

# **Black Elk Cooperative House Constitution**

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BLACK ELK COOPERATIVE HOUSE  
902 BALDWIN Ave, Ann Arbor MI 48104

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Note: All mentions of the Inter-Cooperative Council Standing Rules refer to those updated as of June 6, 2016.

## **PREAMBLE**

We, the members of the Black Elk Cooperative House, associate ourselves in accordance with the spirit of the Rochdale Principles of Cooperation for the purpose of providing room and board to students of the University of Michigan, Eastern Michigan University, Washtenaw Community College, and other local students and non-students. The Cooperative Principles we adopt are as follows:

1. Open membership: There will be no restriction on membership for any reason other than available room and ability and willingness to discharge duties as house members.
2. Democracy: Each member has one and only one vote, each member shares the house duties in as nearly an equitable a manner as possible and each shares equally in the benefits derived.
3. Education: The house will be a working example of cooperative living and will educate its members and others on campus in the principles of cooperatives.
4. Cooperation: By supporting the Inter-Cooperative Council the house will promote the cooperative movement. By its membership in other cooperative organizations it will support the movement in general as much as possible without impairing the efficient functioning of the house. The house will actively cooperate with other cooperatives at local, national, and international levels in order to further serve their members and their communities.
5. Diversity: The house shall prioritize and promote social justice and may reference the

Diversity Committee Policy Manual for guidance.

## **ARTICLE I HOUSE OPERATIONS**

Sec 1 The name of the group which operates under this constitution is the Black Elk Cooperative House.

Sec 2 This house is a member of and abides by the Standing Rules of the Inter-Cooperative Council at the University of Michigan.

Sec 3 The house shall always keep an updated copy of both the constitution and ICC Standing Rules posted in an easily accessible place within a common area.

## **ARTICLE II MEMBERSHIP**

Sec 1 Membership in the Black Elk Cooperative House requires:

- a. Acceptance by the Inter-Cooperative Council Black Elk Cooperative House Constitution
- b. Payment of membership deposit and fee, and
- c. Boarding at the house.

Sec 2 Duties of House Members

- a. House members are responsible for work assigned by the choreographer of the house. Under no circumstances may a member hire another person to do their work.
- b. House members are responsible for payment of bills as determined by the house and the Inter-Cooperative Council.
- c. House members must make a reasonable effort to attend regular house meetings (and if you can't attend, contact the house president).
- d. House members must abide by rules passed at house meetings and the house constitution.
- e. House members may be required to serve on ICC committees.

Sec 3 Referral and Expulsion

- a. Uncooperative, prejudicial, and/or harmful behavior will not be tolerated by the house and are grounds for referral and expulsion. Please refer to the ICC Standing Rules regarding the rights of members and hearing processes in the instances of referrals and expulsions (see Chapter 6 and Chapter 7).

## **ARTICLE III HOUSE MEETINGS**

Sec 1: A privilege, right, and responsibility of members is to attend and participate in house meetings. Voting in absentee for votes planned on the agenda is allowed if a member is unable to attend and lets the president know in advance. The house shall try to make decision by consensus at all house meetings, but if the president sees fit, Robert's Rules of Order shall be used as a guideline.

Sec 2 Quorum: A quorum shall consist of a simple majority of all members at a regularly

scheduled or special house meeting. Absentee votes will count towards quorum. The president will announce if people voted absentee before each vote. If quorum is not achieved no changes to the house's policies or constitution may be made, nor can any votes be taken which affect the house budget or any of its present, past, or future members.

Sec 3 Schedule: A regular house meeting is one called by the President and should be held at least every other week.

Sec 4 Agenda: All house meetings must have their agenda posted 24 hours prior to the meeting.

Sec 5 House Policy Changes: House rules will be passed by a simple majority of members voting at a house meeting, with the president voting in case of a tie. The policies only remain in effect for the contract period under which they are voted on.

- a. Gender Ratio - The house will determine a gender ratio (man, woman, non-binary or other) each Fall for the next academic year.
- b. "Single Semester" Contracts - During the academic year, no more than 10% of contracts may be a single semester contract per semester (i.e. 10% in fall, 10% in winter terms). Exceptions can be made for individuals who need to leave after the fall portion of their fall/winter contract.

Sec 6 House Constitution Amendments: An amendment to the House Constitution must be posted 24 hours prior to the meeting and will be passed either by a 2/3 majority of the total membership or by 90% of the members at a meeting, whichever is smaller. In the latter situation, 90% of quorum must vote in the affirmative in order for an amendment to pass (abstentions will be counted as no votes). If a member cannot attend, they may submit an absentee vote to the president. In such a case, the member shall be counted as present for the duration of the vote.

Sec 7 Special House Meetings: Special house meetings may be called by any house member for any house-related purpose, and are voluntary, but strongly encouraged. The purpose of the special meeting must be indicated on the agenda which must be posted for 24 hours prior to the proposed meeting.

Sec 8 Tabling: Any proposal/amendment may be tabled until the next meeting or called to a vote immediately by a simple majority of the members voting at a house meeting.

## **ARTICLE IV HOUSE OFFICERS**

### **Sec 1 Election of House Officers**

- a. House officers shall be elected within one week after the beginning of the semester. A simple majority of votes cast is necessary to elect house officers. If there are three or more candidates and no one receives a majority, there shall be a runoff election dropping the lowest candidate each time until one candidate receives a majority vote.

- b. Officers may be elected at the end of the current semester to take office the following full semester (excluding summer session). The House President, Board Representative, and Maintenance Manager must be elected in April to serve year long terms until the following April. If these officers are not living in the house during the summer, a temporary replacement shall be elected for the summer term.
- c. Temporary officers may be elected by a simple majority of those voting at a house meeting, to take charge in the absence of the permanent officers.
- d. The remaining house officer positions shall serve for a term of one semester. Officers may be re-elected to office at the first meeting of the Winter semester. At the end of the Fall semester, officers will delegate or continue their responsibilities until the Winter meeting elections. Officers must attend ICC Officer Trainings.
- e. At the end of the fall term, the house president shall organize/run an evaluation process for each of the outgoing officers that will give constructive feedback as to how they have performed. This should take place before the winter elections.
- f. If a member wishes to expel any officer before their term is over, they must post the proposal 72 hours prior a scheduled meeting and make all attempts to ensure the officer's attendance at said meeting. The proposal requires a 2/3 majority of the total rooming membership. If passed, an election for a new officer should take place at the same meeting. If that is not possible, an interim officer must be appointed until a new officer is officially elected.
- g. The following lists Black Elk's officer positions:
  - 1. President
  - 2. Board Representative
  - 3. Maintenance Manager
  - 4. Chore~eographer
  - 5. Secretary
  - 6. Treasurer
  - 7. Food Steward
  - 8. Kitchen Czar
  - 9. Interim Manager
  - 10. Sustainability Steward
  - 11. Social Chair

Sec 2 The Officers and their duties:

- a. President. The chief role of the president is to be the communication link between the house and the ICC, ensuring that the needs and opinions of the house members are represented at a central level, and informing house members of ICC-wide issues and events. The President shall preside over all house meetings; post all notices relevant to the members of the house, including notices to the house that are received by mail; post notices of house meetings, stating time and date of the meeting and the agenda, at least 24 hours prior to the scheduled meeting; act as official representative for Black Elk in its relations with all other organizations, other ICC houses and the ICC central office. The president shall be a roomer of Black Elk.

- b. Board Representative. The board representative is a trustee to the ICC. They attend and participate in all ICC Board Meetings (see ICC Standing Rule 1.1). They also announce and post ICC ideas, policies, problems, and BoD minutes to the House. They communicate house needs to the Board and they communicate organizational needs to the House.
- c. Maintenance Manager. The maintenance manager shall be responsible for the maintenance of the house, the house appliances and facilities. They shall make investigations into the purchase of necessary materials, utensils, and appliances (with the approval of the house when necessary). They shall perform all maintenance work or arrange to have the work contracted out. The maintenance manager shall organize the maintenance room and follow the preventive maintenance program as described by the ICC maintenance committee and shall keep accurate records on all house work.
- d. Choreographer. The choreographer shall be responsible for assigning in an equitable manner the work necessary for the efficient and sanitary functioning of the house, and for seeing that the work is carried out properly. The choreographer shall see that all house members carry out their appointed responsibilities. They are responsible for keeping track of missed work. If a member misses work, they will be assigned make-up hours. If the member misses work and make-up hours, the member may be fined. Fines shall be decided by the choreographer, president, and treasurer. Fines may not exceed \$15/hour. If the member continually misses work and make-up hours, they may be placed on referral.
- e. Secretary. The secretary shall take minutes of house meetings. They shall post minutes of each meeting no later than 24 hours after the meeting by emailing them to the house and uploading them to the appropriate Google Drives. The secretary shall reroute and forward the mail every day, organize the mailroom, take out mail-room recycling, and create mailboxes for new members. The secretary may also create propaganda flyers for house events and announcements (see the Google Drive folder for examples).
- f. Treasurer. The treasurer shall formulate the house budget and present it to the house for approval, keep account of all transactions including online rent payments, and make monthly balances of the books. For transparency sake, all treasurer documents should be updated frequently and made available online in the appropriate Google Drives and should only be editable by the treasurer and house president. They are responsible for making financial reports at house meetings. At the beginning of the month, the treasurer is responsible for reminding members of their house and ICC charges. The treasurer shall keep other house officers well informed concerning the financial status of the house and its budget. The treasurer will write check reimbursements to members who have bought house-approved items on personal cards and will oversee house credit card purchases.
- g. Food Steward(s). The food steward(s) shall be in charge of supplying food and other items for the kitchen, as well as any other communal products the house needs that do not qualify as amenities, according to the house's needs and residents' requests.
- h. Kitchen Czar. It is the Kitchen Czar's job to manage the Five Focus Areas of the kitchen (according to ICC guidelines). The Kitchen Czar schedules the maintenance of these

areas and either completes the tasks themselves or works with the Choreographer to delegate to members.

1. The Sanitizer

- i. Clean the sanitizer regularly.
- ii. Use a test strip to make sure chlorine concentration is between 50-100 ppm.
- iii. De-lime the sanitizer periodically (at least once every two months).
- iv. Make sure that sanitizer fluids are stocked (collaborate with food steward(s)).

2. The Fridge

- i. Clean the fridge coils and empty the water basin underneath the fridge at least monthly.
- ii. Maintain correct organization of food.
  - a. Make sure that food is properly sealed/labeled with a date and name of food item. Throw away open, refrigerated food items after 5-7 days.
  - b. Clean the non-guff fridge and throw out all old and/or unlabelled food at least once per week.
  - c. Clean the outside of the fridges (including their handles) weekly.
- iii. Maintain correct temperatures of the fridge by regularly checking the thermometers.

3. The Stove and Ovens

- i. Should be done each work holiday:
  - a. Degrease the stove's fume hood and fan cover.
  - b. Soak and degrease the stovetop and griddle.
  - c. Deep clean the ovens and their grease trap with vinegar and baking soda.

4. Educating Members

- i. Educate members on how to...
  - a. Properly use the stove, oven, sanitizer, appliances, and utensils.
  - b. Do dinner clean (preferably within the first two weeks of a term).
  - c. Follow OSEH Sanitation guidelines for keeping "food safe."
  - d. Clean dishes and silverware.
  - e. Label food items and store them in the fridge or freezer.
  - f. Store dry good items (nothing on the floor).

5. Cleaning supplies and other responsibilities

- i. Check cleaning supply inventory, inform the food steward(s) of what is needed.
- ii. Things that should be stocked include: bleach, windex, degreaser, scouring pads, steel wool, paper towels, rags, hand soap, delimer, test strips, and a metal stem thermometer that should read at least from the range of (0-220 degrees Fahrenheit).
- iii. Organize shelves, items in cabinets, and dry food storage room.

- iv. Clean the pantry regularly.
  - a. Check for pest or rodents. If necessary, lay down traps in the area.
  - b. Sweep debris off floor and shelves.
- i. Interim Manager. Assumes all officer functions and oversees operations during interim until the incoming House President is trained. The IM should be someone who lives at the house and has a current and future contract. They must be readily accessible throughout the entire interim period and be in regular communication with an Interim Assistance Committee (IAC) member for any needed support, resources, and inspections. (Also refer to Articles XI and XII)
  - 1. Training: Interim Manager training typically happens ~two weeks before the last day of classes of any semester. Training is conducted by the IAC and Director of Membership at the ICC Education Center.
  - 2. Communications: The IM keeps housemates aware of all interim dates, deadlines, policies, and procedures related to move-in and move-out.
  - 3. Interim Work Schedule and Inspection Prep: compose an interim work schedule enlisting the aid of recurring and incoming members as needed.
  - 4. Supervising Move-in and Move-out: monitor the online membership database and keep records of arrival/departure schedules.
  - 5. Inspections: All member rooms are inspected by the IM immediately after move out and checked again prior to any move-in. All unoccupied member rooms should be clean and free of dirt, debris, and personal possessions. Accompany IAC on interim inspections
  - 6. Acquire the Key Board from the outgoing House President and collect outgoing members' keys.
- j. Sustainability Steward(s). Description to be added at a later date.
- k. Social Chair. Description to be added at a later date.

## ARTICLE V WORK

If you are going to miss work, cover your ass (find a replacement), damn it (!)

### Sec 1 Labor expectations

- a. Dinner Cooks - Dinner cooks are in charge of making a nutritious meal for the house on the day they are listed. They have one cooking partner, and can request ingredients for meals by coordinating with the food stewards in advance of their required cooking day. Dinner cooks are required to make a vegetarian meal with a vegan option. The entire meal can be vegan if the cooks would like, as long as everyone in the house will be able to consume the meal together with all dietary restrictions accounted for. (Dietary Restrictions/allergies will be posted in the kitchen) Dinner should be served at the time voted upon at the first house meeting of the contract term.
  - i. Make sure to check the 'save plate' list before calling the entire house down for dinner. Save plates are critical for those individuals who have long days and cannot make it to house dinners on time. EVERYONE should be able to take part in house dinners, even if they cannot physically attend, they should still be able to enjoy their meal when they come home later in the evening. If a person has taken

the time to request a save plate, then we need to make time to package one up in a Tupperware container with that person's name on it and save it for them in the fridge. Dinner cooks are responsible for making enough food for save plates and for members present for house dinners. Save plates are up for grabs after 24 hours. The save plate chart is renewed after each week.

- b. Dinner Clean - Dinner cleaners are in charge of cleaning all of the pots and pans that were used during dinner, any cooking utensils, knives, etc. that are found throughout the kitchen (i.e. everything in the kitchen). Once washed these items should go through the sanitizer and then be put away in their designated cupboards. Dinner cleaners are also responsible for sweeping and mopping the kitchen floors (both the upper kitchen and lower kitchen). They are also expected to clean the kitchen counter tops and the silver island in the middle of the lower kitchen.
- c. Bathroom Cleans: Bathroom cleaners will find all cleaning supplies underneath the sinks of each bathroom. If they cannot find these cleaning supplies, please use the cleaning supplies from another bathroom and then inform the choreographer so that they can make sure all the bathrooms are stocked with what is needed to clean them! Cleaners are required to windex mirrors, clean toilet bowls, scrub showers (or at least sections that need scrubbing the most), and clean the sinks, as well as the floors, and take out the trash. Please make sure when you take out the trash that you replace the garbage bin with a new trash bag/ plastic bag. Everyone enjoys a clean bathroom and will love bathroom cleaners forever for making our porcelain thrones pristine.
- d. Living Room Clean: The living room is a great culminating space for our house to come together and bond, so it is essential that we keep it clean! Often times cups and plates will be left on the dining room table; these need to be taken into the kitchen to be washed and put on the sanitizer racks. Living room cleaners are expected to clean the living room table, tidy up the couches, put any art supplies back into the bin that is underneath the activities table in the corner, vacuum/sweep the living room, dust the windowsills with a wet rag and organize/clean/dust anything else that needs a little TLC!
- e. Study Clean: The study is another lovely hangout for all of our BE (black elk) friends. Please make sure any cups/ plates that are left in the study are taken back into the kitchen to be cleaned and put on the sanitizer racks. Study cleaners are expected to tidy up the couches, fold any blankets, clean the table in the center of the room, vacuum/sweep the study, organize the computer station and the bookshelves, dust the windowsills with a wet rag, and anything else they see fit!
- f. Basement/ Laundry Room Clean: Basement/ laundry room cleaners are expected to keep the laundry room organized; ensure that any guff towels or rags are put in their designated areas, check if the garbage needs to be taken out and if so then replace the bin with a new bag, empty the lint trap and sweep the laundry room. The basement common area should be cleared of any leftover cups and plates. These should be washed and put onto the sanitizer racks. The table in the basement should be cleaned, couches should be tidied, blankets folded, along with any other things that the basement cleaner deems essential to the cleaning of the room.

- g. Vacuuming Hallways/Stairs/Basement: Floor cleaners are expected to clear any items that may disrupt the vacuum's ability to clean the floors effectively. If a floor cleaner decides that sweeping or mopping would be more effective on wood floors, then by all means sweep and mop instead of using the vacuum. First floor hallway cleaners should clean the door matts lining the floors, as well as any mats placed in the entryway. If there are any shoes or miscellaneous items in hallways or on stairs these items should be gathered and placed either at the bottom or top of the stairs; house members should be informed that there are personal items that need to be picked up.
- h. Guff Launderer: There are two buckets beneath the lower kitchen sink labeled 'clean' and 'dirty' rags. Launderers will gather the dirty rags, bath mats in each bathroom, and any guff towels and wash them. Once these items have been cleaned, launderers will return them to their designated areas.
- i. Guff Cook: Guff cook is so, so much fun. These cooking hours are designated to making large quantities of house snacks like granola, hummus, guacamole, etc. or house staples like marinated tofu, rice, etc. Guff cooks can coordinate with the food stewards if they need special ingredients as long as they give food stewards proper notice. After making whatever food they decide, the dish should be stored properly, labeled and dated. Guff cooks are responsible for cleaning up any mess that's been made.
- j. Perimeter Clean: This involves the sweeping of porches and balconies, picking up any trash or miscellaneous items around the perimeter of our house, as well as cleaning and plates or cups that have been left behind on outdoor tables or chairs. In the winter months this will involve shoveling the snow off of our front door steps, shoveling the driveway, making a clear and safe walking path on the front porch leading up to the front door.
- k. Bottle Return: Bottle Returners are responsible for taking all of the bottles accumulating on the basement stairs landing to the bottle return of their choice. After receiving the money from the cashier, they should ensure to return the bottle return garbage pails to their designated areas and to put the bottle return money into the Treasurer's mail box.

Sec 2 Work Holiday

- a. See S.R. 15.12

Sec 3 Missed Labor Policies - see chore~eographer description.

**ARTICLE VI ROOM ASSIGNMENTS**

Sec 1 House members exercise room choice on the basis of seniority with the person having the highest seniority to have the first choice, the person with the second highest seniority, second choice, etc. Seniority is determined by the Black Elk point system.

Sec 2 Black Elk's point system will work as follows:

- a. Black Elk Seniority Point System

|  |      |        |               |                  |
|--|------|--------|---------------|------------------|
|  | Fall | Winter | Spring/Summer | Spring or Summer |
|--|------|--------|---------------|------------------|

|          |     |     |     |      |
|----------|-----|-----|-----|------|
| Roomers  | 1   | 1   | 1   | 0.5  |
| Boarders | 0.5 | 0.5 | 0.5 | 0.25 |

- b. Points have an active or inactive status\*.
1. Not living in Black Elk for a spring and/or a summer term will never cause a person's points to go inactive.
  2. Any member may leave Black Elk for one fall OR one winter semester and have their points remain active.
  3. Any house member may leave to participate in an academic study abroad program for up to one fall and one winter semester and have their points remain active.
  4. Otherwise, when a member leaves for consecutive fall and winter semesters or more, their points become inactive.
  5. Points may never be re-activated after a period of three years away from Black Elk
    - i. Active Points- A person with active points is any person who has roomed and/or boarded at Black Elk for the semester immediately prior (see exceptions above).
    - ii. Inactive Points- A person with inactive points is any person who did not live in Black Elk during the previous two consecutive semesters (see Sec 2 B 1-6), and who has points from previous Black Elk semesters (from a year or more ago), or from semesters at other ICC or NASCO housing co-ops. Approval of points for other coops outside of NASCO should be voted on case by case at house discretion. They form a completely separate room-pick seniority list, which is not used until after the active member seniority list is exhausted. (ie: an Elker with < active points will bid before a new Elker with six inactive points)
- c. After six weeks of rooming/ boarding at Black Elk, ICC/NASCO points of other houses will become active Elk points. There will be a cap on initially joining the house with more than six points of non-elk origin, (six points being the equivalent of two full years in an ICC/NASCO housing co-op).
- d. Ties between members with the same number of points will be broken based on contract signing. Seniority will be determined by the date on which a Black Elk contract was signed. Thus whoever signed a Black Elk contract earliest of the involved parties will pick first. If someone first signed a contract 2 years ago, and hasn't left/ become inactive since, then the date they first signed a Black Elk contract would be the date used. (Breaks wherein points become inactive would count as starting over and signing a new Black Elk contract).

Sec 3 Procedures for determining fall room choices:

- a. A list of seniority rankings shall be made in April for all members who have signed

contracts for the fall semester. Each member shall be granted the seniority due to them at the time the list is made. A person who intends to remain in the house during the summer can not count that summer towards their seniority for the following fall, nor can they replace the designated fall occupant of that room on the basis of their other spring/summer occupancy.

- b. In April, a room picks meeting will be held for all who have signed a contract for the upcoming fall semester. It is the responsibility of the winter in-house president to do the following:
  - i. contact new and/or out-of-town members at least ten days before the date of the room picks meeting
  - ii. to gather room preference information from those members
  - iii. to inform all members of their right to designate a proxy if they cannot attend the meeting
  - iv. to serve as proxy for members who cannot attend, based on their stated preferences.
- c. Room choices shall be made at the April room picks meeting according to the seniority list described above, and the choices shall be recorded at the time they are made. This list shall be kept by the spring/summer house president during the spring/summer, a copy shall be turned in to the ICC office, and a copy should be posted in common space.
- d. At no time may any member be displaced from the room he or she chose at the room picks meeting except for gender ratio reasons. However, once a member's contract period has begun (including the entire duration of the f/w and s/s contract periods), the member may not be displaced from their room unless required to do so by ICC policies.
- e. Members who would like to be roommates shall temporarily (for the duration of the room picks meeting) assume the seniority rank of the roommate with the most seniority points of the pair/group.
- f. It will be the responsibility of the spring/summer house president to:
  - i. Frequently check the online database throughout the spring/summer term to determine the status of newly signed contracts.
  - ii. Contact new signers, and, in the event that multiple room choices are available, send a Room Preference Form (Appendix A) along with a stamped, addressed envelope, to their current/summer address on file at the ICC office. Alternatively, if email contact is established with the new signer, this form may be sent via email.
  - iii. If possible, assign rooms to new signers based, on their stated preferences according to the preference form. This should be done before the last day of the summer term (i.e. the day before the first day of interim).
- g. In the case of contract cancellations during the summer, the choice for the vacated room shall be made according to the seniority ranking as of the first day of fall term.
- h. In the event that the house has new members for the winter term, communication and room preferences should be established similar to the procedure described for the fall term.

Sec 4 A seniority list for the winter term shall be made in December and a separate seniority list for the summer term shall be made in April for those who will be in the house during the summer.

Sec 5 In case of room vacancies during the year, room choices are made according to the seniority of those living the house at the time of vacancy occurs.

Sec 6 Roommate preferences should be worked out between the members concerned. It will be left to the house members to resolve any conflicts in a fair and cooperative manner.

Sec 7 The president shall be responsible for maintaining an accurate seniority list and for seeing that room choices are made in accordance with the rules established above.

Sec 8 A member may not have a single longer than 4 consecutive fall and winter semesters (excludes Spring/ Summer).

#### **ARTICLE VII VEGETARIANISM**

The house will neither buy fish, fowl, nor red meat, and no member shall store, prepare or consume meat of any kind within Black Elk. The house will buy no animal products with the exception of honey, eggs, and dairy products.

#### **ARTICLE VIII SMOKING**

Neither members nor guests will be allowed to smoke tobacco in Black Elk.

#### **ARTICLE IX PARTY**

All parties and party advertisements must be approved by the majority of the house, and a completed Party Policy Form must be submitted to the ICC Office (see Standing Rule 8.17).

#### **ARTICLE X PET POLICY**

Black Elk's pet policy is in line with ICC pet policy [see: Standing Rules 9.7 and 8.5]. If a member wishes to move an animal into the house, they must additionally agree to the following standards:

##### Sec 1 Health

- a. All animals must be free of fleas upon arrival. Their owner is responsible for flea extermination and any costs that might happen if fleas are acquired while in the house.

##### Sec 2 References

- a. If the animal owner/potential owner has a roommate they must first obtain verbal permission from the roommate.
- b. If the animal has lived in other ICC houses, the owner must obtain a "pet reference." This reference should be a written response from a present or former house official to the house.
  - i. Exceptions may be made if house official is not available by obtaining permission

from the house in general. This includes coming to a house meeting to discuss any concerns with the animal moving in and any other basic information house member's desire. Permission will be granted through a 85% house vote.

### Sec 3 Rules governing the animal's relationship with house

- a. All animals that can be must be litter box-trained.
  - i. The location of the litter box is to be voted on by the house in a case by case fashion.
  - ii. Litter boxes may never be kept in kitchens, dining room, or carpeted common space areas.
  - iii. Litter boxes must be cleaned/emptied every 1-5 days.
- b. Locations of enclosed habitats (ex: cages, hutches, or terrariums) will be voted upon on a case by case basis.
- c. Case by case treatment will be used for allowing pets into common spaces.
  - i. Animals are never allowed in inspectable kitchens and food storage areas.

### Sec 4 Policy Agreeance

- a. The house president or other declared house officers will be responsible for enforcing this policy.
- b. Owners must sign this policy stating that they agree to adhere to it before the cat is allowed in the house.

### Sec 5 Allergies and Pets:

- a. Be aware that this is a pet-friendly house, so if you have an allergy consider that before signing.

## **ARTICLE XI MOVING OUT**

(See: S.R. 8.3.5) After the day one should move out, if a room that used to be occupied by member(s) is not clean or does not have a bed, dresser, desk, and a chair (two beds, dressers, two desks, and two chairs for a double room) before ICC inspection or before others move in (whichever is nearer), the house reserves the right to fine old occupant(s) of the room for the time spent on cleaning or bringing necessary furniture back to the room by the new occupant(s) or others; and the ICC fine due to inspection will be charged back to the old occupants. If furniture, wall, or the floor is damaged, the house also reserves the right to assess a fine.

- a. Members **MUST** move out on the last day of their contract. Any holdovers are subject to being fined.
- b. Members must return their room keys/side door keys to the interim manager.

## **ARTICLE XII INTERIM**

Sec 1 A temporary work schedule will be created by the IM for any recurring members and/or members moving in early.

Sec 2 Bulk orders and store-runs will be completed by the IM as necessary during interim.

### Sec 3 Inspections

- a. All outgoing members are responsible for removing any personal belongings from their rooms, as well as sweeping and dusting before moving out. Any furniture that has been temporarily removed must be returned and any bed frames that have been disassembled must be reassembled.
- b. The IM is responsible for ensuring that all furniture is accounted for, that window screens are installed, and that all lights/smoke detectors are functioning.