

Karl D. Gregory Cooperative House Constitution

Updated March 25, 2016

Preamble:

We, the members of the Karl D. Gregory Cooperative House, located at 1617 Washtenaw Avenue, Ann Arbor, Michigan, associate ourselves for the purpose of providing low-cost room and board cooperatively for the students at The University of Michigan. As members of the Inter-Cooperative Council (ICC), a mutual housing association, we subscribe to the following principles and values:

1. All people have equal worth. 2. Control of resources to meet basic needs is a right. 3. There is value in independent contribution. 4. Inter-connectedness is critical to survival. 5. Individuals acting together are more effective than working alone. 6. The purpose of the co-op is to provide services to members. 7. Cooperative self-help is the most reliable resource. 8. Community is vital to success. 9. Community is a result of participation and empowerment. 10. Participation and knowledge lead to empowerment. 11. Empowerment leads to actions, which reflect and bring our values to reality. 12. The co-op should benefit both current and future members. 13. The co-op will strive for diversity such as gender and race.

The Rochdale Principles

As a cooperative house, we also associate ourselves with the following principles of cooperation modeled after those established by the Rochdale Society of Equitable Pioneers, as adopted by the ICC and stated in the organization's By-Laws:

Open Membership: in a co-op shall be voluntary and non-discriminatory. All who can use its services and agree to share in the responsibilities required to run the co-op shall be eligible to join, regardless of race, religion, national origin, sexual orientation, or political beliefs.

Democratic Participation: Each member has exactly one vote regardless of the amount of his/her investment; all members together control the organization.

Neutrality: Cooperatives remain neutral in questions of partisanship and religion.

Limited interest on invested capital: Share capital invested by members shall receive a strictly limited rate of interest.

Distribution of economic result: The year-end savings of member co-ops may be distributed as a patronage refund to the members.

Education: Cooperatives shall constantly educate their members, employees, and the public in the principles and practices of cooperation, both economic and democratic.

Mutual cooperation: All cooperative organizations shall actively cooperate on practical matters with other cooperatives at local, national, and international levels to further serve their members and their communities.

Continuous Expansion: Our cooperatives shall support the continuous expansion of the ICC and the cooperative movement, in order to best serve the community.

Article I: General House Operations

1. The name of the group, which operates under this Constitution, is the Karl D. Gregory Cooperative House (hereafter referred to as "the House").
2. Karl D. Gregory House, in order to promote a more responsible living environment, proclaims its independence from the deleterious effects of substances, and forbids their possession, use, sale, or cultivation on House property. These unwanted substances include: all alcoholic beverages and all tobacco (including cigarettes, cigars, pipes, and chewing tobacco). Naturally, all substances that are illegal under federal, state, and local ordinances will not be allowed inside Gregory House. Exempted items include over-the-counter products labeled for use as medicines, as well as medicines prescribed by a licensed doctor.
3. In this document, 'term' shall mean a semester at The University of Michigan in Ann Arbor. The Spring and Summer semesters shall be taken together as one term.
4. The House is a member of and abides by the Bylaws and Standing Rules of the Inter-Cooperative Council at The University of Michigan (hereafter referred to the ICC).
5. Parking Permits
 - a. Parking shall be regulated by the House President.
 - b. At the first meeting of each year, the President shall compile a list of members who would like parking spaces. The parking spaces will be then divided among members in a system devised by the president, unless otherwise noted in the House Standing Rules;
 - c. Members are responsible for calling visitors who require parking to the attention of the house and president via email;
 - d. The President shall also ensure that members and visitors only park in designated parking spaces. Further, the President shall take all measures to notify unauthorized users of parking spaces and all illegally parked vehicles, and to remove their vehicles as necessary.
 - e. The President shall be responsible for communications with the neighbors at 810 & 820 Oxford. This shall include, but not be limited to, provision of a list of current authorized users of the House parking spaces to the owners of these properties or their agents.
6. Meals
 - a. The House shall be considered omnivorous;
 - b. Vegetarian entree options shall be provided at all meals
 - c. Vegan entree options shall be provided at all meals if there is at least one vegan boarding at Gregory House. (POLICY TEMPORARILY SUSPENDED BY CEO UNTIL 2015-12-31)
7. The ownership of domesticated cats on House property is prohibited (see ICC Standing Rule 8.4).

8. In accordance with ICC Standing Rule 17.7, no member shall be on the roof of Gregory House, except for maintenance purposes approved by an ICC Maintenance Coordinator.
9. The House recognizes and prohibits all items expressly prohibited by ICC Standing Rule 4.38. These items include:
 1. Firearms;
 2. Ammunition;
 3. Explosives;
 4. Uncaged pets;
 5. Waterbeds;
 6. Motorcycles within the building.

Article II: Membership

1. To become a member of the House one must:
 - a. Be accepted by the ICC according to the current regulations and procedures, as defined by the Bylaws and Chapter 4 of the Standing Rules of the organization;
 - b. Be a student (as defined in Chapter 4 of the Standing Rules).
 - i. All non-students must be formally approved by vote at a house meeting. Approval of non-students must be obtained on a continuous basis for each contract period in which membership is desired.
 - c. Sign an ICC contract, purchase membership shares, and pay a membership fee;
 - d. Be assigned to the House as a roomer and/or boarder:
 - i. A "roomer" shall be defined as any person currently rooming in the House;
 - ii. A "boarder" shall be defined as any person currently boarding in the House.
2. *Gender Ratio*
3. *Rights*
4. The members of the House are being encouraged to participate in all aspects of House government, and are held to the following duties and obligations:
 - a. Be personally responsible for the work assigned to them by the Work Manager;
 - b. Participate in all work holidays;
 - c. Take part in the routine cleaning and upkeep of common areas in accordance with the standards established by the House;
 - d. Pay all debts as instructed by the House Treasurer;
 - e. Abide by all House rules and decisions, applicable ICC Rules, and valid instructions from House officers;
 - f. Attend and participate in House meetings;
 - g. Be responsible for the contents of notices posted on House bulletin boards.
 - i. By approval of the House according to standard process, reasonable sanctions may be imposed on a member who fails to perform adequately any of the above duties.

5. A motion to release a member from House charges or a motion to allow a member to rescind his/her membership contract with the ICC and the House must be passed by the members of the House according to standard House process in order to take effect.

Article III: House Meetings

1. All matters of policy not delegated to House officers shall be decided at House meetings.
 - a. The President shall call all meetings at his/her own discretion or when requested by a petition of one-third of the members of the House. The President shall give written notice at least two days in advance. The President shall email the agenda for the meeting no less than twenty-four hours prior to the start of the meeting.
 - b. Upon reasonable notice, which shall be designated as not less than twenty-four hours, the President may call a special House meeting. Only items listed in the written notice may be discussed and acted upon. All other rules applicable to House meetings shall apply.
 - c. *Agenda*
 - d. A quorum consists of greater than fifty percent of all House members. Quorum must be present at a House meeting in order to conduct business.
 - e. All members are required to attend House meetings. Members who cannot attend a House meeting must notify the President or Secretary in writing 24 hours prior to the meeting explaining why they cannot attend. The Work Manager shall assess make-up work to any member with an unexcused absence. The make-up work shall be two hours for every hour of missed meeting time.
2. Any house member is allowed to bring a proposal to the table at a house meeting.
 - a. This proposal shall be e-mailed to the house president 48 hours before the scheduled house meeting, with exemptions to time constraints as determined by the President.
 - b. A proposal shall be either a Rule Change Proposal to the House Constitution or Standing Rules, a Purchase Proposal, or a Circumstantial Proposal.
 - c. Rule change proposals must pass by a 2/3 majority, purchase proposal and circumstantial proposals (including expulsions) must pass by a simple majority.
 - d. Proposals shall consist of the proposed action, a background section, and a pros/cons section.
 - e. All House proposals shall be discussed utilizing a process of Kwunsensus as outlined in the ICC standing rules (Chapter 1, section 41).
 - i. During discussion, a member may bring a call to block the proposal. If the motion is seconded the call to block shall be brought to a vote. It is necessary to have over 50 percent of those voting to block the proposal.
 1. If the block passes, the proposal fails.
 2. If the block fails, discussion continues.
 - ii. After discussion, a call for reconciliation shall be made. A proposal shall be brought to reconciliation committee, if 10 percent of those voting vote to reconcile.

1. The Reconciliation Committee shall consist of the author of the original proposal, all interested members who obstructed the proposal, and any other interested members;
 2. The modified proposal shall be completed 24 hours in advance of the next scheduled House meeting and e-mailed to the house;
 3. If no modified proposal is submitted to the President within that time frame, the original proposal shall be resubmitted.
 4. The modified proposal or the resubmitted original proposal is brought to vote and must gain approval by 2/3 of the meeting's participants.
 5. A resubmitted (reconciled) proposal cannot be modified after resubmission, but must go directly to vote after discussion.
- iii. If the vote to reconcile fails, the proposal passes; any member may voice strong concerns for the proposal, to be noted in the minutes.
- f. All members are empowered to propose, approve, reconcile, table, or block a decision, within the parameters of the House's standard process;
 - g. An alteration to a proposal may be made on the floor, if so moved, seconded, agreed upon by the proposing member, and passed by the appropriate majority.
 - h. In situations where voting is required, all members have one vote. In these situations, however, the President shall be considered "present but not voting," with the exception of a tie in officer elections;
 - i. Any member of the house may make a call to bring a proposal on the agenda of a house meeting to be resolved by an e-mail vote. This motion may be made, either before (assuming the member making the motion is excused for the meeting), or during a meeting. The issue will be discussed at the house meeting as planned, but the president will send out an email with the proposal after the meeting and members will vote by responding to that email with "yes" or "no".
3. The President shall preside at all House meetings. In cases of conflict regarding parliamentary procedure, the meetings shall be run under Robert's Rules of Order, Revised;
 4. To provide for the smooth and continuous operation of the House, Standing Rules expressly designated as such may be enacted in the same manner as any other main motion, passing by 2/3. Standing Rules shall be maintained on the GUFF computer. To be effective, each Standing Rule must be sent to the house and to the ICC office via e-mail by the Secretary.
 5. If a member calls for an email vote on a meeting agenda item (see article V.C.4) or if the President decides that an issue must be considered before the next meeting, an e-mail vote may be held;
 - a. The President or a delegate will email the text of the proposal to the house, with the voting deadline and direction to reply "yes" or "no", and reconcile votes. Members vote by responding via e-mail;
 - b. A quorum of house members must take part in a valid email vote for it to be considered. The proposal will pass if approved by the members as describe. Both

original and reconciled proposals can be approved or rejected through a e-mail vote;

- c. The President will decide the length of the e-mail vote. An e-mail vote should be ongoing for at least 72 hours unless an issue is extremely time-critical, in which case it can be ended after as little as 24 hours. No e-mail vote shall last longer than 168 hours.
6. Executive Meetings and Officer Reports
 - a. In the interest of promoting efficiency in House operations, the President may, at any time, call a meeting of the Executive Committee.
 - i. The Executive Committee shall include all House officers;
 - ii. The Executive Committee shall be responsible for investigating member expulsions
 - iii. An Executive Committee requires a quorum of house officers
 - b. The President may also require any officer to write a report concerning his/her office at the end of the term of office.

Article IV: House Labor

1. The Work Manager will allocate work according to a system, which ensures that all members share equally in the labor required for the proper operation of the House.
 - a. Members are required to participate in the regular work schedule, as well as in Work Holiday;
2. All officers, with the exception of the Secretary and the Treasurer, shall receive full time off the regular work schedule.
 - a. The secretary shall receive two hours off. The Treasurer will receive three hours off. If the Secretary assumes the duty of the President, he/she shall receive full time off the regular work schedule during that period.
3. At the beginning of each term and at subsequent times as deemed necessary by members present at a House meeting according to standard House procedures, there shall be a Work Holiday.
 - a. The purpose of Work Holiday is to complete extraordinary projects related to the maintenance and improvements of the House;
 - b. The scope, method, and content of Work Holiday shall be decided by the Work Manager, in consultation with the Maintenance Manager.
4. *ICC Labor*
5. If a member is unable to perform their work, he/she must find a substitute or be excused by the Work Manager. This obligation applies regardless of the type of work to be performed. The definition of missing a work is the failure to do unscheduled work for seven days and the failure to do scheduled work.
 - a. A member who misses his/her work and refuses, on the suggestion of the Work Manager, to make up the missed shift shall be required to perform double the amount of work as the missed shift.

- b. If a member has not made up the doubled amount of required work within a time frame specified by the Work Manager, he/she shall be placed on Current Member Referral.
- c. If a member has missed two work shifts and has not made up the doubled amount of work for each work missed within the time frame specified by the Work Manager, he/she shall be brought before the House for an Expulsion hearing.
- d. When a member misses work, a monetary fining procedure may be implemented by the Work Manager. This procedure has to be posted the second week of each term in order to be valid.

Article V: House Officers and Elected Positions

1. The officers of the House, and the order of elections shall be as follows:
 1. President (CEO)
 2. Board Representative (CCO)
 3. Treasurer (CFO)
 4. Maintenance Manager (CTO)
 5. Work Manager (COO)
 6. Secretary and Social Chair (CIO)
 7. Food Steward (CLO)
 8. Kitchen Manager (CLO)
2. Terms of Office:
 - a. The President and Board Representative shall serve a term beginning in the fall contract period in the year he/she is elected until the end of the winter contract period in the following year.
 - b. The Treasurer shall serve from the election in the fall contract period until the end of the winter contract.
 - c. All other officers shall serve only for the term in which they were elected.
3. The procedure for nomination and elections of officers shall be as follows:
 - a. For each office, the President shall describe the duties of the position and call for nominations.
 - b. Nominations may then be offered, after which anyone nominated may speak in the meeting or decline the nomination.
 - c. The President shall e-mail sheet at least two days prior to the meeting requesting nominations, which also clearly outlines all officer duties.
 - d. In order of election, the President shall call for nominations for each position.
 - e. Once the nomination period has closed, each candidate will be given the opportunity to speak to his or her nomination and answer questions from members or decline the nomination;
 - f. Members shall vote for officers in the order specified
 - g. Each member shall receive one vote;

- iv. Authorizes purchases of budgeted or appropriated expenditures;
 - v. Maintains accounts in accordance with ICC finance methods and standards as outlined in the ICC Standing Rules, Appendix B: Standards of Bookkeeping for House Treasurers, so that the value of current assets, liabilities, expenses, and equity of the House and the debts of House members can be accurately determined;
 - vi. Asks members who are one month behind in charges to sign a loan agreement;
 - vii. Prepares monthly balances, presents the balances at the next House meeting, and prepares all other reports required by the ICC;
 - viii. Notifies the House when a member has bad debt;
 - ix. Cooperates with other house treasurers and the ICC staff in notifying former members of assessments, rebates, and bad debts;
 - x. Establishes procedures for making House purchases of supplies and equipment;
 - xi. Provides financial reports requested by other House officers or by motion at a House meeting;
 - xii. Attends all meetings for house treasurers and all ICC officer meetings.
- c. Board Representative (full time position)
- i. Is the official representative for the House;
 - 1. Attends and participates in all ICC Out of house meetings (see ICC Standing Rule 1.1);
 - 2. Attends and participates in all other meetings for board representatives.
 - ii. Responsible for educating house members in the current affairs of the ICC and its Board of Directors:
 - 1. E-mails the house the agenda for the next Board of Directors' meeting;
 - 2. E-mails the house the ICC Weekly Reporter and Cooperator;
 - 3. E-mails the house all motions brought before the Board of Directors;
 - 4. E-mails the house all other necessary information.
- d. Work Manager (full time position)
- i. Assigns members to the regular work schedule necessary to make sure that all work is performed;
 - ii. Responsible for coordinating and managing all House Work Holiday, in cooperation with the Maintenance Manager;
 - iii. Ensures that each House member performs his/her work in a timely and quality manner;
 - iv. Calls to the attention of the House any failure by members to perform any work on the work schedule;
 - v. Assigns make-up work;

- vi. Attends all ICC meetings for house Work Managers and all other ICC officer meetings;
- vii. Responsible for ensuring that a detailed explanation of all House work descriptions is sent out via e-mail at the beginning of the term.
 - 1. In the short-term, in his or her absence, the President shall defer the ability to manage the house to the Work Manager.
 - 2. In the case that the President is no longer able to serve as president, the Work Manager shall serve as interim president and conduct an emergency house meeting within a week to elect a new house president.
- e. Food Steward (full time position)
 - i. When Stewards deems necessary, provide cooks with a meal menu in order to ensure well-balanced meals with vegan entrees;
 - ii. Assure that the food necessary for meals is available and ready for the cooks to prepare;
 - iii. In cooperation with the Kitchen Manager, shall be responsible for storing all food properly;
 - iv. In cooperation with the Treasurer, shall order and purchase food, kitchen supplies, and household items;
 - v. Shall take and submit inventories at the end of the term or when the President, Treasurer, or motion of a House meeting so request;
 - vi. Shall train and assist House cooks in the safe and sanitary preparation of food;
 - vii. Shall attend all ICC meetings for House stewards and all ICC house officer meeting.
- f. Maintenance Manager (full time position)
 - i. In charge of maintaining and improving the physical condition of the House;
 - ii. Prepares for all inspections to ensure that all items in the House meet the required standards set by the state of Michigan and city of Ann Arbor;
 - iii. Assists the Work Manager in organizing and supervising all House Work Holidays;
 - iv. Supervises members assigned to maintenance work on the House work schedule;
 - v. Attends all ICC meetings for house Maintenance Managers, attends all ICC officer meetings, and attends all meetings of the Maintenance Committee;
 - vi. Brings before the Maintenance Committee proposals for projects that are requested by the House;
 - vii. Conducts at least one fire drill per term;
 - viii. In cooperation with the Treasurer, orders and purchases supplies, services, and equipment necessary for proper House maintenance, with

the exception that all purchases deemed by the House as large must be approved by the House before the purchase can be made;

ix. Is in charge of the care of the lawn mower.

g. *Interim Manager*

- i. The members shall elect interim officers as they deem necessary, in accordance with ICC Standing Rules 8.14;
- ii. These interim officers shall serve from the end of that term until the election of officers in the following term;
- iii. The election on interim officers need not comply with the procedures required for the election of regular House officers
- iv. Members during the Winter term may also elect interim officers for the following Fall term.

h. Secretary & Social Chair (full time position)

- i. Sorts all incoming mail;
- ii. Maintains an address file on former members and promptly forwards mail to them;
- iii. Attends and takes minutes at all House meetings;
- iv. Emails meeting minutes to House and uploads meeting minutes onto guff computer;
- v. Presents copies of all House-meeting minutes to the ICC Office within one week of having been approved by the House at a House meeting;
- vi. Updates the House Constitution and Standing Rules as needed and emails updated versions to the ICC office.
- vii. Shall plan and execute events and social activities for the house
- viii. The Socialist shall be allotted a budget at the second house meeting where the yearly budget is determined so as to fund house activities.

i. Kitchen Manager (full time position)

- i. Inspects all kitchen facilities regularly to ensure that they are sanitary, functioning properly, and in compliance with public health codes;
- ii. Is responsible for the results of all kitchen inspections and shall correct any citations in a timely manner;
- iii. Instructs and supervises clean-up workers in safe and sanitary kitchen procedures;
- iv. Examines at least once a week all food containers, especially those in the freezers and refrigerators, and discards all food that is spoiled or is about to spoil;
- v. Maintains all food storage areas, including the freezers, refrigerators, and food storerooms, in a sanitary and orderly condition;
- vi. In cooperation with the Stewards, is responsible for storing all food properly;
- vii. Attends all ICC meetings for House stewards and all ICC house officer meetings.

Article VI: House Officer Evaluations

Article VII: Finances

1. *Monthly Charges*
2. *Budget*
3. House finances shall operate in accordance with ICC Standing Rules Chapter 16 and Appendix.
4. *Reimbursements* // Only members holding the following offices shall be considered authorized signers on the House account for the term(s) in which they serve:
 - a. President
 - b. Treasurer
 - c. ICC FINANCE OFFICE
 - i. The ICC Director of Finance and Development, in accordance with ICC Standing Rules, Appendix B: Standards of Bookkeeping for House Treasurers, shall be an authorized signer on the House account;
 - ii. All checks on the House account must be signed by at least one authorized signer.
5. *House Credit Card Policies*
6. *Treasurer Reports*
7. *Fines*
8. Member Loan Agreement
 - a. Members who owe more than one month of charges shall be asked by the Treasurer to sign a loan agreement that includes:
 - i. The amount owed
 - ii. The payment policy
 - iii. Signatures of the member and two witnesses to that signing;
 - iv. The date
 - v. Space to write the date the House accepts the agreement or items as required by the ICC.
 - b. The completed form shall be brought before the House at the next House meeting for approval.
 - c. For a loan agreement to be accepted by the House, it must be approved by the House according to standard House process.

Article VIII: Room Selection

1. Occurrence
 - a. Room selection for the Fall shall take place in April at the Room Selection meeting amongst all members who have signed contracts for the Fall.

- b. Spring room selection shall occur in April at the Room Selection meeting amongst all members who have signed contracts for the Spring.
 - c. Summer room selection, if necessary, shall occur at the last meeting of the Spring term amongst all those people who have signed contracts for the summer.
 2. The member with the highest seniority in a group picks his/her room first, and so on. Seniority is determined according to the following rules:
 - a. Current House members and members who have been away from the House for no more than one term have the highest priority. This is the TAU group.
 - b. Members (roomers and boarders) of another ICC House at the time of the meeting in April have the next highest priority. This is the GAMMA group.
 - c. People who have lived in Gregory House previously and have been away longer than one term have the next highest priority. This is the NU group.
 - d. People who have lived in other NASCO houses have the next highest priority. This is the PLEDGE group.
 - e. New members have the lowest seniority. This is the RUSH group.
 3. Procedure for Fall and Summer
 - a. To determine rank within each group, the following point system will be used, with the largest number of points conferring the highest seniority. Point totals are to determine rank only within a group, and will never enable a member in one group to surpass a member in a group of higher priority.
 - i. Thirty-two points shall be given for every Fall or Winter term at Gregory House.
 - ii. Four points shall be given for every summer month lived at Gregory House.
 - iii. Sixteen points shall be given for every Fall or Winter term lived at another ICC House.
 - iv. Two points shall be given for every summer month lived at another ICC House.
 - v. Eight points shall be given for every Fall or Winter term lived at a NASCO House.
 - vi. One point shall be given for every summer month lived at a NASCO House.
 - b. Only past or present residence shall be taken into account in the above calculations. Intentions to reside in a co-op during summer months has no bearing on the Fall's room selection.
 - c. The House President shall be responsible for calculating seniority points for all members of the House.
 - d. In the event of a numerical tie, the president shall reorder those members in terms of their contract signing date from the contract period under dispute.
 - e. In the case that two individuals sign a contract on the same date, then seniority will be determined by a coin-flip.
 4. If a room becomes vacant during a contract period, it shall be filled in the following manner:

- a. The President shall compile a seniority list according to January room selections procedures.
 - b. In order of seniority, members shall be offered the vacant room.
 - c. The President shall move down the seniority list until a member expresses interest in the room.
 - d. Any member who might have moved into a vacant room before the regular room selection process has been carried out shall not be deemed to have "Squatter's Rights."
5. *Room Occupancy Limits*
6. *Key Policy*
7. *Squatter's Rights*
- a. House members can stay in the same room for a maximum of four consecutive Fall and Winter terms.
 - b. After four consecutive terms in the same room, a member no longer holds "Squatter's Rights" to that room. After four terms, another member with higher seniority may choose that room.
 - c. If the time limitation listed above expires mid-term (in January), no House member can be forced out of his/her room until the end of the contract period (May).
 - d. Spring/Summer terms do not count towards "Squatter's Rights."
 - e. A person may "squat" in a room from Fall/Winter into the Spring term and from Spring term into Summer term. A person may not "squat," however, from Summer term into Fall term.
8. *January Room Selection*
- a. Should a spot in a room open up during the Fall/Winter contract period, room selection procedures will be identical to Fall room selections with these exceptions:
 - i. January room selection shall occur at a House meeting in December. All people with contracts for the Winter term shall be present.
 - ii. The TAU group shall be subdivided into two groups:
 - 1. TAU-1: Current House members have highest priority.
 - 2. TAU-2: Members who have been away from Gregory House for no more than one term will be a separate group, with second highest priority (ranked between TAU-1 and the NU group).

Article IX: Interim

Article X: Discipline

- 1. Referral
 - a. Current Member Referral (CMR) is a type of probation, which a member of any ICC co-op can be placed on in accordance with the ICC Standing Rules. Some of the privileges, which are accorded to members of the ICC, are not available to members on CMR. CMR is an alternative to expulsion in many cases.

- i. ICC Standing Rules specify all grounds and procedures for placing a member on and removing a member from CMR. They do not permit this Constitution to supersede them. Therefore, this section shall serve only as interpretation of ICC Standing Rule 6.2. Any member with questions regarding CMR should speak to the President or to an ICC Member Services Director.
 - ii. In all cases where certain officers and/or members are empowered to institute CMR, they shall do so by presenting a written notice to the President.
 - iii. In all cases where a petition is required to institute CMR, the petition must be presented to and certified by the President.
 - iv. The President shall notify the member in question, the House, and the ICC Member Services Directors within two days of being contacted.
- b. Removal from Referral (see ICC Standing Rule 6.25)
- i. During Fall/Winter, the House may remove from CMR any member placed on referral, through a decision made at a House meeting according to standard House process. The House may remove any member placed on CMR by another House, or during a previous period, only after that member has lived in the House for three months;
 - ii. During Spring/Summer, the House may not remove any member from CMR unless that member was placed on referral by that same House.

2. Expulsion

- a. As outlined in ICC Standing Rule 6.14, the only grounds for expulsion are as follows:
 - i. Non-payment of charges, membership share, fee, or other ICC assessment;
 - ii. Non-work;
 - iii. Actions prohibited in the contract or ICC or House rules;
 - iv. Actions which constitute a significant threat to the health, safety or welfare of co-op members, whether or not such actions are also subject to penalties under civil or criminal law;
 - v. Generally unacceptable or uncooperative behavior (for a definition of uncooperative behavior, see (ICC Standing Rules, Chapter 7).
- b. Uncooperative behavior shall be determined by a motion of the House according to standard House procedures.
- c. ICC Standing Rules 6.14 & 6.15 specifies grounds and procedures for expelling a member from the House. They do, however, allow this Constitution to supersede them. The procedure for expulsion from the House shall be as follows:
 - i. Upon motion of his/her discretion, the President shall empower the Executive Committee to investigate all circumstances relating to the grounds for expulsion. If the member requesting the expulsion or the member whose expulsion is requested are members of the Executive Committee, they shall be excused from the investigation.

- ii. The Executive Committee shall be empowered to investigate all circumstances relating to the grounds for expulsion by a petition, signed by one-third of the House, presented to any member of the Executive Committee.
- iii. At a House meeting, the Executive Committee shall present its conclusions and the member charged may present a defense. At this time, the committee or any member may move that the member charged be expelled. This motion requires a second, and it will then be tabled and brought before the House at a special House meeting.
- iv. To be adopted, the motion for expulsion must be approved by the House according to standard House procedure. A motion for expulsion requires a majority vote to pass.

3. *Banning*

Article XI: Amendment

1. Constitution

- a. This Constitution shall automatically be in effect for the fall term of 1995. From September 1995 through the end of December 1995, the Constitution cannot be changed by any action of the House.
- b. Beginning with the winter term of 1996, the Constitution can be amended.

2. Amendments

- a. Amendments must be presented as a proposal at a House meeting and may be altered on the floor by members in attendance, according to standard House process
- b. Amendments to the House Constitution and Standing Rules must pass by a 2/3 majority.
- c. The final form of a constitutional amendment shall be posted, as accepted in its final form, for at least four days before the next House meeting. At this second meeting, the membership shall decide whether to enact it.
- d. The final form of the amendment shall be written into the Constitution after approval and will be e-mailed to the house and the ICC office within a week of approval. if approved by the House according to standard House process.

