

Robert Owen Cooperative House Constitution

Preamble

We, the members of Robert Owen Cooperative House, associate ourselves in accordance with the spirit of the Rochdale Principles for the purpose of providing room and board to students of the University of Michigan and people in the greater Ann Arbor area. The Rochdale Principles we adopt are as follows:

1. **Voluntary and Open Membership:** Cooperatives are voluntary organizations, open to all persons able to use their services and willing to accept the responsibilities of membership, without gender, social, racial, political or religious discrimination.
2. **Democratic Member Control:** Cooperatives are democratic organizations controlled by their members, who actively participate in setting their policies and making decisions. Men and women serving as elected representatives are accountable to the membership. In primary, cooperatives members have equal voting rights (one member, one vote) and cooperatives at other levels are also organized in a democratic manner.
3. **Member Economic Participation:** Members contribute equitably to, and democratically control, the capital of their cooperative. At least part of that capital is usually the common property of the cooperative. Members usually receive limited compensation, if any, on capital subscribed as a condition of membership. Members allocate surpluses for any or all of the following purposes: developing their cooperative, possibly by setting up reserves, part of which at least would be indivisible; benefiting members in proportion to their transactions with the cooperative; and supporting other activities approved by the membership.
4. **Autonomy and Independence:** Cooperatives are autonomous, self-help organizations controlled by their members. If they enter into agreements with other organizations, including governments, or raise capital from external sources, they do so on terms that ensure democratic control by their members and maintain their cooperative autonomy.
5. **Education, Training and Information:** Cooperatives provide education and training for their members, elected representatives, managers, and employees so they can contribute effectively to the development of their cooperatives. They inform the general public - particularly young people and opinion leaders - about the nature and benefits of cooperation.
6. **Cooperation among Cooperatives:** Cooperatives serve their members most effectively and strengthen the cooperative movement by working together through local, national, regional and international structures.

7. Concern for Community: Cooperatives work for the sustainable development of their communities through policies approved by their members.
8. 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

Section 1

The name of the group that operates under this constitution is the Robert Owen Cooperative House.

Section 2

The house is a member of and abides by the rules of the Inter-cooperative Council (ICC) at the University of Michigan, Ann Arbor.

Section 3

If house members are one month or more behind in their house charges and the house is unable to pay the bill because of this late payment, and the house receives a late payment fee for this situation, the members shall be assessed an equal portion of this fee. The definition of one month behind in charges shall be one week after the first day of the month.

Section 4

The president shall interpret and apply the Constitution whenever its provisions are brought into question. Any member may challenge the interpretation. The president may either suspend consideration of the question under discussion or may continue consideration with the understanding that any decision on the question is contingent upon the president's interpretation being upheld on appeal. To appeal, within two days of the challenge to the interpretation, all interested parties shall submit written arguments in favor of their particular position to the ICC General Manager or their delegate or to some person acceptable to all parties who will act as the resolving agent, provided, however, that the resolving agent may not be a member of the house unless all parties agree to this. Oral argument is allowable only if acceptable to all parties and the resolving agent is willing to hear the oral argument. The decision of the resolving agent is final and not binding on future disputes.

Article II: Membership

Section 1

Only persons who have been granted membership in the Inter-Cooperative Council and have paid the required amounts for membership may be members of the Robert Owen Cooperative House. Membership eligibility for non-students shall conform to the requirements outlined in Chapter 5 of the ICC Standing Rules (5.3.1).

Section 2

Any person currently rooming in the house shall be deemed a “roomer”. Any person currently boarding in the house shall be deemed a “boarder”. Any person who is either a roomer or a boarder shall be deemed a “member” of the house.

Section 3

The gender ratio shall be no more than sixty percent of one gender.

Section 4

Membership in Owen House grants the following rights:

- a. To live and/or board at Owen House in their assigned room during the period of their contracts.
- b. To live and/or board in a democratically managed House, under the auspices of a democratic organization embodying the values of transparency and impartiality. This right entails full democratic participation in officer elections and proposal referenda, as well as the recall of house officers.
- c. To live and/or board in a House, and room, which are clean and sanitary.
- d. To live and/or board in an assigned House and room which are safe and secure.
- e. To live and/or board in a House and room free from abuse, harassment and prejudicial behavior of any kind.
- f. To privacy in one’s assigned room
- g. To access all House and ICC rules, policies, and financial records
- h. To a balanced and fair system of dispute resolution
- i. To trained and competent House Officers; including protection from capricious or irresponsible decision making.
- j. To present grievances and recommendations to the properly constituted authorities regarding the administration of this house

Section 5: Obligations of house members

- a) It shall be the duty of all house members to:
 - Perform all work assigned to them by the house work manager on the house work schedule
 - Participate in all work holidays
 - Pay all debts as instructed by the house treasurer
 - Abide by all house rules and decisions, applicable ICC rules, and valid instructions from house officers
 - Attend and participate in all house meetings
- b) The workweek begins on the Monday of each week and ends on Sunday.

Article III: House Meetings

Section 1

All matters of policy and all appropriations not properly made by house officers shall be decided at a house meeting.

Section 2

The president shall preside at all house meetings and the meetings shall be run under Robert's Rule of Order. All members have one vote, but the president may only vote to break a tie.

Section 3

The president shall call all meetings at their own discretion or when requested by eight members. The president shall give at least one week notice of the meeting. At least one day prior to the meeting, the president shall post the agenda for the meeting.

Section 4

A member shall inform the president, in writing, of an absence at an upcoming house meeting at least 48 hours in advance of the meeting. If the correspondence occurs within the 48 hours previous to the meeting, that member will be fined a standard absence fine. If an absence occurs without any correspondence, that member will be fined the standard absence fine in addition to a fine for the lack of correspondence. Both the standard absence fine and the additional fine shall be voted upon at the beginning of each fall term. Regardless of correspondence, the member will be responsible for make-up hours equivalent to the duration of the meeting.

Section 5

A quorum consists of two-thirds of all house members. Quorum must be met in order to validate all votes cast by members during any house meeting.

Section 6

No financial obligations may be postponed to terms subsequent to the term in which the house debt was incurred unless the arrangement is adopted by a motion receiving the votes of two-thirds of the votes cast.

Section 7

A motion to release a member from house charges or a motion to allow a member to rescind his membership contract with the ICC and the house must be passed by sixty percent of the members of the house.

Section 8

With at least 24 hours notice, the president may call a special house meeting. At that meeting, only items listed in the notice may be discussed and acted upon. Members must notify the president before the meeting that they will be absent from the meeting to be excused from any fines or make up hours. If this notification is not received, the member shall be responsible for the fee of missing a meeting without notification and completing the make-up hours. All other rules applicable to house meetings shall apply.

ARTICLE IV: House Labor

Section 1: Work Hours for Members

- a) The Work Manager shall have ultimate control of which weeks will require chore hours to be completed by members.
- b) The number of work hours required for roomers shall be 4 hours per week.
- c) The number of work hours required for boarders shall be 2 hours per week.
- d) All house members must sign up for additional house labor when required by the Work Manager. For example, all members are required to sign up for snow removal and this must be completed within 24 hours after snowfall. If other tasks are required on a weekly basis and they are not assigned to a house members, then all house members are required to sign up for additional house labor. If a member misses additional house labor, then the work manager will follow the offense system in Article VII, sub-section c.

Section 2: Work Credit for Officers

- a) The amount of work credit that each office receives shall be voted on at the first meeting of every term.

Section 3: Work Holiday

- a) At the beginning of each term and at each subsequent time, if a majority of house members deems it necessary, there shall be a work holiday during which extraordinary work related to the maintenance and improvement of the house is to be performed. The work manager shall decide the scope, method and contents of the work holiday.

- b) By main motion, the members may agree to give work holiday credit to members doing extraordinary house-related work. The members or the work manager may also agree to give work holiday credit to people performing extraordinary work between terms and such agreement is binding on the subsequent term.

Article V: House Officers and Elected Positions

Section 1: Officers

- a) The officers of the house, the order of succession of authority and the order of elections shall be as follows:
 - 1. President
 - 2. ICC Board of Directors Representative
 - 3. Work Manager
 - 4. Treasurer
 - 5. Maintenance Manager
 - 6. Food Steward
 - 7. Kitchen Tsar
 - 8. Secretary
 - 9. Sustainability Steward
 - 10. Delegates to any ICC committee
 - 11. Social Chair

b) One or two people may hold any office, except the Board of Directors Representative. Any officer may delegate the authority or duties of their office, but they remain ultimately responsible for the performance of their office.

c) Term of Office

All House Officers shall serve only for the term in which they are elected.

d) Officer Descriptions:

President:

The president is in charge of overseeing all house operations. They shall preside over house meetings and participate in all other meetings for house presidents and house officers. The president shall appoint all committees not otherwise provided for by the constitution and its bylaws and carry out their provisions, accept resignations of house officers, verify all elections and official house actions, order and purchase administrative supplies for the house and incur all necessary administrative expenses. They shall ensure the implementation of the House Constitution and make updates as needed. The president, in cooperation with the secretary and the ICC Board of Directors representative, shall be responsible for educating the members in cooperative behavior by maintaining and distributing a house folder. This folder can be in electronic form, hard copy form or both. It shall contain all minutes of house meetings, all other official house papers, the Robert Owen Cooperative House Constitution, house job descriptions, house traditions, description of cooperatives and cooperative behavior and other information as necessary. This folder is to be distributed to all members when the contract is signed at the ICC office or during the first week of the contract.

ICC Board of Directors Representative:

The board representative is the official representative of the house. They shall participate in executive committee meetings and all ICC board meetings. The board representative shall be responsible for educating house members in the current affairs of the Board of Directors of the ICC. In order to meet this responsibility, the board representative must disseminate the weekly ICC newsletter, a summary of the Board of Directors meeting minutes, and all other necessary information to keep house members educated in the current affairs of the ICC. The ICC Board of Directors representative, in cooperation with the secretary and the president, shall be responsible for educating the members in cooperative behavior by maintaining and distributing a house folder

Work Manager:

The house Work Manager prepares a regular work schedule and is responsible for organizing and supervising all work holidays, in cooperation with the maintenance manager. They keep the regular work schedule up to date and assign members to the regular work schedule to ensure that all jobs are performed. They are responsible for the cleanliness of the house and may assign make-up work. They shall participate in all ICC meetings for Work Managers and all ICC officer

meetings. The Work Manager is also responsible for making sure a detailed explanation of all house job descriptions is in the house folder.

Treasurer:

The house treasurer shall prepare a budget and present it to the house at the second house meeting of each term, collect all income and pay all debts for the house, authorize budgeted or appropriated expenditures, establish procedures for making house purchases, prepare monthly balances, present the balances at the next house meeting, prepare all other reports required by the ICC, provide financial reports requested by other house offices or by motion at a house meeting, and purchase administrative supplies. They shall maintain accounts in accordance with ICC methods, so that the value of current assets, liabilities, expenses, and equity of the house and the debts of the house members can be accurately determined. The treasurer shall cooperate with other house treasurers and the ICC staff in notifying former members of assessments, rebates, and bad debts. They shall participate in all meetings for house treasurers and all ICC officer meetings. They shall ask members who are one month behind charges to sign a loan agreement with the house that includes the amount owed, the payment policy, the signatures of the member and two witnesses to that signing, the date and a space for the date in which the house accepts the agreement. The loan agreement must be presented to the house at the next house meeting and approved by one-third of all house members to reach house approval.

Maintenance Manager:

The house maintenance manager shall be in charge of maintaining and improving the physical condition of the house, and preparing for all inspection to ensure all items in the house meet the required standards set by the state. In cooperation with the work manager, they shall prepare for all house Work Holidays and supervise people assigned to maintenance jobs on the work schedule. The maintenance manager shall attend all ICC meetings for house maintenance managers, and attend all ICC officer meetings. They shall inform the house of the fire policy, ensure proper function of all smoke detectors each term and conduct at least one fire drill per term. They shall ensure the security of the house and the garage to protect against any break-ins or thefts. In cooperation with the treasurer, the maintenance manager shall purchase supplies, services and equipment necessary for proper house maintenance. The house must approve all purchases over a certain amount, voted on at the beginning of each fall term, before the purchase can be made.

Food Steward:

The steward is in charge of obtaining all food for house meals and general use. They shall advise the cooks on the practical details of the menus. In cooperation with the kitchen tsar, they shall organize a list of all necessary items to purchase. The steward shall purchase all food on the list then sort all food in the proper

places. The steward shall attend all meetings for the stewards and all ICC house officer meetings.

Kitchen Tsar:

The kitchen tsar shall inspect all kitchen facilities to ensure that they are sanitary and functioning properly. They shall instruct and supervise cooks and clean-up workers in safe and sanitary kitchen procedures. They shall train and assist house cooks in the safe and sanitary preparation of food. At least once a week, they shall examine all food containers, especially those in the freezers and refrigerators, and discard all food that has spoiled or is about to spoil. The tsar shall ensure that all freezers and refrigerators are operating properly, including monitoring the internal temperatures. The sanitizer and sanitizing solution needs to be monitored periodically by using bleach test strips. The kitchen tsar should deep clean the oven, stove, vent panels, and grill top at least once every two weeks. In cooperation with the steward, the tsar shall compose inventory and shopping lists of all general use food and cleaning supplies.

Secretary:

The house secretary shall attend and take minutes of all house meetings, officer meetings and all meetings for ICC secretaries. All minutes should be added to the house folder within one week of the corresponding meeting. They are responsible for bringing the mail into the house each day and sorting the letters into the individual mail slots. Any mail for former members is to be promptly returned to the sender. The secretary, in cooperation with the president and the ICC Board of Directors representative, shall be responsible for educating the members in cooperative behavior by maintaining and distributing a house folder.

Sustainability Steward:

The sustainability steward shall spread more economically and ecologically sustainable practices at the house level. The steward has a responsibility to educate, implement, enforce, and report. Education may include but is not limited to teaching the house best waste-reducing and energy-conserving practices. Implementation may include but is not limited to launching programs designed to reduce energy and water consumption. Enforcing may include but is not limited to acknowledging members' sustainable practices and ensuring that programs are being followed. Reporting includes but is not limited to attending meetings held by the Sustainability Team, collecting and reporting energy usage and related sustainability matters at house meetings, emailing bi-weekly reports to Sustainability Team pertaining to the stewards' sustainability initiatives, and reporting initiatives to the work manager. The sustainability steward shall collaborate with the maintenance manager(s) for large sustainability-related projects on work holiday. They shall ensure that all recycling and compost bins are taken out for collection every week, and notify the house of when city composting begins and ends.

e) Election of Officers

1. Time of elections: The president, ICC Board of Directors representative and work manager shall be elected for the consequent Fall term in April before the end of the winter contract at the room selection meeting. Within the first week of each contract term, the president shall call a house meeting to receive nominations for the following positions: president, work manager, treasurer, maintenance manager, secretary, food steward, sustainability steward, and kitchen tsar. At the last meeting of the fall term the current president shall receive nominations for the position of president for the coming winter term. Nominations for officer positions will be voted on at the meeting in which they are received.
2. Calling an election to order: Three days before the election meeting, the president shall post the description of all duties for the officer positions up for election. The president shall be responsible for notifying the members about the meeting and the election of the new officers at this meeting. The house may also transact other business at this meeting.
3. Nominations: At the meeting, the house president shall receive nominations for the officers up for election. A person may nominate themselves. Anyone nominated may speak at the meeting.
4. Voting: Voting shall be done by a blinded show of hands, with the candidates for that office excused from the room during voting. If no candidate receives a vote of one-half of those members voting at a house meeting, a run-off shall be held between the two candidates receiving the largest number of votes. That person receiving a majority of the votes in the run-off shall become the officer for that term.

f) Recall and Replacement of Officers

All officers are subject to recall from office by a vote of two-thirds of those members voting at a house meeting. Upon recall or resignation of an officer, a new officer shall be elected in accordance with the procedure in subsection 'd' of this article and section.

g) Officer Meetings

In the interest of promoting efficiency in the house operations, the president may, at any time, call a House Officer Meeting, which shall include all house officers. The president may also require any officer to write a report concerning their office at the end of the contract term.

h) Election of Interim Officers

During the last three weeks of the contract term, the members shall elect interim officers, as they deem necessary. These interim officers shall serve from the end of that term until the election of officers in the following term. The election of interim officers need not comply with the procedures required for the election of regular house officers in sub-section 'd' of this article and section. Members during the winter term may also elect interim officers for the following fall term.

Interim Manager(s): An interim manager, or managers, shall be elected for every interim period. The interim manager's duties include:

- a. Assisting members in move in/out, and answer any questions/address any concerns members may have
- b. Prepare the house for IAC (Interim Assistance Committee) inspection and ensure any changes that IAC deems necessary happen before the end of interim
- c. Assuming or delegating the duties of all house officers, especially Work Manager
- d. Administering fines to member that leave their rooms in substandard condition (see ICC Standing Rule 8.4) or have not completed all of their work hours before moving out

Article VI: House Officer Evaluations

Every contract term (F/W/Sp/Su) the President will administer, or delegate the administration of, elected house officer evaluations. The Board Representative will administer the evaluation of the House President.

These evaluations must:

- a. Ensure the anonymity of evaluators
- b. Occur midway through each election term, in order to allow officers reasonable time to integrate feedback into their performance
- c. Be discussed at the house meeting following the evaluation. House members may move to hold this discussion without the Officer being evaluated present.

Article VII: Finances

- a) The Treasurer will propose a budget for Owen house at a special "Budget Meeting" between the first and second house meetings of each term.
- b) If a member misses a work shift, they shall be given the same amount of makeup hours that they missed. The member must notify the Work Manager and/or Kitchen Manager 24 hours in advance with a valid excuse, if they are unable to complete an assigned work shift. Some examples of valid excuses are exam conflicts, work conflicts, mandatory meetings, and emergency situations. The Work Manager and Kitchen Manager can excuse the member from an assigned shift; however, they must find someone to cover the excused shift. Consequences of missed work are:

Offense 1: Member receives a warning and must make up the amount of hours missed.

Offense 2: Member must make up the amount of hours missed, and pay a fine.

Offense 3: Member must have a meeting with the work manager, make up the hours missed plus an additional hour of work, and pay a fine.

Offense 4: Member must make up the amount of hours missed plus an additional two hours of work, have a meeting with the work manager and pay a fine.

Offense 5: Referral

d) Work Manager will assign tasks for make-up hours. Members have until the end of the following week to complete make-up hours. However, the work manager may choose to assign a makeup hour shift that must be completed on a specific date and time. Failure to complete makeup hours will result in a fine per each half hour of missed make-up work. The fine for missed or incomplete work shifts and the fine for missed make-up hours shall be voted upon at the beginning of each term. The fine will be set to a half hour rate. Spring and Summer are considered one term so the fines will be determined at the first house meeting of the Spring half-term.

e) The Work Manager is responsible for informing the Treasurer on a regular basis of the fines that need to be assessed and the Treasurer shall ensure the fines are assessed to the member accounts by the ICC office finance staff. The Work Manager shall keep the President and those being fined informed of all fines that are assessed.

f) If non-work becomes a serious problem, a member may be expelled or placed on referral in accordance with ICC and house rules. The seriousness of the non-work problem is at the discretion of the Work Manager and house.

g) The Work Manager has the authority to assign makeup hours and fines to officers as appropriate. Makeup hours/fines shall be assigned when the officer is continually not meeting their work-hour requirement, if assigned projects are not completed in a timely manner, or other situations deemed appropriate by the Work Manager. Makeup hours not completed within a month shall be assessed a fine. If the Work Manager is not meeting the weekly work-hour requirements, the President may use the Offense system and administer fines to the Work Manager if necessary.

h) All fines may be disputed at a house meeting. The fine may be dropped with two-thirds approval from those voting..

Article VIII: Room Selection

At the beginning of each term, whenever an opening occurs in the house during the term, and during December and April in preparation for the following winter and fall terms respectively, the president shall assign room and selection priorities to all roomers. The following rules shall apply:

a) All house members who have signed contracts to live in the house prior to the room selection assignment in December and April may participate in the room selection priority assignment proceeding. All participants must be present or arrange with the

- president to be represented by a proxy. House members who wish to be roommates must enter as one participant.
- b) At a special house meeting, the president shall divide the participants into groups based upon the following room selection priority tenure: ten credits for living at Owen for a fall term, ten credits for living at Owen for a winter term, five credits for living at Owen for a spring term, five credits for living at Owen for a summer term, two credits for boarding at Owen for a fall term, two credits for boarding at Owen for a winter term; six credits for living at another ICC house for a fall term, six credits for living at another ICC house for a winter term, three credits for living at another ICC house for a spring term, and three credits for living at another ICC house for a summer term. No credit will be given for boarding at another ICC house. Credit for non-standard contracts will be awarded as the participants see as fair. The credits are then summed for each member. The member who has the highest number of credits shall have the longest tenure. Someone who has left the ICC for three or more years will not be given credit for any previous contracts. The House President must take into account the anticipated credits to be earned from contracted Spring and Summer terms when selecting rooms for Fall. Any disputes in seniority and room selections can be brought up at the beginning of each contract period for a re-evaluation of the current accuracy of house members' seniority.
 - c) Seniority cannot be used as a basis to displace members from their assigned rooms after the time of the room pick meeting.
 - d) The president shall assign relative priorities within each tenure by a fair and random method.
 - e) After all relative priorities have been determined, the members of the group with the longest tenure shall select rooms in the order of their relative priorities. After all of the members of the group with the longest tenure have selected a room, the members of the group with the next longest tenure shall select rooms in the order of their relative priorities. This procedure shall continue until all members of all groups have selected a room.
 - f) Persons of different tenures wishing to room together shall be considered to have the same tenure of the person with the longest tenure, but they may choose a room only after all other roomers of that tenure group have selected a room. In the event that there is no available room when they are able to pick, the person with the longest tenure shall select a room. The person with the lower tenure will be deemed to have the middle priority of their appropriate tenure group. If both people have the same tenure, they will each select a room with relative priority based on a flip of a coin.
 - g) No roomer shall be forced to share a room with a member of a different sex.
 - h) When member[s] decide[s] to leave the house (prior or during the term of the contracted period) and seek a replacement for their ICC contract, the house president can determine if it is necessary to redo the room pick in a future meeting. Vacancies created in the house mid-semester (contract period) may also result in a room pick meeting. In this special case, seniority credits must be re-calculated and update based on the system described in Article VIII, Section b.

Article IX: Discipline

Section 1

The only grounds for eviction are failure to perform house duties, failure to obey house rules, or uncooperative behavior. Uncooperative behavior is determined by a two-thirds vote of all house members.

Section 2

Upon motion or upon their own decision, the president shall select three members other than the person charged for eviction or their roommate, who shall investigate all circumstances relating to the grounds for eviction.

Section 3

At a house meeting, the committee shall present their conclusions and the person charged may present a defense. At this time, the committee or any member may motion that the person charged be evicted. This motion requires a second but is not to be considered at this meeting. On the third day after this meeting, the president shall distribute written ballots to all members on the question.

Section 4

The president is responsible for carrying out expulsion procedures due to financial reasons.

Section 5

To be adopted, the motion for eviction must receive favorable votes from two-thirds of all members.

Article X: Amendment

Section 1

An amendment of this Constitution shall be voted on only after a discussion at a house meeting. To become part of this Constitution, the amendment must be approved by two-thirds of all members. At the request of any house member, which has been seconded by a different house member, the vote may be moved to a date no less than five days after the amendment has been discussed.

Section 2

To be effective in terms subsequent to the term during which it was approved, an amendment must be dated and certified by the president and secretary in the house folder.

Article XI: Miscellaneous

Section 1

The house shall be a continuous entity but shall be considered to be composed of a series of terms beginning of each budget period as established by the ICC and ending at the end of each

budget period, roughly corresponding to the four academic semester of the University of Michigan.

Article XII: Ratification

Section 1

The Constitution shall go into effect when it has been adopted by two-thirds of the members.

Section 2

Once adopted, all current officers shall become officers automatically under this Constitution and all action taken prior to the adoption of this Constitution shall be valid.

House Standing Rules

The House President shall enforce the house standing rules and administer house fines appropriately. The House President should inform all members of the house rules in the first meeting of the term. Other specific ground rules may be put in place with majority approval from the house at a house meeting. If the house president breaks one of the house standing rules, then the Work Manager or Board Representative may administer the fine to the House President. Warnings are given on a term basis. Violation of multiple house rules may result in house referral.

- a) House members must establish a time range for quiet hours at the first meeting of the term. During quiet hours, loud music, loud talking and other activities (especially within bedrooms, in bathrooms, hallways, and other common spaces), use of house buzzer, and other disruptive behavior is strictly prohibited. If a member repeatedly violates the quiet hour policy after two warnings, they will receive a \$15 house fine for each offense after the two warnings.
- b) The door code must not be shared with non-house members (friends, family, etc...). Members who share the door code will receive a \$15 house fine and the door code must be changed immediately afterwards.
- c) Any house member who wants to hold an event at the house or using house property where 10 or more non-house members are present must have the event approved by the house. The house member holding the event is responsible for any damage caused by their guests and for cleaning up after the event.
- d) Members are entitled to only one save-plate.
 - a) Members must initial and date save plates and they will be saved until the next dinner is served.
 - e) Members, who are repeatedly found guilty of leaving the kitchen and/or other common spaces in a very messy condition by the discretion of the Kitchen Tsar or Work Manager with little effort to clean up their mess within 24 hours, must pay a \$15 house fine after the second warning.
 - f) Leaving clutter (clothes, shoes, boxes, electronics, upholstery, etc...) in common spaces is only allowed if they are for donation purposes. Clutter in a common space may not exceed two weeks. Clutter will be assumed guff and eligible for donation after the end of

this period.

- g) Members are not allowed to sell or distribute illegal narcotics and/or prescription drugs on the house property. Any member found of mass distribution of these drugs will be placed on house referral.
- h) No smoking of tobacco is permitted inside the house. Tobacco smoking inside the house will result in a \$15 fine per offense without an initial warning.
- i) The president shall assign parking spaces to roomers with cars based on the same priority system used for room selection. No member may have more than one parking space. Parking spaces not assigned to a House member may be offered to non-Owen ICC members free of charge.
- j) The house may only host an open party after an official vote at a house meeting. In order to receive approval for the party request, 2/3rd of house members approve the party. After party approval, the ICC requires this house to follow the ICC Party Policy per ICC Standing Rules 12.7

Date of Ratification: October 18th 2017