

Stefan T. Vail House Constitution

Updated November 6, 2016

PREAMBLE

We, the members of Vail house, at 602 Lawrence Street, Ann Arbor MI 48104, associate ourselves for the purpose of providing low-cost room and board cooperatively for students in the Ann Arbor area. As members of the Inter-Cooperative Council (ICC), a mutual housing association, we subscribe to the following cooperative principles and values (also known as the Rochdale Principles):

1. **Open Membership.** Membership in a coop shall be voluntary and nondiscriminatory. All who can use its services and agree to share in the responsibilities required to run the coop shall be eligible to join, regardless of race, religion, national origin, sexual orientation or political beliefs.
2. **Democratic Participation.** Each member has exactly one vote regardless of the amount of his/her investment; all members together control the organization.
3. **Neutrality.** Cooperatives remain neutral in questions of partisanship and religion.
4. **Limited Interest on Invested Capital.** Share capital invested by members shall receive a strictly limited rate of interest.
5. **Distribution of Economic Result.** The year-end savings of member coops may be distributed as a patronage refund to the members.
6. **Education.** Cooperatives shall constantly educate their members, employees, and the public in the principles and practices of cooperation, both economic and democratic.
7. **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.
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

1. The name of the group that operates under this constitution is the Stefan T. Vail Cooperative House. Vail house was named for Stefan T. Vail, who was an ICC member and president in the mid-1950s who helped to devise the financial structure of the ICC. Vail house has an emphasis on sustainable living: we are a vegetarian house, have a large yard with a garden, and have sustainability stewards who lead efforts to have environmentally-friendly practices in our home. However, house culture may shift from year to year depending on House membership.
 - a. Vail house is a member of and abides by the rules of the Inter-Cooperative Council in Ann Arbor, Michigan.
2. Commonly used terms
 - a. The Stefan T. Vail Cooperative House will hereinafter be referred to as the House.
 - b. The Inter-Cooperative Council in Ann Arbor, Michigan will hereinafter be referred to as the ICC.
3. House Operations
 - a. The House is vegetarian with an emphasis on local and sustainable food. Individuals can have meat in the house, but no house funds will be spent on it.

ARTICLE II: Membership

1. Definition of a member
 - a. A member of the house is defined as a person having a current ICC contract for room and/or board at the House.
 - b. All outside boarders have the same rights and responsibilities at Vail House as those who live at Vail (see appendix E for boarding policy).
 - c. There can be up to 2 Fall Only contracts signed per house year. If on August 1 there are still vacancies in the house additional Fall Only contracts may be signed.
 - d. Non-Student Approval must be approved by a 2/3 majority house vote
2. Gender Ratio
 - a. Vail follows the ICC default gender ratio of 40% female-identified, 40% male-identified, and 20% self-identified gender
3. Rights
 - a. Each house member has the right to participate in house decisions, events, and meetings
 - b. Each member has an equal vote in house decisions (one member = one vote)
 - c. Members have the right to present grievances and concerns about the House and the functioning of the House's community
 - d. All members have the right to feel safe and respected in the House
 - e. All members have the right to contribute to the House's Community Standards (see appendix H for details)
4. Obligations + Duties of House Members
 - a. Completion of all work assigned by the Work Manager.
 - i. Individual house members are responsible for ensuring completion of assigned duties. In the event that a house member is unable to perform assigned duties, he or she is responsible for finding a replacement.
 - ii. Under no circumstances may a member pay another person to do his or her work.
 - iii. Work hours and tasks must be completed according to the chore responsibilities and descriptions (appendix A).
 - b. Payment of all bills as determined by the House and the ICC.
 - c. House members are required to sign a membership contract with the ICC.
 - d. Observance of all rules passed at House meetings.
 - e. Attendance at all house meetings. Boarders are encouraged, but not required, to attend house meetings.
5. Release from House Charges
 - a. If a member would like to be released from house charges, they fill out a replacement request form and consults with the ICC staff member. They have the following options:
 - b. Release by Replacement (Standing Rule 5.1.2.). Member is replaced by:
 - i. Recruiting a replacement
 - ii. A member from the waitlist
 - c. Release by Contract Release Committee (CRC) (Standing Rule 5.1.4 - 5.1.6). Member is replaced by CRC decision, based on:

- i. CRC approval of petition
- d. Release by Buy out (Standing Rule 5.1.3). Member is replaced by paying contract buy out fee:
 - i. One and a half month's charges + shares
 - ii. 2 months charges without using shares

ARTICLE III: House Meetings

1. General
 - a. A regular house meeting is called by the House President and should be held at least every other week.
 - i. The date must be announced at least three days in advance.
 - ii. The President is responsible for gathering member input when scheduling meetings.
 - b. A special house meeting may be called in the event of urgent or unusual business by the House President or a petition signed by five or more house members.
 - i. All regular house meeting rules shall apply, except as pertains to the agenda, which will be posted as part of the call for the meeting.
 - ii. Only items on the agenda may be discussed at a special house meeting.
 - c. Regular Meeting Agenda
 - i. Any house member may add item(s) to the meeting agenda using the Vail Cooperative House Meeting Agenda Form (appendix G).
 - ii. Agenda items must be communicated to the house and emailed to the House President more than 24 hours in advance of the meeting.
 - iii. House President will construct and post the meeting agenda 24 hours before the meeting
 - iv. Items may be added to the agenda at the beginning of the house meeting by a simple majority vote
 - d. Quorum at a house meeting shall consist of half of all rooming members
 - e. House members must notify the House President of absences in advance. Repetitive absences may result in referral or fines at the discretion of the House.
2. Decision-making procedures
 - a. Each house member has an equal say in voting matters (one member, one vote)
 - i. Exception: The House President who is facilitating the meeting (if there are two house presidents then the one who is not facilitating may vote) remains neutral and does not vote in house meetings
 - b. The decisions made by House are made by Kwunsensus (see Appendix B) except in cases specified below:
 - i. Officer Elections (simple majority, as provided in Article V, section 3)
 - ii. Reaffirmation of an officer (simple majority)
 - iii. Adding items to a meeting agenda less than 24 hours in advance (simple majority)
 - iv. Non-student approval (2/3 majority)
 - v. Short-term contract approval (2/3 majority)

ARTICLE IV: House Labor

1. General labor requirements
 - a. Each House member must complete 5 hours of work per week
 - b. The specific chore tasks of each member are outlined in the work schedule that is established by the work managers
 - c. Each House member must complete a total of 8 maintenance hours per semester (see Appendix F)
2. House stewardship positions labor fulfillment
 - a. House President – 5 hours per week, split between 2 people
 - b. Board Representative – 5 hours per week
 - c. Maintenance Manager – 5 hours per week, split between 2 people
 - d. Work Manager – 5 hours per week, split between 2 people
 - e. Secretary – 2 hours per week
 - f. Treasurer – 3 hours per week
 - g. Food Steward – 5 hours per week, split between 2 people
 - h. Kitchen Manager - 2.5 hours per week
 - i. Sustainability Steward - 5 hours per week, split between 2 people
3. Work Holiday
 - a. Work holiday must occur once a semester and is planned by the work managers with the help of other house stewards
 - b. Work holiday must address these three areas:
 - i. Decluttering the house
 - ii. Deep clean of common spaces
 - iii. Maintenance work
4. ICC Labor
 - a. The House must contribute one hour a week for every four members to ICC Member Assistance
 - b. Member assistance hours will count toward the member's weekly chore hours
5. Missed Labor Policies
 - a. In the case of missed work, the work manager shall design a work fine that includes projects set up by other officers and members.

ARTICLE V: House Stewards and Elected Positions

1. Stewardship positions
 - a. House President
 - b. Board Representative
 - c. Maintenance Manager
 - d. Work Manager
 - e. Secretary
 - f. Treasurer
 - g. Food Steward
 - h. Kitchen Manager
 - i. Sustainability Steward

2. Terms of Office
 - a. All house officers shall serve for a term of one semester, with the exception of the President and Treasurer, who shall serve for both Fall and Winter as a single term. At the beginning of a new term of office, officers wishing to continue must stand for reelection.
3. Election of House Stewards
 - a. House officers, except for the President, shall be elected after the beginning of the semester for which they shall serve. The election shall take place at a house meeting; a simple majority vote of members present is necessary to elect house officers. If there are three or more candidates and no one receives a majority, there shall be an immediate runoff election, dropping the lowest candidate each time until one candidate receives a majority vote.
 - b. The President shall be elected at the last house meeting of the Winter term to serve for the following Fall and Winter.
 - c. All house officers shall serve for a term of one semester, with the exception of the President and Treasurer, who shall serve for both Fall and Winter as a single term. At the beginning of a new term of office, officers wishing to continue must stand for reelection.
 - d. If any house office is vacant during the Fall or Winter term, an election shall be held to fill that office at the next meeting. The procedure shall be as described in item a.
 - e. A list of the offices to be filled shall be posted at the time the meeting date is announced. Space shall be provided for the names of nominees or volunteers.
 - f. Temporary officers may be elected by a simple majority to take charge in the absence of the permanent officers.
4. Recall and Deposition of an Officer
 - a. Recall of a house officer will automatically be added to the next meeting agenda in either of the following circumstances:
 - i. Officer is placed on referral
 - ii. More house members answer “no” than answer “yes” to a question pertaining to that officer on the Votes of Confidence form (see Appendix D).
 - b. Recall means that the officer must address grievances at the following house meeting and face a vote of reconfirmation.
 - c. Recalled officers continue to serve until this vote can be held.
 - d. Simple majority of voting members suffices to reconfirm the officer.
 - e. If the officer is not reconfirmed or does not show up for re-confirmation, then they are deposed from the office, and a new election is held for that position immediately.
5. Duties
 - a. Refer to Appendix C - Vail Cooperative House Stewardship Position Descriptions (exception - interim manager listed below)
 - b. Interim Manager
 - i. Assume all house officer functions and oversee all house operations, 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 reliable communication with

an Interim Assistance Committee (IAC) member for any needed support, resources, and inspections.

- ii. Training: Interim Manager training typically happens about two weeks before the last day of UM classes of any semester. Training is typically conducted by the IAC and Director of Membership at the ICC Education Center behind Luther House (1510 Hill Street)
- iii. Communications: The IM keeps house mates aware of all interim dates, deadlines, policies and procedures related to move-in and move-out, including . Post signs conspicuously throughout the house.
- iv. Interim Work Schedule and Inspection Prep: Plan a final Work Party and compose an interim work schedule enlisting the aid of incoming members as needed.
- v. Supervising Move-in and Move-out: IMs monitor the online membership database (<http://stickerbook.icc.coop/house>) and keep records and arrival/departure schedules of all outgoing and incoming members.
- vi. 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.
- vii. House Administration: The IM assumes all house officer duties during the interim period. These duties may be shared outgoing officers during the last few weeks of a term, or in the event that a trained officer for the ensuing contract period is ready to assume their job.

6. Order of Succession

- a. In the absence of the President, the officers shall be acting President in the order listed in section one of this article.

ARTICLE VI: House Officer Evaluations

1. Definition - House Officers should be evaluated on whether or not they complete tasks as specified in Article V, House Officers.
2. Organization
 - a. All members evaluate officers
 - b. House Officers will be evaluated by Votes of Confidence (see appendix D for criteria)
 - i. The Votes of Confidence (VOC) shall be initiated and organized by the Secretary, who shall also make the results public.
 - ii. During Fall and Winter, the VOC shall be held at the end of October and the end of February. During Spring/Summer, the VOC shall be held at the end of May and the end of July.
 - iii. If the Secretary neglects to run votes of confidence during the appropriate week, then s/he shall be automatically recalled.
 - iv. The VOC is conducted by house-wide written ballot. The Secretary must organize a new VOC if 2/3 of the membership does not turn in a ballot.
 1. The ballot may be distributed at a house meeting or otherwise, but all members must receive copies promptly.

- v. The Work Manager shall appoint a trusted member that is not being evaluated in the VOC to distribute, collect, and tally ballots. S/he may be compensated up to 2 workshift hours.
- vi. The VOC ballot is part of the Constitution. The distributed ballot must not have any significant deviations from the ballot listed in the Constitution.
- vii. Amendments to the VOC ballot count as amendments to the Constitution and must be passed at a house meeting.
- viii. For each question on the ballot, if there are more “no” than “yes” votes, the officer to whom the question refers is recalled. (See Article V, section four.)
- c. House Stewards must be evaluated at least once per term with sufficient time for officers to integrate feedback into their performance
 - i. If any house member/group wishes to evaluate officers more than once per term, they may sign a petition with 5 or more house members to do an evaluation at the next meeting.

3. Evaluations

- a. Criteria (see appendix D)
- b. In the case of a negative evaluation:
 - i. A steward is first given a warning and placed on probation
 - ii. In the case of a negative evaluation with a steward placed on probation, they will be evaluated two weeks after their probation period has started. The house will discuss the steward’s progress and they can choose to take the steward off of probation or:
 - iii. Refer to Article V section 4 for Officer recall if found necessary

ARTICLE VII: Finances

1. Monthly Charges

- a. Monthly charges are due on the first of each month and are considered late on the fifth
 - i. If you have not paid your charges by the fifth of the month, you will be charged a \$15 late fee for balances over \$200
- b. Monthly charges are paid online at <https://icc.twa.rentmanager.com/>
- c. Charges are broken down into two categories:
 - i. ICC charges cover mortgage, taxes, major maintenance, administration, furniture, utilities, internet, etc.
 - ii. House charges cover food, cleaning supplies, house supplies, amenities, and minor maintenance improvements, etc.

2. Budget

- a. The treasurer proposes a budget (or multiple budgets) at the beginning of the term for the House to vote on

3. House credit card policies

- a. The treasurer holds the House credit card
- b. Any House member may use the credit card to buy house supplies with permission of the treasurer and one other house officer, and it must be returned to the treasurer afterwards

4. Treasurer reports

- a. The treasurer, like all house stewards, gives a report at all house meetings
- b. The treasurer should send an email one day in advance of the first of the month to remind house members to pay charges, and again on the fourth of the month to remind that late fees will be tallied the next day.

5. Fines

- a. House members may be fined in the event that they do not complete their work hours or assigned make up hours. The House will determine the amount of the fine on an as-needed basis.

ARTICLE VIII: Room Selection

1. General policy: For all contract periods except Fall, a room picks meeting will be held during the week before the contract period begins. The President-elect for the Fall term must set the meeting date and invite all members who are not physically present to participate by email, telephone, or other correspondence. The President is responsible for gathering and publicizing accurate information about available rooms and seniority of bidding members.
2. Seniority policies
 - a. Time spent in Vail
 - i. Semesters spent living in the House: fall and winter semesters, 1 point each; spring and summer semesters, .5 points each.
 - ii. Semesters spent boarding at Vail: .25 points each.
 - b. Time spent living in other co-ops
 - i. Semesters and summers are worth the same at other co-ops as at Vail, except as provided below.
 - ii. Seniority points earned from other co-ops may be active or inactive, as follows:
 1. At the first room picks meeting of a Fall term, a member's seniority points from other co-ops are considered "active" only if that member lived in Vail during the previous Winter, Spring, or Summer term.
 2. At the first room picks meeting of a Winter term, a member's seniority points are active if s/he lived in Vail during the immediately preceding Fall term.
 3. At all other times, these points are active if the member has lived in Vail for the previous four weeks.
 - iii. Inactive seniority points are counted at half their nominal value.
 - iv. Boarding at other co-ops does not count toward seniority.
 - v. If there is a tie in seniority, the person who signed their contract earlier will have first pick.
3. Room pick procedure for Fall term (room picks meeting): There will be two room picks meetings for Fall rooms. The first will be held at the end of the Winter term and will include everyone who has signed a Fall contract up through the date of the meeting. Seniority will be determined as outlined below. The second meeting will be held the last week before the beginning of the Fall contract period. Any member who has signed a contract since the first room picks meeting will choose his or her room at this meeting.
4. Summer room selection

- a. Summer room selection happens at the same time as Fall room pick at the end of the Winter term.
 - b. House residents from the Winter term who are staying through the summer term have the right to "claim" their room and continue staying in their room through the summer term.
 - c. For residents who will be moving into the House starting in the summer term, they will follow the same room selection process outlined in article VIII, section 2.
5. Vacancies
 - a. In the event that a house member moves out and a room opens up, another room picks meeting will be held. Any rooming member may bid on the open room.
 6. Switching rooms occurs on a conditional basis, is mediated by the House Presidents, and is agreed upon by members involved in switching rooms.
 7. Room occupancy limits
 - a. Rooms designated as singles in the House will permanently house no more than 1 person
 - b. Rooms designated as doubles in the House will permanently house no more than 2 people
 8. Key Policy
 - a. Each member will have a key to their room
 - b. The House President holds the master key to the House.
 - c. Each member will know the door code (keyless entry to the House) and will not share this information with anyone who is not a member of the House.
 9. Special Considerations and Definitions
 - a. Continuing members may "squat" a room from Fall to Winter, Winter to Spring, Spring to Summer, or Winter to Fall. Members may not squat from Spring or Summer to Fall.
 - b. A person signing a contract after room picks have been made cannot take a room that has been chosen even if they have more seniority.
 - c. No seniority points will be awarded for contracts of less than 4 weeks. A member with a contract for 4 weeks or more is awarded the same number of seniority points as a member living in the house for an entire term.

ARTICLE IX: Interim

1. General
 - a. Interim officers for the Winter to Spring period shall be elected by a simple majority at the last meeting of the Winter term.
 - b. Interim officers for the Summer to Fall periods shall be elected by a simple majority at the last meeting of the Summer term.
 - c. Interim officers for Thanksgiving break, Fall/Winter breaks, and Spring Break shall be appointed by the President.
2. Temporary Work Schedule
 - a. The Interim Manager shall plan a final Work Party and compose an interim work schedule enlisting the aid of incoming members as needed.
3. Food
 - a. During interim periods, members are responsible for purchasing their own food.

4. Inspections
 - a. All member rooms are inspected by the Interim Manager 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.
 - b. Interim Manager will accompany IAC on interim inspections.
5. Move-in/move-out
 - a. Interim Manager monitors the online membership database (<http://stickerbook.icc.coop/house>) and keeps records of arrival/departure schedules of all outgoing and incoming members.
6. The Interim Manager assumes all house officer duties during the interim period. These duties may be shared outgoing officers during the last few weeks of a term, or in the event that a trained officer for the ensuing contract period is ready to assume their job.

ARTICLE X: Discipline

1. Current member referral (see ICC standing Rule 6.2)
 - a. The only grounds for referral shall be failure to perform duties as stated in Article II, Section 4.
 - b. A member may be placed on current member referral by the following methods:
 - i. By the House Treasurer and one other member, for insufficient payment of charges
 - ii. By the Work Manager and one other officer, for unsatisfactory work,
 - iii. By a petition signed by a majority of members, for anything detailed in (a), or
 - iv. By a House vote (see (c) for procedure), for anything detailed in (a).
 - v. By at least two Sexual Harassment Resource People, for sexual harassment as defined in the ICC Sexual Harassment Policy (see ICC Standing Rule 7.4).
 - c. Any three members may call for a member to be placed on current member referral by House vote. In this case, the following procedure will be used:
 - i. Notice of and cause for the hearing will be posted conspicuously at least four days before the hearing. The hearing may be part of a House meeting.
 - ii. The member in question must be able to attend the hearing.
 - iii. The member shall be allowed to speak in her or his own defense.
 - iv. Interested parties may call upon witnesses, or may submit signed, written statements.
 - v. The member shall be placed on referral if:
 1. at least half the membership (including proxies) is present, and
 2. a simple majority of those voting votes in favor of referral.
2. Expulsion (see ICC Standing Rule 6.1)
 - a. The only grounds for expulsion shall be failure to perform duties as stated in Article II, Section 4.
 - b. An expulsion hearing may be called in the following ways:
 - i. By the House Treasurer, for insufficient payment of charges.
 - ii. By the House Work Manager, for unsatisfactory work.
 - iii. By petition of any three members, for anything detailed in (a).
 - c. The General Manager of the ICC shall be consulted for assistance prior to the hearing.

- d. Notice of and cause for the hearing will be posted conspicuously at least four days before the hearing. The hearing may be part of a House meeting.
- e. The member in question must be able to attend the meeting.
- f. The hearing shall be open to all persons.
- g. The member shall be allowed to speak in her or his own defense.
- h. Interested parties may call upon witnesses, or may submit signed, written statements.
- i. The decision may take place at the meeting, or by written ballot within one week of the meeting.
- j. The member shall be expelled if:
 - i. at least half of the membership votes (in person or by proxy), and
 - ii. two-thirds of those voting vote for expulsion.

3. Banning

- a. A house member is able to ban any person from the House that they are not comfortable having in the House at their discretion. The person banned from the House will not be allowed to enter the house unless the house member who has banned them decides they are allowed in the house.
- b. If the person who is in question of being banned is a current house member, they will follow the process for expulsion outlined in Article X, section 2.

ARTICLE XI: Amendment

1. Amendments to the constitution must be brought to a house meeting and passed by Kwunsensus. All Kwunsensus rules apply.
2. No amendment contrary to the Rochdale Principles or the ICC constitution shall be enacted.
3. Amendments to this constitution, subject to the above, may take the form of additional articles or deletion or modification of existing articles or amendments.

ARTICLE XII: Rules

1. No rule shall be made which is contrary to any part of this constitution or the Rochdale Principles.
2. No rule shall be made which abridges the rights of any individual member except insofar as the exercise of such rights seriously interferes with the privacy, quiet or well-being of other house members.

ARTICLE XIII: Ratification

1. Green ideas sleep fiercely.
2. The metaphysical implications of this article were beyond the scope of the constitutional convention.
3. ...when existing under the stated bounds of reality.
4. Reserved for future inanities.
Section 4, the second: Happy Vail-entine's Day!
5. This constitution is in effect.

HOUSE POLICIES as of Fall/Winter 2016-2017

Note: House policies change from year to year by house vote

1. House Culture (not limited to these descriptions)
 - a. We are a vegetarian house with a focus on sustainability
 - b. We lyke music, in-house progressives, cooperative learning
 - c. Special Vail events include Vails-giving and Vail-entines Day
2. Security
 - a. Don't give anyone outside of the House the door key code
 - b. The key code should be changed every semester, as new members join the house, or as needed
3. Room Condition and Furniture
 - a. Don't throw your furniture against the wall
 - b. Don't be a jerk to your furniture
 - c. Repair your drywall holes before moving out
 - d. Let maintenance managers know if you have an issue with your room and/or furniture
4. Maintenance
 - a. Work holiday occurs once per semester
 - b. Each member of the house must complete a "rotational," or 2 hour deep clean of the kitchen once per semester on a Friday or Saturday
 - c. Each member of the house must complete 8 maintenance hours per semester (work holiday hours count toward maintenance hour total)
5. Pet Policy
 - a. No pets are allowed in the House
6. Guests
 - a. Guests are decided on a situational basis and are approved by a simple majority of house members
7. Quiet Hours
 - a. Weekdays: 10 pm–8 am
 - b. Weekends: 2 am–10 am
8. Party Policy
 - a. Sober monitors required at open parties
 - b. Must complete ICC party form for large/open parties with more than 10 people present who are not ICC members
9. Smoking
 - a. There will be no smoking of tobacco anywhere inside Vail House at any time
10. Parking
 - a. Parking in the driveway is on a first come, first served basis
 - b. The driveway typically holds 5 cars

APPENDIX A - CHORES DESCRIPTIONS

We, the people of Vail, do hereby agree to fully and faithfully follow the responsibilities laid out below to the best of our abilities.

Everyone is required to work **5 chore hours per week**.

HOW TO MOP THE FLOOR (for all chore positions to know):

1. Sweep up trash and any big mobile hunks of gunk
2. Fill mop bucket with (traditionally/toxically) $\frac{3}{4}$ cup of bleach-type solution (degreaser) to 1 gallon of water...alternatively you can use a solution with baking soda
3. Mop floor extensively, squeezing mop into bucket and resoaking many times
4. Dump out dirty water
5. Rinse out bucket 3 times
6. Fill with clean water, no chemicals
7. Clean mop head in the sink with industrial sprayer
8. Mop floor #2, absorbing all the dirt particles that have been loosened and moved around by the bleach or baking soda solution
9. Squeeze out mop and rinse in bucket, continuing to mop
10. Once finished, rinse out bucket 3 times and clean mop head in sink
11. Bring mop and bucket to the laundry room corner to dry

NOTE: if you can find out how to effectively use baking soda or another alternative this is preferable both environmentally and in terms of time/effort to using bleach solution (because we have to be much more careful to rinse thoroughly with bleach)

Rotationals (everyone)

- This is a two hour deep clean of the kitchen that occurs every Saturday and Sunday
- Each member must sign up for one rotational each semester
- See Morning tidy/dinner clean for chore responsibilities
- Deep clean crevices - scrubbing and dusting corners and cracks
- In addition, rotationals should be a time to take note of anything lacking by way of supplies, appliances, etc -- notify the Kitchen Manager

Make Up Hours (everyone)

- When you miss work hours, you must make up the hours.
- The chores/projects for make-up credit are determined by the Work Managers
- Typically, Work Managers will assign you to make up the hours by adding additional hours to your current chores for the next week, or to assist in another person's chore, or a specific project
- Check the Maintenance projects for projects that could count towards work hours (though these projects typically count as **maintenance** hours)

Bathrooms (Yellow, White, Purple, Blue, Green)

2 people – 2.5 hours per person per week

- *Description:*
- *Mop the floor each week*
- *Scrub the sink and tub with all purpose cleaner*
- *Scrub the inside of the toilet bowl with Tilex, and the outside of the bowl with all purpose cleaner*
- *Spray the shower curtain to ensure that mildew and mold are not building up*
- *Spray and scrub walls where black mold spots have formed*
- *De-clog the drains of hair and soap buildup.*
- *Clean the mirrors*
- *Make sure that there is toilet paper, and that shelves are organized*
- *Remove clutter*
- *Take out the trash and recycling*
- *Make sure there is a trash and recycling bin (respectively) in each bathroom*
- *Make sure there is a small bin specifically for toilet paper rolls so we can make an epic Rube Goldberg machine marble shoot with all the empty rolls!!!!*

Common Areas #1: Living Room, Dining Room

3 people – 2.5 hours per week per person

- **Living Room**
 - *Description:*
 - *Roll up rugs and sweep floors each week*
 - *Bang out rugs over side of porch*
 - *Vacuum rugs*
 - *Occasionally mop floor with hardwood specific chemical solution*
 - *Wipe down the tables,*
 - *Vacuum/sweep under couch cushions*
 - *Vacuum sweep under couch*
 - *Wash or acquire new couch cushion covers if needed*
 - *Make sure that the seating areas are organized and decluttered*
 - *Make sure the bookshelves are decluttered and organized*
 - *Move the couches from time to time to get a good ol' vacuum behind them*
 - *Switch placement of furniture when it feels right - you know what this space needs better than anyone*
 - *Wipe down the walls if needed, change light bulbs*
- **Dining Room**
 - *Description:*
 - *Sweep and mop the space each week*
 - *Wipe down the table and chairs*
 - *Vacuum the couches*
 - *Wash the cushion covers*

- *Make sure that the seating areas are organized and decluttered*
- *Bang out the rugs outside*
- *Make sure the bookshelves are decluttered and organized*
- *Switch placement of furniture when it feels right - you know what this space needs better than anyone*
- *Scrub gross things from the walls if necessary, like spots of black mold, change light bulbs.*

Common Areas #2: TV, Laundry, Pantry, and Maintenance Rooms

2 people – 2.5 hours per person per week

- **Laundry Room**

- *Description:*
- *Sweep and mop the floor each week*
- *Scrub the sink*
- *Make sure that the lint trap is clean*
- *Label shelves for better organization*
- *Acquire guff laundry bins for folks to change out other's laundry*
- *Acquire a magnet and label the washing machine with two texts "Dry" and "Don't dry". The person who's laundry is in the washer chooses whether they wish someone else to dry their laundry if they were to find it there unaccompanied*
- *Make sure that the shelves are organized and stocked and let the Ordering Steward, Maintenance Manager, or Kitchen Manager know if guff supplies need to be restocked*
- *Keep a list of what supplies are in the laundry room and what we need*

- **Pantry**

- *Description:*
- *Sweep and mop the floor every week*
- *Organize foods into categories and label*
- *Wipe down the shelves (pulling food off of them to do so)*
- *Vacuum or sweep up food remains from the shelves*
- *Clean up spills and water leaks as soon as possible*
- *Freeze bananas or other foods that can be preserved when they are becoming overripe or notify the Ordering Stewards*
- *Bring food items that are not being eaten often, or are ripe, to the kitchen in a designated section to encourage its consumption.*
- *Email the house or make temporary signs to let people know what food is available that isn't being taken advantage of.*
- *Empty/maintain the dehumidifier*

Porch/Hallways and Stairs

5 people – 1 hours per week

- **Porch**

- *Description:*

- Sweep each week
 - Scrub when necessary
 - Remove any clutter or personal items, bringing items to the guff pile or attic and notifying the member it belongs to
 - Clean and wipe down any tables and ashtrays
 - Empty trash and recycling bins on large downstairs porch
- **Hallways and Staircases**
 - Description:
 - Vacuum the carpet each week
 - Sweeping and vacuuming the wood floor each week
 - Decluttering, cleaning the floorboards if necessary, cleaning the windows, wiping down the doors and door handles.
 - Hallways and Staircases includes the stairs down to the kitchen and the hallway by the kitchen
 - Put salt on all outside stairs when it is cold and icy

Kitchen (Dinner clean / Morning tidy)

**9 people, 2 people twice a day Sun night - Thurs night (morning and dinner Sunday - Thursday)
– 2.0 hours per week**

- Sweep and mopping the floors **every week**
- Clean and scrub the sink, countertops, and all cooking surfaces.
- Wash and sanitize any unlabeled and dirty dishes
- Put away sanitized dishes
- Wipe down the shelves and cabinets
- Make sure that plates, bowls and cups are organized
- Take out the trash and recycling in the the kitchen
- Put items in the correct bin (for example, if you see a bottle in the trash, put it in the recycling! If you see a compostable cup in the recycling, put it in the compost!),
- Wipe out the trash and recycling bins if needed.
- Bring all of the trash and recycling bins to the curb on Sunday nights (for Sunday dinner clean folks only) and bring the bins back on Mondays in a timely manner (for Monday morning tidy folks only).

Guff Cooks

5 people, 8 hours

- Cook guff meals each week, preferably for the weekend
- Prepare food that is hard to make quick (chickpeas, lentils, rice, beans) for folks to quickly reheat and add to meals like veggie stir fry
- Notify the house of what you have cooked
- Check the suggestion board for what to make next
- Request cooking supplies from Ordering Steward when needed

Cooks

10 people, 2 per night, Sun-Thurs, 2 hours

- *Arrive at the kitchen 2.5 hours before the established time for house dinner*
- *Sanitize your hands and cooking implements*
- *Do **NOT** cook if you are sick*
- *Get a replacement cook and exchange work hours with someone if you are unable to cook on a given night*
- *Prepare a meal that is nutritious and tasty*
- *Utilize easy recipes from our house cookbooks*
- *Do not serve burnt food!!*
- *Be aware of allergies and dietary restrictions in the house and plan your meal accordingly*
- *Prepare save-plates for anyone who has signed up to be saved a meal on the whiteboard*
- *Present the dinner on the window counter to the dining room by the established time for house dinner*
- *Provide silverware and plates/bowls alongside the meal*
- *Clean up as best you can as you go*
- *Make sure to compost all organic waste*

Member Assistance

4 people, 7 hours (or hours subject to change)

- *Do a set amount of office labor for the ICC*
- *Show up promptly*
- *Get a replacement if you are unable to attend on a given day*
- *This position, when not completed, will contribute to fines accrued by the house! You **MUST** make sure to be there when you have member assistance!!*

Guff/Non Guff [Appliances]

5 people, 1 hour

Guff Appliances (Toaster, Stove, Oven, Microwave, Fridge, Freezer)

- *Clean and wipe down the toaster, microwave, and fridge*
- *Organize the fridge and throw away rotten food or discard empty containers*
- *Consolidate foods in frig when possible (so one head of broccoli isn't alone in a giant cardboard box taking up half the fridge)*
- *Scrape off the stove top crud into the trash bin*
- *Scrape off the bottom of the oven and sweep into trash*
- *Occasionally take out oven racks and soak in degreaser, then rinse*
- *Clean the inside of the freezer in the dining room*

Non Guff Fridges

- *Make a sign that notifies members that unlabeled food will be taken to the guff fridge (this does not count for beer / alcohol)*
- *Make sure there is tape and a marker for people to label their things available*

- Take unlabeled food to the guff fridge
- Dispose of rotten food
- Take all food / drinks out of the fridge to clean the shelves and walls of the fridges
- Put all food / drinks back in the fridges
- Organize/label the fridges (condiments here, tupperwares there)

APPENDIX B - KWUNSENSUS MEETING PROCESS

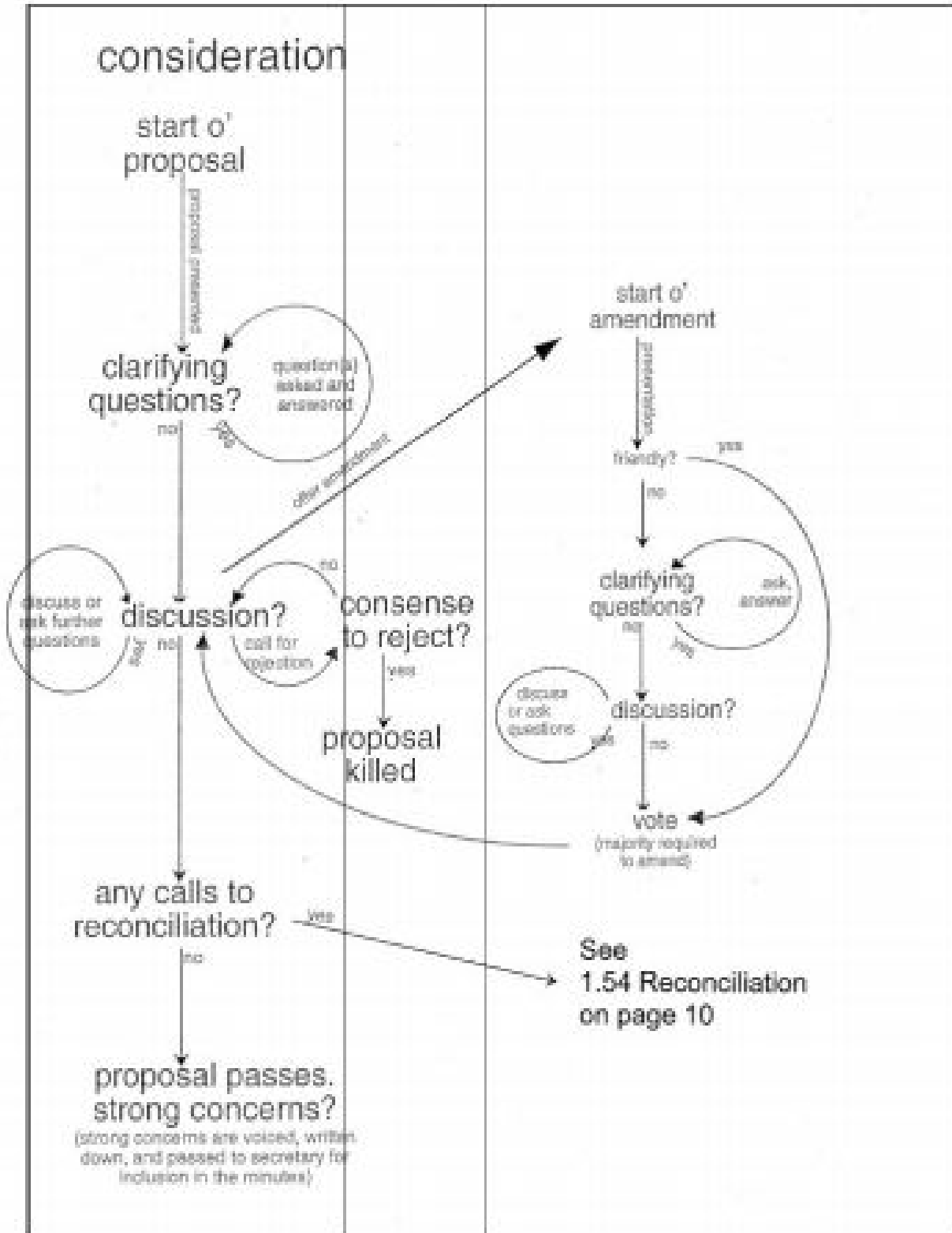
KWUNSENSUS MEETING PROCESS

1. PROCESS CHART (see attached image at end of appendix B)
2. AMENDMENTS TO A PROPOSAL
 - a. Friendly Amendments:
 - i. At the beginning of the amendment process, the facilitator shall ask if the amendment is friendly. If all voting board members agree that the amendment is friendly, then the amendment is voted upon immediately (by majority vote).
 - ii. If any voting Board member finds the amendment unfriendly, then the amendment continues using the Kwunsensus process.
 - b. Time limits for Amendments: When an amendment is offered, the board facilitator shall set a time limit for the amendment. Time elapsed during amendment procedure will still be considered time elapsed for the main proposal.
2. APPROVAL PROCEDURE: This process is to be used for the approval of the nominations, and results from a referendum or election, in which no amendment will be proposed. Kwunsensus Process will begin as illustrated in section 2 with proposal presentation, clarifying questions, and discussion. After discussion has ended, the facilitator shall call for a vote: only voting members of the Board will be allowed to vote. An 85% majority vote will be required for a proposal to be approved. (62/98)
3. RECONCILIATION:
 - a. A reconciliation committee is called for. The original writers of the proposal and all those calling for reconciliation must be on the committee. Other interested parties may also sit on the committee.
 - b. The committee shall meet and write up a modified version of the proposal for reconsideration by the board. This modified proposal should be submitted to the coordinating committee for the next board meeting or at the latest by the second meeting following initial consideration. If the committee has irreconcilable differences, then the original proposal should be resubmitted. If a modified proposal is not received by the coordinating committee in time for inclusion on the agenda of the second board meeting, then it will be presumed that there were irreconcilable differences and the original proposal shall appear on the agenda for reconsideration. (22/98)
 - c. After the call for reconciliation and before the formation of the reconciliation committee, any voting board member may call for the proposal to be brought to the next board meeting. This motion may pass with a 2/3 vote of the board. (22/98)
 - d. After a proposal has been called to reconciliation, any board member may call for immediate reconciliation, after which the board may vote by a 2/3 majority to have an immediate reconciliation meeting. This procedure should only be used when time constraints require an immediate decision or when following the normal procedure would lead to ineffective consideration of an issue (i.e. a proposal to purchase a house requiring timely action, the last board meeting of the year, etceteras). The board shall break for at least fifteen minutes in which time the reconciliation committee shall meet. Afterwards, the committee shall bring back a modified proposal for immediate

reconsideration. If the committee can not agree to a modified proposal, then the original proposal should be resubmitted. (21/98)

4. RECONSIDERATION: Process is the same as in "consideration" until the part labeled 'any calls to reconciliation?' is reached. At this point a vote shall be taken and directors may vote "yes", "no" or "abstain". If 85% of all voting directors present (if less than twenty voting members, substitute "all but at most two" for 85%) vote 'yes.' the proposal passes; otherwise, it fails. If a director wishes not to vote due to conflict of interest or some other consideration, he/she may be recorded as abstain" Such directors will not be counted as voting directors for the purpose of this rule. (9-95) (18/98)
5. 1.56 KWUNSENSUS: Who, What and How
 - a. What - action/write proposal/ask questions /discuss/offer amendment/Appeal a Decision of the Chair/call to suspend the rules (fm Robert's Rules)/Motion to close debate (call the question) (fm Robert's Rules)/call to table (fm Robert's Rules)/call to reconciliation/call for immediate reconciliation/sit on reconciliation committee/call for rejection/pass proposal
 - b. Who - any member
 - c. How - submit to house president at least 24 hours in advance talk away majority vote of voting members needed to amend proposal. majority vote of voting members 2/3 vote of voting members 2/3 vote of voting members majority vote of voting members to postpone discussion and vote to next meeting Caller must sit on reconciliation committee 2/3 Vote of voting members at facilitator's discretion, committee may be limited to interested board members voting members must consent to reject requires consensus of voting members during consideration, or 85% vote of all "yes" and "no" during reconsideration

KWUNSENSUS PROCESS CHART



APPENDIX C - VAIL COOPERATIVE HOUSE STEWARDSHIP POSITIONS

We, the people of Vail, do hereby agree to fully and faithfully follow the responsibilities laid out below to the best of our abilities.

House Stewards: Each house steward is required to educate the house in some way about their role in the house either through a workshop or literature.

Work Manager (2 people, 2.5 hrs)

The Work Manager is the person primarily in charge of the oversight of work hours in the coop. This means that they assign chores to house members, educate them about how to fulfill their tasks and responsibilities, and hold people accountable for the completion of work. They must be knowledgeable about what is required for each role in the house and aware of what supplies are needed to continue house upkeep. They should work with the Maintenance Manager and Ordering/Food Steward to ensure that coopers have the supplies they need to complete their tasks, such as cleaning and gardening appliances. Furthermore, they are responsible for providing make-up chores and maintenance projects (suggested by the Maintenance Manager) to coopers who miss chores. Furthermore, they should listen to the needs of coopers and work with them to help them contribute to the house in the way that is right for each individual.

Additionally, Work Managers should volunteer their services to help with chores. If a cooper requests, the work manager should do the coopers chore with them to help guide them on how it is done. If a cooper is sick or absent from the house for an extended period (a week or more) the Work Managers should complete the cooper's chores, within the limits of what is possible for their own time and their work hours (not exceeding 5 hours of their own work hours).

Tasks include:

- create a work schedule, assigning chores to each house member
- create chore descriptions
- oversee completion of weekly chores
- train house members on their role and make them aware of their responsibilities
- provide make up chores and maintenance projects for make up hours
- provide support for those who cannot complete tasks and work to create role that works for each individual
- fine individuals who fail to meet agreed upon expectations for work and contribution to the house
- help plan Work Holiday once per semester with the other house stewards
- manage the rotational (weekend dish) schedule, making sure that each person is signed up to do a weekend deep clean of the kitchen
- consider alternatives to the current system for assigning labor in the house

As someone interested in taking on this position you may consider these questions:

1. How can the distribution of labor in the coop best be managed?
2. What is the most effective way to distribute labor amongst coopers?
3. What sort of a system will ensure accountability for folks to do their duties?
4. What sort of a system will empower individuals to contribute meaningfully to the upkeep and improvement of the house?
5. How can we lessen the burden of the work manager on making sure that labor is completed?
6. How can we find what roles work best for each person here and get them hyped about contributing to the coop?

Secretary (1 person, 2 hrs)

The Secretary is primarily in charge of 1) attending every house meeting and taking minutes, and 2) collection and distribution of mail. If they cannot attend a meeting they are responsible for finding someone to replace them for that meeting and compensating their replacement with labor or otherwise. The Secretary should distribute the meeting notes to each house member, and the ICC office, over email and set up a Google Drive Folder with the minutes from each meeting. Furthermore, they should provide a summary of the meeting minutes in each bathroom for coopers to review, especially for those who missed the meeting. They are responsible for assigning each house member a mailbox at the start of the semester. Additionally, they must notify past house members when they receive important mail and leave their mail in the boxes for past members. The secretary should also help other members of the house create important signage and printed information to be displayed in the house.

Tasks include:

- take thorough meeting minutes
- find replacement for minute taking when cannot attend
- collect mail and distribute to correct mailboxes
- make sure each current cooper has a mailbox
- put past cooper mail in past cooper boxes
- notify past coopers when important mail arrives for them
- summarize meeting minutes and pin up in each bathroom
- create and display certain signs in the house + help other coopers do this

As someone interested in taking on this position you may consider these questions:

1. What is the purpose of recording our meetings?
2. How can we best create an accessible archive of our meetings?
3. What else may we want to archive as a house?
4. How can essential information from meetings best be disseminated to those who were not there?

Maintenance Manager (1 person, 5 hrs) amendment voted on Sep.4 2017 (~~2 people, 2.5 hrs each~~)

The Maintenance Manager is primarily in charge of fixing and improving the functionality of the house. This could mean fixing loose doorknobs, operating the heating system, building shelves, etc. The

Maintenance Manager must attend all the meetings held by Geoff (Maintenance Director) for the maintenance team. They should disseminate what they learn as Maintenance Manager to the rest of the house to educate and empower folks to fix things for themselves. They should not simply fix problems without explaining how it is done to other folks. (See: “If You Catch a Man a Fish vs If You Teach a Man to Fish...”). They should provide a list of maintenance projects that they think need to be completed and encourage other house members to contribute ideas. They should oversee major maintenance projects during Work Holiday and keep track of the Maintenance Hours required (8 hrs) for each house member. They should help facilitate house members to do maintenance projects, both for common spaces and their personal rooms, especially for those who have make-up hours after missing Work Holiday. They should work with the Ordering/Food Steward to ensure that the house has the appliances and supplies needed for maintenance and sanitation.

As someone interested in taking on this position you may consider these questions:

1. How can skills for maintenance best be disseminated to house members? (ex: workshops, one-on-one, etc)
2. What are our most pressing maintenance concerns right now?
3. Do you have building/fixing skills or interest in developing those skills?

Sustainability Steward (2 people, 2. 5 hrs)

As a vegetarian house focused on sustainability, the Sustainability Steward is in charge of making the house greener by advocating for and implementing policies, procedures, and products that reduce our carbon footprint. The Sustainability Steward should find green and affordable alternatives to house items such as industrial cleaning products and paper towels. The Sustainability Steward should oversee the use of electricity in the coop, and find ways to reduce the amount of energy we use for lights, appliances, etc. The Sustainability Steward should oversee the use of Compost, Recycling and Trash. They should advocate for “Reduce, Reuse, Recycle” by primarily focusing on the reduction of waste products and reusing what we can (such as plastic containers, glass bottles, etc) for projects both artistic and utilitarian. The Sustainability Steward should oversee the maintenance of the yard and garden, helping to grow crops or native plants in place of weeds and invasive species.

Tasks include:

- find green household products and implement them in the house
- educate folks about green alternatives
- reduce our electrical usage
- improve the garden and yard
- advocate for Reduce Reuse Recycle
- make sure there are trash and recycling bins in each bathroom
- oversee process of taking out trash, recycling, and compost
- salt the driveway

As someone interested in taking on this position you may consider these questions:

1. How can we reduce our energy use in the house?
2. What alternatives to industrial products can you think of? (ex: vinegar instead of cleaning spray)
3. What reuse projects could eliminate waste in the house, and how would you implement that project? (ex: creating a Rube Goldberg machine with toilet paper rolls)
4. What would you be excited about improving in our garden/yard?

Treasurer (1 person, 2 hrs)

The Treasurer is primarily in charge of house finances. They make sure that each member knows that payments are due at the start of the month, and work with them to create payment plans if monthly payment does not work for them. They create the house budget, working with the Ordering/Food Steward to ensure that we are keeping the house as affordable as possible and getting the food and other supplies we need to live well. The Treasurer educates the rest of the house about how the budget is set and works with them to vote on and create a budget. Every month the Treasurer updates the house about the budget in specific terms and provides charts and other data to transparently show where our money is being spent. The Treasurer is in charge of managing fines that house members might incur and working with them to pay their fines. They must also be aware of how much money we have in the Amenities Fund and offer advice on how to spend it when needed.

Tasks include:

- Proposal of house budget at the beginning of each year by working with the food stewards
- alert members of payments due
- help members with payment plans
- educate house members about how budget works
- ensure that we keep the house as affordable as possible while living well
- provide data and visuals of house spending and report out at house meetings
- advise on how to spend amenities fund

As someone interested in taking on this position you may consider these questions:

1. How can the house best be educated about the way finances work in a coop?
2. How does a cooperative operate differently from other living situations? How can we educate people about the awesome economic benefits of coops?
3. How can we reduce costs in the house? What costs are extraneous or can be avoided?
4. How can we best keep people up to date about house spending in an accessible way?

Ordering/Food Steward (2 people, 2. 5 hrs each)

The Ordering Steward is primarily responsible for regularly ordering food for the house. They must create a list of specific food items and other house essentials to Judy, the all-powerful woman who we get our food through. They must work with the Treasurer to create a budget for food that is affordable, while helping provide a nutritious balance of foods. The Ordering Steward should listen to the food

needs of all house members (i.e. allergies, dietary restrictions) and buy foods that benefit everyone in the house, understanding that we are constitutionally a vegetarian house and cannot use house funds to buy meat. They should keep a sharp eye on the actual consumption of the foods that are bought, watching to see which foods go bad before they're eaten, or which foods get eaten too quickly, and adjust their purchasing accordingly. The Ordering Steward should keep track of the code number for food products and create a list of "staples" for the house to more efficiently order food in the future. They should work with the Sustainability Steward to purchase as much food that is local and ethical as is affordable, and work with the Maintenance and Kitchen Managers to purchase cleaning supplies. The Ordering Steward should notify the house when a new shipment of food has arrived, let people know where this food is coming from, how it might best be used, and should be present to sign off with food deliverers and bring/organize delivered food in the kitchen and pantry. Additionally, they should work with house cooks to ensure that food products are provided for the meals the cooks want to prepare, whenever possible. If foods are going bad, it is the responsibility of the Ordering Steward, as it is everyone's responsibility, to make sure that the food does not go to waste.

Tasks include:

- Order food regularly
- Create list of staple foods
- Determine house needs and wants for food, and regularly reassess needs/wants
- Determine house dietary restrictions
- Get local/ethical food when possible
- Work with Sustainability Stewards to get non-toxic, green cleaning products when possible
- Make sure foods are used before they go bad
- Reassess ordering foods when they are consumed too quickly or too slowly
- Meet with food deliverers and deposit food in fridges and pantry when possible
- Work with cooks to get ingredients for meals they want to cook
- Educate folks about how ordering works

As someone interested in taking on this position you may consider these questions:

1. How can we determine what foods the house needs most?
2. How do we balance people's food needs versus wants?
3. How do we get local and ethical food at a low cost?
4. How can we educate folks about where we get our food?
5. What foods should be house staples?
6. How can we work with cooks to ensure that meals are fantastic?

Kitchen Manager (1 person, 2.5 hrs):

The Kitchen Manager is the newest established steward role at Vail. It may be considered a branch of the Maintenance Manager position. They are primarily responsible for the oversight of kitchen

sanitation and maintenance. They are required to attend all meetings for the Maintenance Team pertaining to kitchen maintenance. The Kitchen Manager works closely with the Work Manager and Maintenance Manager to ensure that the kitchen remains a clean and organized space. They take on projects to better organize food, appliances, and utensils in the kitchen, and keep everything sanitary. They take on projects to maintain accountability in the kitchen that promotes cleanliness. The Kitchen Manager makes sure that people are equipped with the knowledge and skills to keep the kitchen clean. They are responsible for helping to facilitate discussion around the standards we want to have as a house around hygiene and sanitation, informing us of health codes we must uphold, and implementing the standards necessary based on those codes.

Tasks include:

- oversee kitchen maintenance and sanitation
- attend Maintenance Team meetings pertaining to the kitchen
- take on organizational projects in the kitchen
- take on projects to improve accountability for members to maintain kitchen cleanliness
- help House President in facilitating discussion around standards of sanitation in the kitchen
- inform the house of necessary health code standards, and enforce those standards
- suggest appliances and supplies we may need in the kitchen to the Ordering Steward and the house as a whole

As someone interested in taking on this position you may consider these questions:

1. What projects could you implement to ensure cleanliness and organization in the kitchen? (ex: storing large soap bottles in laundry room, transferring soap to smaller bottles, creating informative signage)
2. What projects could help improve accountability for house members to maintain kitchen sanitation?
3. How can house members be better educated about how to clean the kitchen and maintain a sanitary kitchen?

Board Representative (1 person, 5 hrs)

The Board Representative shall 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 Board Representative shall represent the House at the central level by attending Board of Directors (B.O.D.) meetings and reporting Board decisions to the House. In general, the Board Representative shall act as an official representative of Vail Co-op, especially in relation to other organizations, other ICC houses, and the ICC central office. As a Board Representative, she or he shall also serve on an ICC committee of interest (e.g. Finance, Maintenance Policy, Development, Membership, Multicultural Affairs, Education). This person must be able to answer any questions regarding the Standing Rules and organization of the ICC. They must post ICC meeting agendas, minutes, and other ICC flyers.

House President (2 people, 2. 5 hrs)

The House President is responsible for ensuring that all coopers feel safe supported in their work roles and as members of the ICC and Vail House. The House President is responsible for creating the agendas for house meetings and facilitating these meetings (unless another house member indicates interest in facilitating). Additionally, the president must organize events and workshops that contribute to creating a healthy, community-centered environment in the house, which could range from offering a conflict resolution workshop to organizing a nude tea party. Although the president serves as a leader and organizer of these events, the most important role of the president is to empower members of Vail to take initiative in organizing events and projects on their own. Also, the president should serve as a support person for all of the House Stewards as they plan projects and run into issues in their roles, as well as a liaison between the ICC and house. The President shall post all relevant notices, including notices from the ICC. In addition, the President shall attend the ICC-sponsored officer training, coordinate the efforts of all officers and provide support for officers, promote cooperative living and house goals, keep informed of house business and the status of members, be the keyholder for the House. It is their duty to see that the other officers and house committees perform their functions. At her or his discretion and especially at the beginning of the semester, s/he shall hold house officer meetings. In situations of an unusual nature, s/he shall be empowered to make rules by edict which shall not be contrary to any part of this constitution and which shall hold until the next house meeting only. S/he shall have the power to delegate her or his authority in particular situations. S/he shall be responsible for conducting an orientation program for new house members during the first week of the semester. At the end of a term, s/he shall be responsible for facilitating room bids for the following term; see article 6. In the event of personal differences among members that interfere with the effective functioning of the House, the House President will arbitrate.

APPENDIX D - Votes of Confidence Criteria

1. President
 - a. Does the president post all relevant notices, including notices from the ICC?
 - b. Did the president conduct an orientation for new house members?
 - c. Is the president generally available to house members?
2. Board Representative
 - a. Do you know what's going on at the board?
 - b. Do you feel that the Board Representative accurately represents house opinions?
3. Work Manager
 - a. Did the work manager assign jobs in a timely and equitable manner?
 - b. Does the work manager keep track of hours done and provide adequate make-up work opportunities?
 - c. Does the work manager communicate missed hours and fines?
 - d. Does the house usually have necessary non-food supplies? (toilet paper, cleaning supplies)
4. Secretary
 - a. Does the secretary post meeting minutes within 2 days of each meeting?
 - b. Are the meeting minutes informative and accurate?
5. Treasurer
 - a. Does the treasurer collect rent checks in a timely manner?
 - b. Does the treasurer post budget reports every month and make financial reports at each meeting?
6. Food Steward
 - a. Is there adequate food in the house?
 - b. Is the food steward responsive to requests? i.e., orders requested food or informs members why requested food is not being ordered (e.g., too expensive, not available)

APPENDIX E - BOARDING POLICY

Boarders

- a. Boarders who are not living at Vail may sign a boarding contract without house approval if they are:
 - i. A student as per ICC rules
 - ii. A former member of Vail.
- b. Full boarders will pay boarding charges, as determined by the Treasurer at the beginning of a term, and contribute 2 work hours a week to the house. Full boarders must sign official contracts at the ICC office in order to board.

Partial boarding

- a. Partial boarding is offered at the house level for those people who do not wish to take all of their meals at the house. In order to partial board a person must have a preexisting relationship with the house. If a person is not a former member or a friend of a current member they may not partial board.
- b. Partial boarding will be implemented and monitored by the Treasurer and President. Partial boarders must inform the Treasurer or President of their intent to board and establish a verbal contract with them.
- c. Partial boarders will pay one-half of boarding charges to the Treasurer at the beginning of a month. A sign in sheet will be posted in the house and boarders will sign in everyday they eat at the house. If a boarder has signed in for less than half of the meals in a month they may receive a proportional refund. If they sign in for more they must pay for the overage. If a partial boarder has a significant overage they shall be required to sign a full boarding contract to continue to eat at the house. If a boarder fails to sign in when they eat at the house they will be given one warning. If they fail to sign in again they will forfeit their right to a refund. If it seems that a partial boarder is abusing the partial boarding system they may be banned from the house by the President and Treasurer unless they sign a full boarding contract.
- d. Partial boarders will do 1 hour of work per week regardless of the amount of times they eat at the house.
- e. If a partial boarder owes the house money and refuses to pay or is instructed to sign a full boarding contract and does not they may be banned from the premises of the house and all house functions by the joint decree of the President and Treasurer. This ban may only be lifted by agreement between the President and Treasurer or a house vote.
- f. All money earned from boarders will be deposited into the house account and put towards the cost of food.

No other types of official or unofficial boarding are allowed other than what is listed above in this standing rules.

APPENDIX F - MAINTENANCE HOURS POLICY

Vail House requires members to complete 8 hours of maintenance per Fall semester, 8 hours per Winter semesters, 4 hours per Spring semester, and 4 hours per Summer semester.

For Fall / Winter: 4 of the hours of maintenance must be dedicated to house deep clean and/or declutter. The remaining 4 hours can be completed doing maintenance projects for common areas or individuals rooms. The work managers must approve the projects. The projects must create a lasting improvement to the house, being able to benefiting the house for at least 5 years. House members can also receive up to 2 hours of their maintenance hours doing research or preparation (purchasing supplies) for their project. 4 of the hours of maintenance will be provided during work holiday, which is 5 hours long (one hour for lunch that we buy as a house).

For Spring / Summer: 3 of the hours must be dedicated to house deep clean and/or declutter. 1 hour should be dedicated to outdoor/garden maintenance. The work managers must approve the projects.

APPENDIX G - VAIL COOPERATIVE HOUSE MEETING AGENDA FORM

To have copies available in the house at various locations for house members to fill out prior to meeting.

Action Item = Change requiring vote (e.g. changing of policy, manager requirement, chore description, etc)

Discussion Item= A conversation (about a topic without an intended proposal/action resulting)

Name(s): _____ Proposed Time Limit: _____ Meeting Date _____

1) Name of Agenda Item:

2) CIRCLE ONE: Action item or discussion item?

3) Background information on the issue?

Has this been discussed before? Circle one.

YES NO KINDA...explain: _____

If so, how?

4) How would you like to stimulate discussion/action on this topic? (a question, proposal, etc)

APPENDIX H - COMMUNITY STANDARDS (as of fall 2016)

House collectively sets community standards over the first few months of Fall semester. Work in small groups to make list of standards and bring back to large group to consolidate into final list of standards. Can update semester to semester, or at any time, but should be updated at least once a year at beginning of fall semester!

- Open, honest, direct communication
- Treat others the way they want to be treated
- Be responsive and validate criticisms/concerns
- Assume good intent
- Be conscious of how you are received
- Appreciate your power in the house
- Enjoy life, enjoy more parties, movies, cookies, + fun
- Boost your positives
- Bring the vibes you want to see
- Remember that we are learning how to live and grow together cooperatively
- Body language is important
- Destroy capitalism with twinkles
- Take pride in your work and your house
- Let your attitude support your work
- BE COMPASSIONATE!
- BE SUSTAINABLE!
- Give Thanks!
- Speak your discomfort and support others when they do
- Respect quiet hours
- Prioritize self care