

# **Ella Baker Graduate House Constitution**

## **Preamble**

We, the Members of the Ella Baker Graduate House (Baker House), located at 917 - 923 South Forest Ave., Ann Arbor, Michigan, associate ourselves for the purpose of providing affordable room and board in a cooperative living environment in the Ann Arbor area. Ella Baker primarily seeks to offer housing for graduate students, in addition to welcoming undergraduate and non-student residents. As members of the Inter-Cooperative Council (ICC), a mutual housing association, we subscribe to the following expression of co-operative identity, and the Constitution should be interpreted to incorporate these values whenever possible:

A co-operative is an autonomous collective of individuals united voluntarily to meet the common economic, social, and cultural needs of its constituent members . A co-operative nurtures the values and aspirations of its members through a jointly-owned and democratically-controlled enterprise. Co-operatives are based on the values of self-help, self-responsibility, democracy, equality, equity, and solidarity. In the tradition of their founders, co-operative members believe in the ethical values of honesty, openness, social responsibility, and caring for others. We subscribe to the following values and principles:

- Voluntary and Open Membership
- Democratic Member Control
- Member Economic Participation
- Autonomy and Independence
- Education, Training, and Information
- Concern for Community

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## Article I – General Terms

0. Name. The name of the group which operates under this Constitution is the Ella Baker Graduate House ("the House").
1. Membership. The House is a member of, and abides by, the Bylaws and Standing Rules of the Inter-Cooperative Council at The University of Michigan ("the ICC").
2. Definitions. The following definitions will apply throughout this document:
  0. Semester – one semester at The University of Michigan in Ann Arbor. The Spring and Summer terms shall be taken together as a semester.
  1. Term – The year is divided into two terms, Fall/Winter and Spring/Summer. Fall/Winter (F/W) runs approximately from September through April, and Spring/Summer (S/S) runs from May through August. Each term shall have its own Officers and budget.
  2. Members – individuals under current valid contract with the ICC and assigned to Baker House, for either room and board, or board only, as set by the ICC.
  3. Officers – Any Member of an elected position.
  4. House – shall refer collectively to the membership of Baker House, or to the physical building at 917-923 S. Forrest Ave.

## Article II – Membership

- A. A. Rights. All Members have the right to –
  1. (1) Participate in every level of House governance, run for any Officer position, vote in any election, and recall officers, consistent with the procedures in this Constitution;
  2. (2) Present grievances or recommendations to the properly constituted Officers and Administrators and receive a satisfactory response;
  3. (3) Have disputes arbitrated by a neutral party employing due process;
  4. (4) Use House facilities, consistent with others' usage;
  5. (5) Privacy within their own room and their own affairs
  6. (6) Enjoy a House free of prejudices, intrusions, or intolerance;
  7. (7) Not be unreasonably burdened with obligations by the House or its Officers beyond what is permitted and necessary for the property running of the House;
  8. (8) Freedom from reasonably avoidable dangers, filth, and nuisances;
  9. (9) Any other rights guaranteed by the ICC to its members or provided for under this Constitution.
- B. B. Obligations. All Members have the duty to –
  1. (1) Pay all ICC Charges, House Charges, and fines on time, as specified by the House Treasurer and/or ICC Finance Coordinator;
  2. (2) Perform faithfully and efficiently all work assigned by the Work Manager in accordance with House custom;
  3. (3) Help maintain and promote fairness and cooperation essential to congenial, comfortable, and studious living conditions;
  4. (4) Participate in House governance, and stay informed on issues important to the House;
  5. (5) Read, understand, and heed any communication of publicly posted notices and email through the House list-serve;
  6. (6) Not interfere with the rights granted to other Members above;
  7. (7) Abide by House rules governing conduct in the House, including all other obligations in this

## Constitution and By-Laws.

- C. C. Release. Release of a Member from future rights and obligations.
1. (1) Automatic. A Member may be automatically released from all future obligations if the member is:
    - i. (i) Drafted into the military of any sovereign country,
    - ii. (ii) Dies,
    - iii. (iii) Expelled, or
    - iv. (iv) Released by the ICC Contract Committee.
  2. (2) By Request. Member may request that she be released from all or any specific House obligations, including House Labor and Charges, through the following process:
    - i. (i) Send an email to the house president with thorough explanation
    - ii. (ii) The President will add agenda item for next house meeting
    - iii. (iii) The member will present request at house meeting. House will discuss request and vote in accordance with the house voting procedure.
    - iv. (iv) Releases from obligations may come before, during, or after the dates for which releases are requested.
    - v. (v) Release from House charges does not constitute a release from ICC charges, or a release from any other obligations under a Member's contract with the ICC.
- D. D. Membership Types.
1. (1) Roomers. Roomers are members with contracts entitling them to a room in the House and all privileges of the services and amenities of the House.
  2. (2) Boarders. Boarders are members with boarding contracts, who do not have a room in the House, but eat meals in the House and share in the services and amenities of the House.

## Article III – House Decision Making

- A. A. House Proposals
1. (1) Definition. House Proposals (Proposals) are single use proposals, amenities expenses, general fund expenses, or changes to an existing service.
  2. (2) Limits of House Proposals. Proposals may not be used to:
    - i. (i) Bind future year's residents;
    - ii. (ii) Modify rights of members;
    - iii. (iii) Modify obligations of members;
    - iv. (iv) Modify duties of officers;
    - v. (v) Modify authority of officers (although authority may be limited as a consequence of delegation);
    - vi. (vi) Modify the operations of the House.
  3. (3) Procedure.
    - i. (i) Proposals shall be brought only during House Meetings by presenting the Proposal to the House President for inclusion in the agenda at least 24 hours in advance of the meeting.
    - ii. (ii) Proposals may be amended by any Member during the discussion of the proposal.
    - iii. (iii) At a House or Emergency Meeting a proposal requires a majority of the members in attendance to vote in favor of the proposal.
- B. B. By-Laws and By-Law Amendment Process

1. (1) Definition. House By-Laws are designed to fill in gaps left in the Constitution. They may not modify policies already in the constitution (See page \_\_ for house bylaws).
2. (2) Initiating By-Laws.
  - i. (i) Any Member may propose a Draft By-Law for the House's consideration, by submitting it to the House President.
  - ii. (ii) The House President will include the Draft By-Law in the agenda for the next house or emergency meeting.
  - iii. (iii) By-Laws must be passed by a majority of the voter membership at the meeting.

C. C. Constitutional Amendment Process.

1. (1) Initiating Draft Amendments.
  - i. (i) Any Member may propose a draft Constitutional amendment or amendment concept, ("Draft Amendment"), by submitting it to the house president.
  - ii. (ii) The House President will include the Draft Amendment in the agenda for the next house or emergency meeting.
  - iii. (iii) The text of the Proposed Amendment shall clearly state all deletions, additions, and necessary renumbering to the House Constitution.
2. (2) First Reading.
  - i. (i) Every Proposed Amendment shall receive a first reading by the President at a house or emergency meeting after being placed on the agenda in the normal manner.
  - ii. (ii) At the house meeting, house members will discuss the proposed amendment and suggest any modifications.
3. (3) Second Reading.
  - i. (i) Every Proposed Amendment shall receive a second reading by the President at a house or emergency meeting after being placed on the agenda in the normal manner.
  - ii. (ii) The second reading must follow the first reading by no less than 48 hours.
4. (4) Voting on Amendments.
  - i. (i) The House President is responsible for ensuring that -
    - a. (a) voting on amendments is done by secret ballot initiated no later than 72 hours after the second reading;
    - b. (b) ballots are printed containing the Proposed Amendment's text;
    - c. (c) ballots contain only an option to vote "yes" or "no";
    - d. (d) ballots are personally delivered to all eligible mailboxes.
  - ii. (ii) Voting should be initiated within 24 hours. House members will then have 48 hours to vote.
  - iii. (iii) Ballot Counting. Ballot should be counted --
    - a. (a) All at once, only after the voting has ended;
    - b. (b) By no fewer than two current Officers;
    - c. (c) Ballots should be counted within 24 hours of the end of voting.
5. (5) Passing Amendments.
  - i. (i) Amendments are considered passed only if
    - a. (a) over 50% of the ballots distributed are returned, and
    - b. (b) over 75% of the ballots returned are clearly marked "yes".
  - ii. (ii) The House President is responsible for seeing that official version of the Constitution (hard and soft copies) are updated in a timely manner.

- iii. (iii) A defeated amendment cannot be resubmitted in an identical or substantially similar form in the same Term.

D. D. Finances.

1. (1) Setting Budget and Charges.

- i. (i) The Treasurer shall propose the House budget early in the year, which will form the basis of future House charges.
- ii. (ii) A budget must be passed by the majority at a House Meeting.
- iii. (iii) In the absence of an approved budget, the House Charges shall be set by the ICC at the default rate.
- iv. (iv) Boarders will pay House Charges calculated at 100% of the food expenses plus 10% of all other charges, rounded to the nearest dollar.
- v. (v) Amending the budget.
  - a. (a) Except for errors of calculation, the budget may only be amended by a majority.
  - b. (b) Any amendment to the budget and House Charges only applies to future payments and does not apply retroactively.

2. (2) Spending.

- i. (i) Each Officer has the authority to spend up to the amount in a budget that she is authorized to approve and may also approve other member's expenses in such funds.
- ii. (ii) No other Member has the right to spend House funds, or be reimbursed with House funds, for spending not authorized by the appropriate Officer.
- iii. (iii) Members who believe they should be reimbursed may draft a proposal for reimbursement to be taken out of either the General (Miscellaneous) or Amenities budget.

3. (3) Exceeding Budget: Treasurer should notify the Officer who runs the budget when they are approaching/exceeding the limits of their budget.

4. (4) Amenities and Loans.

- i. (i) Amenities are durable household items that may be used by any Member.
- ii. (ii) Amenities expenses can be brought as Proposals by any House Member at any House or Emergency Meeting.
- iii. (iii) The amount spent may not exceed the current amount of money in the amenities' budget plus the amount the House expects to add during the year without approving a House loan.
  - a. (a) A House loan shall be brought as a Proposal in conjunction with a House amenity request.
  - b. (b) Information and conditions upon loans are set by the ICC.
- iv. (iv) A rejected amenities proposal may not be resubmitted for amenities spending in the same semester unless they are substantially modified.

## Article IV – Meetings

A. A. Generally.

1. (1) All House Meetings shall be open to all House Members.

2. (2) Every Member in attendance, including all Officers, may vote at any meeting unless the Member is under current Member referral.

1. (1) Members not in attendance may vote by proxy in writing under the following circumstances -

- i. (i) vote details are enumerated and distributed in the agenda at least 24 hours in advance

- i. (i) member must submit an authorized ballot of approved format to the President or standing officer
2. (3) The President shall ensure the following for all meetings –
  - i. (i) a public agenda distributed at least 24 hours in advance,
  - ii. (ii) an appointed facilitator,
  - iii. (iii) an appointed secretary to record minutes and attendance,
  - iv. (iv) adherence to any rules or quorum, and
  - v. (v) minutes distributed to all Members within five days following each meeting.

B. B. House Meetings.

1. (1) House meetings shall be called once a month.
2. (2) Members shall understand that while House Meeting attendance is not mandatory, it is the obligation of every member to participate in House governance, and stay informed of issues important to the House.
3. (3) Quorum shall be 33% of the total house membership and must be attained in order to vote on House decisions.
4. (4) Each House Meeting shall include agenda review. Any Member may motion to table such a discussion until next House Meeting. If a majority of the Members in attendance vote to table the discussion, the discussion will be moved to the next House Meeting.
5. (5) Each Officer shall report upon their job and any updates, including a summary of any ICC Meetings by anyone who was in attendance.
6. (6) Member time. House meetings should close with Member time, during which Members may make any announcements they wish to the House.
7. (7) Procedures for meetings and voting shall be set by the House at the first meeting of the year or established by By-Laws.
8. (8) The President must post the final agenda at least 24 hours in advance of each House Meeting.

C. C. Electronic Voting.

1. (1) Definition. Voting may be conducted via electronic media, such as e-mail or internet polling websites. While generally less preferable to voting at a house meeting, Electronic Voting can be appropriate under these conditions:
  - i. (i) The issue being voted on is clearly defined, not controversial in nature, and does not require extended discussion.
  - ii. (ii) The issue must be resolved before the next regular house meeting.
2. (2) Calling an Electronic Vote. An Electronic Vote -
  - i. (i) Can be organized by the President or another individual designated by the President.
  - ii. (ii) Must allow at least 48 hours for responses.
3. (3) Quorum, as measured by the number of responders, shall be the same as House Meetings.

D. D. Emergency Meetings.

1. (1) Definition. Emergency Meetings are meetings called to resolve a specific issue of House concern that can only be decided by the House as whole to address a pressing House emergency or urgent need, that cannot be delayed until the next regular House Meeting.
2. (2) Calling an Emergency Meeting. An Emergency Meeting -
  - i. (i) Can only be called by the President, or by a petition of 30% of the House membership;
  - ii. (ii) Must be publicly announced 24 hours in advance; and

- iii. (iii) Whenever possible, shall be facilitated by the President.
- 3. (3) Quorum and required procedures, if any, shall be the same as House Meetings.
- E. E. House Hearing Meetings.
  - 1. (1) Generally. House Hearing Meetings (Hearing Meetings) shall be held to decide whether a Member should be put on Referral, whether a Member should be Expelled, or whenever an Officer is to be removed (hereafter generally "Charges").
  - 2. (2) Roles and Definitions.
    - i. (i) *Charged Party*. The Member who was fined, petitioned/notified to be put on referral, targeted by expulsion, or is being asked to step down as an officer, shall be known as the Charged Party
    - ii. (ii) *Charging Party*. The fining Officer, petition circulator for referral or Officer removal, or the Member who brought forward a case for Expulsion, or the President asking to remove an Officer shall be known as the Charging Party.
    - iii. (iii) *Facilitator*. The President shall facilitate this meeting if and only if she is impartial. The Facilitator shall keep order of the meeting, ensure the following of all procedures, require Parties to stay on task, encourage people to honestly answer questions, assist the decision making process by asking relevant questions, control the queue during
    - iv. (iv) *Timekeeper*. A Member shall be selected as timekeeper at the beginning of each meeting. That Member must be impartial. The timekeeper is responsible for keeping track of times, informing Parties of remaining time, and interrupting Parties when their time has expired.
    - v. (v) *Secretary*. The meeting Facilitator shall appoint a Secretary to keep the minutes unless the House has a designated secretary or equivalent Administrative position dedicated to that role.
    - vi. (vi) *Court Members*. The Facilitator, Timekeeper, and Secretary shall be known collectively as Court Members.
  - 3. (3) Due Process.
    - i. (i) Impartiality.
      - a. (a) All reasonable steps should be made to ensure the impartiality of Court Members.
      - b. (b) Although complete impartiality will be nearly impossible in such a small setting, at minimum Court Members may not be the Charged or Charging Party, witnesses to an event on which the Charges are based, nor have a personal interest in the outcome of the Charges. Court Members are encouraged to recuse themselves if they believe there are substantial grounds upon which it can be said that they are partial
      - c. (c) At least 24 hours prior to the scheduled Hearing Meeting, Parties believing that the Court Member is improperly partial shall express those concerns in writing. If a Court Member does not recuse herself, she shall state the reasons in writing.
      - d. (d) If a Court Member must recuse herself, the remaining decision makers shall appoint an impartial replacement. If neither the President or Treasurer are impartial, then other impartial Officers shall take their place in the order of Work Manager, Food Stewards, Maintenance Manager and then Food Coordinator. If there are no impartial officers, Court Members shall be decided by consensus of the Parties.
    - ii. (ii) Closed Meetings.
      - a. (a) Hearing Meetings shall generally be open to all Members.
      - b. (b) However, during an Expulsion or Referral Hearing, either party may request that the meeting be closed for any reason. If such a request is made in conjunction at an Expulsion Hearing it must be approved by the ICC President and ICC Vice-President



for Membership.

- c. (c) For a Hearing, the Facilitator shall have the authority to make the meeting closed, and should do so when it is in the privacy interest of either Party or would unjustly impact the fairness of the outcome.
  - d. (d) In closed meetings, the decision makers shall be a board of five to nine impartial people, who need not be Ella Baker House Members or ICC Members, who are willing to be part of this process, and are chosen by a process decided by consensus of the Facilitator and both Parties.
4. (4) Pre-Meeting Process.
- i. (i) Meetings should be scheduled by the consensus of the Court Members and the Charged and Charging parties based on the timeline set by the Charge.
  - ii. (ii) Evidence lists. Both Parties shall present a list of evidence to the opposing Party no less than 24 hours before the Hearing Meeting. Evidence is only useful for bolstering a case and is not required.
  - iii. (iii) Witnesses lists. Both Parties shall present a list of witnesses that will testify to the opposing party no less than 24 hours before the Hearing Meeting. Witnesses are only useful for bolstering a case and are not required.
  - iv. (iv) Timing. Prior to the Hearing Meeting, Parties shall agree by consensus the amount of time required for opening statements, evidence, witnesses, examination, and closing statements, not to exceed the limits prescribed (below) without good cause. If Parties cannot agree the listed limits shall govern..
5. (5) Meeting Procedures.
- i. (i) Hearing Meetings shall begin with the Facilitator reading the appropriate parts of the Constitution and By-Laws that describe the basis for the Charges.
  - ii. (ii) Any requisite statements by Court Members, such as statements of impartiality, or charging documents, such as fines or petition text, shall be read by the author of the document.
  - iii. (iii) Opening Statement. Following will be a summary of the points from each side, beginning with the Charging Party. The timekeeper shall enforce a strict time limit of five minutes for each Party.
  - iv. (iv) Evidence. Next shall be the presentation of evidence, beginning with the Charging Party. The timekeeper shall enforce a strict time limit of five minutes for each Party. During and immediately following each Party's presentation of evidence, the Facilitator may ask questions pertaining to evidence of either party promoting the discovery of facts.
  - v. (v) Witnesses. Next shall be the presentation of witnesses, beginning with the Charging Party. Each side will have a limit of five witnesses, and the timekeeper shall enforce a strict time limit of five minutes per witness and fifteen minutes total.
  - vi. (vi) Examination of Witnesses. Following is the examination of witnesses and Parties, beginning with the Charging Party. During this time Parties may ask the opposing Party, or any Witness including their own clarifying questions, follow up questions, or may simply mediate a discussion. The Facilitator may interject at any time with questions in the interest of promoting the discovery of facts. The timekeeper shall enforce a time limit of ten minutes per Party.
  - vii. (vii) Questions. Members in attendance with further questions, including the Facilitator, time keeper, and Secretary, may ask any Party or witness questions in the interest of promoting the discovery of facts. The President may also be asked questions, regarding her understanding of the Constitution if called into question. The Timekeeper should keep a limit of fifteen minutes, unless otherwise dictated by the Facilitator with the consent of both Parties.

- viii. (viii) Following questions, the Facilitator shall read the following instructions to the decision makers.
  - ix. (ix) "Voting members are instructed to weigh only the facts that have been presented here and a reasonable interpretation of the Constitution, and not give weight to the character of the Parties involved, the suitability of the consequences, or additional information not presented. Members who have a material interest in this decision or otherwise have a conflict of interest must refrain from voting."
  - x. (x) The Facilitator shall poll the Decision Makers by secret vote. Each Decision maker may cast a vote either for or against the Charge.
  - xi. (xi) The Facilitator and Timekeeper shall tally the votes in private. The Facilitator should read off only the result of the vote.
  - xii. (xii) All Charges shall require 51% of Decision Makers to vote for the Charge for it to be enforced against the Charged Party.
  - xiii. (xiii) The Facilitator shall close the meeting immediately following. The President shall notify the appropriate members of the ICC and the House of the decision reached.
  - xiv. (xiv) The losing party may ask to witness a recount in public or private.
6. (6) Appeals.
- i. (i) Appeals shall only be allowed in the case of a Closed Hearing Meeting
  - ii. (ii) Either Party may appeal the Membership Committee's decision to the entire House.
  - iii. (iii) The President shall meet with both parties to ensure their privacy interests are being upheld.
  - iv. (iv) Grounds. The only grounds for an appeal shall be a very specific violation of the expulsion *procedures*.
7. (7) Appellate Procedures.
- i. (i) An appeal must be presented in writing to the President within five days of the Committee's decision. The President shall call an Emergency House meeting to hear the appeal.
  - ii. (ii) The House meeting to hear an expulsion appeal shall consider only the specific violation of procedure that is outlined in the appeal.
  - iii. (iii) The President shall present the written appeal to the House, and then the House must vote whether to hear the appeal. If the House votes that the appeal is too attenuated to meet the grounds for an appeal, then the appeal is rejected and the original decision is final.
  - iv. (iv) If the House votes to hear the appeal, then the appealing Party may present her case. The Party seeking the appeal has fifteen minutes to present arguments, evidence, witnesses, and to present the written record from the secretary. Again, all information should be only as it pertains to the appeal at that meeting.
  - v. (v) The opposing Party shall have ten minutes to refute by presenting arguments, evidence, witnesses, and to present the written record from the secretary.
    - a. (a) When all evidence is presented, the House shall vote by ballot as to whether to overturn the committee's decision or not.
    - b. (b) The House shall be given at least 48 hours to submit ballots. The original determination shall be overturned only if at least 50% of the House Membership votes, and at least 51% of those voting vote to overturn the decision.
    - c. (c) The result of that vote shall be final.
    - d. (d) The overturning of a Charge on the basis of a procedural error does not preclude the possibility of remedying the error through further proceedings.

## Article V – Labor

- A. A. Generally. The Work Manager shall allocate work according to a system which ensures that all Members share equally in the labor required for the proper operation of the House.
- B. B. Types. The following types of labor may be required of Members:
1. (1) Officer. Officer labor shall be allocated by election
  2. (2) House Labor:
    - i. (i) Kitchen Labor.
    - ii. (ii) Maintenance and Grounds.
    - iii. (iii) Cleaning.
    - iv. (iv) ICC office work.
    - v. (v) Miscellaneous other labor or specific projects will be assigned and accredited by the Work Manager.
  3. (3) Work Holiday. Work holiday shall be required of all Members, and shall be coordinated by the Work Manager.
  4. (4) Rotational Shifts.
    - i. (i) The Work Manager, in addition to scheduling weekly workshifts, shall be permitted to assign a fixed number of mandatory additional workshifts per Semester for each Member, including Officers.
    - ii. (ii) Rotationals may also be satisfied by any other project as approved by the Work Manager that improves the operation or cleanliness of the House or any of its common areas, the ICC, or other ICC Co-op House.
    - iii. (iii) Rotational shifts may be added at any time during the year, provided that there is adequate time to complete such labor so as not to unfairly overburden Members.
- C. C. Allocating House Labor.
1. (1) House labor should be allocated equally, fairly, and without prejudice by the Work Manager on the basis of work surveys completed early in the year.
  2. (2) A schedule of labor shifts should be publicly posted and e-mail to House Members by the Work Manager.
  3. (3) While all Members are free to make suggestions, the official Labor schedule is ultimately set and adjusted only by the Work Manager.
- D. D. Substitutions. A Member may trade Workshifts privately with any other Member. All trades must be reported to the Work Manager before the shift in question begins.
- E. E. Unexcused Absences.
1. (1) Members unable to perform their work must find another House Member to substitute or be excused by the Work Manager. Failure to do so will be considered an unexcused absence.
  2. (2) Any Member who has been granted a request to be released from House Labor shall not have absences counted against her for the time period of the release.
  3. (3) Failing all or part of a shift be considered an unexcused absence.
  4. (4) Declaring work inadequate or not completed requires the agreement of at least two officers.
  5. (5) In case of an unexcused absence, the Member must make up the missed shift by performing an extra shift of equal length. In addition, unexcused absences may result in fine.
  6. (6) More than 8 hours of unexcused absences in a semester that have not been remedied by make-up work may result in automatic referral with conditions to be set by the Work Manager.

- F. F. Excused Absences.
  - 1. (1) Absences should be excused only when there is an important prior commitment scheduled well in advance with ample notification given to the Work Manager, or a bona fide emergency.
  - 2. (2) Members should first attempt to trade shifts with another person, and shall not be excused without having first made a valid attempt to find a substitute.
  - 3. (3) The Work Manager shall be responsible for excusing absences, assigning make-up workshifts for all excused absences, and assuring the labor is completed.
- G. G. Work Holiday.
  - 1. (1) Work Holiday is a daylong work-shift that occurs once a semester, primarily for the purpose of performing large scale tasks or those that are not required on a more regular schedule.
  - 2. (2) Work Holiday shall be coordinated by the Work Manager, or by a committee she shall chair. The Food Stewards and Maintenance Manager shall assist in its planning.
  - 3. (3) Work Holiday shall be mandatory for all Members, including officers, and all absent Members shall be required to make up all missed Work Holiday Labor with a comparable project approved by the Work Manager.

## Article VI – Officers

- A. A. Requirements – Generally
  - i. (i) All Officers must be Roomers of the House at all times during their tenure, and should expect to be available throughout the entire term without large gaps.
  - ii. (ii) Officers shall not be exempt from Work Holiday and rotational shifts if used.
  - iii. (iii) In addition to listed responsibilities, all Officers are expected to perform tasks delegated to their position (or its nearest equivalent) by the ICC and are responsible for knowing these duties. They shall also attend all appropriate meetings and training sessions mandated by the ICC.
- B. B. House President.
  - 1. (1) Responsibilities. The President is responsible for the following:
    - i. (i) Assuring the successful operation of the House and harmony amongst its Members, including delegating Officer functions when Officers are absent;
    - ii. (ii) Arbitrating disputes between and amongst Members;
    - iii. (iii) Scheduling, advertising and facilitating House meetings;
    - iv. (iv) Ensuring the Constitution and By-Laws are faithfully followed by Members and officers;
    - v. (v) Monitoring and guiding the proper functioning of the other officers within their role;
    - vi. (vi) Assisting Members in the rulemaking process, including drafting Constitutional amendments and By-Laws;
    - vii. (vii) Coordinating and conducting House tours for prospective House Members and communicating with the ICC regarding the same;
    - viii. (viii) Explaining to new Members their rights and expectations; and
    - ix. (ix) Collecting, keeping, and distributing House keys, and reporting charges for lost keys to the Treasurer
    - x. (x) The member filling the position of House President shall receive 4 hours of labor credit.
- C. C. Board Representative
  - 1. (1) Responsibilities. The Board Representative is responsible for the following:
    - i. (i) Serving on the ICC Board of Directors, attending ICC Board Meetings, faithfully

representing the House within the ICC Board, serving on appropriate ICC committee(s), and informing Members about ICC Board activities and decisions;

- ii. (ii) Vote on behalf of the house at ICC Board of Directors meetings;
- iii. (iii) Assisting Members with resolving issues at the ICC level;
- iv. (iv) The member filling the position of Board Representative shall receive 4 hours of labor credit.

D. D. Work Manager.

- 1. (1) Responsibilities. The Work Manager is responsible for the following:
  - i. (i) Determining skills and labor preferences amongst Members through a regular House-wide survey;
  - ii. (ii) Assigning, scheduling, and assuring the satisfactory completion of all House, and ICC labor;
  - iii. (iii) Inspecting work on a regular basis and reporting fines to Treasurer;
  - iv. (iv) Informing Members of their labor requirements, and keeping track of hours worked and required by each Member;
  - v. (v) Coordinating and Managing Work Holiday each semester; and
  - vi. (vi) The member filling the position of Work Manager shall receive 4 hours of labor credit.

E. E. Maintenance Manager.

- 1. (1) Responsibilities. The Maintenance Manager is responsible for the following:
  - i. (i) Ensuring that the building is physically maintained by performing, and supervising maintenance work done in the building;
  - ii. (ii) Investigation and referral of maintenance issues that cannot be solved at the house level to the ICC maintenance staff;
  - iii. (iii) Ensuring that the building meets all health, safety, and other applicable city codes;
  - iv. (iv) Receiving and relaying necessary training to ensure the safe and proper maintenance of the building;
  - v. (v) Monitoring and ensuring adequate supplies for maintenance;
  - vi. (vi) Working with and taking direction from appropriate ICC staff on maintenance projects and building inspection preparation;
  - vii. (vii) Assisting the Work Manager with the planning of Work Holiday;
  - viii. (viii) Assessing fines for skipped or inadequate maintenance labor or House property damage;
  - ix. (ix) Spending budgeted money from the supplies, maintenance, grounds, or beautifications' budget that improve the safety, proper functioning, grounds, or aesthetics of the House; and
  - x. (x) The member filling the position of Maintenance manager shall receive 4 hours of labor credit.

F. F. Treasurer.

- 1. (1) Responsibilities. The Treasurer is responsible for the following:
  - i. (i) Informing Members of due dates for all payments at least seven days in advance;
  - ii. (ii) Paying all Member refunds and reimbursements;
  - iii. (iii) Paying all House bills from the House checking account;
  - iv. (iv) Facilitating the discussion of the House budget, accurately informing and explaining the impact of budget changes on House charges;

- v. (v) Preparing and submitting for House the final House budget for Member consideration no later than one month after the beginning of each term;
- vi. (vi) Reporting Members with overdue charges to the President, and assessing fines; Maintaining the House books and preparing statements as required by the ICC Director of Financial Services;
- vii. (vii) Providing the House with regular financial statements and expense reports as necessary;
- viii. (viii) Accurately recording fines, credits and all other House variances to Member accounts and communicating them with the ICC;
- ix. (ix) Assisting Maintenance Manager and Food Coordinator with budgeting and ordering supplies, kitchen supplies, and food respectively;
- x. (x) Serving as liaison between the House and the ICC Financial Coordinator; and
- xi. (xi) Reviewing and commenting on all Amenities proposals and their effect on their budget at a House meeting;
- xii. (xii) Being a check-signer for the House checking account; and
- xiii. (xiii) The member filling the position of Treasurer shall receive 3 hours of labor credit.

G. G. Food Coordinators.

- 1. (1) Responsibilities. The Food Coordinator is responsible for the following:
  - i. (i) Determining the dietary needs, restrictions, and personal preferences of the Members through a regularly conducted food survey;
  - ii. (ii) Ordering necessary food supplies while endeavoring to reasonably accommodate known Member preferences and health restrictions;
  - iii. (iii) Ensuring a sufficient food supply on hand within the confines of the budget and By-Laws;
  - iv. (iv) Reporting to the Treasurer monthly about food expenditures;
  - v. (v) Informing the House about food choices and budget constraints;
  - vi. (vi) Monitoring and ensuring adequate supplies for cooking, cleaning, grounds, and bathroom usage;
  - vii. (vii) Bringing kitchen supply and kitchen cleanliness needs to the attention of the House;
  - viii. (viii) Receiving menus from cooks and planning menus for cooks who do not turn them in on time; and
  - ix. (ix) Vetoing or modifying any proposed menu with a reason; and
  - x. (x) Making final decisions concerning food types, brands, and suppliers within confines of the food budget and the By-Laws and spending budgeted money on food; and
  - xi. (xi) Two members shall fill the Food Coordinator positions and shall receive 4 hours of labor credit each.

## Article VII – Officer Elections and Removal

A. A. Nominating Officers.

- 1. (1) Timing. Nominations should be opened and closed on a timeline that ensures that election will be completed before ICC Officer Trainings for each Term.
- 2. (2) Eligibility. Members may run for any open Officer position, and members may run for more than one position however the following are ineligible for consideration as an officer:
  - i. (i) Members on referral or Members who have been expelled

- ii. (ii) Members who have been removed from a House Officer position in the current Semester,
      - iii. (iii) Members who have resigned from a House Officer position in the current Term, or
      - iv. (iv) Boarding Members
  - 3. (3) Nominating.
    - i. (i) Nominations can be electronic, by paper, or voice communication.
    - ii. (ii) Nominations are recorded by the current President.
    - iii. (iii) Members may remove or add their own name to the list of nominations.
  - 4. (4) Positions without Candidates. If nominations close and there are positions for which there are no candidates, the current President may elect to do any of the following -
    - i. (i) Divide the position's responsibilities and authority into two positions and reopen the nominations for the two divided positions.
    - ii. (ii) Allow the unfilled position to go vacant, with the Work Manager delegating the responsibilities as normal House Labor. Nominations for the position may be opened later.
- B. B. Voting Process. Voting for officers shall be completed in accordance with the approved voting procedure for the term.
- C. C. Accepting an Officer Position. The Member declared the winner has the option to accept the Officer position.
- D. D. Officer Removal/Resignation Process.
- 1. (1) The process for removal of officers does not alter rights or procedures for referral, expulsion, fines, or any other disciplinary proceeding.
  - 2. (2) Officers may only be removed by resignation from office or by vote at a Hearing Meeting, which may or may not be in conjunction with Referral or Expulsion Proceedings.
  - 3. (3) Initiating Procedure.
    - i. (i) Officer removal can be initiated by any House Member by assembling a valid petition.
    - ii. (ii) A House Member may only initiate removal once per Officer per semester.
    - iii. (iii) A House Officer may resign at any time, however such a resignation shall be valid only upon that Officer position being accepted by a newly elected candidate.
  - 4. (4) Petition Validity.
    - i. (i) A petition for removal, to be valid, must contain valid signatures from at least 35% of the House membership.
    - ii. (ii) This petition must be brought to the attention of the House President before circulating.
  - 5. (5) Officer Options. The President shall be responsible for notifying the petitioned Officer in a timely manner. Upon notice of the request, the Officer shall have the following options:
    - i. (i) Resign.
      - a. (a) The resignation shall be effective as of the date the Officer position is accepted by a newly elected candidate.
      - b. (b) Until a new candidate is elected, the Officer is expected to fulfill Officer duties.
    - ii. (ii) Contest the petition.
      - a. (a) Upon informing the House President of the petition, the President must make the contesting of the Officer known, and shall set up a House Hearing Meeting.
      - b. (b) Removal of an Officer through this procedure is effective as of the date of the Hearing Meeting.

## Article VIII – Discipline

### A. A. Generally.

1. (1) Except for fines, no form of admonishment shall be given without due process in a House Hearing Meeting.

### B. B. Fines.

1. (1) Types of Fines. The following activities may be fined:
  - i. (i) Unexcused Workshift Absences,
  - ii. (ii) Inadequate House Labor,
  - iii. (iii) House Damage,
  - iv. (iv) Late Payments and,
  - v. (v) Lost Keys
2. (2) Calculating fine amounts.
  - i. (i) Fines for missed/inadequate hourly workshifts shall be set at the current “with insurance” living wage rate in Ann Arbor, rounded to the nearest whole dollar.
  - ii. (ii) Fines for damages shall be calculated at the lesser of the replacement cost of the damaged item, or the actual or estimated value of the damaged property.
  - iii. (iii) Fines for late payments will be \$10, when exceeding the posted deadline by more than two days. This is not inclusive of any ICC fine for late payments.
3. (3) Fine Money. Use of money collected from fines shall be prioritized as follows:
  - i. (i) Repairs to damage caused by the fined Member or her guests.
  - ii. (ii) Any fines not redistributed or returned to Members as provided for in this section, or reversed by appeal, shall escheat into the Amenity fund.
4. (4) Recording fines.
  - i. (i) The Work Manager, or fining officer, shall inform the Treasurer, President, and fined Member of all levied fines.
  - ii. (ii) The Treasurer shall keep a record of un-appealed fines for each Member, and inform the ICC.
5. (5) Appealing fines.
  - i. (i) A Member may appeal any fine within 7 days of the fine being reported to her, by writing the President.
  - ii. (ii) Requests that a fine be overturned will be treated as a House Proposal that may only be brought by the fined Member.
  - iii. (iii) At the Meeting, the President shall read the text of the Constitution/By-Law or under which the Member was fined, and both the Member and the fining Officer(s) will be allotted time to speak.
  - iv. (iv) Overturning the fine shall require the same procedures as a normal House Proposal.

### C. C. Current Member Referral.

1. (1) Definition. Current Member referral (“Referral”) is a probation under which a Member of any ICC co-op can be placed in accordance with the ICC Standing Rules. Some of the privileges accorded to ICC Members are not available to Members on Referral. Referral is an alternative to expulsion in many cases.
2. (2) ICC Rules. The ICC Standing Rules specify both *the grounds and procedures* for placing a Member on Referral and do not permit this Constitution to supersede them. Hence, the following shall serve only as the House's interpretation of Standing Rule 6.2. Any Member with questions regarding Referral



should speak to the President or to the ICC Membership Coordinator.

3. (3) Referral Steps.
  - i. (i) Initiation:
    - a. (a) In all cases where individual Members are empowered to initiate Referral, they shall do so by presenting a written notice to the President.
    - b. (b) In all cases where a petition is required to institute Referral, the petition must be presented to and certified by the President.
    - c. (c) If the referral petition is started by an Officer, that Officer will be responsible for notifying the Member in question and the entire House *before* circulating a petition.
  - ii. (ii) Following receipt of the petition or written notice, the President shall notify the Member in question, the House, and the ICC office staff within 48 hours of receiving it.
  - iii. (iii) Except when automatic Referrals are permitted, the President shall call a House Hearing Meeting. This meeting shall take place no sooner than three and no later than twelve days after notice is given to the Accused. The ICC Executive Director, Membership Coordinator, or a representative, may be invited to attend.
  - iv. (iv) The terms of the Referral shall be provided to the voting membership including affirmative steps required for the Member to be removed from referral. Such steps may be added or removed at the Hearing Meeting by majority vote.
4. (4) Removing Referral Status.
  - i. (i) A Member placed on referral alone is empowered to petition to be removed from referral, upon a good-faith showing of completing affirmative steps required to be removed from referral.
  - ii. (ii) Removal from referral shall be governed by the ICC Standing Rules.
  - iii. (iii) The petitioning Member must request the President place the referral removal proceedings on the agenda. The President shall do so, and notify the House.
  - iv. (iv) A Member on referral may only petition for removal once per calendar month.
  - v. (v) The House President shall be responsible for notifying Member services.

#### D. D. Member Expulsion.

1. (1) Definition. Expulsion involves the House canceling a member's contract with the ICC and the Member being forced to leave the House.
2. (2) ICC Rules.
  - i. (i) Grounds. The ICC Standing Rules specify grounds for expelling a Member from the House. As such, the exclusive *grounds* for expulsion shall be those specified by ICC Standing Rule 6.1.
  - ii. (ii) Procedures. The ICC Standing Rules *recommend* procedures for expelling a Member from the House. However, they currently permit this Constitution to supersede them. Therefore, *this section shall serve as the only procedures* for expulsion of Members.
  - iii. (iii) Any Member with questions regarding Member expulsion should speak to the President or the ICC Membership Director.
3. (3) Expulsion Steps. The following steps must be followed carefully and consecutively with careful attention to procedure:
  - i. (i) Any Member may request the expulsion of any Member of the House (Accused). The request must be in writing and signed and presented to the President. This request must detail the exact grounds for expulsion and specify the ICC Standing Rules which make these grounds valid. In cases of the House President being brought up for expulsion, all references to the

President in this section shall be replaced with Member Relations Chair.

- ii. (ii) The President shall notify in writing the Accused and the ICC Membership Director, and ICC Executive Director within two day of receiving the expulsion request.
- iii. (iii) The President shall investigate the request as much as is necessary to make an informed presentation to the Executive Director. The President shall consult with the Executive Director at the earliest opportunity, and pass the opinions to the House Officers.
- iv. (iv) The President shall call a House Hearing Meeting. This meeting shall take place no sooner than three and no later than twelve days after notice is given to the Accused. The ICC Executive Director, or a representative, shall be invited to attend.
- v. (v) If the expulsion is granted, the President shall -
  - a. (a) immediately notify the Accused,
  - b. (b) post the House's decision in the House dining room,
  - c. (c) notify the ICC Membership Director, and
  - d. (d) notify ICC Executive Director.
  - e. (e) post the minutes of all open portions of the Committee meeting within five days of the decision
  - f. (f) deliver a copy of the minutes to the ICC office.
- vi. (vi) If the expulsion request is granted, the Expelled person is no longer a Member of the House or the ICC and loses all privileges associated with Membership in the House.
- vii. (vii) In addition, the Member is expected to vacate her room and the building and seize using House resources within forty-eight hours otherwise the President shall contact the ICC and inform them and seek their advice in initiating eviction proceedings.

## Ella Baker Graduate House By-Laws

0. Pets. With the exception of fish and other aquatic life, there shall be no pets allowed inside the building without the informed consent of all members regardless of their attendance at any meeting.
1. Diet. Dietary or procedural requirements restricting the purchasing discretion of the Food Coordinator shall be determined at the first general House meeting of the year. All general food policies shall be decided before the finalization of the Term's budget.
2. Smoking.
  0. There shall be no smoking allowed anywhere inside the building, or on the front steps.
  1. Smoking on the roof, or in the lawn, or the back porch shall be allowed provided it is done in a manner courteous to residents and cigarette butts are collected.
3. Alcohol. Members are permitted to use alcohol within the limits of State and local laws, with the caveat that Members are always responsible for their own behavior and damages.
4. Parties.
  0. Parties not thrown by the House, or with House approval, shall be limited to 8 guests per Member, who must know all of her guests personally.
  1. Groups whose sole purpose is to study shall be exempt from the above limit.
  2. All guests must be in the same general area as their host under her accompaniment.
  3. Hosts shall be responsible for their guests and their behavior, including the potential for fines from damage that may occur.
5. Facilities.
  0. All House facilities, common areas, and common items (e.g. TVs, kitchen equipment) shall be communally owns, available to all equally, at a first come, first serve basis, limited to reasonable use.
  1. The House President shall be responsible for arbitrating any use conflicts that arise.
6. Nuisance. Nuisances in the form of objectionable smells, sounds, hygiene, or cleanliness shall be first handled privately, with the House President responsible for arbitrating irreconcilable disputes.
7. Parking.
  0. One parking pass will be distributed free of charge to any Member who requests it for her personal use or for the short-term personal use of an out-of-town guest.
8. Guests.
  0. Members may have a guest for dinner for up to 2 consecutive nights without prior notification of the house.
  1. Guests staying in the House overnight longer than 4 nights per semester shall require House approval. If joining in communal meals and/or using GUFF food supplies, guests shall also pay house charges for their stay (determined by the number of days at Baker multiplied by the daily house charge, as set by House Treasurer), or may work the equivalent labor hours as determined by the ICC living wage.
9. Quiet Hours.
  0. Quiet hours will be determined by the house at the start of each semester.
10. Approving Members. The ICC is directed to allow qualified members to sign contracts in accordance with the following guidelines:
  1. (1) Graduate Students.
    0. To be defined as a graduate student, a Member must be
      - a. ~~(a) A student as defined by the ICC, and~~

