

▲▲ Inter-Cooperative Council ▲▲

What Should All House Officers Know?

You are now a member of your house **AND** a member of our cooperative leadership team. Cooperatives require their members to remember that they are *one component of a greater whole* and that sometimes their wants must come second to decisions made by the group. The ICC's mission, vision, values, and principles represent the ultimate cooperative group decision, the principles of the group that we hold above all others.

House Officers strive to

- Keep your house running smoothly and efficiently
- Keep your house structurally maintained
- Resolve conflicts within the house and improve community culture
- Market your house to prospective members
- Grow and learn new skills

House Officers are a Team

It is *critical* that house officers are able to **develop a heightened degree of trust** amongst themselves. Officers should recognize themselves as part of the *house leadership team*. An effective house leadership team should have *some sort of regular meeting for support and problem solving*. A cohesive house leadership team is more able to serve the needs of the house than a single officer alone. When you were elected to be a house officer, you were also elected to be a part of your house's leadership team. Regardless of position, all house officers are obligated to serve as **knowledgeable stewards of the cooperative community**. All house officers share in the responsibility to make information about ICC history, policy, and current events available to members.

House Officers are Stewards

Stewardship is an ethic that embodies thoughtful planning, protecting, or being responsible for something. Officers embody the ethic of stewardship in our homes. Members look to house officers as role models for house culture and as leaders they can trust. Officers' abilities to influence house culture (knowingly *and* unknowingly) cannot be *overstated*, especially at the beginning of new contract periods. Set the bar high!

You are not alone

You have job-related **peers in 15 other co-op houses** in addition to the **other officers** in your house. You have **Coordinating Committee, Board and Staff members** available to guide you in the right direction and support. We have set up google accounts, listservs and a drive full of supporting templates and info to help you do the best you can. **Remember:** we're one of the oldest student housing cooperative and among the top three in terms of size and resources.

Conflict and emergencies will arise

During stressful times of in-house conflict, officers should rely upon each other to ensure that both house and ICC policy are followed. When there are not labor shortages, the ICC has a member driven Dispute Assistance and Resolution Team (DART) to assist members with conflict. In their absence

House Presidents, the Emergency House Operations Team (EHOT) and the Director of Member Services do their best to provide support in their limited capacity.

What's referral?

If in-house conflict is not resolved with initial attempts at resolution, or is so severe that traditional forms of conflict resolution are not practical, the house has an option to place one or more members on referral. Referral is a **temporary probationary** process that **seeks to notify** a member that their **behavior is out of compliance** with ICC or House rules and **inform them of the steps** they must take to **return to good standing**.

Grounds for referral include:

1. Failure to do work
2. Failure to pay charges
3. Abuse of community or ICC property
4. Infringement on the privacy and/or property of others
5. Actions which threaten the health, safety or welfare of co-op members
6. Prejudicial behavior
7. Sexual Violence
8. Generally uncooperative behavior
 - including not following community standards set at the house level

What does placing a member on referral do?

Placing a member on referral provides an incentive for members to **improve uncooperative behavior**. It serves to compensate any loss or damages caused by uncooperative behavior. Referral status can notify future Houses and ICC Central that this member might need additional support. Referral also provides an opportunity to **document and interrupt** patterns of **chronic uncooperative behavior**. Ultimately, the goal of referral is to return a member to good standing and restore all the rights and responsibilities of ICC membership.

How does a house place someone on referral?

Unless otherwise noted above, referral status can be initiated in four ways.

1. Referral status can be initiated by two house officers for non-work & non-payment violations
2. Referral status can be initiated by a vote of the House at a House meeting
3. Referral status can be initiated by petition
4. DART or EHOT may agree to convene a Member Resolution Panel to hear a referral in lieu of a House hearing

It's helpful to refer to your House Constitution and Chapter 16 of the Standing Rules for guidelines and restrictions. In all cases, be sure to contact the Director of Member Services for any questions, support, or anything else related to member communication and conflict at dms@icc.coop

ICC MISSION & VISION

We, the member-owners of the ICC, provide a home for students that equally embodies quality living, community and social equality, all within the cooperative movement. We continuously strive to maintain and improve our organization and our houses through shared work. We are committed to furthering our education by building life skills, a strong community, and personal relationships. We create and maintain a safe and affordable environment where our members feel comfortable and at home.

We, the member-owners of the Inter-Cooperative Council, envision an affordable living community in which equal, and educated members work together to further the cooperative movement.

** adopted August 2002*