

Luther Cooperative Constitution

ARTICLE I: PREAMBLE

Coming out of my cage
And I've been doing just fine
Gotta gotta be down
Because I want it all
It started out with a kiss
How did it end up like this
It was only a kiss, it was only a kiss
Now I'm falling asleep
And she's calling a cab
While he's having a smoke
And she's taking a drag
Now they're going to bed
And my stomach is sick
And it's all in my head
But she's touching his chest
Now, he takes off her dress
Now, letting me go

I just can't look its killing me
And taking control
Jealousy, turning saints into the sea
Swimming through sick lullabies
Choking on your alibis
But it's just the price I pay
Destiny is calling me
Open up my eager eyes
Cause I'm Mr Brightside

I'm coming out of my cage
And I've been doing just fine
Gotta gotta be down
Because I want it all
It started out with a kiss
How did it end up like this
It was only a kiss, it was only a kiss
Now I'm falling asleep
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'Cause I just can't look its killing me
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Choking on your alibi
But it's just the price I pay
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Open up my eager eyes
'Cause I'm Mr Brightside
I never
I never
I never

ARTICLE II: NAME

The name of this cooperative shall be Luther Cooperative, hereafter referred to as Luther House. The name of the house was chosen by the general membership of the Inter-Cooperative Council (ICC) in honor of Luther Buchele, Executive Secretary of the Inter-Cooperative Council from 1951 to 1985. Luther was the first full-time employee of the Inter-Cooperative Council. During his tenure the ICC grew from 4 houses to 15 groups in 18 buildings with over 600 members. After his active cooperative lifestyle, Luther Buchele passed away on August 1st, 2008. He will be missed by all who knew him and the contributions he made to the ICC and the cooperative movement.

ARTICLE III: PURPOSE

1. To provide economical and cooperative living facilities.
2. To promote the Principles of Cooperation as adopted by the Inter-Cooperative Council:
3. **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, age, sexual orientation or political beliefs.
4. **Democratic Participation** - Each member has exactly one vote regardless of the amount of his/her investment; all members together control the organization.
5. **Neutrality** - Cooperatives remain neutral in questions of partisanship and religion.
6. **Limited Interest on Invested Capital** - Share capital invested by members shall receive a strictly limited rate of interest.
7. **Distribution of Economic Result** - The year-end savings of member co-ops may be distributed as a patronage refund to the members.
8. **Education** - Cooperatives shall constantly educate their members, employees, and the public in the practices of cooperation, both economic and democratic.
9. **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.
10. **Continuous Expansion** - Luther Cooperative shall support the continuous expansion of the ICC and the cooperative movement, in order to best serve the community.

ARTICLE IV: MEMBERSHIP

1. **Definitions:**

- (a) Members are persons under contract with the ICC assigned to Luther House, for room and board, and have purchased membership shares from the ICC.
- (b) Boarding members are persons under contract with the ICC who have purchased the appropriate membership shares from the ICC and are charged appropriate boarding charges by the house for meals, food supplies and other amenities as specified by Luther House.
- (c) Guests are any persons not under contract with the ICC assigned to Luther House who visit the house or temporarily stay at Luther House with a host member.
- (d) House Officers are any members elected to a position in the house outlined in this Constitution, and sit on House Council.

2. **Members' Rights:**

- (a) Members have the right to live and board at Luther House during the period of their contract.
- (b) Members and boarding members have the right to live and board in conditions that are sanitary, safe, and secure.
- (c) Members have the right to privacy in their room.
- (d) Members have the right to a democratically managed house.
- (e) Members and boarding members shall have the right to access to all ICC and house rules, policies and financial records.
- (f) Members have the right to live in a house free from abuse, harassment or prejudicial behavior.
- (g) Members have the right to a balanced and fair system of dispute resolution and due process.
- (h) Members and boarding members have a right to trained and competent house officers and protection from capricious decision making.
- (i) Members have the right to work for improvements for the house, including the opportunity to seek officer positions in the house.
- (j) Members have the right to elect officers and vote on any proposals brought to the house at meetings.
- (k) Members may recall elected house officers using the procedures outlined in this Constitution.
- (l) Members have the right to attend house meetings and may attend any house council meeting.
- (m) Members have the right to present grievances and recommendations to the properly constituted authorities and receive adequate satisfaction consistent with the general welfare of the membership.
- (n) Members may use house facilities as is consistent with the general welfare of the membership.
- (o) Members enjoy any rights regarding residence and housing that residents of Ann Arbor enjoy.
- (p) Members may opt not to wear clothing in the house so long as their doing so does not impose upon the comfort of other members. (See III.3.l-m. for more details)

3. **Members' Responsibilities:**

- (a) Members, boarding members and guests must abide by any rules and regulations outlined by the House or by this Constitution.
- (b) Members must pay rent on time.
- (c) Members must perform faithfully, and as timely as possible, all work assigned to them under the supervision of the Work Manager(s).
- (d) Members are responsible for keeping clean and secure all common areas of the house.

- (e) Members have the responsibility to see that the ICC is properly run and are encouraged to participate in attending board meetings or joining a committee.
- (f) Members have the responsibility to be courteous and cooperative with other house members and to respect the privacy and personal space of other members.
- (g) Members are responsible for attending house meetings and addressing any issues to keep the house in good condition, safe, secure, and operating properly.
- (h) Members are responsible for following house security measures and respecting other members' property rights.
- (i) Members must refrain from harassment, prejudicial behavior or discriminatory behavior.
- (j) Members will be held responsible for their guests.
- (k) Members will be held responsible for being educated on house and ICC rules and operations.
- (l) Members must place a towel on any furniture before sitting on it while nude. (III.2.p.)
- (m) Members shall not make uncomfortable those who choose to be nude in the house. (III.2.p.)

ARTICLE V: HOUSE LABOR AND FINES

1. **House Labor:**

- (a) Members are required to complete no more than four hours of assigned work a week to safeguard each member's right to a hygienic, hospitable, and functional environment, as outlined in Member's Rights.
- (b) Members are assigned labor by the Work Manager(s) at the start of each semester. It is the member's responsibility to inform the Work Manager(s) of potential conflicts and previous obligations before implementation of the work schedule.
- (c) Members are expected to complete assigned labor in a timely manner on the days assigned.
- (d) Failure to complete assigned labor will result in fines issued by the Work Manager(s) to the member in question.

2. **Work Holiday:**

- (a) Work Holiday is an event occurring once a semester, the date of which is to be voted on at the first house meeting of the semester.
- (b) The house officers will plan a set of tasks to clean, improve, and maintain Luther House. Each member is required to complete the task(s) assigned to them by the house officers.
- (c) Duration of Work Holiday shall not exceed 8 hours.
- (d) An unexcused absence from a work holiday will be considered a violation of house rules, and result in a fine determined by House Council. (IV.3.b)

3. **Fines:**

- (a) Missed or incomplete work results in a fine of \$5 per hour for the first job missed, \$10 per hour for the second job missed, and \$15 per hour for the third. After three work shifts are missed or left incomplete, the member will be placed on referral.
 - i. Fines notices must be sent to the individual within one week of the time the work should have been completed. Fines for missed office labor must be assessed within one week of office labor reports being posted.
 - ii. Fines may be rescinded or made up with extra assigned work at the discretion of the Work Managers and/or Kitchen Manager.
 - iii. A member who avoids his or her required amount of weekly work can still have fines assessed for missed work.
 - iv. All work-related fines are assessed at the discretion of the Work Managers.

- (b) The President and Treasurer can jointly issue fines for missing a meeting without prior notice. This action does not require a vote from House Council.
 - (c) House Council can remove fines in any amount or assess fines for violations of house rules for a maximum of \$60 per member.
 - (d) House Council can assess fines for damages to house property in whole or part to the individual(s) responsible.
 - (e) Fines for uncooperative behavior (defined in ICC S.R. 6.6) may be assessed by House Council.
 - (f) Fines shall be assessed to member accounts no later than the next due date for house charges. Revenue for these fines will go to the House General Fund.
 - (g) Any fines from Work Managers may be appealed to the House Council. Any fines assessed by the House Council may be appealed at a House Meeting, decided by a simple majority.
4. **Officer Fines:**
- (a) An officer can be fined for non-work in an amount not to exceed \$60/week by any of:
 - i. at least three members of House Council.
 - ii. the House President and one other officer.
 - iii. a majority of voting house members at a regular meeting.
 - (b) Officer fines may be removed by a majority vote at House Council or a majority of voting members at a regular meeting.

ARTICLE VI: HOUSE OFFICERS

1. **House Officers:**
- (a) In the Fall/Winter term officer positions include: 1 President, 1 Board Representative, 1 Treasurer, 2 Work Managers, 2 Food Stewards, 2 Maintenance Managers, 1 Kitchen Manager, and 1 Sustainability Steward. Other auxiliary officer positions may be appointed by House Council as needed.
 - (b) In the Spring/Summer term officer positions include: 1 President, 1 Board Representative, 1 Work Manager, 1 Food Steward and 1 Maintenance Manager. Other auxiliary officer positions may be added as needed.
 - (c) All House Officers positions outlined here shall:
 - i. Serve on the House Council.
 - ii. Attend officer training sessions as required by the ICC.
 - iii. Help with new member orientation.
 - iv. Give reports to the members at House Meetings.
 - (d) The House President and Board Representative are elected at the end of the Winter term during the meeting for room picks and serve for a full year. Other officers will be elected at the beginning of each of the Fall, Winter, and Spring terms.
 - (e) All officer positions count towards work hours as established by House Council based on each position's duties and may change each term before elections are held.
 - i. Number of work hours received for a position can be reviewed during officer evaluations. This number may be changed with a ¾ majority approval from those in attendance assuming quorum is met.
 - (f) **House Council** – all house officers are required to attend House Council, which shall be held no less than twice a month. All officers listed under this article are voting members of the House Council. Any member of the house may sit in on regular House Council meetings, but may not take part in any voting.
2. **President:**
- (a) Shall facilitate House Meetings and House Council.
 - (b) Shall call the above meetings and the agendas with sufficient notice.

- (c) Shall orient new members and determine seniority for room picks based on Article IX.
 - (d) Shall monitor and coordinate the other House Officers.
 - (e) Shall plan and coordinate social/educational functions or call for a committee to form to do so.
 - (f) Shall draw up and make the member list public.
 - (g) Shall distribute and forward mail.
 - (h) Shall receive full work hours credit for this position.
3. **Board Representative:**
- (a) Shall represent Luther House on the ICC Board of Directors.
 - (b) Shall act as trustee for the ICC Board of Directors to Luther House.
 - (c) Shall inform membership of actions of the board at House Meetings.
 - (d) Shall be responsible for communication between the ICC and the house and to give reports on behalf of the house to the ICC at Board Meetings.
 - (e) Shall serve on an ICC committee as directed by the ICC Coordinating Committee.
 - (f) Shall receive full work hours credit for this position.
4. **Work Managers:**
- (a) Shall design and implement the work schedule and set the number of hours required of each member per term, at a maximum to 4.
 - (b) Work shall be assigned in a timely fashion and the Work Manager(s) shall create, to the best of their ability, a schedule based on members' schedules and preferences.
 - (c) Shall organize work holiday(s) in addition to regular work hours.
 - (d) Shall check to see whether jobs have been completed and assess fines to members who have not completed work to the Work Managers' satisfaction.
 - (e) Shall give adequate descriptions of jobs and job expectations and establish performance standards.
 - (f) Shall notify the House Council and the Treasurer of any fines levied.
 - (g) Shall receive 4 hours for the position. (Subject to V.1.e.i.)
5. **Food Stewards:**
- (a) Shall be responsible for staying within their budget as voted on by the house.
 - (b) Shall work with cooks to plan menus and order food and supplies.
 - (c) Is responsible for putting in its proper place all food deliveries
 - (d) Shall receive 4 hours for the position. (Subject to V.1.e.i.)
6. **House Treasurer:**
- (a) Shall fill out financial forms required by the ICC, turn them in on time and make copies for the house records.
 - (b) Shall draw up and propose a budget within the first month of the term.
 - (c) Shall submit the house budget to the ICC by the deadline.
 - (d) Shall reimburse members with house funds for house-approved purchases.
 - (e) Shall keep a variance of house funds and shall report a statement to the house monthly. The treasurer shall find errors and report them to the house and the ICC.
 - (f) Shall be the point of contact between the house and the entities from which the house makes purchases using the house budget.
 - (g) Shall notify the house of monthly charges.
 - (h) Shall keep track of all warranty information for house purchases.
 - (i) Shall receive 2.5 work hours for this position.
7. **Maintenance Managers:**
- (a) Shall call for repairs and deal with service calls.
 - (b) Shall make a list of projects to complete in consultation with the house members.
 - (c) Shall attend maintenance meetings and trainings through the ICC.
 - (d) Shall stay within the house maintenance budget.
 - (e) Shall receive 3 hours for the position. (Subject to V.1.e.i.)

8. **Kitchen Manager:**
 - (a) Shall coordinate purchases of any small appliances, dishes, silverware and other kitchen items with the Food Stewards.
 - (b) Shall ensure that proper kitchen use and health code adherence is followed.
 - (c) Shall prepare for any kitchen inspections.
 - (d) Shall prepare and lead kitchen education for all members.
 - (e) Shall check to see whether jobs pertaining to the kitchen of 1520 have been completed, and assess fines to members who have not completed work.
 - (f) Shall give adequate descriptions of expectations of jobs pertaining to the kitchen of 1520, and establish performance standards.
 - (g) Shall receive 2 hours for the position. (Subject to V.1.e.i.)
9. **Sustainability Steward:**
 - (a) Shall report the house's energy usage at regular house meetings .
 - (b) Shall educate house members on sustainable use of house energy and resources
 - (c) Shall oversee regular house recycling and composting bins (as collected by the City of Ann Arbor), and establish and maintain additional recycling initiatives within the house.
 - (d) Shall coordinate with other house officers on issues and initiatives of sustainability.
 - (e) Shall work to improve the house's infrastructure to become more energy efficient.
 - (f) Shall maintain a line of contact with the Vice President of the ICC Sustainability Committee, and be responsible for educating members about ICC-wide sustainability measures.
 - (g) Shall remain informed of the best available methods of conservation and sustainability.
 - (h) Shall receive 2 hours for the position. (Subject to V.1.e.i.)
10. **Sin Steward:**
 - (a) Shall be in charge of planning parties including but not limited to Lutherween, Disco Party, and Lutherfest.
 - (b) Shall act as the point of contact for bands/performers interested in playing at Luther.
 - (c) Shall collect funds for parties as voted on by the house.
 - (d) Shall train house members about all party positions including but not limited to security, sober monitors, and fence shifts.
 - (e) Shall plan house bonding events.
 - (f) Shall complete party forms and return them to the ICC central office.
 - (g) Shall receive 2 hours for the position. (Subject to V.1.e.i.)

ARTICLE VII: HOUSE MEETINGS

1. **Regular Meetings:**
 - (a) The House President shall call regular meetings no less frequent than once a month. The House President shall call a regular meeting at least 4 days in advance and an agenda shall be presented to the house at least 48 hours in advance.
 - (b) At least 2/5ths of the total membership of the house must be present at the meeting for it to proceed.
 - (c) All officers shall give a report at regular house meetings.
 - (d) Major issues, announcements or proposals added to the agenda must be sent to the House President before the agenda is sent to the house.
 - (e) Proposals
 - i. Proposals may be brought the meeting by any member.

- ii. Proposals involving the budget or spending from the amenities fund must be submitted at least 48 hours prior to the meeting so that members may look it over and come with amendments.
 - iii. Amendments may be offered, discussed and voted on before returning to discussion on the original proposal.
 - iv. When discussion ends, the facilitator will call for a vote.
- (f) Voting
- i. All votes shall be decided by a majority of those in attendance unless another procedure is stated otherwise. (Amendments to the Constitution, Referrals, Expulsions...)
 - ii. Proxy votes may be counted if a member submits it prior to the meeting.
 - iii. The facilitator (usually the House President) shall not vote on items, but shall act as a tie-breaker.
- (g) Member time: all members, boarding members and invited guests may speak during member time. Quick issues, announcements, straw polls, and occasional votes may be held at this time.
2. **Emergency Meetings:**
- (a) Emergency meetings may be called occasionally when an issue comes up that needs to be resolved quickly – before the next house meeting. An agenda or summary of the meeting shall be sent out no less than 24 hours prior.
 - (b) The same rules for voting and attendance must be followed as for regular meetings.
 - (c) Formal proposals will not be submitted for emergency meetings, nor will divisive issues be discussed.
 - (d) Emergency meetings may not be held in order to exclude anyone from voting or strategically affect the vote on an issue.

ARTICLE VIII: ELECTIONS

1. **Officer Elections:**
- (a) All officer elections – except for the President and Board Representative – shall be elected at the beginning of each of the Fall, Winter and Spring terms.
 - (b) Members may nominate themselves or other members before or during the meeting in which they are elected.
 - (c) All members may vote except those running as a candidate. Boarding members may vote on the elections for Food Stewards and Kitchen Manager.
 - (d) Election proceedings:
 - i. A description of the position will be read aloud and members will have a chance to ask clarifying questions.
 - ii. Candidates will be nominated and asked if they accept the nomination.
 - iii. Each candidate will have the opportunity to make a brief statement and answer questions from the membership.
 - iv. Candidates will leave the room for discussion.
 - v. Voting for candidates will be approval voting, meaning you may vote for any number of candidates running.
 - vi. In the event of ties voting take place for the highest tied candidates.
2. **Terms:**
- (a) All officers shall serve for the entirety of Fall, Winter, or Spring/Summer terms in which they are elected.
 - (b) The President and Board Representative shall be elected during the meeting for room picks for Fall/Winter and shall serve a full year term starting at the beginning of the Spring term.

- i. Any House President or Board Representative that cannot serve a full year term shall be replaced during the time that they will be missing if it exceeds two weeks.
 - ii. Special elections shall be held to elect a temporary House President or Board Representative for any vacancies.
 - iii. The Board Representative shall perform the duties of the President for any short-term vacancies as needed. If the Board Representative is not available, the President shall appoint any officer to perform these duties.
- (c) If an officer resigns from their position an election shall be held no later than 7 days after the resignation is announced.
- 3. **Officer Recall:**
 - (a) An officer may be recalled by a petition of 20% of the members of the house or a majority of House Council. This petition shall be presented and validated by two other officers. After the petition is presented, it shall be brought to a house meeting no sooner than 5 days after validation.
 - (b) An officer may be recalled at a meeting after the petition is validated by a simple majority of all current house members. Voting will be by secret ballot, counted by at least 2 officers.
 - (c) After a recall, a replacement officer shall be selected during the same meeting.

ARTICLE IX: REFERRAL AND EXPULSION

- 1. **Referral:**
 - (a) See ICC Standing Rules Chapter 6, Section 7 for rules involving house referrals.
 - i. Being placed on referral will void all future contracts with the ICC.
 - (b) The house may vote on a referral and the removal of referral per the guidelines in SR 6.7 and standard house meeting rules per ARTICLE VI. At least half of the house membership must be in attendance.
- 2. **Expulsion:**
 - (a) See ICC Standing Rules Chapter 6, Section 8 for rules involving house expulsions.
 - i. Being expelled from the house will void all contracts with the ICC, will not allow for the member to rejoin the ICC, will evict the member, and will forbid the member from living at an ICC house, boarding at an ICC house, or using house facilities. All evicted members will be considered trespassers on any ICC property. (SR 6.8.3)
 - (b) The house may vote on an expulsion per the guidelines in SR 6.7 and standard house meeting rules per ARTICLE VI. At least 2/3rds of the house membership must be in attendance.

ARTICLE X: SENIORITY AND ROOMING

- 1. **Seniority:**
 - (a) It shall be the job of the President to keep an updated and accurate list of seniority in the house based on the rules set forth here.
 - (b) During room picks for the Fall term, policy for members moving into open rooms and any times when new members are moving in, house seniority as established here shall be used to determine who picks their room first. If a member has signed a Spring and/or Summer contract prior to the room pick meeting for Fall/Winter, the point value of the Spring and Summer months shall be applied when deciding the order in which members choose rooms for the Fall/Winter terms.
 - (c) To determine seniority, use the following list in this order (use each subsequent line for ties):
 - i. Higher seniority is given to whoever has lived at Luther House the longest. Time lived at the house should added up since the time the member first

moved into the house while still remaining an ICC member (no returned shares). Each month in a Fall-Winter contract period will be worth one seniority point, and each month in a Spring-Summer contract period will be worth three-quarters of one seniority point.

- ii. A member who has previously lived at another ICC Co-op for at least a 4-month period or boarded at Luther House for at least a 4-month period will have seniority over those who have lived at Luther House the same amount of time (including new members to Luther house). A member who has previously lived at Luther but lost their seniority (IX 1.(d)) shall have seniority over these members.
 - iii. If members have lived at the house for the same length of time, whoever signed their first contract at the ICC earliest has the highest seniority.
- (d) If a member leaves Luther for more than 16 months their seniority is reset to zero amount of time lived in Luther previously (they still receive credit for IX.1.(c).ii.)
 - (e) Members have squatters rights.
 - i. If a member lives in a room for a complete winter term they may elect to stay in that room for the spring.
 - (f) To be eligible for a single, members must complete on average a minimum of 51% of their assigned chores throughout the semester.
2. **Rooming:**
- (a) Luther House rooms are single-gendered by default. In order to have a roommate of a different gender, all parties must agree to live with one another, and submit a Roommate Agreement Form to the ICC office. Non-identifying members are free to live with a male or female member without discrimination.
 - (b) The gender ratio of Luther House membership shall consist of no less than 40% male-identifying, and no less than 40% female-identifying. Members who do not identify will not be counted towards this ratio.
 - (c) Each year, Luther House's status as pet-friendly or non-pet-friendly will be decided at the end of the Winter term during the meeting for room picks. If the house decides to be pet-friendly, then any and all pets for the following year must be voted on and approved at this meeting. All owners must abide by the ICC Pet Policy (ICC S.R. 8.5).

Article XI: Parties

1. Luther house commits to hosting at minimum these parties but if possible more
 - (a) Lutherween
 - (b) Luther Disco Party
 - (c) Lutherfest
2. Job description of sober monitors and security
 - (a) Sober monitors must be sober during shows and parties
 - (b) Ensures that people are staying off the sidewalk and out of the neighbor's driveway and yard
 - (c) Will be responsible for giving the neighbor their phone numbers and be responsible for answering if they are called (as shall the president and social chair)
 - (d) Make sure that people are remaining relatively quiet
 - (e) Should be in contact with other house members in the instance of an act of aggression
 - (f) Call emergency services when necessary
 - (g) Be able to talk to law enforcement
 - (h) (see ICC party form for further information)

ARTICLE XII: SPRING/SUMMER OPERATIONS

1. During the Spring/Summer the following aspects of this Constitution and House Rules may not apply or may have to be modified; The Spring/Summer house may vote to suspend or modify parts of Articles IV through IX temporarily and may modify the requirements, hours and amounts of officers serving over these terms. No decisions during the Spring/Summer rules may violate ICC Standing Rules or policies.

ARTICLE XIII: AMENDMENT PROCESS

1. Amendments to this Constitution shall require approval at least than 3/5ths of the house membership to pass.
2. Amendments to the House Rules shall require approval more than half of the house membership to pass.
3. The Spring/Summer house may not pass amendments to the Constitution and may only pass amendments to the House Rules that affect only the Spring/Summer term house.

Drafted and passed by the house March 30th, 2011

Amended by the house on 04/03/2012, 11/19/2013, 3/13/2014, 03/30/2016, 11/14/2017 and 10/25/2018.