's stay at the House.
- 1.09.07 The aforementioned increase in assessments shall last so long as the House has more Members than the SHC determined capacity.
- 1.09.08 Every guest has to register with the SHC office. The registration form will include but is not limited to information regarding – house member(s) responsible for guest, the duration of the guest's stay in the house, and a current telephone and email address with which the SHC can contact the guest.
- 1.09.09 Any house that does not register their guests will not be eligible for an assessment break.

1.10 Outstanding Balance

- 1.10.01 Potential members who, after signing a contract, break that contract up until four weeks before the contract period begins, shall lose their House share, which shall be divided 50/50 between the House and SHC. This forfeit of the House share will release the potential member from further contractual obligations. If the potential member personally refers an acceptable replacement to the House membership officer, he/she will be released from the contract without penalty, and will be refunded his/her House share.
- 1.10.02 Shares are transferable from one House to another for members in good standing.
- 1.10.03 If a member has an outstanding balance 3 weeks before the beginning of a renewed contract, SHC has the right to cancel their contract for all future contract periods, unless 100% of the house signs a payment plan to let said member stay.
 - a) The house will then be responsible for all of the potential bad debt accumulated by the member regardless of the bad debt policy.
 - b) The payment plan must be explained to the house by the Corporate Treasurer at

a house meeting where 100% of the house signs in favor of the plan.

- c) No one who has been sent a Summons and Complaint during their tenure at the SHC is eligible for this consideration and it is solely up to the corporation whether or not to cancel their contract.

1.11 Pet Policy

- 1.11.01 The term “pet” refers to all cats and other uncaged animals. Dogs are not allowed in any coop house.
- 1.11.02 No co-op shall House more than 1 pet per every seven assessments, however, with a 3/4 majority vote of House members supporting them, an appeal can be made to the VPM and the Membership Committee to have one additional pet over the limit. This shall apply equally to both summer and school-year memberships.
- 1.11.03 All pets must be approved by the membership living in the House when the pet owner applies for admittance of the pet, as per the house’s constitution. All future members will be informed of the pet’s pending residence when they apply to the co-op.
- 1.11.04 Each pet’s residence is evaluated after three months of its acceptance date and every six months after that date.
 - a) The pet will be considered re-approved if the majority of the house votes to keep the pet.
 - b) If the house does not vote on the animal, the owner will receive a \$10 a day SHC fine until the pet is re-approved or removed.
 - c) The VP of Membership will provide the paperwork to be filled out by the pet owner to prove the re-approval of the pet and will notify pet owners when the re-approval is due.
- 1.11.05 All pet owners must submit a Pet Agreement signed by the House membership office and the pet owner to the VPM prior to the pet taking residence in the co-op. This Pet Agreement must specify that the pet owner is financially and otherwise responsible for any damage the pet causes to the Co-op and that the pet owner has alternate housing plans for the pet.
- 1.11.06 All pet owners must pay a one-time \$100.00 fee upon submitting a Pet Agreement to the V.P.M. \$75 shall be returned to the pet owner upon the pet’s move-out, as long as no damage has been reported (see 1.11.08). \$25 shall be kept in the house’s maintenance account.
- 1.11.07 All pet owners must submit proof of all vaccines and shots upon submitting a pet agreement to the V.P.M. All male cats must be neutered. If a pet is too young to have had shots, vaccinations, or to have been neutered at the time the pet moves in, the pet owner shall pay a pet fee and submit proof of shots/ vaccinations/ neutering after they have been administered.
- 1.11.08 Any costs from damages attributed to the pet will be deducted from the \$100.00. Any costs over \$100.00 will be the responsibility of the pet owner, and will be collected from the owner by the co-op House’s treasurer. If the treasurer is unable to collect from the pet owner, that member’s share may be seized to cover the costs of the damage.
- 1.11.09 Any co-op that allows an uncaged pet to live in their House for any amount of time without a properly submitted Pet Agreement shall be fined an initial \$100 by the SHC. SHC shall also have the power to fine the co-op \$10/day that the pet remains in the co-op.
- 1.11.10 The VPM shall be responsible for collecting at the beginning of each semester reports from the membership officers as to which pets are living in each co-op, and who owns them.

1.12 Party Tax

- 1.12.01 A five dollar fee is levied by MSU-SHC per member per MSU semester excluding summer term, to be put toward the preparations for each semester's AMPO.
- 1.12.02 A credit is available to those members not wishing to join in the activities.
- 1.12.03 A credit request must be submitted to the MSU-SHC office up until the Friday before the party.

1.13 SHC Party Policy

1.13.00 STATEMENT OF PURPOSE

The party policy exists to help Houses hold responsible parties, to avoid physical damage, to minimize liability for SHC and to uphold House autonomy by allowing limited advertising outside SHC.

1.13.01 PARTY DEFINITION

- a) A **house-sponsored** party is defined by all three conditions:
- i) is advertised
 - ii) takes place in a common area
 - iii) has live entertainment or amplified music
- b) An **individually sponsored** party has the three house-sponsored elements. However the House is not the host for an individually-sponsored party. Any individual wishing to sponsor a party will be financially responsible for the party. This includes any damage and all clean up. Any person wishing to hold a party must be a current House member, and only House members can be party representatives. There will be no rental or lending of Houses to outside agencies or individuals for parties, benefits, etc.
- c) A **committee-sponsored** party is a recruitment, informational or educational event. The committee chair will act as the party representative.

1.13.02 PARTY APPROVAL

- a) All House- and individually-sponsored parties must be approved in advance by three-quarters member consensus in the House. The names of those voting in the affirmative must be recorded in the meeting minutes.
- b) Committee members can volunteer to host a committee-sponsored party with a simple majority vote of their House.

1.13.03 RESPONSIBILITY & GENERAL GUIDELINES

- a) Any damages incurred are to be paid for by the person(s) responsible, and/or the House.
- b) The House is responsible for organizing sufficient House level security before the party.
- c) People attending any party or event will only be admitted through one entrance, while other exits will be monitored during the party to prevent any unauthorized entrance/exit.
- d) Amplified music and general noise will end at 2:00 am.

- e) Houses will designate someone as a Party Representative who will be sober and present until all partygoers have left. Any problems will be directed to the Party Representative. Prior to the party, all House members shall know who they Party Representative is for that evening and be informed of the party representative's function.

1.13.04 ADVERTISING

- a) Advertisement of alcohol or controlled substances is strictly prohibited.
- b) Advertisements for House- or individually-sponsored parties posted in any public area are strictly prohibited. Public postings include, but are not limited to: piles of handbills left in shops, restaurants, etc., flyers posted to billboards, and messages on classroom chalkboards.
- c) Committee-sponsored parties can be advertised outside SHC on any legal billboards/notice boards because they are often recruitment, educational or informational events.
- d) Handbills may be distributed to people on an individual basis. Only current House members may distribute handbills. Distributions will be left up to House discretion.
- e) Any advertised party must include notice to all Houses in SHC and the SHC office. Notice can take the form of a flyer or a phone call.

1.13.05 NEIGHBOR RELATIONS

- a) A notice of parties will be made to neighbors by the House to include the time and date of the party.
- b) Houses will clean the neighborhood of all party related debris within 24 hours after the party or event.
- c) The neighbors should have the phone number and the name of the party representative during the party with a request to contact them rather than the police if the party or event becomes a problem.

1.13.06 ALCOHOL

- a) Selling alcohol at a House's party or event is strictly prohibited. This includes but is not limited to: charging at the door for drinks, wristbands, stamps or cups at parties where alcohol is distributed.
- b) Alcohol will not be distributed to people under 21 years of age.
- c) Houses cannot use official House funds (i.e. individual House checking, savings accounts, social budget, or any fees collected by treasurers, etc.) to purchase alcohol.
- d) No alcohol will be furnished by SHC at AMPO's.
- e) No alcohol will be furnished at committee-sponsored parties.

1.13.07 MONEY

- a) No party profits will be budgeted into a House's finances.

1.13.08 SANCTIONS

- a) Violations of the SHC Party Policy will be brought to the Executive officers and

the Board by the VP of Membership.

- b) The Board of Directors reserves the right to implement sanctions (fines or otherwise) in the event of a violation of this party policy. The extent of sanctions will reflect the severity of the violation.
- c) In the event of a Board sanction, the House is required to send a knowledgeable representative(s) to the meeting at which the sanctions will be determined.
- d) If the Board implements financial sanctions, the House holding the party shall be fined in an amount not to exceed \$20.00 per House member, except in exceptional circumstances in which it has been documented, at the House meeting in which the decision to have a party was made, those names of the House members who did not agree to the party or event.
- e) In the event of non-financial sanctions, the Board may take actions including but not limited to: sending people to the House to discuss the violations, party prohibition, requiring any of the recommendations in this policy, or termination of the individual(s)' contract(s).
- f) The House which sponsors a problem party or event will be required to submit the House's minutes to the SHC office from the House meeting where the party was approved to confirm that there was quorum or 3/4ths approval of the House's members and to confirm those members who, as stated, did not agree to the party or event. This action is taken in order to implement sanctions upon those responsible for the problem(s) as needed as well as to take precautions for the House's next sponsored party or event.

1.13.09 AMPOs

- a) The All Member Party and Orientation (AMPO) for Fall and Spring Semesters will fall under the stewardship of the Vice President of Membership and the Membership Committee.
- b) Dates and Themes for the event should be chosen by the third membership meeting each semester. By this meeting, house duties for the AMPO will be delegated by the Membership Committee and the VPM.
- c) The Membership Committee has the responsibility of creating an assignment schedule that will ensure that each house is sufficiently involved in the duties assigned to their members. In making this decision, it is important that the committee choose an appropriate fine.
- d) If a house fails to fulfill its assigned AMPO duty, as defined by the Membership Committee, each member of the house will be fined. These fines will be distributed to either the house or the general AMPO budget as decided by the Membership Committee.

1.14 Alumni Membership

1.14.01 Alumni members may remain partially active by renewing a monetary contribution of \$10.00 per year. This monetary contribution will be used to cover mailing and printing costs.

1.14.02 Alumni members will receive the following:

- a) Free tickets to the AMPO's
- b) A subscription to the Pine Press
- c) Any additional information regarding matters of concern of interest to SHC and its Members and Alumni.

1.15 Member Referral Process

1.15.00 Member Referral is provided as a method by which uncooperative members may be asked not to re-sign at the end of the current contract. This may occur as the result of House action or a Desk Referral.

1.15.01 HOUSE REFERRAL

At a quorum meeting of a co-op, a member may come up for “referral” by a House vote with a majority of those present. The member being put on referral must be notified in writing one week before the meeting at which the referral issue will be discussed. Any member may bring the issue to the House for consideration.

DESK REFERRAL

In the case that a member has exhibited continued problems, which may include uncooperative behavior, (as outlined in 1.17.02), non-payment, or non-work, any of the following individuals may issue a Desk Referral: the Member Service Coordinator, Vice President of Membership, Vice President of Education, or Executive Director. Should the desk referral be made by a staff member, it must have the support of the Vice President of Membership or the Vice President of Education.

1.15.02 If a member is placed on referral, a letter of explanation of the problem must be written by the individual or house issuing the referral and a copy needs to be sent to the member involved in the referral. A copy of the referral will be placed in the member’s file.

1.15.03 The member on referral will not be allowed to sign another contract until the House has re-approved the member with a House vote of simple majority. In the case that a desk referral is issued, the member must be re-approved by the membership committee.

1.15.04 If a member on referral is not re-approved, then the person will not be allowed to sign a contract with SHC. The knowledge of a member’s “referral” status and the written description of the problem (House letter) would be passed on to other Houses if the member applies elsewhere within the co-op system.

1.15.05 APPEAL

The party claiming to be aggrieved by a final decision of the House may appeal to the membership committee within 14 calendar days of the date of the House vote or Desk referral, or the date the House or office informs the member of the decision by means of a written notice.

During an appeal, the person making the appeal as well as a representative of the House (preferably a house officer) must be given a chance to speak before the Membership Committee. After discussion of the issue, and a report from the House has been read, a majority vote of the membership officers present is required to reverse the decision. Officers must be present to vote.

1.16 Anti-Discrimination and Anti-Harassment Policy

1.16.00 The MSU Student Housing Cooperative, Inc. will not discriminate in the provision of either employment or housing on the basis of religion, race, color, national origin, age, sex, height, weight, familial status, marital status, or sexual orientation, and will conform to all relevant Federal State, and local laws forbidding discrimination and/or harassment. The MSU Student Housing Cooperative, Inc. does not tolerate unwelcome verbal, physical, or visionary conduct or communication regarding religion, race, color, national origin, age, sex, height, weight, familial status, marital status, or sexual orientation.

1.16.01 SEXUAL HARASSMENT

Because our society has struggled particularly with issues of sexual harassment within the last decade, a definition of sexual harassment is attached and incorporated into this policy.

DEFINITION

For purposes of this policy the term "sexual harassment" means unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical conduct or communication of a sexual nature when:

- a) Submission to such conduct or implicitly a term or condition of the individual's employment or residence in the co-op.
- b) Submission to or rejection of such conduct or communication by an individual is used as a basis for housing or employment or residence affecting such individual; or
- c) Such conduct or communication has the purpose or effect of unreasonably interfering with an individual's housing or employment or creating an intimidating, hostile, or offensive work or housing environment.

EXAMPLES

Examples of unwelcome sexual harassment include, but are not limited to threatening adverse employment or housing actions if sexual favors are not granted; promising preferential treatment in return for sexual favors; unwanted physical contact; and/or sexually offensive remarks, including, but not limited to, the following kinds of prohibited behavior:

Verbal: Sexual advances or propositions or threats; continuing to express interest after being informed the interest is unwelcome; sexual innuendoes; suggestive or insulting sounds, including whistling; sexual jokes or teasing of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; and any other abuse of a sexual nature.

Visual: Public display of sexually suggestive objects, pictures, or letters; leering; obscene gestures; sexually suggestive or offensive graffiti.

Physical: Unwanted physical contact, including offensive touching, pinching, brushing the body, impeding or blocking movement; unwanted sexual intercourse or other unwanted sexual acts; sexual assault or battery.

The above list is not meant to be exhaustive, but is included to provide examples of prohibited action.

The Board of Directors may, from time to time, add further definitions of other forms of discrimination to this policy.

It is not a viable defense to claim that the harassment was not intended as harassment. This policy and the law prohibit retaliation against person(s) who complain about sexual harassment or who cooperate with a sexual harassment investigation.

1.16.02

SCOPE

In providing housing or employment, MSU Student Housing Cooperative, Inc. will attempt to eliminate illegal discrimination of every description, including, but not limited to acts which create a hostile environment, constitute harassment, quid pro quo, stalking, or other forms of unlawful discrimination. The Board and officers shall promulgate separate, simple procedures for handling complaints by employees of MSU Student Housing Cooperative, Inc..

The following procedures, applicable to members of MSU Student Housing Cooperative, Inc., shall be made enforceable within the membership agreement so that acts of discrimination and/or harassment by a member may constitute grounds for eviction from

MSU SHC.

1.16.03 COMPLAINT

A member who believes that he or she has been discriminated against or harassed in violation of the law and this policy may complain either to the Member Services Coordinator or to the Executive Director of MSU SHC in writing. Upon receiving a written complaint the Member Services Coordinator will inform the Executive Director of the existence of the complaint and will thereafter report to the Executive Director on the status of the investigation. In the event that the Executive Director is the recipient of the complaint, the reporting requirements shall be reversed.

1.16.04 INVESTIGATION

The Member Services Coordinator and the Executive Director shall be properly trained to conduct a careful investigation by using the SHC Guidelines For Investigating Sexual Harassment and Discrimination Complaints, and shall be trained to conduct such investigations by the Women's Resource Center or another organization that the Vice-President of Education designates. Interviewing the complainant and the person against whom the claim has been filed shall be completed in no more than fourteen (14) days from the receipt of the complaint.

SHC GUIDELINES FOR INVESTIGATING SEXUAL HARASSMENT and DISCRIMINATION COMPLAINTS

I. Introduction

There are no uniform rules for investigating alleged sexual harassment or discrimination. It is imperative to speak with the complainant and the alleged harasser, and it may be necessary to interview others and/or to review documentary material. In all cases, sexual harassment complaints and discrimination must be addressed. Upon receiving a complaint of sexual harassment or discrimination, the membership coordinator should confer with the Executive Director. Where a matter entails alleged ongoing ill treatment, the need for prompt action is indicated. In all cases, respect for the affected individuals' privacy and reputation interests calls for discretion.

II. Investigations

A.) Investigative Overview

1.) Under the Student Housing Cooperative, Inc.'s Policy on Sexual Harassment, the Membership Coordinator with the cooperation of the Executive Director has the responsibility for processing complaints of sexual harassment and discrimination. This individual will generally conduct the investigation of the complaint. If the Membership

Coordinator has any doubts about his/her ability to conduct an impartial investigation of a sexual harassment or discrimination complaint, he/she must contact the Executive Director and have the Executive Director act on his/her behalf.

B.) Administrative actions should be undertaken deliberately, but promptly.

a.) Review applicable University policies and procedures, especially the Policy on Sexual Harassment and discrimination, and create a confidential investigation file.

b.) Note, preliminarily, the apparent significant factual issues; prepare a list of likely witnesses and sources of pertinent information, e.g., a list of records or documents that may shed light on the underlying situation.

c.) Confer with the Executive Director. For further reference, the Women's Resource Center provides counseling services to victims and professional expertise.

d.) Interview the parties and witnesses, and examine documentary evidence.

e.) Analyze all information and prepare a report that summarizes the evidence, states your factual findings and the rationale for your findings, and states any proposed disciplinary or other personnel action to be taken.

C.) Anonymous or Third Party Complaints

If you receive an anonymous complaint, encourage the complainant to give his/her name. If you receive a complaint from a person who is not the alleged victim of the alleged harassment, encourage the complainant to get the alleged victim to come forward. It is difficult to investigate a complaint, draw conclusions about it, or otherwise be helpful if you do not know who the complainant is or if the alleged victim will not confirm the charge. Depending on the evidence provided and the severity of the alleged harassment, however, you may have to investigate an anonymous or third party complaint.

D.) Fact Gathering

1.) Interview the complainant.

- Listen attentively. Encourage the complainant to say just what happened, then ask questions to clarify or elicit additional information. Be supportive, but do not make judgmental statements.'
- Ask what happened. Due to feelings of embarrassment or shame, a Complainant may be reticent or imprecise in expression. You should seek specific information; use who, what, where, when, and how type questions.
- Ask how the victim was affected by what happened and what redress s/he

wants. If the alleged harassment is severe, such may indicate the need for immediate action.

- Ask for the names of persons with knowledge of matters related to the complaint, and of persons with whom complainant has spoken about the matter.
- Ask for copies of any documents, which may pertain to the reported event(s).
- Tell the complainant that you will investigate the matter. Explain to the complainant that you will respect his/her privacy. Do not promise absolute confidentiality. (You may be legally required to disclose information which the complainant would prefer that you not disclose.)
- Take notes. Promptly prepare a memo summarizing the interview and have the complainant verify its accuracy. If the complainant gives you a written statement, your interview notes will supplement the statement. Ask that the complainant review your notes and specify, in writing, needed corrections as well as any omitted information.
 - Be careful about what you write down, especially your personal observations. Your notes and memos could become legal documents.

2.) Identify the actual issues and prepare an investigative plan.

- Determine the identity of other witnesses and the order in which you propose to interview them.
- Determine what documents., if any, should be obtained.
- Set a schedule that provides for a prompt, but thorough, investigation.

3.) Interview the accused.

- Advise that an allegation of sexual harassment or discrimination has come to your attention.
- Tell the accused that you are responsible for investigating the matter.
- State the allegations without making judgmental comments.
- It will almost always be necessary to identify the complainant to the accused at this time. If the complainant has requested confidentiality and you believe that you can honor that request and be sure to conduct a fair and thorough investigation.
- Ask the accused for his/her views regarding the complaint. Ask who, what, where, and how questions to elicit specific details relevant to the events alleged by the complainant. (Let the accused tell the facts in his or her own words.)
- Obtain names of witnesses and specification of documents that the accused thinks may be helpful to your understanding.
- Advise the alleged harasser that the MSU Student Housing Cooperative, Inc. prohibits retaliation of any kind. Tell the respondent to avoid contact with the complainant, and that in all events he or she may not

communicate with the complainant about the subject of the complaint while the matter is under review.

- Take notes. Promptly prepare a memo summarizing the interview. Have the accused verify its accuracy, in the same manner as with the complainant.

4.) Interview other witnesses.

- Advise the witness that you are conducting a confidential investigation into an allegation of sexual harassment or discrimination and that you understand that he or she may have some information. (If the witness can identify the complaining party and accused, you will be able to avoid having to identify the parties, if not, it will be necessary to identify the parties.

- Find out what the witness knows. Elicit details and seek relevant documents.

- Take notes. Promptly prepare a memo summarizing the interview and have the witness verify its accuracy. Distinguish between what the person knows as a matter of firsthand knowledge and what he or she understands from other sources.

5.) Review past records.

- Has the complainant made similar complaints before? Have similar complaints been made against the accused by anyone else?

6.) Maintain the confidentiality of the investigation.

- Do not discuss the complaint or the investigation with anyone who does not need to know about it for you to carry out the investigation. Advise the complainant, the accused and the witnesses that keeping the matter confidential will minimize the possibility of problems.

- If the investigation lasts longer than you have told the complainant and accused to expect, periodically advise them of its status and when you expect it to be finished. Do not tell them what the investigation is revealing or your thoughts about it, however. Remind them of the importance of confidentiality.

E.) Evaluating the Situation

1.) Review and analyze the evidence.

- Consider the existence or lack of corroborating evidence, as well as any other indicators that may be persuasive to you in determining the factual truth. In situations involving alleged improper behavior in personal interactions it commonly occurs that there are no disinterested witnesses. In such a case, consider whether the complainant told anyone else of the harassment and/or whether anyone observed a change in behavior of either or both of the parties. Sometimes there is a written record, such as a diary or correspondence.

- Assessing the credibility of the parties and witnesses calls for observing attitudes and behavior. A person's emotional affect can be telling. The timing of the complaint in relation to the occurrence of the behavior may

allow for an inference about truthfulness. The reports of other persons in the living unit about the complainant's and the accused behavior may be highly informative.

2.) Determine whether sexual harassment has occurred

- Was the subject conduct sexual in nature? Was it unwanted or unwelcome?

Was it offensive from the perspective of a reasonable person? (A complainant need not expressly reject an advance in order for the advance to be regarded as unwelcome.)

- Review the definitions and examples under the policy. Decide whether it is more likely than not that sexual harassment occurred or that it is not possible to decide the matter. The latter conclusion is appropriate when the evidence that sexual harassment occurred and did not occur is of equal weight and credibility.

3.) Determine what action should be taken to resolve the complaint and ensure that any harassment will end and not reoccur. Both remedial action and disciplinary action may be necessary. Decisions regarding disciplinary recommendations should be made in consultation with the Executive Director.

- Depending upon the nature and seriousness of the allegations, and the results of the investigation, consider written reprimands, required counseling, take into consideration the complainants desires, or other options.

F.) Preparation of a Report Disposing of Factual Issues and Stating Actions

- Prepare a written report, including a chronological rendition of the factual findings, the action to be taken, and the rationale for any actions, or proposed actions names and identifying details of the situation are to be excluded. The report should contain the following elements:

- a description of the complaint and the circumstances of your learning about it, to include when you first learned of it;

- a summary of the interviews of all parties and witnesses and any documents reviewed;

- a conclusion as to whether sexual harassment or discrimination occurred and a statement of the supporting rationale; and, a statement of corrective actions or proposed actions to be taken, including disciplinary action.

G.) Meet Separately with the Complainant and Accused to discuss the report, and provide a copy of it to the Executive Director for Confidential File

1.) Notifying the complainant. The complainant should be told of the investigative findings, whether the allegations have been substantiated,

what action, if any, is being taken, and, if apropos, that the complainant should promptly report any further incidents of harassment or possible retaliation.

2.) Notifying the accused. The accused should be advised as to the investigative results.

- Where the investigation reveals no harassment, such should be directly stated. Where it is determined that sexual harassment did occur, the harasser should be provided a copy of the report and an opportunity to ask any questions that he or she may have. Where the allegations are serious, but it is impossible to determine whether sexual harassment occurred, the alleged harasser should be informed and state that the evidence is inconclusive, but that serious allegations have been made, and include a reminder of SHC Sexual Harassment and Discrimination Policy.

H.) Records

1.) Confidentiality of administrative file. The Membership Coordinator's or Executive Director's investigative papers should be kept in a confidential, locked file.

2.) Disciplinary records. If complaint is substantiated, and disciplinary action taken, the record of the action should be kept in the harassers file.

I.) Special Situations

These situations may arise, and should be discussed with the executive director, and the Women's Resource Center if appropriate, before proceeding with the investigation.

1.) If you believe the complainant has knowingly filed a false complaint or that the complainant, the alleged harasser, or a witness has knowingly misled you, provided false information or otherwise impeded your investigation;

2.) The alleged harasser attempts to retaliate against the complainant or any witness;

3.) The confidentiality of the investigation is breached;

4.) The complainant says that she or he only wants to let you know about the Harassment, but does not want you to do anything about it (a request that you will probably not be able to honor)

5.) There have been other sexual harassment complaints against the accused.

February, 2001

1.16.05 REPORTS

The investigating officer shall document the status of investigations and the

recommendations of his/her investigations shall transmit this information to the Board of Directors in accordance with preparation of a report in the SHC Guidelines For Investigating Sexual Harassment and Discrimination Complaints. This report shall protect the identity of all parties and houses involved per these guidelines. The Executive Director and or Member Services Coordinator shall label the complaint as substantiated, unsubstantiated, or unable to be determined. Discriminatory actions or sexual harassment do not need to continue after the complaint has been filed for the complaint to be substantiated. A complaint shall be labeled substantiated or unsubstantiated even if it does not fit under the definition of sexual harassment or discrimination.

1.16.06 CONSEQUENCES

In the event a complaint is substantiated against an employee of MSU SHC, the report shall include recommendations of disciplinary actions to the Executive Director, or in the case of a substantiated complaint against the Executive Director, to the Board of Directors. There are no consequences to any party if the claim is not substantiated. The nature of the consequences to both the complainant and the party guilty of harassment and/or discrimination shall fit the nature of the complaint, and shall be left to the discretion of this investigating officer. Relocation shall be offered as an option first to the complainant, depending on availability within the SHC system. If this is unacceptable to the complainant, relocation can be a consequence to the guilty party. Possible consequences to the guilty party shall include eviction from the SHC system. In the event a complaint is substantiated against a member or group of members, the report shall include recommendations of corrective measures to be implemented by the Executive Director, and the House President(s) of the members involved, up to and including eviction, pursuant to the membership agreement.

1.16.07 APPEAL

Any party claiming to be aggrieved by the final decision of the investigating officer may appeal to an ad hoc committee consisting of three members of the Board of Directors and VPM plus either the Executive Director or the Member Services Coordinator, within two weeks of the decision. None of the parties involved in the appeal should have had any involvement with the complaint.

1.17 Policy on Dispute and Conflict Resolution

It is the policy of MSU SHC to encourage peaceful and satisfactory resolution of all conflicts and disputes between its members, especially those arising out of the normal frictions and difficulties of daily living. This policy applies to all complaints not covered by the anti-discriminatory policy.

1.17.01 THE TEAM

The Conflict and Dispute Resolution Team (The Team) will be formed at the beginning of the school year and summer terms. The purpose of this team is to help the Vice President of Membership resolve conflicts and disputes and to provide education, advice and support to the SHC membership.

The VPM shall appoint three or five members to sit on the Team. The slate of appointees shall be confirmed by the Board of Directors at a regularly scheduled Board meeting. The team shall be composed of males and females of diverse backgrounds, including, but not limited to: ethnic, racial, sexual orientation, and spiritual.

All team members will be trained on harassment and dispute resolution issues by the Women's Resource Center, the Dispute Resolution Center or other similar organizations designated by the VPE. Although, not mandatory, it is strongly recommended that the VPE and VPM also attend this training.

1.17.03 COMPLAINTS

Any person claiming to be aggrieved by another member may file a complaint with the SHC VPM. If an individual is uncomfortable in reporting incidents to the VPM, she/he should report incidents to one of the following: a member of the Team, or SHC VPE.

1.17.04 RECONCILIATION

The parties to a complaint may be brought together to attempt an informal resolution of the complaint in a manner satisfactory to both parties. Mediation will be by one or more members of the Team. Mediation efforts usually include meeting(s) between the mediator and the parties separately and , if necessary and appropriate, jointly. The purpose of these discussions is to determine whether the dispute can be resolved to the mutual satisfaction of the parties without resort to formal procedures. If mediation is successful, the case will be formally closed. If mediation is unsuccessful, the mediators will attempt to help the parties agree to a next step of dispute resolution. If no agreement is had, either or both parties may appeal to the Board of Directors.

1.17.05 APPEAL

Any party claiming to be aggrieved by a final decision of the Team, including, without limitation, a refusal to take any action, may appeal to the Board of Directors within fourteen (14) calendar days of the date the Team informs both parties that an impasse has been reached.

During an appeal, all parties involved must be given a chance to speak in front of the Board of Directors. After discussion of the issue, and a report from the investigator, a majority vote of the Board of Directors present is required to decide the case.

1.17.06 DISCLAIMER

Nothing in this policy shall be constructed to create a cause of action by any member against the House or SHC for failure to enforce this policy.

1.18 Expulsions

1.18.01 Expulsions should be treated as a last resort measure. Expulsion proceedings should be pursued only after the Vice-President of Membership has been notified and the procedures of grievance outlined in the Harassment Policy (1.16) have been executed in an attempt to avoid expulsion.

1.18.02 Members may be expelled from an MSU-SHC co-op House on any of the following grounds:

a) Continual violation of a Roommate's Bill of Rights which reads as follows:

A Roommate's Bill of Rights

- i) Each roommate has the right to privacy and equal use of the room.
- ii) Each roommate must respect other's desires regarding lights, noise and use in general.
- iii) A roommate must obtain explicit permission from his/her roommate to have an overnight guest in the room each time s/he has a guest.
- iv) All doubles are considered non-smoking rooms, unless both roommates agree to smoke.

b) Continual nonperformance or poor performance of duties;

c) Malicious destruction of the property of the House or of any member;

- d) Use of force or threats, including sexual harassment, against House members or guests;
- e) Nonpayment of money owed to the co-op House or SHC;
- f) Continuous violation of House rules;
- g) Discrimination against any person because of race, gender, handicap, sexual orientation, or national origin;
- h) Violation of ordinance of state law, including but not limited to: possession, use, or delivery of controlled substances; theft of property; destruction of property.

1.18.03 The accused member shall be personally notified both orally and in writing of the charges citing appropriate grounds for expulsion and shall be given a chance to respond at a House meeting (including the presentation of witness testimony if desired) before an expulsion vote is cast. Both oral and written notification must be approved by a simple majority vote of House membership (whether it be by petition, impromptu, or regular House meeting).

1.18.04 An expulsion vote may only take place at a scheduled House meeting where a quorum is present, following the posting for one week of signed charges citing appropriate grounds for expulsion. These charges must include specific details of the alleged violations along with the name of at least one witness.

1.18.05 A 2/3 majority of all House members holding current residence are necessary to expel a member. This vote must be by signed petition with all charges against the member listed.

1.18.06 Upon passage of the motion to expel, the person expelled shall be given 24 hours to indicate when, within seven (7) days she/he will be leaving. If the person refuses to leave the House, the Membership officer shall ask the SHC Vice-President of Membership to initiate formal eviction proceedings in court.

1.18.07 During eviction proceedings, the rights of the expelled member shall be scrupulously protected by House members.

1.18.08 Expelled members will be charged a fine in the amount of one month's assessment to be used for advertising the vacancy caused by the expulsion. The expelled member will also be held responsible for any debts or fines incurred within the House until the time of departure.

1.18.09 In the case of a violation of federal or state law, SHC reserves the right to enact eviction proceedings by a 2/3 vote of the Board of Directors.

1.18.10 If an expulsion hearing held in good faith is later found to have not been conducted according to written procedures, the hearing will be considered valid and any decision will stand unless the person being expelled objects and requests a new hearing.

1.19 Recolonization

1.19.01 Recolonization consists of:

- a) A motion to recolonize shall be introduced to the Board of Directors one week prior to voting; the affected house shall be notified one week prior to introduction of the motion to the Board
- b) All old members wanting to return will have their future contracts reviewed and approved by the Membership Committee.
- c) The Executive Vice President and the Maintenance Coordinator will tour the house to determine if maintenance concerns need to be addressed.
- d) The membership committee will choose House coordinator(s) to live in the house. Coordinator(s) shall:

- i) Be trained by the Corporate Officers and Staff
- ii) Aid all House officers all throughout the semester
- iii) Report to the Board of Directors every two week; on the status of the house
- iv) Act as house president, conduct all house meetings, and assist in assigning house jobs.

For all of the above, the house coordinator(s) will be compensated with assessment for the first semester.

- e) The corporate officers will conduct bi-weekly, one-on-one with the house officers to assess the progress of the house. This will go on as long as the corporate officer thinks it is needed or until the end of the semester.
- f) At the end of the first semester of the contract period, a report will be prepared and submitted to the Board of Directors by the house coordinator(s) to assess the success or failure of the recolonization. If it is successful thus far, the house will return to normal operations. If it has failed thus far, the Board will decide what to do at that time.

1.20 Parking

1.20.00 The goal of this section is to attempt to make parking situations at each house more uniform. As can be seen in the table below, Orion had parking only for 1/3 of their membership, whereas others had parking for each member. When calculating the percentage of spaces that we had in the system, we came to find that the system has parking for 81% of the system. Some of the houses were significantly below that number and some were significantly above that. With the changes enacted in this section, we bring more houses closer to average.

1.20.01 Parking for each house shall be defined as follows:

House	Number of Members	Actual # of Spots	Spots Allocated to House	Difference
Avalon	22	17	17	-
Bower	18	13	14	Gain 1, Vesta
Elsworth	21	16	16	-
Ferency	9	7	7	-
Hedrick	15	13	13	-
Miles	6	5	5	-
New Community	15	16	12	Lose 4, Orion
Orion	21	7	16	Gain 9, RH, TL, NC, Vesta
Phoenix	29	25	25	-
Raft Hill	12	11	10	Lose 1, Orion
Toad Lane	5	6	4	Lose 2, Orion
Vesta	22	20	17	Lose 2, Orion, 1, Bower

1.20.02 Each house will assign parking.

1.20.03 If a house does not abide by this policy, they will be fined \$100 per spot, per month.

1.20.04 The Visionary Committee will oversee this policy.

2.00 Philosophy of the Board of Directors

- 2.00.00 The Board of Directors is the legal governing and policy making body of SHC. The Board's power is delegated to it by the Membership through House discussion & vote, and Membership referenda. Directors of the Board take into account the needs of the Members as well as the longevity of the Corporation as a whole.
- 2.00.01 It is recommended that Board members, whenever possible, remain active for the one entire term of office (one year) in order to ensure the greatest amount of continuity and stability within the body.
- 2.00.02 The Board should endeavor to act in the most responsible and democratic manner possible, especially speaking out whenever questions arise and hearing out every person who wants to speak.

2.01 Responsibilities

- 2.01.01 The Board shall exercise all the responsibilities of the By-Laws, as well as the following specific responsibilities:
- a) Role as **Representative**:
 - i) Represent his/her individual cooperative at Board meetings in an effort to further the best interests of the membership.
 - ii) Represent the Board of Directors actions, efforts and discussions and report these to her/his individual cooperative in order to further understanding of SHC issues.
 - iii) Reading the Board Packs in order to obtain input and discussion from House members.
 - b) Role as **Trustee**:
 - i) Act as the legally responsible for all corporate policy-making activity.
 - ii) Act in the best interests of the Corporation in order to provide for the longevity of the Corporation.
 - c) Ultimately answerable for all Staff and Executive Officer actions.
 - d) Consider of any concerns or operational difficulties that may arise within the organization as presented by Members, Officers or Staff.
 - e) Providing for the long-term planning and development of the MSU-Student Housing Cooperative, Inc..
 - f) Publish and distribute an Annual Corporate Report within the first quarter of each calendar year.
 - g) Taking action necessary to provide a cooperative environment and proactive solutions.
- 2.01.02 Each Board member will work on at least one SHC standing committee (as described in 3.01.01) per semester or represent SHC to any outside organization that the Board of Directors deems acceptable.

- a) A Board representative on a SHC standing committee shall serve the following functions...
 - i. As an oversight person reviewing the actions of the whole committee and Executive Officer.
 - ii. To contribute to the workings of the committee, providing extra insight on behalf of the Board of Directors
 - iii. Assisting the executive officer in any preparation needed for the Board of Directors such as motion writing
 - iv. Reporting to the Board on committee actions
 - v. Evaluate and submit a report to the Board, with recommendations, concerning the job quality and performance of the Executive Officer as outlined in section 2.07.01
- b) A Board representative representing SHC to any outside organization shall serve the following functions...
 - i. Regularly attend the organizations meetings
 - ii. Contribute to the workings of the committee
 - iii. Represent the opinion of SHC
 - iv. Report to the Board on committee actions

2.02 Powers and Limitations

2.02.01 The Board of Directors is the policy-making body of the organization, with its powers delegated to it by the Members the Board can exercise the following powers:

- a) Conduct research regarding issues before the Board, including surveying the Membership.
- b) Create policy by amending the Code of Operations through a majority vote of the full Board of Directors.
- c) Endeavor to bring policy and procedure in line with practice.
- d) Restructure proposals to make the organization more effective.
- e) Direct the Executive Officers and Staff to fulfill the needs of the Membership.
- f) Approve a working yearly budget for the next fiscal year and supervise the administration of the budget, ensuring that an outside audit is performed annually.

2.02.02 The Board is limited in the exercise of its powers by the following:

- a) The Board may make no policy involving itself in the normal and everyday operations of any member House (e.g. food purchase, meeting process, etc.) with the exception of Article X situations.
- b) The Board shall enact no policy contrary to the By-Laws, Articles of Incorporation or relevant legal statutes.

2.03 Board Procedure

2.03.01 The MSU-SHC Board of Directors will have regularly scheduled meetings. An unexcused absence from these meetings will subject the board member to a \$10 fine.

2.03.02 All motions to be considered by the Board must meet the following minimum requirements before being considered for final passage:

- a) **A title**

- b) **Explanatory terms and definitions**
- c) **Specific substantive terms** describing exactly what the motion describes.
- d) All appropriations motions must have a **budgetary outlay** describing the amount of the expenditure and its source
- e) An **enactment clause** which describes when the motion takes effect ,or what duration and which section of the Code of Operations it belongs, if any
- f) A motion number whereby motions will be numbered X.Y.Z. This numbering system stipulates that “X” is the number of years SHC has been in business, “Y” is the semester (1=fall, 2=spring, 3=summer), and “Z” is the number of the motion for the current semester.

- 2.03.03 All agenda items must be submitted to the President at least 72 hours preceding the Board meeting.
- 2.03.04 The complete agenda must be distributed to the House mailboxes by the President at least 48 hours prior to the meeting.
- 2.03.05 In case of an exigency the Board may, by a majority vote or by House vote, elect to consider an agenda item not previously posted.
- 2.03.06 Board Meeting procedure (deliberation of motions, reconciliation of differences, etc.) shall be set out by the President or facilitator in clear terms by the beginning of the second Board Meeting of each semester.
- 2.03.07 Quorum, defined as half the Board of Directors membership plus one, is required to take any action on an issue.
- 2.03.08 Any BoD decision should be made by a simple majority of the BoD members present, with these exceptions:
 - a) Issues that require a disbursement of funds, needs 2/3 of the BoD members present to pass.
 - b) Changing the Code Of Operations needs a majority vote of the full BoD.

2.04 Board Retreats

- 2.04.01 The Board of Directors shall hold three retreats a year for the purposes of Board education and training, Future planning, Issue focus and resolution, and SHC history.
- 2.04.02 The dates for the Fall Semester Board Retreat shall be the weekend after labor day; the dates for the Spring Semester Board Retreat, or Planning Retreat shall be the third weekend of January; and the dates for the Summer Semester Board Retreat shall be the 2nd weekend of the Summer Contract.
 - a) The President shall notify all Houses at least one month in advance of the dates of the Board retreats and a special reminder shall be given to all Board Representatives at least two weeks in advance.
- 2.04.03 It shall be mandatory that each House send a House member to one Board retreat per semester, including the Summer Semester Board Retreat . This House member shall be the designated Board representative for that semester. An unexcused absence, or a house not electing a Board of Directors Representative will result in a \$25 fine to the Board member or house, respectively.
 - a) The SHC President, EVP, VPM, VPE, Corporate Treasurer, Executive Director, Member Services Coordinator, and any Visionary Committee members who are giving presentations shall attend. An unexcused absence will result in a \$50 fine to the officer.
- 2.04.04 The Retreats shall be planned by the Executive Committee with the coordination of the

VPE and the Member Services Coordinator. As outlined in section 3.08.04 (b), the Visionary Committee shall present prioritized issues to the Board at the Planning Retreat.

2.04.05 Any member absences from these Board retreats shall be determined as excused or unexcused by the full Board at the following Board meeting.

- a) If the Board decides that an absence from the Board retreat is unexcused, that person shall not serve as their House's Board representative for that semester, and their House will be requested to appoint a new Board representative who will receive appropriate training.
- b) If the Board decides that an absence from the Board retreat is excused, that person(s) shall receive a letter of reprimand, and shall be required to undertake a make up project for the part of the Board retreat that they missed. This project shall be determined by the Board at the Board meeting immediately following the Board retreat.
- c) Any deviations from this policy shall be dealt with by the Board at the Board meeting immediately following the Board retreat.

2.05 Board Manuals

2.05.01 Each House's Board Director shall be presented with a Board Manual at the beginning of their tenure. The Board Manual must contain, at a minimum, copies of: The Code of Operations, the By-Laws, the Articles of Incorporation, the Contract for Membership, Request for Release, and any other pertinent corporation forms; as well as information on Meeting process, Votes styles, and cooperative management. The Board Manuals may also contain any other information deemed important by the Officers, Staff or Board.

2.05.02 Each Board Representative shall turn in her/his House's Board Manual at the last Board meeting prior to the Planning Retreat, or as determined by the VP Education.

- a) If a Board Representative fails to turn in the House's Board Manual as required, that House shall be fined \$20.00. If the Manual is found and turned in, a refund of the fine may be determined by the VP Education. The VP Education shall use this money to purchase supplies for the replacement manuals.

2.05.03 The Executive Committee, coordinated by the VP Education, shall update the Board Manuals before the Planning Retreat. Any information needed for the retreat shall be added to the Manuals.

- a) The updated Manuals shall be distributed to the Board Representatives at the Board meeting immediately before the Planning Retreat, or earlier if possible.

2.06 At-Large Board Members

2.06.01 In order to establish and maintain a sense of continuity and history from year to year at the Board level, MSU-SHC shall endeavor to engage a minimum of one and a maximum of three At-Large Board Members.

2.06.02 An At-Large Board Member shall be an established member of the community who is willing to lend an outside perspective to our proceeding, and who can offer their knowledge and experience to Board proceedings.

2.06.03 Selection

- a) Potential members will be researched by the President, with assistance by the EC and Staff.

- b) Selection will be based on the skills and experience of the candidate
- c) The At-Large member will be nominated by the EC upon credentials review.
- d) The At-Large member nominee will be approved by a simple majority of the Board of Directors

2.06.04 Description

- a) The At-Large member should be able to attend Board meetings a minimum of twice a semester as a non-voting member.
- b) Term of office is two years from time of approval , with no term limits.
- c) Travel compensation will be made available to out-of-town members upon request.

2.07 EC Evaluations

- a) Evaluations shall be done once per semester, to be completed at most one month before the semester's end, with evaluations presented at the last Board meeting of the semester.
- b) Criteria for evaluations shall include, but is not limited to: Quality and quantity of work done, regular committee meetings held, regular office hours held, fulfilled job requirements, consistency and content of Board Reports, and other positive contributions to the co-op.
- c) There may be a special call to evaluate job quality at any time if a member of the Board has cause to suspect substandard performance from EC members.
- d) The Board is empowered to act on these recommendations as they see fit.

3.01 General

- 3.01.01 The MSU-SHC Board establishes the following standing committees for its operation:
- a) Executive Committee
 - b) Physical Development Committee
 - c) Membership Committee
 - d) Education Committee
 - e) Finance Committee
- 3.01.02 All standing committees shall meet, in whole or in part, between Board meetings.
- 3.01.03 All decisions of a committee must be approved by a majority of the committee members at a quorum meeting.
- a) Quorum of standing committees shall consist of one-half plus one of the membership of that committee.
 - b) Committee chairs will not vote except to break a tie.
- 3.01.04 Committee Attendance
- a) A committee member shall be allowed one excused absence from a committee meeting per semester without being fined.
 - b) Houses from which members of committees come, may be fined \$10.00 for an unexcused missing of a regularly announced committee meeting.
 - c) Fines shall be levied if the chairperson of the committee feels a fine is justified.
 - d) The chairperson, in discussion with a committee member may excuse a committee member from a meeting.
 - e) No person shall be required to attend more than one committee meeting per week of any individual committee.
- 3.01.05 Standing chairs of SHC Committees are able to fine committee members for committee responsibilities unfulfilled by committee members as defined by the committee at the beginning of each semester. These fines shall be either monetary or shall consist of SHC office hours.
- a) Fines shall be billed to a House with the monthly MSU-SHC bill and shall be deposited in the Development Fund for use as decided by the MSU-SHC Board.

3.02 Executive Committee

- 3.02.01 The Executive Committee is composed of all corporate officers of the MSU-SHC, committee chairs and staff people hired for the management of the Corporation, and shall meet weekly.
- 3.02.02 The Executive Committee shall make progress toward the goal of restructuring SHC daily operations and staff, in order to create a more stable and viable corporation.
- 3.02.03 The responsibilities and duties of the Executive Committee shall consist of:
- a) Working together to find solutions for the day-to-day operation of the MSU-

Student Housing Cooperative, Inc. through voice and vote decisions.

- b) Discharging legislation referred to the Executive Committee
- c) Introducing legislation necessary and proper for the operation of the SHC.
- d) Carrying out any and all functions as designated by the MSU-SHC Board.
- e) Retaining an attorney for the purpose of taking legal action against bad debtors

3.02.04 The Executive Committee may consult with the President in order to take such actions as are necessary to ensure the continuation of the Corporation and operating policy in the absence of a functioning Board of Directors, or in the event that the Board of Directors is unable to meet.

- a) Any decisions or actions taken during this time must reported in full to the Board at the first meeting of the Summer.

3.02.05 The Executive Director may take such actions as are necessary to ensure the continuation of the Corporation in the absence of a functioning Executive Committee or Officers, when the President designates oversight authority.

3.03 Physical Development Committee

3.03.00 The maintenance program of the MSU-Student Housing Cooperative, Inc. revolves around the Physical Development Committee. This committee carries out the goals of the maintenance program, focusing on preventative and predictive maintenance as the key to improved quality housing.

3.03.01 The Physical Development Committee shall consist of the maintenance persons of each Household, at least one Board representative, the Maintenance Coordinator, and the Executive Vice-President.

3.03.02 The duties and responsibilities of the Physical Development Committee shall consist of:

- a) Ensuring that SHC properties are maintained to City of East Lansing Housing and Fire Safety Codes.
- b) Ensuring that long range plans are developed for the maintenance of the entire SHC system.
- c) Ensuring that the maintenance budget and labor is allocated in a fair and equitable manner.
- d) Assisting in the formulation of the corporate maintenance budget. (Refer to Maintenance Budgeting Policy section 7.09).
- e) Developing and recommending the expenditure of allocated funds from the corporate maintenance budget to the Board.
- f) Recommending funding for projects submitted by the SHC Houses or the EVP to the Board.
- g) Assisting the EVP in developing specifications for maintenance construction projects that are to occur within the corporation.
- h) Recommending a professional contractor upon approval of any non-emergency maintenance project.
- i) Operating and arbitrating the Grant Program (see section 7.02).

- j) Creating and revising policy in order to more effectively facilitate the cooperative Physical Development of SHC properties.

3.04 Membership Committee

- 3.04.01 The Membership Committee shall consist of the membership persons of each Household, the VPM and at least one Board representative.
- 3.04.02 The duties and responsibilities of the Membership Committee shall consist of:
 - a) Assisting the VPM in keeping membership records filed at the beginning of each quarter and updated in writing bi-weekly.
 - b) Organizing and executing membership drives.
 - c) Organizing publicity campaigns, advertising, posters, and presentations to outside groups.
 - d) Assisting the VPM in formulating the corporate membership budget.
 - e) Developing membership and education section of the SHC Annual Corporate Report, including annotated tables of all Household's quarterly occupancy.
 - f) Coordinating and oversee the preparations and running of All-Membership Meetings, parties and orientations, and be responsible for any money budgeted in this regard.
 - g) Working to establish and maintain a tolerant and cooperative atmosphere for any member.
 - h) Hearing the appeals of rejected and expelled members and potential members.

3.05 Education Committee

- 3.03.01 The Education Committee shall consist of at least one representative from each SHC House (rep. may be any of the following: House President/ Manager / Facilitator or Designated Representative), at least one Board Representative, any other interested parties, and shall be chaired by the Vice-President of Education.
- 3.03.02 The Education Committee shall meet at least twice a month.
- 3.03.03 The duties and responsibilities of the Education Committee shall consist of:
 - a) Assisting the Vice-President of Education in the coordination of educational training, general member education, elections and all other internal and external education as needed.
 - b) Assisting in the compilation of a twice monthly newsletter by producing articles and soliciting material and ideas from House members.
 - c) Advising and giving direction to the Member Services Coordinator on any internal and external education.
 - d) Providing updated versions of their respective House's House constitution at the beginning of every semester to the Vice-President of Education.
 - e) Coordinating co-op involvement in at least one community service, social or educational project each semester.
 - f) Being responsible for creating and updating House histories and scrapbooks

each semester with the Vice-President of Education.

- g) Updating the outline for member orientation yearly.
- h) Making the necessary arrangements for the yearly election of officers each Spring Semester (as per section 3.10). Promotion and announcement of the upcoming election, including the acceptance of candidates, needs to begin before the end of Fall Semester.

3.06 Finance Committee

3.06.01 The Finance Committee shall consist of the treasurers of each Household, the Corporate Treasurer, the Executive Director and/or Member Services Coordinator as needed, and at least one Board representative.

3.06.02 The Finance Committee shall be chaired by the Corporate Treasurer.

3.06.03 The main duties and responsibilities of the Finance Committee shall consist of:

- a) Ensuring that individual members pay their assessments to the Households so that Households can pay their assessments to MSU-SHC.
- b) Developing policy pertinent to the financial operations of MSU-SHC.
- c) Overseeing the development and operation of the Corporate Budget as outlined in 3.06.04.

3.06.04 The Finance Committee shall compile and review an annual corporate budget utilizing input from all Standing Committees, Staff and Officers.

- a) The annual budget shall be compiled in the spring and reviewed monthly.
- b) The FC must submit an annual budget to the Board before April 1 of each year.
 - i) All expenses in the budget shall be listed in one of the following categories: **Administrative, Office, Rental, Membership, Education, and Physical Development.**
 - ii) No SHC money shall be spent for expenses included in the **Administrative, Office, or Rental** category without approval of the Executive Director, the Treasurer, the President, or the Finance Committee;
 - in the **Membership** category without the approval of the Membership Vice-President or the Membership Committee;
 - in the **Education** category without the approval of the Education Vice-President or the Education Committee;
 - in the **Physical Development** category without the approval of the Executive Vice-President or the Physical Development Committee.
 - iii) In the event of a disagreement between the Executive Director and the Treasurer, the Treasurer's decision is legitimate and carried out.
 - iv) In the event of a disagreement between the President and the Executive Director or Treasurer, the President's decision is legitimate and carried out.
 - v) In the event of a disagreement between a Vice-President, President, Treasurer, or Executive Director and a Committee, the Committee's decision is legitimate and carried out.
 - vi) The amounts listed for each category in the budget may only be

amended with the board of directors' approval.

- vii) The Finance Committee shall review SHC's spending on a monthly basis. No more than what is budgeted in any category shall be spent for items in that category.
- c) If 3.06.04(b)(vi) is violated, the Finance Committee shall conduct an investigation, present its findings to the board of directors and, if an employee is responsible, recommend appropriate actions, including possible termination.

3.07 Visionary Committee

- 3.07.01 The Visionary Committee is not a Standing Committee but is a deliberative committee to be assembled and chaired on a regular basis by the President.
- 3.07.02 The Visionary Committee shall consist of the President, the Executive Director, at least two Board representatives, and any Member of the cooperative who wishes to attend. All regular members will be voting members.
- 3.07.04 The Visionary Committee's primary purpose shall be to develop, maintain, and revise as needed a long-term vision for SHC. This will include activities such as the following:
 - a) Surveying the membership semesterly in order to monitor the membership's opinions on SHC policies and activities.
 - b) Presenting to the Board prioritized issues and concerns, based on survey responses and other observations. These prioritized issues and concerns shall be presented to the Board at the yearly Board Planning Retreat by Visionary Committee members.
 - c) Developing and update yearly a five-year SHC plan.
 - d) Considering and recommending specific actions and directions to the Board based on contemporary or Board-requested issues.

3.08 Ad Hoc Committees

- 3.08.01 The Board of Directors reserves the right to form an Ad Hoc Committee for any specific purpose or situation at hand, and in order to respond more efficiently to member, corporate or other needs as they arise.
- 3.08.02 The creation of an Ad Hoc Committee needs the support of a simple majority of Board members present at a quorum meeting.
- 3.08.03 Membership of a Board-created Ad-Hoc Committee must consist of at least one of the Board Representatives.

4.00 Philosophy of the SHC Executive Officers

4.00.01 The role of the Executive Officers is to coordinate the day-to-day workings of the Cooperative combining the actions of Executive Committee with Officers' specific areas of responsibility. Officers need respond assertively to the needs of the Membership, take an active interest in House-level concerns, and be an example for others. Officers act as resources for the Membership and encourage cooperation within SHC.

4.01 General Responsibilities

4.01.01 All Officers and Chairs shall fulfill the following requirements:

- a) Be at least 18 years of age.
- b) Be a member of SHC.

4.01.02 The general duties and responsibilities of all officers and chairs of standing committees shall consist of:

- a) Spending 6 publicly available hours per week working in the office and shall answer phones, handle walk-in traffic, and help general office operation as needed.
- b) Submitting a report to the Board of Directors on a bi-weekly basis, the content of which should describe the status of:
 - i) Chair projects
 - ii) Committee projects/ events/ activities/ decisions
 - iii) Any other relevant committee issues
- c) Attending all Board Meetings and Retreats as an active participant. An unexcused absence will result in a \$20 fine for missing a Board meeting, and a \$50 fine for missing a retreat.
- d) Regularly contributing informative material to the Pine Press.
- e) Making a timely response to all requests for information about the cooperative as a whole.
- f) Submitting a Year End Report one month before the end of their tenure. The Year End Reports shall be a 3-5 page summary of the preceding year, with a focus on committee activities, office/corporate level issues that were dealt with, and unresolved current and possible future issues. This shall be included in the Annual Report.
- g) Chairing and directing their respective Standing Committee, with the following guidelines: Each Chair shall...
 - i) Schedule regular meetings when the greatest number of committee members can attend.
 - ii) Provide useful and informative background material for committee members.
 - iii) Inform committee members at least 5 days in advance of the time, date and location of the next meeting.
 - iv) Help generate ideas and action within the committee
 - v) Vote only to break a tie in committee decisions.

- h) Carrying out acts and duties as directed by the Board of Directors.
- i) Attending any House or other meetings as necessary or as requested by members or other officers or staff.
- j) Fulfilling all the duties and responsibilities outlined in The Executive Committee section 3.02.
- k) Reading and being familiar with the Code of Operations and other pertinent corporate documents.
- l) Attending all SHC functions as required or requested.
- m) Keeping records of accomplishments/failures and actions for future officers and members, including updating and maintaining all training files.
- n) Be a model co-oper in one's own house by: paying rent, doing House jobs/work weekends, and working to ensure the House runs smoothly.
- o) Fulfillment of these duties shall be reviewed by the EC Accountability Committee (section 2.07) with a recommendation to the Board.

4.01.03

All Executive Committee members are responsible to train the incoming Executive Committee in the month of April. This will consist of two parts:

- a) The new Executive Committee shall attend the last two Board meetings of the Spring semester in which they will observe the old EC member participating.
- b) There will be a training retreat the weekend after the second to last Board meeting. This should be an overnight retreat from Saturday to Sunday. The agenda should include a debriefing about the previous year, one-on-one time for each EC member to train, and brainstorming for the following year.
- c) If either outgoing or incoming EC member does not participate in all training activities, the fine shall be \$100. Fines will be determined for incoming EC members by the outgoing EC collective by their last meeting of the semester, and fines for outgoing EC members will be determined by the incoming EC collective during their first meeting of the semester.

4.02 President

4.02.01

The primary responsibilities of the President shall consist of:

- a) Coordinating the collective activities of the Executive Committee in a manner that promotes pro-active behavior, or as directed by the Board.
- b) Setting out Board meeting procedure in clear terms by the second Board Meeting of each semester (see section 2.03).
- c) Facilitating and chairing meetings of the Board of Directors, the Executive Committee, the Visionary Committee, and all meetings of the Membership at large. The President shall...
 - i) Schedule the first meeting of the Board of Directors of each semester within the first two weeks of the semester.
 - ii) Schedule the first Executive Committee meeting of each semester within the first two weeks of the semester.
 - iii) Schedule the first Visionary Committee meeting within the first four weeks of the semester.
 - iv) Vote only to break a tie at Board of Directors meetings.

- d) Ensuring that the Board Packs are delivered to the Board of Directors at least 48 hours prior to the next scheduled Board of Directors meeting. These Board Packs shall contain:
 - i) Officer and Staff Reports
 - ii) Presentations of motions and discussion items to be addressed at the meeting with appropriate background material for an informed discussion.
 - iii) Minutes of the previous meeting for Board approval.
 - iv) An agenda of all business to be conducted at the meeting including the date, time, and place.
- e) Acting as the immediate supervisor of the SHC Executive Director.
- f) Bringing any SHC business conducted by an officer, staff person, or committee which is contrary to a Board, Code, or By-Law directive to the attention of the Board of Directors.
- g) Assembling an annual compilation of yearly reports from the officers and staff to be placed in the Annual Corporate Report.
- h) Acting as the official representative of SHC in its relationship to external organizations, including the Inter-Cooperative Council, East Lansing City Council and other sub-committees, neighborhood associations, and other Independent Cooperatives in East Lansing.
- i) Acting with the SHC Treasurer to fine Houses for failure of their designated representatives to attend committee meetings, Board meetings, or to fulfill office duties. The collected moneys shall be allocated to the Board's semesterly retreats.
- j) Ensuring that the office workers, including the Mail Carriers, are coordinated at the beginning of each semester by the Member Services Coordinator.
- k) Assisting the Vice-President of Education in updating the Board Manuals at the beginning of every semester.
- l) Assisting the Vice-President of Education in the planning of the semesterly Board retreats.
- m) Ensuring, with the V-P Education and in accordance with the By-Laws, the occurrence of a regular All-Member Meeting which must occur between either September 25 and November 1, and April 1 and May 15.
- n) Reviewing the Code of Operations yearly with the Vice-President of Education as per section 9.01.04.

4.03 Executive Vice-President

4.03.01 The primary responsibilities of the Executive Vice-President shall consist of:

- a) Performing the duties of the President in the absence of the President.
- b) Chairing the Physical Development committee.
- c) Working with the Maintenance Coordinator in the development of internal education programs designed to assist members in the care of their Households.

- d) Researching and presenting educational material for simple pro-active maintenance and energy efficient measures which can be taken by Houses.
- e) Working with the Maintenance Coordinator to develop a physical development plan for the current year as well as assist in the development of long term physical development goals and plans for the MSU-SHC.
- f) Overseeing the yearly inspections as stipulated in section 7.04. Information from these inspections shall be entered into the maintenance data base.
- g) Developing, in coordination with the Maintenance Coordinator and the Physical Development Committee, a yearly Physical Development budget for the corporation, in a timely manner, to be reviewed by the Finance Committee and approved by the Board of Directors.
- h) Working with the Physical Development Committee to oversee the application of the Grant Program (section 7.02).
- i) Inspecting all House common areas on a monthly basis as per section 8.02, Article X Maintenance.

4.04 Vice-President of Membership

4.04.01 The primary responsibilities of the Vice-President of Membership shall consist of:

- a) Acting as the primary MSU-SHC liaison with the MSU Off-Campus Housing Office.
- b) Verifying and signing completed Contracts for Membership, and to generally coordinate the process for Membership with the Membership Committee, individual House representatives and the Member Services Coordinator (as per section 1.03).
- c) Posting and updating, monthly, a visible list of Household membership vacancies.
- d) Coordinating and updating all New Member Orientations with the VP Education.
- e) Administrating and enforcing all the policies under Title 1 Membership and bringing violations of policy to the attention of the Board.
- f) Approving or rejecting potential members based on the merit of their application, on behalf of the Membership of the SHC, as represented by the Membership Committee.

4.05 Vice-President of Education

4.05.01 The primary responsibilities of the Vice-President of Education shall consist of:

- a) Coordinating all educational training's and activities, with the Member Services Coordinator, the VP Membership, the President, the Education Committee and any other respective committees or motivated individuals as necessary. Regular educational events and responsibilities shall comprise:
 - i) The coordination of the New Member Orientations for all new members at the beginning of each semester with the VP Membership.

- ii) The preparation of Board Training Retreats for all Board members at the beginning of summer and fall semesters, and Board Planning Retreat at the beginning of spring semester.
 - iii) The development of semesterly Executive Committee retreats with the whole EC.
 - iv) The development of programs and activities for the continuing cooperative education of the Membership.
- b) Acting as the Publications Editor Coordinator, which shall include:
- i) Ensuring that the Pine Press is produced bi-weekly and have the necessary tools for communicating with the SHC membership.
 - ii) Arranging and organizing a publications staff that shall include membership of the Education Committee as well as interested members from any of the SHC houses.
 - iii) Regular communication with Standing Committee Chairpersons and regular attendance at each Board meeting in order to report on the proceedings and to disseminate any information that the committee wants published.
 - iv) Ensuring that the methods of communication are successful and to make any suggestions or improvements to the SHC communication system.
 - v) Proposing an annual publications budget.
 - vi) Creating and publishing a clear editorial policy.
- c) Acting, along with the President, as the MSU-SHC liaison with all other cooperative organizations.
- d) Coordinating and ensuring the occurrence of a yearly All-Member Referendum, if deemed necessary by the Membership or the Board.
- e) Coordinating the annual All-Membership Meeting once every spring semester with the President.
- f) Creating and/or updating SHC histories and scrapbooks as often as necessary.
- g) Coordinating orientation sessions for each House at the beginning of each semester, as needed.
- h) Ensuring that all corporate documents are revised and updated when needed with the assistance of the Executive Committee. This includes, but is not limited to:
- i) The Articles of Incorporation, By-Laws, Code of Operations, Personnel Policy.
 - ii) House Constitutions -- These updates shall be made with the help of the House's president/ manager/ facilitator/ education officer.
 - iii) Board Manuals -- These manuals must be updated at least once yearly, particularly before the Spring Planning Retreat, with semesterly updates as necessary (as per section 2.05).
- i) Ensuring the delivery of updated versions of the Articles of Incorporation, By-

Laws, Code of Operations and each Houses' Constitution for inclusion in Houses' Manual/Operating Books once per year. .

- j) Initiating the election procedures with the Education Committee before the Spring Semester, unless there is a conflict of interest in which case the VP Education will ensure that the Education Committee undertakes the election procedure outlined in section 4.10.

4.06 Corporate Treasurer

4.06.01 The Treasurer shall be appointed, within three weeks after the new officer elections, by the Board of Directors upon the recommendation of the Executive Committee, for a period of one year

4.06.02 The primary responsibilities of the Corporate Treasurer shall consist of:

- a) Having charge of the MSU-SHC books.
- b) Custody of the MSU-SHC money with the President and Executive Director.
- c) Signing all papers and corporate documents as necessary by law, as directed by the Board of Directors or by the membership in referenda or All-Membership meetings.
- d) Making quarterly analysis of the capitalization of the MSU-SHC, pay-off rates on mortgages, possibility of securing lower rates on borrowed money and long term trends of costs and other related factors pertinent to MSU-SHC money with the President and the Executive Director.
- e) Serving as an ex-officio member of any committee on financial matters formed by the Board.
- g) Meeting with the House Treasurers as often as necessary, both with the Finance Committee (section 3.06) and independently each semester to review, aid and advise about the House budget, House finances or any other corporate or House financial matter.
- h) Being responsible for reporting to the Board on the budget as proposed by the Finance Committee.
- i) Returning member loans as required by law with the Financial Manager.
- j) Keeping the Board informed of the status of all individual House books.
- k) Giving assistance to House Treasurers with the operation of House Budgets (see section 6.01).

4.07 Corporate Secretary

4.07.01 The Corporate Secretary shall be responsible for attending all regular and special meetings of the Board, the membership at large, and meetings of the Executive Committee.

4.07.02 The Corporate Secretary shall sign all official documents, as necessary by law, as directed by the Board or by the membership in referenda or All-Membership Meetings.

4.07.03 The Corporate Secretary shall be appointed for a period of one year by and from the voting membership of the Board of Directors at the beginning of fall semester.

4.07.04 The Corporate Secretary shall serve concurrently as a voting member of the MSU-SHC Board of Directors.

4.08 Officer Compensation

4.08.01 SHC Officers and Chairs shall be considered Student Support Staff.

4.08.02 All SHC Standing Committee Chairs shall be compensated with a monthly assessment credit equaling one full monthly assessment.

4.09 Officer Elections

4.09.01 The positions of President, Executive Vice-President, Vice-President of Membership, and Vice-President of Education shall be elected by a plurality vote by the general membership of SHC each Spring semester .

4.09.02 Persons running for the positions of President, Executive Vice-President, Vice-President of Membership and Vice-President of Education must submit a statement of candidacy to the Education Committee to be publicized to all SHC Houses.

4.09.03 Nomination deadlines will be 14 days prior to the 1st day of elections.

4.09.04 All arrangements and necessary duties required to run the officer election shall be handled by the Education Committee, excluding Board of Directors Representatives and candidates.

4.09.05 Voting details will be determined by the Education Committee, within the following guidelines:

- a) Each ballot must be sequentially numbered and have the House name (initials) on it in the upper right-hand corner. Each House shall receive a number of ballots equal to the number of current members residing there. No more will be issued for those "missing or lost".
- b) It must be clear how voters should process the ballots, and each ballot must state clearly the names of each candidate.
- c) Efforts must be taken to ensure that duplicate voting doesn't take place.
- d) There will be no voting by proxy.
- e) **Absentee voting** will be allowed under the following conditions:
 - i) The ballot and the envelope it comes in must both be signed by the absentee voter; the envelope must be signed on the seal and inside. Absentee ballots must remain sealed in an envelope until such time that they are to be counted.
 - ii) The absentee voter's name will not be revealed to anyone other than the ballot tabulators, unless there exists a highly irregular situation, in which case the fewest number of people possible will have access to the voter's name.
 - iii) If there is any serious question of the validity of the absentee ballot, it shall be discarded, even if it 'would be' a tie-breaker.

4.09.06 The candidates that receive the most votes of the ballots cast (a plurality) will be declared the elected corporate officers.

4.09.07 In the event of a tie between two or more candidates, the Education Committee will utilize

a **House-ballot vote** to decide the elected candidates:

- a) A House will be recorded as having one vote for the candidate receiving the majority of votes cast in that House. The candidate will effectively will 'win' that House.
- b) In the event of a tie within a House, that House will be abstained from the voting.
- c) The candidate with the most votes using this system will be declared the elected officer to select the winners from among the tied candidates.
- d) In the event of a House-ballot tie, each president/ facilitator/ or other designated representative shall cast a ballot for the tied-candidates. The candidate who receives the most votes of the ballots cast will be declared the elected officer.

4.10 Officer Replacement

- 4.10.01 In the event of an opening in an SHC executive officer position, the position will be advertised in the co-op for two weeks. Letters of candidacy will be turned in to the SHC President from all interested candidates.
- 4.10.02 At the next board meeting after the opening is established, a hiring committee will be established, made up of EC officers and at least one board rep. This committee will meet after the application deadline has passed, and will choose the most qualified candidate.
- 4.10.03 At the next board meeting after the hiring committee has made their decision, the chosen applicant will be presented to the board, and the board will have an opportunity to question and approve the applicant.

5.01 Personnel Policy

5.01.01 PERSONNEL COMMITTEE

- a) Membership
 - i) The Personnel Committee shall comprise 2 SHC Officers, 1 BoD Representative.
 - ii) The committee will be selected at the beginning of the Executive Officers term.
- b) Duties
 - i) Implement and monitor the procedures outlined in this manual regarding evaluations, and grievance.
 - ii) Meet as frequently as needed.
 - iii) Up-date the Personnel Policy as needed.

5.01.02 STAFF EVALUATIONS

- a) Time line
 - i) Evaluations of SHC permanent staff shall be completed by the Executive Director, once during each school year semester:
 - ii) The Executive Director evaluation will be completed by the SHC president who will solicit input from the individual members of the Executive Committee and members of the Board of Directors.
 - iii) Other permanent staff evaluations will be completed by their supervisor who will solicit input from person's knowledgeable of the staff person's performance and having regular contact with the employee.
- b) Procedure
 - i) Employee evaluations will be conducted through the solicitation of input from persons who are knowledgeable about the performance of the employee and a self evaluation completed by the employee. Solicitation of input shall take the form of preliminary evaluation forms to be completed by the persons knowledgeable of the employee's performance. An employee's formal evaluation, while written by a single individual, shall reflect the opinions of all who complete a preliminary evaluation as well as the opinion of the formal evaluation author. The formal evaluation as well as the preliminary evaluations upon which it is based, shall become an official part of the employee's personnel file.
 - ii) Staff are to be evaluated according to the following criteria (as applicable):
 - a. Content of BoD reports where applicable(attention to detail and accuracy of reporting)
 - b. Fulfillment of job responsibilities, both from job description and

- assigned tasks
- c. Leadership abilities
- d. Ability to effectively manage other staff
- e. Quality of overall performance
- f. Ability to interact effectively with members, SHC committees, other staff, BoD, and SHC Officers.
- g. Attitude toward the job, SHC, and other members, residents and staff

c) Employee Challenge of Evaluation

- i) Employees who wish to challenge their evaluation may address the Personnel committee regarding the specific sections of the evaluation with which they disagree. The Personnel committee will then review all preliminary evaluations, discuss the rationale of the formal evaluation with the author, and vote on the wording of the formal evaluation.

5.01.03 CLASSIFICATION OF POSITIONS

- a) Permanent Employees shall include all full and part time employees of SHC who are reasonably expected to continue their employment with SHC for more than 12 months .
- b) Temporary Employees shall include all other persons on the SHC payroll whose employment with SHC can reasonably be expected to last 12 months or less.
- c) Part-Time Employees are defined as any employee, permanent or temporary, whose scheduled hours are less than 40 hours/week.

5.01.04 REMUNERATION AND HOURS OF EMPLOYMENT

- a) Salary Scales and Wage Rates
 - i) The Board of Directors shall set the salary scale or wage rate for all positions. Salary scales and wage rates are based on the following factors: kind of work and level of responsibility, salaries or wages paid in private industry, cost-of-living, and working conditions.
- b) Hours of Service
 - i) Full-time employees shall work 40 hours per week, including a one hour lunch period for daily work of eight hours or more, evening, and week-end time.
 - ii) Part-time employees shall work hours as assigned by supervisor.
- c) Pay periods
 - i) Pay periods are 2 weeks in length, beginning on Monday and ending on Sunday. Paychecks are distributed on a bi-weekly basis on the Tuesday after the end of the pay period.
- d) Compensation for Overtime
 - i) "Overtime" is defined as any hours worked over 40 in any given week (Monday through Sunday)
 - ii) Salaried, permanent employees will receive one hour compensatory time for each hour worked for any overtime hours, with the approval of their supervisor.

- iii) Hourly employees will be compensated at 1.5 times their regular hourly wage for overtime hours (hours over 40).
- iv) Compensatory hours may accumulate to a maximum of 1 week of regularly scheduled hours and must be used within 4 months of their receipt.

5.01.05 EMPLOYEE BENEFITS AND PRIVILEGES

- a) Only permanent employees shall be eligible for the following employee benefits and privileges.
- b) Maternity/Paternity Leave
 - i) Any permanent employee who has completed at least 1 year of continuous employment with MSU-SHC is eligible and shall be granted, upon request of the employee, a paid maternity or paternity leave of six (6) weeks, and up to seventeen (17) weeks total leave during the period immediately preceding and/or following the birth of a child. Such leave shall not commence more than five (5) months prior to the projected date of birth. Such leave shall also be granted for co-parenting and/or the adoption of a child. The leave must be approved by the Executive Director and SHC President at least one (1) month in advance. This leave applies to adoption as well as pregnancy.
 - ii) Benefits coverage shall continue through the period of leave. Seniority shall not be lost and sick days and vacation shall not be accumulated. Employees shall not be compensated for statutory holidays or other paid holidays while on unpaid leave.
- c) Vacation
 - i) In the first 12 months of employment, permanent Full-time employees shall earn vacation at a rate of four percent or 2 weeks per year. Commencing with the second year of service, permanent full-time employees are entitled to 3 weeks of paid vacation per year.
 - ii) In the first 12 months of employment, Permanent part time employees shall accrue yearly vacation time at the rate of 2 weeks worth of regularly scheduled hours per year (i.e.: a 25 hour/week employee earns 50 hours of vacation per year). Commencing with the second year of service, permanent part time employees are entitled to 3 weeks worth of regularly scheduled hours of paid vacation each year.
 - iii) Employees shall be eligible to use vacation leave after 6 months of employment.
 - iv) Only permanent employees shall qualify for paid vacation.
 - v) Vacation time shall only be used with the prior approval of the staff person's supervisor and will be taken at a time which will not hinder the operation of SHC.
 - vi) Vacation time shall accrue up to a limit of 1.5 years worth of annual vacation time and be posted to the employee's vacation account quarterly. Any accumulated vacation that exceeds this limit shall be lost to the employee. This policy is intended to prevent staff burnout by strongly encouraging employees to use their vacation time.
- d) Holidays

- i) The following days shall be paid holidays and shall be taken on the legally observed day:
 - a) New Year's Day (two days)
 - b) Memorial Day
 - c) Independence Day
 - d) Labor Day
 - e) Thanksgiving Day and the day after
 - f) Christmas Eve & Christmas Day (two days)
 - g) Martin Luther King Jr.'s Birthday
 - ii) If an employee celebrates a religious holiday other than Christmas, they can choose to work on one of the paid holidays above or accumulate appropriate compensatory time and take off their religious holiday of choice by providing at least 2 weeks prior notice.
- e) Education Allowance
- i) SHC encourages its permanent full-time employees to take courses which provide education in some area valuable or relevant to their position. All course selections must be approved by the employee's supervisor in advance.
 - ii) The employee education budget will initially be divided among all permanent employees in proportion to their hours worked (i.e.. a 20 hour/week permanent employee receives half of what a full time employee receives). If any permanent employee does not utilize their full education allotment, unused funds shall be disbursed among other employees who have unreimbursed education expenses for approved classes in proportion to their unreimbursed expenses.
 - iii) SHC will not pay for classes in which a grade less than 3.0 (on a scale of 0 to 5.0) is received. If SHC has paid for the class in advance, the employee agrees to reimburse SHC for the cost of the class if a 3.0 or better is not received.
- f) Travel Expense Reimbursement
- i) The following expenses will be reimbursed within approved budget limits with prior approval of the employee's supervisor when incurred while on SHC business:
 - a) Travel costs
 - b) Accommodations
 - c) Meals
- g) Sick Leave
- i) Permanent full-time employees shall receive 10 paid days of sick leave per year.
 - ii) Permanent part-time employees shall receive two week's worth of regularly scheduled hours as paid sick leave. Ex. A 20 hour work week employee gets 40 hours per year.
 - iii) Temporary employees shall not be eligible for paid sick leave.
 - iv) An employee absent for more than three consecutive days may be required to submit a doctor's certificate to qualify for pay during the absence period.

- v) Absence due to illness which extend beyond the available sick leave days and short term disability of an employee shall be unpaid leave unless the time can be covered by available personal/vacation time or arrangements can be made with the employee's supervisor to make up the missed time.
 - vi) When sick, an employee must notify the office ASAP. The employee shall receive sick pay only if the office has been notified the day of the illness.
 - vii) If an employee has sick days accrued beyond 4 weeks worth at the end of a fiscal year, excess days can be converted to vacation days at the rate of 1 vacation day for every 2 sick days, subject to the accrual limits on vacation time.
- h) Miscellaneous Leave
- i) Personal Appointments:
 - a) Time missed for personal appointments during scheduled working hours must be made up within the week missed if it is to be paid time. Vacation, personal time, or compensatory time may also be used to cover time missed for personal appointments.
 - b) Part time employees shall not be granted paid time away from work and should not make personal appointments during scheduled work hours unless absolutely necessary.
 - ii) All employees shall be paid for work missed due to inclement weather conditions. Inclement weather conditions are determined according to the cancellation of MSU Classes.
 - iii) All employees may be granted up to 2 weeks paid leave annually, at the discretion of their supervisor, due to death of significant persons in their life.
- j) Health Care Benefits
- ii) Each permanent full time employee shall receive coverage under the health insurance plan purchased by SHC with enrollment as soon as possible according to the health care contract. SHC will pay for 90% of the premiums for single permanent employees. The other 10% co-pay will be paid for by employee payroll deduction. SHC will pay for 85% of the premiums for family and couple contracts, with the employee paying the 15% through payroll deduction. SHC will offer coverage to permanent employees, their spouses and families and their same sex partners. It is our intention to offer this coverage to those people who, under current laws, are not permitted to marry. SHC shall seek out a cost effective plan for this coverage.
 - iii) Permanent part time employees may participate in the health insurance coverage through payroll deduction with SHC paying a pro-rated percentage of their premium in proportion to their scheduled work hours as compared to a 40 hour week. (i.e.: a 30 hour week employee has 3/4 of their premium paid by SHC, subject to the co-pay requirements).

- iv) Coverage for additional family members, a Sponsored Dependent or Senior Rider, is available if employee elects to pay any additional premiums incurred via payroll deduction. A sponsored Dependent or Senior rider is a person other than your spouse of child, who is 1.) 25 years old or older, 2.) is your IRS dependent, 3.) resides with you and 4.) is someone for whom you provide principal support.
- k) Retirement Plans
 - i) After 3 months of employment, permanent employees are eligible to participate in a SIMPLE-IRA through payroll deduction.
 - ii) All administrative costs associated with the administration of the SIMPLE-IRA account will be born by the employee

5.01.06 HIRING PROCEDURES

- a) Employment at the MSU Student Housing Cooperative, Inc. shall be available without discrimination based on political or religious beliefs, age, race, gender, creed, marital status, sexual orientation, economic status, veteran status, national origin or physical or mental disability. MSU-SHC is an equal opportunity employer.
- b) Hiring Committee - Permanent Positions
 - i) The Board of Directors shall establish a hiring committee for the purpose of selecting candidates for all permanent staff positions. Hiring for replacement of the Executive Director is subject to Board approval. The hiring for all other positions will be made by the hiring committee.
 - ii) The committee shall be composed of the following members who will have a vote in the selection of a candidate: the Executive Director, SHC President, and "at-large" member from the Executive Committee, and two "at-large" members from representatives to the Board of Directors.
 - iii) The committee shall be coordinated by the Executive Director. As coordinator he/she will be responsible for coordinating the advertising for the position. Additionally, he/she will arrange meeting times for the committee, distribute application materials to the committee members, facilitate the formation of interview questions which will be distributed to the committee members to assist in evaluating candidates. This coordinator will be the contact person for candidates and will handle inquiries about the position, establish an interview schedule, inform candidates of the committee decisions, and set-up a training and work schedule with the selected candidate.
- c) Hiring Committee - Temporary Employees
 - i) The Executive Committee shall be responsible for hiring individuals for all temporary employee classifications.
- d) Recruitment Procedure
 - i) All permanent full-time and part-time positions which are available shall be advertised throughout the North American co-operative system and/or the local and regional community.
 - ii) Advertising shall include any or all of the following as applicable: announcements sent to the community and/or cooperative agencies, to colleges and universities, to government and /or private employment

services, and to newspaper advertisements.

- iii) Temporary jobs shall be advertised within the Co-ops for at least two weeks by posting notices and placing ads in co-op newsletters. The Executive Committee may fill position temporarily in the interim.
- iv) All notices and ads shall describe the job available and its responsibilities and state the person to contact for information, and the closing date for application.
- e) Applications
 - i) All applications/resumes shall be kept on file by the Executive Director for 2 semesters for persons not hired.
 - ii) Applications shall be kept confidential, and shall be available to the Personnel, Hiring, or Executive Committee.

5.01.07 PROBATIONARY PERIOD

- a) A three month review period shall be established for all new employees.
- b) During the probationary period, the employee shall be entitled to a week notice of termination, or may be paid 1 weeks wages in lieu of notice should the co-op wish to discharge the employee immediately.
- c) At the discretion of the Executive Committee, upon approval of the BoD, this probationary period may be extended for one additional three month period, but no longer, in which time a decision whether or not to retain an employee must be made.

5.01.08 GRIEVANCES

- a) All SHC employees are directly Accountable to the Membership of SHC.
- b) Any Member or Employee who feels s/he has a cause for grievance is encouraged to discuss the matter with either the President, the Executive Director, or both.
- c) If the grievance cannot be resolved by the President or the Executive Director, then the matter will be taken to the Personnel Committee.
- d) The Committee shall hear and assimilate all pertinent information within a one week period. The committee shall provide, in writing, its recommendations to the aggrieved, and, if necessary, to the Board of Directors. The board's decision will be final.

5.02 Executive Director

5.02.01 The primary purpose of the Executive Director of the MSU-Student Housing Cooperative, Inc. (MSU-SHC) is to execute the directives and policies set by the membership of MSU-SHC in its By-Laws and Articles of Incorporation and the directives and policies set by the MSU-SHC Board of Directors as stated in this MSU-SHC Code of Operations and at Board meetings. The Executive Director is the corporate in house accountant, the chief financial officer, and provides guidance and advice to the members making up the Executive Committee and Board of Directors.

5.02.02 The Executive Director shall work under the immediate direction and supervision of the MSU-SHC President.

- 5.02.03 The Executive Director shall be a non-voting member of the Executive Committee.
- 5.02.04 The Executive Director may not serve as any major officer of the MSU-SHC except to fill a need as explicitly directed by the Board.
- 5.02.05 The Executive Director may take such actions as are necessary to continue the functioning of MSU-SHC in the absence of the officers in charge, when the Board designates oversight authority.
- 5.02.06 The Executive Director shall be non-partisan in SHC affairs and may not represent or advocate any member House on the Board or on any SHC committee.
- 5.02.07 The **General Responsibilities** of the Executive Director shall consist of:
- a) Assisting the officers, staff, and Board Reps in the yearly corporate planning process, i.e. at special planning retreats and at special planning meetings.
 - b) Establishing annual goals and objectives and present them in written form to the Executive Committee and the Board October and May of each year.
 - c) Coordinating and supervising the performance and responsibilities of all staff persons.
 - d) Advising the Board and obtaining the advice of an attorney on all legal matters concerning SHC. Officers shall be invited to attend all legal conferences.
 - e) Issuing a comprehensive annual report concerning the overall functioning of the Corporation to the Board or as the Board requests, in conjunction with all committee chairs.
 - f) Coordinating the following SHC activities:
 - i) Overseeing SHC property finances and informing the Corporate Treasurer as problems arise.
 - ii) Ensuring that all member contracts and other member agreements are negotiated in a timely manner, that all prospective members sign contracts prior to occupancy, and that all the terms of the contracts for membership, particularly the financial, are understood by all parties.
 - iii) Coordinating house maintenance and improvements in conjunction with the Executive Vice President.
 - g) Assisting Officers in investigating development potential for MSU-SHC.
 - h) Performing public relations duties in coordination with all Officers, and acting as a liaison between SHC and other cooperative organizations and community entities.
 - i) Assisting in the training and education of Officers and Staff, and assisting the Officers in coordination of committee functions.
 - j) Taking the initiative in proposing direction, programs, and planning to the Executive Committee and the Board.
 - k) Preparing relevant information for Board decisions, as requested or suggested by the Board.
 - l) Undertaking other duties as directed by the Board.
 - m) Assisting the EVP, MC and the Physical Development Committee in recommending, creating and implementing necessary capital improvement and

maintenance projects on SHC member Households.

- n) Provide a written staff report for each Board pack.
- o) To enforce the anti-discriminatory and anti-harassment policy (refer to Title 1.16 for details)

5.02.08 The **Financial Responsibilities** of the Executive Director, the Treasurer and/or the Board of Directors, shall consist of:

- a) Supervising and maintaining the Member Accounts in the SHC Co-op Office. This includes designing the member balances system database.
- b) Maintaining a double entry system of accounting for all corporate income and expenses. All accounting through the financial statements and general ledger shall be the sole responsibility of the ED. Financial statements shall be presented to the Board each month and will consist of an income statement showing the variances from the budgeted amounts as well as a balance sheet.
- c) Assisting the Corporate Treasurer in the preparation of the yearly SHC Operating Budget, the presentation of which shall be made to the Finance Committee and finally to the Board in the Spring of each year.
- d) Advising the Board and Officers in relation to all the financial matters of the Corporation.
- e) Coordination of SHC's yearly Financial Audit from start to finish, including:
 - i) Engaging Board approved auditors at the proper time (between October 15th and November 1st).
 - ii) Ensuring that all the necessary materials for the audit are ready (i.e., year-end and other relevant financial documents).
 - iii) Ensuring that the auditor's report to the Board is seen by all members of the Board in a timely manner, and submitting his/her own written report on the auditor's report to the Board at the same time.
- f) Acting, along with the President and the Treasurer, as an authorized signer on all MSU-SHC bank accounts, and ensuring that the all signature cards and Corporate Resolutions are brought up to date with the election and appointment of each new President and Treasurer.
- g) Monitoring, with the appropriate officers and staff, all corporate expenditures, ensuring that expenditures remain within the budgeted figures and shall notify the Board of any potential over expenditures.

5.03 Member Services Coordinator

5.03.01 The Member Services Coordinator shall work under the immediate direction and supervision of the MSU-SHC Executive Director.

5.03.02 The **General Responsibilities** of the Members Services Coordinator shall be:

- a) To coordinates daily operations of the SHC Office.
- b) To provide Member Services in cooperation with SHC Officers and other SHC staff.
- c) To provide support and assistance to the SHC President, Vice President of Education, Vice President of Membership, Corporate Treasurer, and Executive

Vice President as requested from the Executive Director.

- d) Providing bookkeeping assistance to the Financial Manager as requested.

5.03.03 The **Communication** responsibilities shall be:

- a) Inter-cooperative Communication:
 - i) Helps publicize upcoming SHC events, activities, and elections within the SHC community.
 - ii) Provides a written report to the Executive Director, as needed..
 - iii) Coordinates the distribution of Co-op. Mail on a semi-weekly basis, and delivers Co-op. Mail during breaks and Interims, as needed.
 - iv) Attends Executive Committee meetings as a non-voting member as needed.
 - vi) Performs any action that improves the communication between the houses, and between the SHC office and the houses.
 - vii) Performs any other action that improves the education and involvement of SHC members.

5.03.04 The **Membership Services** responsibilities, in conjunction with the VP Membership, shall consist of:

- a) Maintaining the files of applications and contracts and the Membership sticker book.
- b) Providing pre-application and pre-signing education to new and prospective members.
- c) Maintaining the Membership Board in the office, including updating the status of openings in the Houses.
- d) Assisting with various tasks, as needed, during the Spring Semester Membership Drive.
- e) Ensuring that reference checks on applications are completed in a timely fashion.
- f) Approving or rejecting potential members based on the merit of their applications, on behalf of the Membership of SHC as represented by the Membership Committee.
- g) Performing any other duties that improve the membership of SHC.
- h) To enforce the anti-discriminatory and anti-harassment policy (refer to Title 1.16 f or details).

5.04 Maintenance Coordinator

5.04.01 The Maintenance Coordinator shall implement and uphold the directives and policies of the EVP, the P.D. Committee and the SHC Board of Directors.

5.04.02 The Maintenance Coordinator shall be supervised by the Executive Director.

5.04.03 The **General Responsibilities** of the Maintenance Coordinator shall consist of:

- a) Attend all building inspections regarding code, fire, and insurance regulations

with the House maintenance officer and appropriate official.

- b) Serve as SHC contact person for administration of capital projects in SHC budget.
- c) Advise PD committee and EVP regarding necessary policy or actions.
- d) Monitor spending for all capital projects and SHC routine repair and maintenance lines.
- e) Approve bill payments to all maintenance vendors.
- f) Work with the Executive Director to develop the capital replacement and spending plan for all SHC buildings including projected budget requirements in the form of 1 & 3 year maintenance action plans for each building.
- g) Pre-inspect each House with maintenance officer and develop a pre-inspection checklist to facilitate Houses passing city inspections.
- h) Coordinate the completion of all projects in SHC budget working with maintenance officers of Houses as needed.
- i) Provide support and advice as needed for House maintenance officers.
- j) Advise the EVP, Board, and ED. regarding capital improvements, future needs, suggested policy, and suggested action as needed or requested.
- k) Attend all P.D. Committee meetings as needed.
- l) Work with EVP and others to provide training to House Maintenance Officers.
- m) Participate in board and officer training as needed or requested.
- n) The MC shall create and maintain up to date feasibility studies on all SHC properties.
- o) Being available to respond to emergency maintenance situation on an on-call basis. The compensation for this on-call time is one-paid day off per month, to be used that month.

TITLE 6

ASSESSMENTS AND FINANCE

6.01 Member Accounts

- 6.01.01 Complete record of Member Accounts will be maintained at the SHC Co-op Office in conjunction with the Member Services Coordinator, Treasurer and Executive Director.
- 6.01.02 All checks for Assessment should be made payable to: MSU-Student Housing Cooperative, Inc..
- 6.01.03 **House Treasurer** and **Officer & Staff** responsibilities toward Member Accounts are outlined in sections 6.03 and 6.01.04 respectively.
- 6.01.04 **SHC Officer & Staff** responsibilities shall consist of:
 - a) Posting Member Payments received from House Treasurers within 5 days of receipt at the Co-op Office.
 - b) Deducting Assessments and other charges payable to SHC from the Member Payments received, and issuing a check to the House for the balance within 5

days of receiving Member Payments. (Assuming that all paperwork has been turned in.)

- c) Sending a final Member Account Sheet to the House Treasurer, President and Board Director by the 28th of each month for posting conspicuously in the House. This sheet will show all charges and payments for that month as well as the balance due for each Member for the following month.
- d) Answering questions from Members regarding their account balances in a timely manner.

6.02 Delinquent Individual Member Accounts (AKA Bad Debt Policy)

6.02.01 Monthly charges will be posted in each house one week before they are due. Full payments are due on the first of the month. A charge equaling five percent of an outstanding balance will be given to those who have a balance of over one hundred dollars on the fifth of the month. Fines will be considered revenue for the house which corresponds to the fine. A fine may only be waived on an individual basis by a two thirds house vote for each case. If a payment bringing a member down to a balance of no larger than one hundred dollars has not been received by the twelfth of the month, a Demand for Possession of Nonpayment of Rent (Notice to Quit) will be sent to that person.

6.02.02 If, between the 1st and the 10th of the month (the tenth of the month being included), a member becomes aware of his or her inability to pay his or her balance in full, and no further outstanding debt aside from the month's rent contributes to his or her balance, he or she may arrange to make a payment plan with the office. The payment plan must be commensurate to his or her wages and circumstances, but payment may not be delayed by more than two weeks from the date of the arrangement and his or her bad debt must be paid in full by the end of the contract period.

- a) Payment plans arranged by the office must be emailed to the house in full. This payment plan will come up for review at the house's next full meeting. The payment plan must be explained by the Corporate Treasurer. Because the payment plan is considered legitimate and stands before the member's house approves it, payment must be made on a regular basis from the day the plan is signed. Once haous reviews the member's payment plan, they have the option to accept or veto the payment plan. Acceptance requires a unanimous vote at a house meeting that has a quorum, and all house members voting in the affirmative must sign the payment plan.
- b) If the payment plan is signed, members of the house will be responsible for 100% of the potential bad debt accrued by the member.
- c) If the plan stands, payments must be made on time (weekly or bi-weekly) with no exceptions. As soon as a payment is missed, a Notice to Quit will be sent to the member.
- d) Late fees will still apply to members who are on payment plans; however as per 6.02.01, houses may waive the late fees.
- e) No one who has been sent a Summons and Complaint during their tenure at the SHC is eligible for this consideration, and it is solely up to the corporation whether or not to cancel their contract.

6.02.03 If the debtor has not paid in full within 7 days of receiving the Notice to Quit, a Summons and Complaint will be filed.

6.02.04 The only thing that can stop the eviction process is a payment in the form of a money order or cashiers check in full up until 24 hours before the court date.

- 6.02.05 After a court judgment has been made, the debtor may have up to 50 days -- at the discretion of the Executive Director-- to pay the amount of the judgment or the RIT is filed and the person is formally evicted.
- a) Any person who presents a check that is dishonored shall be required to make subsequent payments by money order, cashier's check, or cash.
- 6.02.06 A member will be evicted for cause if he/she has been served with three Summons and Complaints within a twelve month period. The twelve month period shall begin with the date of passage of this amendment. SHC reserves the right to pass on to the member any fees incurred during this process. The contract shall be revised to agree with this.
- 6.02.07 At the end of each contract period, SHC will pay the house for 75% of the amount listed value of a house's accounts receivable. The house will assume the remaining 25% of the receivable. If this rate is discovered to be an inadequate figure, it can be adjusted.
- 6.02.08 In the event that a member moves out of a house without being released from his/her contract, the house can vote to make him/her an "absentee member." When the member is deemed absentee, the house will be granted a six-week grace period.

6.03 House Treasurer Responsibilities To MSU-SHC

- 6.03.01 A House Treasurer's responsibilities toward Member Accounts shall consist of:
- a) Collecting payments from Members
- b) Bringing all Member payments to the Co-op Office in a timely manner. First batch of payments is due at the Office on the 1st of each month.
- c) Submitting a House Budget, and a list of the standard monthly charge for each Member to the Treasurer and Member Services Coordinator by the end of the first month of each semester.
- i) House Treasurers are guaranteed the assistance of the Corporate Treasurer and/or Executive Director in preparing a House Budget, as requested
- ii) Failure to submit a budget within the prescribed time will result in a mandatory budget meeting between the House Treasurer and the Corporate Treasurer no later than the twenty-eighth (28) day after the start of the semester.
- iii) Failure of the House Treasurer to attend the budget meeting will result in the House being placed on Article X - Finance.
- iv) A House placed on Article X - Finance for failure to submit its budget, shall be removed from Article X - Finance upon the submission of a budget to the Corporate Treasurer.
- d) Submitting a completed transmittal form with each batch of payments detailing monthly Member transactions and balances. (Transmittal form shall act as a receipt for payments brought to the Co-op Office.)
- e) Submitting completed transmittal forms as needed to inform the Executive Director and the Corporate Treasurer what charges to post on Member Accounts.
- f) Posting Member Account Sheets received from the Corporate Treasurer or Executive Director in a conspicuous location within the House.
- g) Depositing 1.5% of the House Monthly assessment bill for reserve each month

and maintaining the proper amount as indicated in section 6.07.06.

6.03.02 At the end of each month, House Treasurers must submit to the designated Officers and/or Staff all transitional records for the semester including bills paid.

6.04 Requests For Assessment Reduction

6.04.01 The following procedures will be followed in the event of an assessment reduction request by a member House (with the exception of Expulsions which is covered in section 6.05):

- a) The House shall make a formal written request to the SHC Treasurer including reasons, number of assessments wanted to be eliminated, and measures the House will take in order to alleviate the problem.
- b) The SHC Treasurer will meet the House Treasurer to review books, House policy, collection and membership of the House.
- c) The SHC Treasurer shall attend a House meeting to discuss recommendations.
- d) The final recommendations from the SHC Treasurer is brought to the Executive Committee for final revision and is introduced as a bill out of this committee in final form.
- e) The final form must be posted at all SHC Houses for one week prior to being voted on by the Board.
- f) The Board shall vote on the proposal.

6.05 Request For Assessment Reduction-Expulsion

6.05.01 In the event that a member has been legitimately expelled, the House's assessment will be lowered by one member assessment for a period of six weeks (one and one half member assessments) starting on the date of expulsion.

6.05.02 If the opening is filled within the six week period, the House's assessment will return to previous level, starting on the date the new contract is signed.

6.06 SHC Assessment Policies

6.06.01 During Summer semester Houses will be assessed solely per room, i.e., double rooms are assessed as single rooms.

- a) The SHC assessments shall be calculated so that Summer raises 10-20% of the revenue collected from the year's assessments.

6.06.02 The percentage of uncollectables must be reviewed and, if necessary, adjusted by the Treasurer and Member Services Coordinator during Spring semester budgeting.

6.07 House Revenues

6.07.01 Each House is required to build a reserve fund.

6.07.02 Each House must maintain a separate, interest bearing, two-signature account. An amount equaling 1.5% of the House's assessment for the semester must be deposited into the account by the end of the semester with supporting documentation required for the semester audit.

- a) An assessment increase of 1.5% will be levied beginning of May 15, 1994 in coordination of the above reserve decrease. This additional assessment percentage will be budgeted for on a yearly basis beginning on May 15, 1994 and be included as a SHC budget item on this year's budget beginning August 31, 1994. Revenues collected from this surcharge will be placed in a house savings account overlooked by the Finance Committee periodically.
- 6.07.03 Each house must notify the Executive Director if any money has been spent from the reserve fund.
- 6.07.04 Any House not maintaining their reserve savings account, or not depositing adequate funds will be charged by SHC on their assessment for the amount due to the reserve account.
- a) Nonpayment of any charges made by SHC regarding House reserves will result in the House being considered in arrears.
- 6.07.05 Each House must build minimum reserve of one current SHC assessment for one fall through spring month before reserve money can be utilized.
- 6.07.06 Each House must maintain a minimum of one current SHC assessment for one fall through spring month before reserve money can be utilized. For example, as of now New Community has a capacity of 15, and the current assessment per month per person is \$249 so New Community minimum amount is $249 \times 15 = \$3,735$.
- 6.07.07 A majority House vote (2/3 House) must be obtained for the use of any reserve money above the minimum.
- 6.07.08 In emergency situations, if the House deems it necessary to use the reserves below the minimum, it must be passed by a unanimous House vote (all members of the House).

6.08 House Checking Accounts

- 6.08.01 Each House is to maintain money to be designated "Check Floating." This amount is to be equal to \$50 per member according to the school year capacity.
- 6.08.02 A newly formed House -- and only a new House -- may divert reserve deposits to building up the Check Floating money.
- 6.08.03 The purpose of check floating money is to prevent checks from bouncing. Accordingly this money may be spent during a semester, but must be replaced before semester end.

6.09 House Surpluses And Deficits

- 6.09.01 Any surplus or deficit will be added to or subtracted from the accounts of the people who contributed to the surplus or deficit in proportion to their time under contract for that period.
- 6.09.02 A surplus can be handled in whichever way the members of that period choose. If cash is to be refunded to non-returning members, a check will be written to SHC in that amount. SHC will return that surplus with the share returns.

6.10 Use Of MSU-SHC Net Savings

- 6.10.01 SHC may only use its net savings in the following ways:
- a) Allocate or distribute them to all current members or patrons, in proportion to their patronage;

- b) Retain them for actual or potential expansion of its services or the reduction of charges to its patrons, or;
- c) Use them for other purposes as may be authorized by its Membership not inconsistent with its purposes.

6.11 Quarterly Reports To The Board

6.11.1 A quarterly report to the Board concerning corporate and House budget variances will be made by the SHC Treasurer, with the assistance of the Executive Director.

6.12 Financial Probation

6.12.01 The conditions of financial probation are the following:

- a) All House books shall be immediately turned over to the SHC Treasurer.
- b) All House bookkeeping will be done at the SHC office between the SHC Treasurer and the Member Services Coordinator, supervised by the SHC Treasurer.

6.12.02 All Houses not submitting their House books to the SHC office within seven days of notification of their financial probation and/or a House who does not replace their House Treasurer with 30 days of notification of financial probation will be declared Article X Finance.

6.12.03 The probationary period will continue until a new House treasurer has been installed and trained, with all payments to SHC being current.

6.12.04 SHC will have no involvement and therefore no obligation regarding any and all activities of the Bulk Food Program.

TITLE 7**SHC MAINTENANCE****7.01 House Maintenance Officers**

7.01.01 All SHC cooperative Households shall have an elected House Maintenance Officer who shall have the following responsibilities:

- a) The House Maintenance Person is primarily responsible for the upkeep and maintenance work of a House and must oversee and keep track of minor construction projects.
- b) Knowing where all electrical, gas, and water shutoffs are and to be familiar with these systems.
- c) Keeping the PD Committee up to date as to the condition and needs of their House (as per section 7.06, Physical Development Funding Guidelines).
- d) Accompanying the EVP and/or MC on all necessary inspections of their House.
- e) Attending all PD Committee meetings or send an alternate or be excused by the EVP.
- f) At least one spare room key for each room in each house will be held by the house Physical Development officer, and made available to other house officers when needed.
- g) Any member who does not provide a spare key will be fined \$25.00. If the member does not provide an extra key within one week after fining, the house Physical Development officer, or Executive Vice President, or Maintenance Coordinator will replace the lock set.
- h) Whenever possible, house members will be given notification ahead of time of when repair personnel will be entering the room.

7.02 House Grant Program

7.02.01 Physical Development moneys will be made available, on a grant basis, to Houses wishing to independently undertake a project to improve their House that is outside the reach of their normal Maintenance Budget.

- a) The money allocated in the Grant Program line item will be dispersed each spring and fall semester according to the Application Process outlined below; each dispersal shall be half of the total amount.
- b) The PD Committee will arbitrate in cases of project conflicts, this may include visiting each property, deciding between projects, or encouraging compromise.
- c) If a project runs over budget, the requesting House will be responsible for covering the difference.
- d) The EVP will be responsible for advertising the Grant Program in the first 2 Pine Press runs, and at the first two PD meetings of each fall and spring semester.
- e) Houses are encouraged to contribute an optional amount toward the project from their own House reserves.
- f) The PD Committee, with the EVP and the MC is responsible for setting the Grant Program Budget during the budgeting process each year.
- g) If funds are not claimed by the deadline, the remaining money will roll over into the next semester's account. Money remaining from spring semester shall roll

over into the next year's budget.

7.02.02

THE APPLICATION PROCESS

Applications will be considered starting from October 1st until the end of the fall semester and February 1st until the end of the spring semester.

- a) Member and/or House decides on project.
- b) Member/House must obtain 3 estimates.
- c) House must approve the project by a two-thirds vote of its entire membership.
- d) Member/House fills out grant program form.
- e) Member/House must present project in person at the next PD meeting for consideration. Barring any conflicts, the money will be dispersed in accordance with the chosen estimate.
- f) The project needs to be at least significantly completed by the estimated completion date; otherwise unclaimed money will be returned to the grant program balance.
- g) The applicant shall be entirely responsible for completing the project, including handling contractor billing.

7.02.03

Houses must collect their grant money within six (6) weeks of its allocation or the PD Committee will reallocate the money.

7.03 Emergency Maintenance Procedure

7.03.01

The needs and well being of the members shall be taken into consideration first and foremost. A maintenance situation shall be considered an emergency if it violates city, state or federal code; shows a clearly warranted need by the House that has not been previously budgeted for; or threatens a severe disruption of normal living standards, as determined by at least 2 out of the 3: the MC, EVP and the House Maintenance Officer.

7.03.02

Any money spent on an emergency shall be taken from the Emergency Section of the Maintenance Budget.

- a) If the Emergency Section of the Maintenance Budget is at \$0, emergency money shall be taken from another part of the Maintenance Budget and labeled as an emergency expense.

7.04 Inspections

7.04.01

Each year all cooperatives undergo city housing inspections, city fire inspections, and insurance inspections.

7.04.02

Each House shall be responsible for passing their annual inspections. The EVP and the MC shall be responsible for educating the House maintenance officers by providing the House maintenance officers a list of possible violations one-month before the inspection date.

7.04.03

Any House which does not pass its inspections and thereby incurs any penalties or fees may be responsible for the payment of such penalties and fees. Upon appeal, the Physical Development Committee shall decide if these penalties will be the House's responsibility.

7.04.04

Any House which shows negligence in correcting violations may be subject to a fine

recommended by the PD committee and approved by the Board of Directors.

7.04.05 Once the EVP has made an attempt to contact a maintenance officer in regards to scheduling a monthly house tour, a maintenance officer has to schedule a date for inspection with the EVP and MC within three weeks of contact. If the maintenance officer fails to do so, the EVP and MC may inspect the house with out the presence of the Maintenance Officer.

7.04.06 In the event that a maintenance officer schedules a monthly house tour with the EVP and MC but fails to be present at the house at the scheduled time, the EVP and MC may inspect the house without the presence of the maintenance officer.

7.05 Maintenance Work Crews

7.05.01 If, in the course of a project, additional general labor is needed the first resource shall be interested SHC members.

7.05.02 The rate of pay for Work Crew members shall be \$1.25 above minimum wage.

7.05.03 The Work Crew shall be overseen by the Maintenance Coordinator.

7.05.04 All hiring of maintenance work crews shall be done with the approval of the EVP and the P.D. Committee.

7.06 Physical Development Funding Guidelines

7.06.01 SHC Physical Development Budget is responsible for all-Capital Improvement Projects, and New House Provisions (as discussed in sections 7.06.06 and 7.08.07).

a) Capital Projects/Improvement shall be defined as: any major system or structural renovation/replacement; any purchase or project over 3% of the year's routine maintenance budget.

7.06.02 SHC shall assist each House in the acquisition and replacement (necessary as a result of natural depreciation) of the following furnishings:

a) • 1 mattress, 1 set of springs, 1 bed frame, 1 desk, 2 chairs, 3 square feet of dining table space per person, and 1 couch per 6 people.

-- And the following major appliances:

b) • Refrigerator, stove, washer, dryer, freezer, water heater, furnace, and lawnmower.

c) The need for the preceding furnishings and appliances shall be assessed annually by the EVP, Maintenance Coordinator and the House Maintenance Officer.

7.06.03 The Houses have the responsibility for keeping a record of the acquisition, servicing and replacement of all furnishings and major appliances. Copies of these records shall be kept in Co-op Office.

7.06.04 Houses shall be responsible for the storage of appliances.

7.06.05 The security and replacement of any stolen furnishing or appliance shall be the responsibility of the House.

7.06.06 NEW HOUSE FUNDING GUIDELINES:
A House must meet one of the following requirements to be considered for funding under

"New House Funding Guidelines":

- a) Newly purchased property (see section 7.08).
- b) Converted from a non-co-op property to a co-op property.
- c) Be a "recolonized" property. (Recolonization shall refer to a revoking all current membership, requiring re-application for membership.

7.06.07 New House funding shall last a six month period once occupancy begins.

7.06.08 All purchases and/or contracted work over the amount of five hundred dollars, made by the Maintenance Coordinator or the Executive Vice President, must have at least three bids except in an emergency case as explained in section 7.03.01.

7.07 House Maintenance Funding Guidelines

7.07.01 Each House is responsible for all the items on the following list, until their semester Maintenance budget is depleted at which time SHC Physical Development Budget (Routine Maintenance) will fill up the slack.

7.07.02 These items are to be fully funded by each House's maintenance budget.

a) **SERVICE CALLS AND REPAIRS**

- Heating system & large appliances (ex. stove, refrigerator, washing machines, etc.)
- Electrical system
- Electrical equipment (fixtures, outlets, fuses)
- plumbing/drainage system
- Structural repairs (including decks)
- Fire escape, fire alarm, emergency lighting as required by fire code
- Masonry
- Stove hoods and fans
- Bathroom fans
- Shower stalls
- Bath sinks
- Toilets
- Doors (entry, bedroom, fire, storm)
- Windows/panes (incl. storm windows)
- Tree trimming/removal (emergency only)
- Eaves trough
- Drywall
- Phone equipment *

b) **PURCHASE / REPLACEMENT**

- Dresser (1 per person)
- Dining tables (3 sq. ft. per person)
- Dining chairs (1 per person)
- Beds (frames and mattresses)
- Mattresses and bed frame (1 per member)
- Paint (exterior, interior)
- Emergency lighting (where needed according to fire code)
- Outdoor security lighting
- Replacement curtains, blinds, shades
- Small appliances (ex. toaster, microwave, vacuum cleaner)
- Light bulbs (fluorescent, incandescent)
- Locks and door hardware (entry, bedroom, windows, and fire doors, re-

- keying)
- Lofts (permanent, temporary)
- Phone equipment *
- Smoke detectors
- Vandalism
- Water softener
- Window plastic
- Caulking
- Paging system
- Shower curtains
- Fire extinguisher maintenance (charging, inspections, repair)

7.08 The Selection and Opening of a New Property

- 7.08.01 **SELECTION OF A PROPERTY**
 The selection of a property for purchase can come from one of three places. It could be a grassroots effort, including people from one or more Houses that have a property in mind. It could come from one of the standing committees. It could also come from an ad hoc expansion committee, headed by the EVP.
- 7.08.02 **APPROVAL OF PD COMMITTEE**
 After a property is selected several steps must be met before it can be recommended to the Board for purchase:
- a) It must be toured by the Maintenance Coordinator and the PD committee, and approved by a vote of the PD committee. The Maintenance Coordinator must prepare a written opinion on the property.
 - b) The Maintenance Coordinator should use their experience to prepare an estimate of the costs involved in renovations to the property.
 - c) The number of spaces must be decided upon.
 - d) The Executive Director should prepare a report on the costs and potential revenues of the property, based on the available estimates.
 - e) A report from a certified home inspector shall be considered by the PD Committee before they make their recommendation to the Board.
- 7.08.03 **RECOMMENDATION OF A PROPERTY FOR PURCHASE**
 In order to begin financial negotiations with the seller a House must be recommended to the Board by the sponsoring committee.
- a) At this board meeting a maximum purchase price should be set (and kept a secret) and a negotiation group should be picked. This group must contain the Executive Director, one member of the Board, and one other member of SHC. The House must have no fewer than 10 spaces, and it is recommended that the House have between 10 and 20 spaces.
 - b) A purchase proposal to be sent to the Board representatives before the Board meeting must include the following:
 - i) A report from a certified Home Inspector.
 - ii) The Maintenance Coordinator's comments on the Home Inspector's report.
 - iii) A list of preliminary renovations with line item cost estimates, prepared by the Maintenance Coordinator.

- iv) A list of Opening Needs, containing an estimate of the costs of the items laid out in section 7.08.07.
- v) A multiple 5 year operating projection showing the effects of different purchase prices and financing scenarios on feasibility. All projections should assume we spend the entire renovation contingency and assume an interest rate of at least 1/2 point higher than is currently available (to account for possible changes in the interest rate while closing).

7.08.04 CONTINGENCIES OF A PURCHASE

After successful negotiations, the purchase of the House must be made contingent upon a majority approval of the whole membership via a referendum.

7.08.05 RENOVATIONS

The Maintenance Coordinator will supervise the subcontracting of labor during renovations. It is recommended that most labor be done by professional contractors. The budget for renovations should be 25% over the estimate, to be prepared for unforeseen problems. Ultimately, the Maintenance Coordinator will be asked to take responsibility for the management of the project, and to set a timetable for its completion.

In any event, no one will be allowed to reside in the House until the renovations are complete.

7.08.06 OPENING

The opening of the new Co-op can not happen until the following conditions are met.

- a) The House has a membership composed of 1 member with previous SHC experience per every five spaces. These members will receive one month's free assessment upon adequate completion of listed tasks, and will be hired from the pool of applicants by the executive committee.
- b) Money is to be given to the House for a checking account and reserves. The amount is to be determined by the following formulas.
 - i) \$50/ each space into checking
 - ii) \$25/ each space into savings
- c) One of the experienced Co-ops will be given the extra job of Opening Coordinator. They will take charge of the initial moving in period. Their duties are to handle keys, set up an interim job schedule, organize the first House meetings, answer questions for the new members, and other things as needed. They will be paid \$200 for this job.
- d) All new House provisions must be in place (as per section 7.08.07).
- e) The board rep from the House must make a brief report about the progress at the House at the Board meetings for the first year of its existence.
- f) The residents will be provided with a generic House Constitution for the opening. They are free to modify it as they see fit.
- g) A name must be chosen for the Co-op by the members of the House within the first month of the semester. If this is not done, the Board will pick a name for the House.
- h) At least one non-resident corporate officer should be present at every House meeting for the first semester.

7.08.07 PROVISIONS

The items listed are normally items that Houses must budget for or fund through their reserve fund. A new House will not have either of these resources to draw from. SHC

shall act as that resource for a period of one year after the initial purchase. The deductible for repairs will be \$40 per item per repair. This will enable the House to budget with an emphasis on building their reserves to meet the following years' needs.

- Cookware (pots, pans, cooking utensils, Tupperware, etc.)
- Disposal/removal of old garbage and unusable furniture
- Electrical equipment (fixtures, switches, outlets, fuses)
- Couches (1 per 6 persons)
- Coffee end tables, love seats
- Light bulbs (fluorescent, incandescent)
- Locks and door hardware (entry, bedroom, windows, fire doors)
- Phone equipment (1 line per 7 members, 1 phone per floor plus 1 if necessary, hook up of phones)
- Paint (common areas, bedrooms)
- Bed frames (1 per member)
- Dining room table (3 sq. ft. / member)
- Shower curtains
- Smoke detectors
- Tableware (plates, bowls, silverware, glasses)
- Vacuum cleaner (replacement, repair)
- Window glass
- Mattresses (as needed)
- Fire extinguisher maintenance (charging, inspections, repair)

- a) Replacement of stolen items will be the responsibility of the House.
- b) An inventory of the previous items shall be provided by the Executive Vice President.
- c) The need for the preceding items shall be determined by the MC, the EVP and the PD Committee.

7.08.08

FOLLOW UP

At the first meeting of each semester in the first two years, a presentation shall be made by the Board rep and the House facilitator or president about the progress at the House. This is to ensure that close attention gets paid to our newest property.

7.09

SHC Maintenance Budgeting Policy

7.09.01

The maintenance budgeting policy shall ensure that all Houses receive annual improvements and repairs, and that each House participate in the budgeting process.

7.09.02

Maintenance budgeting policy refers to the following seven areas:

- a) **Capital Improvement** : funds earmarked for projects submitted to the PD committee by each House on the Capital Improvement project request forms during the previous spring, and shall be spent only on those projects. Capital Improvement projects are those that affect the physical structure and fixtures of a House.
- b) **SHC Routine Maintenance:** funds allocated an equal amount of funds for each cooperative Household to be spent on maintenance projects, other than capital improvements, as they arise during the year.
- c) **Emergency:** funds earmarked for fixing code violations, Article X Maintenance and other emergency repairs as they arise (see also Emergency Maintenance Procedure section 7.03).
- d) **Truck Rental:** funds to be spent on purchase, fuel and maintenance of the

corporate vehicle.

- e) **Education Materials:** funds to be spent on developing new alternatives for maintenance procedure, i.e. fundraising, education.
- f) **SHC Tools Purchase:** funds to be spent on the replacement or addition of SHC tools.
- g) **SHC Licenses and Permits:** funds to be spent on yearly renewals of housing licenses.

7.09.03 The Maintenance Budgeting Process shall commence in the following manner:

- a) During the spring semester of each year the EVP, in coordination with the Maintenance Coordinator and the Executive Director, shall submit recommendation for funding of all sections of the maintenance budget, excluding the Capital Improvement, to the PD committee for discussion and approval.
- b) Members shall submit Capital Improvement projects to the EVP during spring semester on the Capital Improvement request forms available in the SHC office. The PD Committee shall then review the projects for approval.
- c) Upon approval of the maintenance budget by the PD Committee it shall be submitted to the Finance and Budget Committee, whereupon with its approval the budget shall be offered to the Board for approval for the next SHC fiscal year.

7.09.04 Any excess funds at the end of the fiscal year will be placed in a special reserve fund as per existing legal agreements, i.e., the HUD note, or Board directive.

- a) This special fund may only be accessed with approval of the Board and in compliance with any existing legal agreements.
- b) The money from this fund may only be used in the event of a financial emergency or for corporate development, if no legal restrictions apply.
- c) The Executive Director shall submit an annual report to the Board describing the status of all reserve funds.

7.09.05 All proposals for summer renovation programs shall be submitted in writing for approval by the Board on January 31st.

7.10 SHC Maintenance Tools Policy

7.10.01 The SHC shall maintain a supply of tools to be available for use by cooperative House maintenance persons in performance of their House and corporate duties. These shall be tools which are too expensive for an individual House to afford or would be used so infrequently by one House that it is more practical to have SHC purchase, store and maintain them for the specific use by any and all Houses.

7.10.02 The EVP shall maintain an accurate inventory of SHC tools and supplies. Said inventory is to be updated each spring and fall.

7.10.03 SHC tools and supplies may be checked out by House maintenance persons by signing them out on the "SHC Tool Checkout List". The EVP shall be responsible for maintaining a check-out list and ensuring tools return.

7.10.04 All corporate tools and supplies shall be kept at 415 Ann in the basement maintenance workshop. The SHC Tool Checkout List shall also be on display at 415 Ann St.

7.10.05 Individual Houses shall be responsible for the purchase of and inventory of common and

inexpensive tools needed for House maintenance. However, Houses may petition the SHC Physical Development Committee for funding for tools if the need is demonstrated.

7.11 SHC Loft Policy

7.11.01 All existing and proposed lofts in the SHC properties shall comply with City of East Lansing loft regulations.

7.12 SHC Paint Policy

7.12.01 Any member who decides to paint their room in any way, will be subject to a House vote to determine whether the room needs to be repainted by that member at the end of his/her tenure, for the sake of attractiveness and viability for future members a particular room. The House maintenance officer will be responsible for bringing this concern before the House at a regularly scheduled House meeting.

- a) If a House decides that a room painted by its current resident should be repainted, that resident shall be responsible for the labor and cost of repainting the room before s/he moves out.
- b) If the room in question is not repainted by the current resident within two weeks of the end of that resident's contract, that resident will be considered non compliant and \$50 will be deducted from their member share, to be given to the House and used expressly for labor and/or painting supplies.
- c) Any remaining funds will deposited into that House's maintenance fund or maintenance reserves.
- d) If a House decides that a room be repainted and the current resident does not comply, the House maintenance officer will be responsible for ensuring the repainting the room before the new resident moves. This can include, but is not limited to: repainting the room his/herself; the temporary use/hiring of SHC salaried staff and preferred SHC subcontractors; and the delegation of work to member needing to fulfill work holiday hours, etc.
- e) The color of paint used to repaint a resident's room will be neutral in nature and at the discretion of the individual SHC Houses.

7.12.02

- a) \$75 dollars of shares shall be set aside as a security charge for misc. repairs, cleaning and per 7.12.01 B
- b) Above amounts may be refundable upon completion of a bedroom inspection by a house representative (Interim Coordinator or returning maintenance officer). The member will bring the appropriate paperwork to the SHC office within 10 days of the end of the contract.
- c) The need for repainting shall be determined by guidelines in 7.12.01
- d) Any damage must be reported to the Maintenance Coordinator, who will determine the amount of any repairs.
- e) Trash removal shall be handled by the house, who will be eligible to claim up to the \$25 dollar cleaning/damage fee of the security charge.
- f) If charges exceed the \$75 amount, the excess shall be assessed to the member's remaining shares.

7.13 P.A.C.E. Violations Policy

7.13.01 SHC Houses, by law, must comply with the East Lansing Parking And Code Enforcement policies, as enacted by the East Lansing City Council. In the unfortunate occurrence of a P.A.C.E. action, the following rules apply:

- a) Houses are accountable for addressing any P.A.C.E. warnings or violations they receive, including payment of any fines from the City of East Lansing.
- b) All Houses sharing a dumpster are equally responsible for trash violations around a dumpster, providing that a written notice is sent to the P.D. officers of the involved Houses within 24 hours by the House that receives the notice.
- c) All Houses sharing property are equally responsible, providing that a written notice is sent to the P.D. officers of the involved Houses within 24 hours by the House that receives the notice.
- d) Houses receiving any P.A.C.E . violation which requires the help of the S.H.C. Maintenance Coordinator, The EVP. or other S.H.C. staff to rectify must notify the S.H.C. office within twenty-four hours of receiving the P.A.C.E. notification.

7.14 House Projects Policy

- 7.14.01 SHC funded House Projects shall be overseen by the Maintenance Coordinator. This person shall be the coordinator for the project including arranging any work to be done, worker, and contractors.
- 7.14.02 SHC funded House Projects shall be determined by a joint decision of the EVP, MC and the House Maintenance Officer of the House concerned.
 - a) Projects below \$1000 shall be approved by the EVP and the MC upon request by the House, or by determination by the MC and the EVP.
 - b) The House shall be duly informed in all cases.
- 7.14.03 Projects in a range between \$1000 and \$5000 shall be approved by the EVP, MC and the PD Committee.
 - a) The BoD shall be informed of all spending taking place.
- 7.14.04 Projects above \$5000 shall be the decision of the SHC Board of Directors. The EVP and/or MC shall present the proposal and at least three bids for Board majority approval.

7.15 House Upkeeping

- 7.15.01 Any member responsible for the malicious destruction of property will be charged for its replacement. The cost of the item will be immediately put on the member's account, after the house decides (at a house meeting) that the destruction was malicious.

TITLE 8**IMPAIRMENT TO CAPITAL FISCAL CRISIS****8.00 Definition of Capital Fiscal Crisis / Article X**

- 8.00.01 All the Houses that are associated as part of the MSU-Student Housing Cooperative, Inc. rely on each other for financial, educational, membership and physical development support. If the situation at any one House becomes such that it will adversely affect all the other Houses and damage the stability of the Corporation as a whole, then that House must be considered a candidate for an Article X intervention.
- 8.00.02 All Houses reserve the right to assist any member Houses in crisis. In the cases of Article X, SHC Officers are given the authority, on behalf of the Houses, to intervene and assist such a House. This assistance will last only until the House is out of the crisis situation as understood by the Board of Directors.
- 8.00.03 The Board of Directors, with a 2/3rds majority vote, may declare a House on Article X on the recommendation of respective Officers and Staff and with the input of the candidate House at a meeting of the Board of Directors.

8.01 Article X- Maintenance

- 8.01.01 All Houses are required to be kept reasonably maintained and clean by their residents. To insure this inspections of each building's common areas shall be conducted monthly by the Executive Vice President.
- 8.01.02 The inspection forms used shall be approved by the SHC Board of Directors and shall have the final rating scales based on a percentage, one for maintenance and the other for cleanliness.
- a) Houses which fall below 70% on either of the scales will have failed that inspection and a written warning will be issued by the Executive Vice-President.
- 8.01.03 When a warning is issued, the House shall have 7 (seven) days to correct those problems listed in the warning, minimal above 70% requirement. The warning period may be extended by the EVP.
- a) If the problem has to be corrected by SHC, then that House will be charged for time and materials it takes to correct this problem.
- b) If a House fails two consecutive inspections, then that House shall be reviewed by the Physical Development Committee for consideration of Article X Declaration. A full report will be submitted from PD to the SHC Board of Directors.
- 8.01.04 When a House is declared Article X, a Maintenance Manager shall be hired and supervised by the EVP and MC at a contracted amount, to serve until the House passes the next inspection. First preference shall be given to Physical Development Committee members.
- a) The salary of Maintenance Manager shall be charged to that House's account at a rate equivalent to 1.75¢ above the hourly minimum wage with a maximum of 15 hours per week.
- b) Houses must restrict any functions which may jeopardize any repairs/renovations performed by the House Maintenance Manager.
- 8.01.05 If the House falls below 85% on either of the scales during the probationary period, Article X shall be declared.

- a) Houses shall be placed under a three month probationary period after Article X is lifted.
- b) If the House falls below 80% on either of the scales during the probationary period, Article X shall be declared.

8.01.06 Rental properties are not included in Article X Maintenance guidelines.

8.01.07 The above actions may be appealed to and rescinded by a 2/3 vote of the SHC Board of Directors.

8.02 Article X- Membership

8.02.00 Article X Membership is the measure to assist a House that is suffering from low membership, such that would infringe on the House's ability to remain a participating member within MSU-SHC.

8.02.01 When a House's membership falls below 60% of the regular SHC assessed capacity the following shall occur:

- a) House membership policies and new member recruitment shall fall under the authority of the VPM.
- b) A payment plan shall be established by the Treasurer such that each member shall pay a rate at least equal to the highest current rate in the SHC system.
- c) If the House is incapable of filling, the Board may appoint the Executive Committee, headed by the VPM, to approve new members.
- d) Other measures as advised by the VPM and approved by the MSU-SHC Board of Directors shall go into effect.
- e) A House may petition to have an emergency reduction in assessment with the same consequences as section 6.04.
- f) The Board of Directors may move to declare Article X on grounds of financial crisis.

8.02.02 EXCEPTIONS

- a) None of these procedures shall be initiated during summer terms as long as a House is able to make all its SHC assessment payments.
- b) If assessments are met, then Article X Membership cannot apply except by 2/3rds vote of the Board.

8.02.03 These measures shall cease when a House reaches 80% of its total assessed regular SHC capacity and the House can normally cover SHC assessments.

8.02.04 OPEN SHC MEMBERSHIP HOUSE
When a House is declared in violation of Article X due to insufficient membership the Board of Directors may declare the affected House an "Open SHC Membership House." Any member may apply to the VPM to move to that House under the following guidelines:

- a) The member may elect to move to an affected House for the duration of his or her contract.

- b) If a member has only one semester remaining in his or her contract, he or she can only apply under the terms of these guideline
- c) This person must be a member in good standing and have a zero balance with the original House upon moving into the affected House.
- d) This member will receive a one time only moving fee of \$25.00 from SHC. The member shall be responsible for all assessments, fees, shares, dues, etc., normally required of the affected House's members.
- e) The contract with their original House shall be nullified when the new contract goes into effect with the affected House.
- f) All applicants shall be carefully screened by the Executive Committee, headed by the VPM to determine their suitability to the living situation of the affected House.
- g) The assessments level of the original House shall be lowered by one for every member who moves under these provisions.
 - i) The assessment change shall be in effect for the duration of that person's contract or until the space is filled whichever comes first.
- h) Priority shall be given to those in doubles and to those who have skills that are particularly needed by the House.
- i) The number of members that can leave any given House is limited to the number that would reduce House membership to 85% of its total SHC capacity.
- j) Members who are acceptable to the affected House and the Executive Committee headed by the VPM may move regardless of the wishes of that members original House.
- k) These provisions will cease when a House has reached a level of membership high enough to no longer be considered an impairment to the capital on the grounds of insufficient membership.

8.03 Article X - Education

8.03.00 DEFINITION OF ARTICLE X EDUCATION

- a) Article X Education is to be seen as a measure to further provide support and help to a House, rather than seen as a punishment. Article X Education is the concern for Houses that lack a sense of how to run as a co-op. This lack of how to function as a co-op may be seen through a lack of understanding or maintaining job responsibilities and miscommunication or no proper form communication, therefore resulting in a complete breakdown of House functions due to various educational and communication reasons.
- b) This sort of a breakdown within a House can adversely affect particular individuals within a House and can get as extreme as affecting other areas and committees within SHC. Often some sort of interaction and outside help may be needed to correct and prevent larger problems from occurring. Article X Education is a way for SHC to be further aware that a concern or a problem may exist in a House(s).
- c) Article X Education, as a policy, is meant to remain as general as possible to encompass any educational or communication problem or concern that may arise at any level with SHC. This policy is meant to help strengthen our SHC Houses and not meant to hinder in any way.

8.03.01

REASONS FOR EXTENSION OF SUPPORT UNDER ARTICLE X EDUCATION

- a) Concerns for House level education or communication problems may be defined as an internal House concern dealing with one or a few members. The concern for the House at this level may not come into conflict on a larger SHC wide level, but may be a concern to the successful functioning of the House. The following are a list of some suggested internal House concerns that any individual House member(s) may have. Further solutions on how to address these issues are explained in the procedures section under 8.03.02 (a).

Internal House Concerns

- factionalism, cliques
- member apathy
- House not knowing how to start jobs, etc. for the semester
- chronic absences at House meetings
- House jobs not being completed/avoided
- chronic lack of regular House meetings

- b) Concerns for more extreme House level break down of communication and education can occur in many ways. At this level the House may be suffering problems that tremendously affect the entire House and has an effect upon SHC in some way(s). The following is a list of suggested House concerns that affect the House on a larger level and affect SHC on a larger scale. Solutions on how to address these issues are further explained in the procedures section under 8.03.02 (b).

External House Concerns

- House constitution not updated
- high % of new people
- high member turnover in the summertime
- absences at education committee meetings/other meetings
- reports of harassment, constant complaints
- violations of corporate documents
- communication problems
- VPE or others asked to facilitate and/or observe House meeting(s)
- police/neighbor problems
- late or no assessment payments
- problems in all areas of House functioning (like membership, treasurer and steward all at once)
- break ins and thefts
- high vacancy rate in the House

8.03.02

PROCEDURES TO BEGIN ARTICLE X EDUCATION

- a) Individual(s) of a House may feel that some issues may be of concern and need to be further addressed by the entire House. The individual(s) is/are suggested to try the following procedures before approaching the Board:
- i) Address the issue(s) at a House meeting. If this is an uncomfortable measure, then;
 - ii) Address the VPE and/or any other corporate officers and staff. Ask for suggestions/information to solve or work out the problem.
 - iii) The individuals shall address the House using this further information or invite the VPE and other corporate officers to visit the House and advise House members on how to solve the problem.
 - iv) It is also suggested that the House, corporate officers and/or staff look into the possibility of bringing in an outside resource person who can

deal with these problem issues on a professional and trained level (i.e. NASCO Member Services Director or any other professional communicator).

- v) The corporate officers/staff shall discuss the issue(s) and decide mutually by all parties that the problem(s) needs or doesn't need to be further addressed.
 - vi) If it is mutually felt that this issue doesn't need to be further addressed, the original corporate officers/staff and the original concerned House member(s) shall follow up on the concerns after a two week period.
 - vii) If the issue has not been solved through the above steps or if the House mutually agrees with the corporate officers/staff that there is a larger problem,
 - viii) The concern(s) is taken to the Board as a discussion item, only with consent and further communication of both corporate officers/staff and the majority or strong concern of many of the House members.
- b) A House may suffer from a further break down of communication and education which may affect SHC as a larger entity or the House on a larger scale. The following is suggested as an alternative route of action to 8.03.02 (a), and as an alternative direction for the corporation to take:
- i) By a strong concern of the House Board Representative (or other Board members) at a Board meeting,
 - ii) By a strong concern of 10% of a House, or no less that 2 House members at a Board meeting (or other committee meeting).
- c) The Board will make the final decision to extend Article X Education to a House. The VPE and other corporate officers/staff, if needed, will be responsible for addressing problem issues and will work closely with the House in accordance with 8.03.03.

8.03.03

PROCEDURES FOR A HOUSE ON ARTICLE X EDUCATION

- a) The following procedures are suggested means that a House would go through when under Article X Education Support:
 - i) VPE to advise/facilitate at all House meetings,
 - ii) Receive input and resources from an outside professional communicator
 - iii) Emphasize importance of education and communication and detail particular aspects of these topics as related to the problem(s),
 - iv) The education committee, VPE and any other needed parties, shall help teach SHC policy, create new policy, hold in-House workshops, lock ins, other educational events, and/or any other means to build stronger communication and member responsibility within the House,
- b) If this does not work:
 - i) One or more co-op member coordinators to move in
 - ii) Begin new recruitment for the House

- iii) House re-colonization, close down the House and re-open.
 - iv) Any other means as seen necessary by all parties based on the severity of the problem.
- c) All of these procedures shall be strictly communicated with the Board and the Board shall further advise any concerns or direction that a House under Article X Education may need to take.

8.03.04 WHEN TO REMOVE A HOUSE FROM ARTICLE X EDUCATION

- a) A House may be removed from Article X Education when the goals that are created by the House, the Board, and the corporate officers/staff, are reached in a way that is agreeable to all parties.
- b) The suggestion to remove a House from Article X Education must come from the advisor (VPE, other corporate officers/staff, Board rep., House members, and professional communicator) at a Board meeting. After the decision is to be made to remove a House from Article X Education, this House shall be monitored by the House President, Board Representative and those who were the original advisors (VPE, corporate officers/staff, etc.).

8.04 Article X- Finance

8.04.01 Article X will be invoked for a House on probation of one if the following happens:

- a) Failure of the House Treasurer to meet with the SHC Treasurer in response to an overdue House Budget, as per paragraph 6.03.01 (c).
- b) A House's membership is such that regular House Assessment is unable to be met by the current House membership.
- c) The Board declares the House to be in fiscal crisis due to extenuating circumstances.

8.04.02 The following measures will be taken on any House declared Article X:

- a) The House's finances shall fall under the authority of the SHC Treasurer and the Board.
- b) All House members shall be put on a payment plan approved by the SHC Treasurer, the Executive Director and the Member Services Coordinator.

8.04.03 The measures shall stay in effect until the House has developed a working House budget and is generally out of fiscal crises as judged by the House Treasurer, SHC Treasurer, Member Services Coordinator and the Executive Director.

8.04.04 The duties of the SHC Treasurer and the MSC toward a House on Article X shall consist of:

- a) Signing all House checks.
- b) Full responsibility for collecting all House Member payments, assessment fees, damage deposits, phone bills, fines and other moneys payable to the House or SHC.
- c) Maintaining receipt files for all payments received, regardless of payment amount or mode (cash, check, Money Order., etc.).
- d) Paying all House bills by their due date, determining the priority of each bill.
- e) Keeping an accurate, itemized legible record of each member's account, semester budget, fines, phone bills, and other accounts as deemed necessary.
- f) Serving as financial spokesperson for the House at any appropriate situation (e.g. dealing with banks, SHC, utility companies, suppliers, etc.)
- g) Closing the House books at the end of each semester in the case that the House

remains on Article X at the end of the semester.

8.04.05 The Board may, on recommendation from the SHC Treasurer and MSC, appoint a Financial Liaison to assist the House on Article X in the management of its finances.

8.04.06 The duties of the **Financial Liaison** shall include at least:

- a) Formulating, in conjunction with the House Treasurer, SHC Treasurer and/or MSC, the semester budget for the Article X House.
- b) Bringing all House bills, bank statements and all other relevant financial materials to the Co-op Office.
- c) Maintaining copies of the House records, which will be revised on a bimonthly basis by the SHC Treasurer and MSC. These files must be open to any House member who wishes to see them.
- d) Keeping other officers and members of the House advised as to the status of the semester budget at House meetings.
- e) Attending all Finance Committee meetings.
- f) Writing or revising, in conjunction with the House Treasurer, SHC Treasurer and MSC, any deficient financial sections of the House Constitution and submit them for final House approval.

8.04.07 A House shall be removed from Article X Finance when:

- a) It has a working House budget and the House Treasurer understands the House budget as well as the operation of the SHC Accounts; or,
- b) The House membership is such that regular House Assessment can be reached; or,
- c) It is generally recognized by the SHC Treasurer, House Treasurer, MSC and Executive Director that the House is out of fiscal crisis.

9.01 Amendments to the Code of Operations

- 9.01.01 Amendments must be approved by a majority of the full Board of Directors.
- 9.01.02 All amendments that are temporary, or have specific time limits will not become part of this Code of Operations. They will be reviewed and submitted to the Board
- 9.01.03 Amendments must be submitted with the following elements :
- a. **Title:** a statement of the purpose of the motion
 - b. **Substantive Terms:** the statements which will appear in the Code of Operations
 - c. **Destination:** the section of the Code which the policy will belong with specific Code numbers.
 - d. **Enactment Clause:** when the motion will become policy.
 - e. **Comparison Code:** a citation of the Code sections that are being affected marked with clear additions or changes.
- 9.01.04 Amendments should follow standard Code formatting, as follows:
- a) **X.XX Section title**
 - X.XX.XX Main Paragraph
 - a) First subparagraph
 - (i) Second subparagraph
 - a) Third subparagraph
 - b) Paragraphs of the Code should be cited as: **X.XX.XX (a) (i) (a)**.

9.02 Review of the Code of Operations

- 9.01.04 The Code of Operations shall be reviewed by the President with the Vice-President of Education each October, to consider the impact of the previous fiscal year's amendments and to incorporate these into a hard copy of the Code.