

Escher Cooperative House Constitution

(Drafted March 2014)

Preamble

We, the members of Escher Cooperative House, located at 1500-1520 Gilbert Court, Ann Arbor, Michigan, 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 principles and values:

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

The Rochdale Principles

As a cooperative house, we also associate ourselves in the spirit of the Rochdale Principles, as adopted by the ICC:

Open Membership

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

Democratic Participation

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

Neutrality

Cooperatives remain neutral in questions of partisanship and religion.

Limited interest on invested capital

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

Distribution of economic result

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

Education

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

Mutual cooperation

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

Continuous Expansion

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

Article 1. General

- 1.1. The name of the group which operates under this constitution is the Escher Cooperative House (hereafter referred to as the House).
- 1.2. The House is a member of, and abides by, the By-laws and Standing Rules of the Inter-Cooperative Council at The University of Michigan (hereafter referred to as the ICC).
- 1.3. In this document, 'semester' shall mean a term at The University of Michigan in Ann Arbor. The Spring and Summer University terms shall be taken together as one (1) semester. Interim periods are the semester breaks defined by the University of Michigan (e.g. the days between the end of a semester and the beginning of a subsequent semester).
- 1.4. For administrative purposes, the House is divided into nine (9) suites.
 - 1.4.1. The names and mailing addresses of the suites are as follows:

A. Trantor Mir	1502 Gilbert Ct., Ann Arbor, MI 48105
B. Walden III	1504 Gilbert Ct., Ann Arbor, MI 48105
C. Sinclair	1506 Gilbert Ct., Ann Arbor, MI 48105
D. Bag End	1508 Gilbert Ct., Ann Arbor, MI 48105
E. Zapata	1510 Gilbert Ct., Ann Arbor, MI 48105
F. Valhalla	1512 Gilbert Ct., Ann Arbor, MI 48105

G. Russell	1514 Gilbert Ct., Ann Arbor, MI 48105
H. Karma	1516 Gilbert Ct., Ann Arbor, MI 48105
I. Falstaff	1518 Gilbert Ct., Ann Arbor, MI 48105

- 1.4.2. A suite consists of the following spaces:
- A. Two common areas consisting of a kitchenette located on the first floor and a lounge located on the second floor.
 - B. A stairway opposite the common areas which connects the first and second floors to the front entryway and the basement.
 - C. Four sets of either four or five private rooms:
 - i. These rooms open onto a hallway, one end of which leads to one of the common areas and the stairway, the other end of which leads to the neighboring suite.
 - ii. Each set of rooms has a common lavatory and shower.
 - D. All other spaces within the House are to be considered House spaces.
- 1.5. Members of the House may freely use all common spaces, except for boiler rooms, machinery rooms, the maintenance room, two (2) kitchens, pop room, and the office. The trunk room is accessible for storage of personal items via the Suite Managers or any of the House officers.

Article 2: Membership

- 2.1. To become a member of the House one must:
- 2.1.1. Be accepted by the ICC according to the current regulations and procedures, as defined by the By-laws and Standing Rules of the organization.
 - 2.1.2. Sign an ICC contract, purchase membership shares, and pay a membership fee.
 - 2.1.3. Be assigned to the House as a roomer and/or boarder.
- 2.2. A gender ratio of no more than sixty (60) percent of one gender type for each contract period will be allowed. The President shall confer with the ICC Membership Coordinator from time to time, and may waive this ratio when it becomes necessary to fill the House.
- 2.3. The members of the House are encouraged to participate in all aspects of House government, and are held to the following duties and obligations:
- 2.3.1. House members must abide by all House rules.
 - 2.3.2. House members are responsible for the payment of bills and fines as determined by the House and the ICC.
 - 2.3.3. House members are personally responsible for the work assigned to them by the Work Manager.
 - 2.3.4. House members are responsible for the upkeep of all common areas in the House and suites in accordance with the standards established by the House and the respective Suite.
 - 2.3.5. House members are responsible for the contents of notices posted on House

bulletin boards.

2.3.6. House members are responsible for attending House forums.

2.3.7. House members are responsible for attending Suite Meetings. If unable to attend they must give 24 hour notice to their respective Suite Manager.

2.4. Personal Disputes

2.4.1. Members should attempt to resolve disputes among themselves, but may wish to consult with a Suite Manager or other Officer to assist in mediation.

2.4.2. If the dispute cannot be resolved in this manner it shall be brought to the President, who shall call a meeting of the Judiciary Committee (Section 6.1.2).

2.5. Current member referral

Current member referral is a type of probation which a member of any ICC co-op can be placed on in accordance with the ICC Standing Rules. Some of the privileges which are accorded to members of the ICC are not available to members on current member referral.

2.5.1. The ICC Standing Rules specify all grounds and procedures for placing a member on and removing a member from current member referral. They do not permit this constitution to supersede them. Therefore, this section shall serve only as interpretation of Standing Rule 6.7. Any member with questions regarding current member referral should speak to the President or to an ICC Staff Member.

2.5.2. In all cases where certain officers and/or members are empowered to institute current member referral, they shall do so by presenting a written notice to the President. In cases of the House President being placed on referral, all references to the President in this section shall be replaced with either Vice President.

2.5.3. In all cases where a petition is required to institute current member referral, the petition must be presented to and certified by the President. The President then takes the referral to the Judiciary Committee (Section 6.1.2).

2.5.4. The Judiciary Committee shall make a decision based on a simple majority.

2.5.5. The member up for referral may appeal this decision to the House. The accuser cannot appeal this decision.

2.5.6. The President shall notify the member in question, the House, and the ICC office staff within two days of the action if the member is put on referral.

2.5.7. If either member requests a closed meeting, all information regarding the referral will be kept confidential.

2.5.8. Either member can choose to bypass the Judiciary Committee and choose to mediate through the ICC.

2.5.9. If any member of the Judiciary Committee feels they have a conflict of interest they must recuse themselves from the proceedings.

2.6. Expulsion of members.

2.6.1. One member asks for an expulsion for another member.

A. The President brings this request directly to the ICC according to the procedure outlined in the ICC Standing Rules 6.8 within four (4) days of

- the request.
 - B. The matter shall then be brought to an Expulsion hearing to be voted upon.
 - 2.6.2. One member violates their current missed labor referral.
 - A. The President brings this situation directly to the ICC according to the procedure outlined in the ICC Standing Rules 6.8 within four (4) days.
 - B. The matter shall then be brought to an Expulsion hearing to be voted upon.
 - 2.6.3. Expulsion Hearing.
 - A. This is a hearing which shall be facilitated by the General Manager or a member of DART.
 - B. The President shall call an Expulsion hearing no sooner than four (4) days and no later than ten (10) days after the request has been made the details of which shall be made public to the House.
 - C. The Expulsion Hearing is open to all members except in certain cases as outlined by the ICC Standing Rules 7.2.3.
 - D. When both sides have presented all information and there are no pending questions, the House shall vote on the following options: grant the expulsion request, deny the expulsion request, and deny the expulsion request with a recommendation that the member be placed on current member referral. If none of the options receive the majority then a run-off vote will be held.
 - E. The President shall immediately inform the members of the House's decision and notify the ICC office of the decision.
 - F. If the expulsion request is granted, then the expelled person is expected to vacate their room and the building within three (3) days. If the expelled person does not vacate as required, the President shall contact the proper city authorities to begin eviction proceedings.
 - G. Any appeals to expulsion decisions must be done according to the ICC Standing Rule 6.8.5.
 - 2.7. Release of a member from House charges.
 - 2.7.1. A member shall be released from House charges and House Labor automatically when written documentation of one of the following circumstances is provided:
 - A. The member will be drafted into the United States military. The automatic release shall occur one month before the member is inducted.
 - B. The member has failed out of school. The automatic release shall occur on the date the member leaves the house.
 - C. The member or member's significant other has become pregnant. The automatic release shall occur on the date the member is notified by their doctor.
 - D. The member dies.
 - 2.7.2. A member may request that they be released from House charges or labor for any reason as follows:
 - A. A written request must be presented to the President. This request must

- specify the grounds for release, as well as a date when the release would be effective.
- B. The President shall call an open meeting of the Judiciary Committee to hear the request. This meeting may be replaced with a House meeting if the President and Vice Presidents decide so unanimously.
 - C. The House hears all evidence from the member requesting release, as well as other interested members. The Treasurer shall also provide information on how such a release would impact the House budget. The Work Manager shall also provide information on how such a release would impact the House Labor.
 - D. The Judiciary Committee votes to recommend or not recommend release of the member. The President composes a report which includes all relevant facts and the Committee's recommendation, and informs all house members.
 - E. At the next regularly scheduled House meeting, the House membership shall decide the issue by in-meeting ballot vote (See Section 3.3).
- 2.7.3. A member who is released from full House charges is expected to vacate their room and the building on the effective date of the release.
 - 2.7.4. A member leaving the co-op for a period of fourteen (14) consecutive meal-providing days or more shall be automatically released from food charges (this does not include release from labor responsibilities), provided that they notify the Treasurer in writing prior to their departure.
- 2.8. The Pet Policy shall be reviewed every three years in conjunction with the ICC Membership Committee according to ICC Standing Rule 8.5. Individual pets must be approved in a House meeting and must be approved by 85% in the suite meeting.
 - 2.8.1. No pets shall be allowed in the following suites: Trantor-Mir, Walden III, Sinclair, Bag End, and Zapata.
 - 2.8.2. Pets may be allowed in the following suites: Falstaff, Karma, Russell and Valhalla.
 - 2.8.3. Cats may be allowed in large singles in the following suites: Russell and Karma.
 - 2.8.4. No dogs may be allowed in the House.

Article 3: House Meetings

- 3.1. Regular House meetings.
 - 3.1.1. A Regular House meeting is comprised of two (2) House forums, one (1) in each of the two (2) dining rooms.
 - 3.1.2. Regular House meetings shall be held approximately every two (2) weeks.
 - 3.1.3. The President shall call all regular House meetings, and post an agenda for them at least 48 hours in advance. The agenda shall be closed (e.g. no more items may be added to that meeting's agenda) 24 hours prior to the meeting. Officer reports, member feedback, and non-coop announcements shall be

included in the agenda of all regular House meetings.

- 3.1.4. It is the responsibility of the Vice Presidents to announce the date of the forum for their respective dining room. Both forums must occur no less than 24 hours and no more than 72 hours after a meeting agenda has been finalized by the President.
- 3.1.5. Regular House meetings shall be held in the dining room during dinner by the Vice President respective to that dining room, as understood by articles 5.1.2.E and 5.1.3.D of this constitution.
- 3.1.6. In the event of a Vice President bringing a proposal to the meeting, the next available highest ranking officer shall run the forum in their stead.
- 3.1.7. House meetings shall operate in general accordance with parliamentary procedure as outlined in the current *Robert's Rules of Order*.
- 3.1.8. During a regular House meeting, only a member of the house may present a proposal for formal consideration by the House, though it need not be the member who drafted the proposal. However, if such a proposal is not clearly associated with a posted agenda item, it must be approved unanimously to take effect. If such a proposal is approved by a majority, but not unanimously, then it is tabled, and the President shall include it on the agenda for the next regular House meeting where it may be debated as a normal agenda item.
- 3.1.9. Proposals given to the President 24 hours prior to the meeting may be added to the House meeting agenda to be voted on.
- 3.1.10. No amendment may be called during a House meeting. If there is contention with a proposal, a member may make a call for reconciliation. If there is no call for reconciliation, the proposal shall be voted on using an in-meeting vote unless a ballot vote is called for (see Section 3.3.3). The proposal shall either pass or fail.
 - A. Discussion on a proposal must be closed prior to a call for reconciliation during the meeting.
 - B. The facilitator shall ask if there are any calls for reconciliation. If there is such a call, the facilitator shall ask the reason the call is made. The facilitator shall then ask all members who called for reconciliation and the creator of the proposal if they are amenable to reconciliation. If so, a Reconciliation Committee shall form. If they are not amenable, no Reconciliation Committee shall form and the vote on the proposal shall proceed.
 - C. If both the creator of the proposal and the member(s) calling for reconciliation are amenable, a Reconciliation Committee shall be formed according to Section 6.3.
 - i. Formation of a Reconciliation Committee shall not prevent the original proposal from being presented in the second forum.
 - ii. Formation of a reconciliation may not prevent voting in either forum. These votes shall become a straw poll for measuring house opinion.
 - iii. The House must be publically informed of the time and place of the

Reconciliation Committee meeting, as well as the straw poll results.

- D. If a Reconciliation Committee forms, but the Committee cannot reach an amicable reconciliation, the proposal may return unaltered or be withdrawn.
 - E. The proposal shall be presented to the House at the next House meeting with no reconciliation allowed. The proposal shall either pass or fail.
- 3.1.11. Any member may designate a proxy, to vote in their stead if they are unable to attend the meeting.
- A. The member designating the proxy must inform the Secretary and the facilitator of the meeting before the meeting.
 - B. Proxies expire after every meeting.
 - C. The total number of members present plus the proxies held by those members shall make up "members represented."
 - D. A member may be a proxy holder for a maximum of one other member.
 - E. Proxies shall not be held by the facilitator of a forum.
- 3.1.12. No absentee ballots will be allowed.
- 3.1.13. The President need not determine that a quorum is present in order to conduct business at a regular House meeting; however, if a member calls for a check of quorum, a quorum of votes must be reached which is one third of membership votes. Discussion and voting would continue and a check for quorum must be done after all forums are held.
- 3.2. The President can call for a special House meeting, with 24 hours notice, at any time beyond regular House meetings to address specific issues.
- 3.3. Voting Procedure.
- 3.3.1. The President plans, and the Vice Presidents facilitate, all House forums.
 - 3.3.2. Vice Presidents may not vote in the forum that they facilitate, but may vote in the other forum.
 - 3.3.3. Unless otherwise stated in this constitution, all decisions of the House shall be made at a House meeting via an in-meeting vote, unless a call is made for a House ballot.
 - A. A call for a House ballot vote shall supersede an in-meeting vote.
 - B. Any member may call for a House ballot vote at a House meeting at any time before a vote takes place on the issue at hand. If this call is seconded, the issue shall automatically be decided by a seventy-two hour ballot vote distributed to all members of the house after the second forum of the meeting. This call will not end discussion of the issue at the present forum. The ballot shall contain a review of the relevant forum minutes, a clear statement of the proposal to be voted on, and spaces to vote "yes," "no," and "abstain." For a ballot vote to be valid, one-third of the House must vote. The President and the Vice Presidents shall count the ballots. The proposal passes if a majority of the votes cast are in the affirmative.
 - 3.3.4. All in-meeting votes shall require members names to be attached to their votes, and all votes must be cast in one of three ways: "yes," "no," or "abstain." The

proposal passes if a majority of the votes, as collected and summed between the two House forums, are cast in the affirmative.

3.3.5. In the event of a tie, the President may choose to break the tie.

Article 4: House Labor

4.1. House labor.

The Work Manager shall allocate work according to a system which ensures that all members, unless specifically stated below, provide three (3) hours of labor per week to guarantee the proper operation of the House. Members are required to participate in four (4) areas of House work: House chores, Suite chores, Hall chores, and Work Holiday.

4.1.1. House chores shall include:

- A. Kitchen work. Cooking, cleaning, and other work determined by the Work Manager and the Kitchen Manager to be necessary for the satisfactory operation of the House kitchens and dining rooms.
- B. Building Maintenance. Upkeep and repair of building appliances, fixtures, utility systems, grounds, and other work determined by the House members to be necessary to the satisfactory operation of the physical plant.
- C. Basement cleaning. Basement floor sweeping and mopping, basement bathroom cleaning, basement window and wall cleaning.
- D. ICC office & committee work. Labor contributed to the ICC to ensure satisfactory operation of the central office. The amount of labor contributed by the House is determined by the current By-laws and Standing Rules of the ICC.
- E. Officer positions. All House officers shall receive House labor credit for their positions.
- F. Assistant positions. This is not an elected officer position. Assistants shall contribute three (3) hours of House Labor per week. See Section 5.5.

4.1.2. Suite chores shall include chores determined by Vice President of Suites, Suite Manager, and suite members. Each suite member shall have an equal share of suite work consisting of one (1) hour, in addition to House labor.

4.1.3. Hall chores may consist of cleaning bathrooms and vacuuming the carpet in the hallway. Each week, one (1) member of each hall will perform the hall work for that hall. All members of a hall will sign up for as equal a number of weeks as possible during each semester.

4.1.4. Work Holiday shall be initiated by the President and coordinated by officers at the beginning of each semester. The purpose of Work Holiday is to perform jobs which do not need to be done weekly and are usually larger than regular House chores. Each House member shall sign-up for an equal amount of Work Holiday labor.

4.2. If a member is unable to perform their work, they must find a substitute or be excused by

the Work Manager. This applies regardless of the type of work. Absences which are not excused shall result in penalties as follows:

- 4.2.1. First absence: A base fine of [\$X] dollars per hour, where X is defined by ICC Standing Rule 13.9.
 - 4.2.2. Second absence: A fine of [\$2X] per hour.
 - 4.2.3. Third absence: A fine of [\$3X] per hour, and the Work Manager is required to place the member on referral in accordance with section 2.5 of this constitution.
 - 4.2.4. Fourth Absence: A fine of [\$4X] per hour, and the Work Manager should inform the President to begin expulsion proceedings.
 - 4.2.5. Further absences will be fined in arithmetic progression.
 - 4.2.6. If Standing Rule 13.9 does not exist, then X shall equal \$10.00.
 - 4.2.7. The House may create a mandate which determines the value of X until the end of the contract period.
- 4.3. Failure to complete the chore adequately shall be considered as missing a shift unless a fining sheet for partial completion exists. Declaring work to be substandard requires the Work Manager, the Kitchen Manager (if the chore was a kitchen job), the Technology Advisor (if the chore was a Escher Tech Team job) or the Maintenance Manager (if the chore was a maintenance job), and one other officer to agree.
 - 4.4. Failure to perform Suite/Hall labor may cause a member to be fined \$X per hour, if the Suite Manager and one officer agree.
 - 4.5. The Work Manager shall inform the Treasurer of fines due to missed, partially completed, or substandard shifts. It shall then be the Treasurer's job to keep a record of how many fines each member has. Missed shifts accumulate within the previous six month (6 month) period. Thus if a member misses a shift on September 1, that absence would be stricken from the record on March 2.
 - 4.6. Any member who works for an unexcused absent member shall receive [\$X] dollars per hour from the fine paid by the absent member. If no substitute is found and the work crew members decide to perform the additional work, they shall split the [\$X] dollars per hours of the fine paid. Any amount of the fine over [\$X] dollars per hour shall go to the Amenities Fund.
 - 4.7. Appeals for fines shall be made to the Judiciary Committee according to section 6.1.2.
 - 4.8. In labor and community, it is our mission to recognize the differently-abled, whether permanent or temporary, in support of both physical and mental health. Any appeals with regards to officer decisions should be made to the Judiciary Committee (Section 6.1.2).

Article 5: House Officers

- 5.1. All officers shall begin their terms on the first day of the contract period after they have been trained following the semester during which they were elected whichever comes later. The elected officers and their responsibilities are as follows:
 - 5.1.1. President.

- A. Responsible to the House and the ICC.
 - B. Upholds House Constitution and ideals of the ICC.
 - C. Coordinates communication between officers, ICC staff and Escher staff.
 - D. Represents the House in relations with other co-op houses, all ICC staff, Escher staff and the community at large.
 - E. Has overall responsibility for House operations. Sees that officers and committees perform their functions.
 - F. Provides Vice Presidents with agenda for House forums.
 - G. Presides at Officer Meetings and ensures that tasks are properly delegated and executed. Presides over all joint House Council-Officer Meetings.
 - H. Facilitates Judiciary Committee meetings.
 - I. Gives reports to Board Representatives prior to Board meetings regarding House operations.
 - J. Attends new member orientation at the beginning of each contract period.
- 5.1.2. Vice President of Suites.
- A. Responsible to President and House.
 - B. Coordinates monthly meetings of Suite Managers.
 - C. Provides an agenda to Suite Managers for each suite meeting.
 - D. Oversees all Suite Managers. Vice President of Suites shall fine any Suite Manager not performing adequately according to section 4.2.
 - E. Each Vice President shall chair one of the two House forums.
 - F. Vice Presidents shall alternate which kitchen forum they chair.
 - G. Sits on the Judiciary Committee and chairs the Judiciary Committee for any case in 5.4.1.A that concerns the President.
- 5.1.3. Vice President of Relations.
- A. Responsible to President and House.
 - B. Coordinates rooming and member rosters with the ICC front desk.
 - C. Oversees move-in/move-out for non-standard contracts or contract releases.
 - D. Each Vice President shall chair one of two consecutive House forums.
 - E. Vice Presidents shall alternate which kitchen forum they chair.
 - F. Sits on the Judiciary Committee and chairs the Judiciary Committee for any case in 5.4.1.A that concerns the President.
 - G. Ensures that all occupancy changes are forwarded to the President, Treasurer, Suite Managers and Work Manager.
 - H. Oversees check-in and check-out procedures for standard contracts in conjunction with the Interim Managers.
- 5.1.4. Board Representative.
- As a merger of three (3) houses (O’Keeffe, Renaissance, and Escher, 2014) Escher maintains three (3) Board Representatives, as understood from ICC Bylaw 3.114.
- A. Responsible to the ICC.

- B. Serves as a voting member on the ICC Board of Directors as determined by the ICC Standing Rules.
 - C. Reports on the activities of the Board and ICC to the House.
 - D. Informs the Board of any member concerns.
- 5.1.5. Treasurer.
- A. Responsible to President and House.
 - B. Prepares the House budget in consultation with the ICC, any House staff, and the House.
 - C. Presents the House budget for member consideration by September 20th for the Fall/Winter contract period and May 20th for the Spring/Summer contract period.
 - D. Assists ICC Finance Office in maintaining House financial records.
 - E. Reviews rent rolls sent by the ICC.
 - F. Maintains a document of charges, fines and credits.
 - G. Keeps accounts receivable journal of House revenue.
 - H. Tracks and manages cash, check, credit card, and incoming receipts. Pays House bills as needed and maintains the House checkbook.
 - I. Reconciles bank statements to the ledger each month.
 - J. Organizes annual review meeting for any staff member of the House.
- 5.1.6. Work Manager.
- A. Responsible to President and House.
 - B. Prepares temporary work schedule for the first two weeks of the semester and for the last week of the semester.
 - C. Distributes work surveys to members and schedules them (so far as possible) to their preferred jobs. Makes up the permanent work schedule for the rest of the semester.
 - D. Responsible for setting up a procedure for trading work shifts and replacing a crew member who has not shown up for work.
 - E. Fines according to Section 4.2.
- 5.1.7. Kitchen Manager.
- A. Responsible to President and House.
 - B. Arranges a schedule in the beginning of the semester to train kitchen crews. Shows them their responsibilities, including how to operate the kitchen equipment and how to properly perform their jobs.
 - C. Designates a crew leader for each cleaning crew to ensure that that cleaning crew has done its job properly.
 - D. Fines delinquent kitchen crews according to section 4.2.
 - E. Works with the chef to prepare for inspection by the Health Department. Makes sure the kitchen passes inspection.
 - F. Works with the chef in regards to improving the quality of the food and the performance of cooking crews. Seeks member input on kitchen operations.
 - G. Manages and supervises work holiday in the kitchen.

- H. Coordinates all kitchen maintenance related jobs with the Maintenance Manager.
 - I. Presents the evaluation of the paid chef to the House at the end of the semester.
- 5.1.8. Maintenance Manager.
- A. Responsible to President and House.
 - B. Responds to any member requests for assistance that are not related to technology.
 - C. Oversees Escher maintenance crew and tasks.
 - D. Checks that the conditions around the House are not detrimental to the recruitment of new members.
 - E. Fines delinquent maintenance crews according to section 4.2.
 - F. Assists the ICC staff and the City of Ann Arbor in conducting building inspections. Makes sure the House passes building inspections.
 - G. Attends monthly meetings with the ICC Director of Annual Maintenance.
 - H. Brings proposals to the ICC Maintenance Committee seeking funds on behalf of the House.
- 5.1.9. Social Chair.
- A. Responsible to President and House.
 - B. Organizes large House social events, at least two per semester.
 - C. Organizes small weekly social events (discussion group, cookie nights, movie nights, etc.).
 - D. Organizes House community service projects, at least one per semester (e.g. an afternoon serving Habitat for Humanity, Food Gatherers, Food Bank, etc.)
 - E. Communicates with other ICC Houses in the planning of social events.
 - F. Actively encourages and facilitates activities by interested groups to plan activities and invite other members to participate.
 - G. Works with Education Chair to encourage members to gain as much as possible from their unique international/cultural community with activities and education.
 - H. Works with Education Chair in reaching out to any Escher alumni.
- 5.1.10. Education Chair
- A. Responsible to President and House.
 - B. Organizes House educational events, at least two per semester.
 - C. Responsible for educating the House about cultural awareness.
 - D. Provides informational packet for all incoming members.
 - E. Actively identify areas of improvement for member knowledge of governance and house logistics and report to the Educational Committee, House and Officers.
 - F. Works with Social Chair in reaching out to any Escher alumni.
 - G. Serves as a contact with Educational Committee.
- 5.1.11. Secretary.

- A. Responsible to President and House.
- B. Takes minutes at each House meeting and publicizes them to the House within 48 hours.
- C. Responsible for the ICC office labor provided by the House to the ICC.
- D. Makes sure information is received and posted in correct places.
- E. Responsible for organizing office cleaning during Work Holiday.
- F. Addresses any member concerns regarding parking space or the parking lot. If there is a shortage of parking spaces for members, a lottery will be administered by the Secretary. They shall oversee all members currently using the parking lot.

5.1.12. Sustainability Steward.

- A. Responsible to President and House.
- B. Works on new ideas for sustainability in the House.
- C. Educates members on sustainability issues.
- D. Coordinates with Maintenance Manager on issues of water, energy and material waste.
- E. Coordinates a composting system in the House.
- F. Manages all returnables.

5.1.13. Technology Advisor.

- A. Responsible to President and House.
- B. Supervises Escher Tech Team, prioritizes tasks and fulfills technology related Requests for Assistance (RFAs).
- C. Innovates new ideas for technology related improvements in the House.
- D. Fines Escher Tech Team members for not performing assigned tasks or performing them poorly according to section 4.2.
- E. Responsible for maintenance and documentation of House technology infrastructure.
- F. Sits on the ICC Tech Team with ICC approval.

5.2 Elections.

- 5.2.1. House officers for the Fall/Winter and Spring/Summer contract periods shall be elected no later than two weeks before the end of the preceding Winter semester.
- 5.2.2. If any position is not filled by the start of a contract period, an election shall be held within two weeks to elect the vacant officer positions.
- 5.2.3. Nominations for all officers shall be open for a period of no less than one week. Nomination sheets must include a listing of the duties of the given officer position.
- 5.2.4. The President shall provide time on the agenda of a House meeting for all nominees to speak to the House. At the meeting, nominees shall answer all relevant questions by House members. All nominees will be asked to leave the room for House discussion and voting.
- 5.2.5. The nominee receiving the majority of votes becomes the officer for that position.
- 5.2.6. If no member receives the majority of votes for an office, then the two members receiving the highest number of votes shall engage in a runoff election to be held immediately after the first vote.

5.3 Filling of vacant offices.

- 5.3.1. If an office becomes vacant for any reason, an emergency election shall be held within one week. This election shall be held in the same manner as a regular election.
- 5.3.2. Members elected in an emergency election shall take office immediately.
- 5.3.3. The President may appoint an interim officer to fill a vacancy until the emergency election is complete.
- 5.3.4. If the President cannot serve for any reason, or if there is no President, succession to fill the presidential vacancy shall be as follows: either Vice President, any Board Representative, Treasurer, Work Manager, Kitchen Manager, Maintenance Manager, Secretary, Social Chair, Education Chair, Sustainability Steward, Technology Advisor.

5.4 Removal of officers.

- 5.4.1. An officer shall be removed from office if all of the following occur in order:
 - A. A petition is presented to the President which states the precise reasons for removal and is signed by fifteen percent of the membership. If the petition seeks the removal of the President, all references in this section to President shall be replaced with either Vice President.
 - B. The petition is presented to the officer in question.
 - C. The President convenes a special House meeting to discuss the petition within seven days of its receipt.
 - D. The vote to remove an officer from office shall take place at a House meeting.
- 5.4.2. An officer shall be automatically removed from office if they are expelled from the House.

5.5 Assistants

- 5.5.1. Assistant to the Kitchen Manager
 - A. A maximum of three (3) Assistants to the Kitchen Manager may be chosen at any time.
 - B. Operate under the supervision of the Kitchen Manager.
- 5.5.2. Assistant to the Work Manager
 - A. A maximum of one (1) Assistant to the Work Manager may be chosen at any time.
 - B. Operate under the supervision of the Work Manager.

5.6 Interim Manager

- 5.6.1 The Interim Manager is an elected position which serves as all officers during the interim period between contract periods.
- 5.6.2 They shall be elected in a timely manner specified by the ICC Standing Rules or five weeks prior to end of the contract period, whichever comes first.
- 5.6.3 If there is no trained President, the Interim Manager shall facilitate the first House Meeting of the contract period to elect a new President.
- 5.6.4 Their duties are outlined in the ICC Standing Rule 8.3.

5.7 Low Occupancy

- 5.7.1 In the event of low occupancy, certain positions may be combined or eliminated as seen fit, except those positions listed in 5.7.2.
- 5.7.2. The following positions shall not be eliminated: three (3) Board Representatives, President, Treasurer, Work Manager, Maintenance Manager, and Kitchen Manager, nine (9) Suite Managers.
- 5.7.3. In the event of low occupancy, the House Council (Section 6.2) may be dissolved until occupancy increases.

Article 6: House Committees

6.1 Judiciary Committee.

- 6.1.1. The Judiciary Committee is made up of all of the nine (9) Suite Managers, two (2) Vice Presidents. Unless otherwise specified in this Constitution, the committee shall be facilitated by the President. The facilitator has no vote, except in cases of a tie.
- 6.1.2. Hears cases of unresolved personal disputes, requests for referral, appeals of fines, and work disability.

6.2 House Council

6.2.1. Purpose

- A. The House Council oversees and evaluates all House Officers.

6.2.2. Membership

- A. The House Council is comprised of a representative from each suite. They shall be elected by the suite and this will constitute their suite labor.
- B. The election of each member must take place in the first suite meeting of the contract period.
- C. No House Officer can serve on or chair the House Council.
- D. The Education Chair shall facilitate the first House Council meeting until the chair is elected.
- E. The House Council shall determine a chair from among current House Council members and shall inform the members of their responsibilities.

6.2.3. Responsibilities

- A. Each House Council member shall be well-versed in the responsibilities of all officers as laid out in the Constitution.
- B. A joint House Council and Officer Meeting will be held monthly that all Officers and House Council members must attend.
- C. The House Council must hear Officer Reports at joint meeting and ask questions to clarify their report.
- D. The House Council must post a report that evaluates all House Officers publicly each month.
- E. The House Council must report back to their suites and Suite Managers of their activities on the Council.

- F. The House Council may fine any House Officer for failure to perform the duties specified in the Constitution. To place fines on any officer, a simple majority vote must be held and the reason for the fine must be given in the report. The Chair cannot vote unless there is a tie, in which case the chair must vote.
 - G. The House Council may begin a petition for impeachment for any House Officer (Section 5.4).
- 6.3 Reconciliation Committee
- 6.3.1. The Reconciliation Committee shall be composed of the creator of the proposal in question, the member who called for reconciliation, and any other interested members. This committee shall be mediated by the facilitator of the forum where the call for reconciliation was made.
 - 6.3.2. Any member interested in discussing reconciliation for a proposal must join that proposal's Reconciliation Committee.
 - 6.3.3. Following the call for reconciliation, the Committee must meet prior to the next House meeting.
 - 6.3.4. The Reconciliation Committee must publicize the date and time of the committee meeting 24 hours in advance.
- 6.4 Ad-hoc Committees.
- 6.4.1. At any time, ad-hoc committees may be formed by the House or the President to meet any need. A chair shall be designated for all ad-hoc committees.

Article 7: Suite Organization

- 7.1. Suite Managers
- 7.1.1. Responsible to President, Vice President of Suites and House.
 - 7.1.2. The role of Suite Manager fulfills their suite labor requirement but does not constitute a full House Officer position. Suite Managers may not be House Officers.
 - 7.1.3. Suite Managers are elected by members of the suites in which they reside. One week prior to the election, the duties of the Suite Manager shall be prominently posted within the suite. The elections proceed in the manner described in Section 5.2. (where *House meeting* is replaced by *Suite meeting*), and the semesters start as stated in Section 1.3.
 - 7.1.4. Must attend any ICC trainings which pertain to their position.
 - 7.1.5. Represent their suite on the Judiciary Committee.
 - 7.1.6. Holds monthly suite meetings to update suite members on House operations, and rules. Meeting time must be set 72 hours in advance, and suite members must give 24 hours notice to the suite manger if unable to attend.
 - 7.1.7. Must post and be familiar with all Suite Standing rules.
 - 7.1.8. Inform the President and Vice President of Relations of any changes in

- occupancy within the Suite when they occur.
- 7.1.9. Check out departing members' rooms and assess any damages that have occurred for non-standard contracts or early releases.
 - 7.1.10. Holds a copy of the suite master key and a key to the basement storage room.
- 7.2. It is the responsibility of each suite member to ensure that their suite is a clean, well-organized, and cooperative environment.
- 7.3. No suite may deny access or use of its facilities to any House member, but all House members are expected to conform to the posted Suite rules.

Article 8: Finances

- 8.1. The General Fund
- 8.1.1. All House money that is not placed into the Amenities Fund (See Section 8.2) shall be placed in the General Fund in accordance with current ICC accounting procedures.
 - 8.1.2. The House checkbook shall be drawn from the General Fund. The President, Treasurer, and Vice Presidents shall be eligible to sign on the House checkbook.
 - 8.1.3. Money in the General Fund may only be spent in accordance with the budget approved by the House. For money to be spent that is not a part of the budget, it must be approved by the House.
- 8.2. The Amenities Fund.
- 8.2.1. Money shall be placed into the House Amenities Fund by the ICC in accordance with current ICC accounting procedures.
 - 8.2.2. Money in the Amenities Fund may be spent in accordance with the ICC Standing Rule 14.6.
 - 8.2.3. Requests for money from the Amenities Fund must be approved by the House.
 - 8.2.4. Approved Amenities requests shall be forwarded to the Treasurer for proper recording and payment.
 - 8.2.5. Up to \$600 per contract period may be spent by officers to repair or replace broken appliances without obtaining house approval. Such purchases must be approved by the Treasurer, President, and one other officer. This must be reported at the next House meeting.

Article 9: Standing Rules

- 9.1. Changes to House operations that do not affect the rules presented in this Constitution are called Standing Rules. To be in effect, this Constitution does not need to be amended. Instead, the following procedure must be followed:
- 9.2. The Standing Rule is presented during a meeting of the House membership.
- 9.2.1. The Standing Rule proposal shall consist of two items:
 - A. What the Standing Rule is.

- B. When the Standing Rule is to take effect.
- 9.3. The decision on the Standing Rule shall be made in accordance with the general house decision making process, detailed in Section 3.3.
 - 9.4. If the Standing Rule proposal passes, the Standing Rule goes into effect on the date specified by the proposal.
 - 9.5. Standing Rules must be in written form, included as a part of future distributions of this Constitution, and posted in prominent places within the House. If any of these requirements is not met, the Standing Rule is void.
 - 9.6. A Standing Rule may be overturned at any House meeting.

Article 10: Amendment

- 10.1 This constitution may be amended as follows:
 - 10.1.1. Amendments shall be posted in all bathrooms for not less than 72 hours before a House meeting where they shall be discussed.
 - 10.1.2. Amendments must be approved by a majority of all House members in order to be in effect. Ballots for such approval shall be distributed to the members' mailboxes according to 3.3.3.B, and must be returned to the President within 72 hours to be counted.