



## **REFERRAL FORM**

**NOTICE:** The following member is being placed on referral, in accordance with Chapter 16 of the ICC Standing Rules.

Member name: \_\_\_\_\_

House name: \_\_\_\_\_

Date: \_\_\_\_\_

Referral is a probationary process that allows a house to both provide an incentive for members to improve their conduct and a notification to future houses that this member might be a problem. For details of the referral process, see the Member's Guide to Referral & Expulsion.

You may be removed from referral by whatever body you were put on referral or by the house after four weeks of living in the house while on referral. If you are on referral, future contracts will be placed on hold (not voided), until you are removed from referral. Procedure will dictate that your referral status be reviewed by the date specified on Referral Form. You may appeal your referral to a member resolution panel, or in the case of referral by DART—to the ICC Coordinating Committee.

Your appeal must be submitted in writing, within one week of being informed of your referral. If you have not appealed your referral within one week of being informed of it, you should continue in good faith to its settlement. See S.R. 16.5.7 for further details on the appeal process.

**You are being put on referral due to the following:** (check all that apply, print & sign names)

Non-Payment

Signed by:

(1) House Treasurer

Printed name: \_\_\_\_\_

\_\_\_\_\_ (date)

Signature: \_\_\_\_\_

(2) Another house officer

Printed name: \_\_\_\_\_

\_\_\_\_\_ (date)

Signature: \_\_\_\_\_

OR by vote of the house at a house meeting. [Please attach minutes].



**Inter-Cooperative Council at the University of Michigan**

337 E William Street, Ann Arbor, MI 48104

Office: 734-662-4414 | Fax: 734-662-5870

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Non-Work

Signed by:

(1) Work Manager

Printed name: \_\_\_\_\_ (date)

Signature: \_\_\_\_\_

(2) Another house officer

Printed name: \_\_\_\_\_ (date)

Signature: \_\_\_\_\_

OR by vote of the house at a house meeting. [Please attach minutes].

Generally Uncooperative Behavior

Option 1: By a vote of the house at the referral hearing. [Please attach minutes].

Option 2: By a petition signed by a simple majority of house members, or 20 house members, whichever is lower. [Please attach the petition].

Signed by:

(1) House President

Printed name: \_\_\_\_\_ (date)

Signature: \_\_\_\_\_

(2) Another house officer

Printed name: \_\_\_\_\_ (date)

Signature: \_\_\_\_\_

For actions which jeopardize the interests of the ICC or its members as determined by vote of the house or Member Panel

Signed by:

House President or Facilitator

Printed name: \_\_\_\_\_ (date)

Signature: \_\_\_\_\_



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As a result of an expulsion hearing

Signed by:

House President or Facilitator

Printed name: \_\_\_\_\_

\_\_\_\_\_ (date)

Signature: \_\_\_\_\_

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**Specific grounds for referral:**

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[If you require more room for the grounds attach a separate sheet]

**Actions required for removal from referral:**

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A member will be removed from referral only if the conditions are met and the Referral Removal Form indicates the same category that is on the Referral Form, or otherwise be in accordance with S.R. 16.5.8. (If you require more room for the actions required attach a separate sheet.)

**NOTE:** One copy of this sheet should be given to the accused individual, one should be posted in the house, one should be kept by the house, and one should be given to the ICC office.

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**FOR OFFICE USE ONLY:**

Received by: \_\_\_\_\_ (initials) \_\_\_\_\_ (date)