

NAKAMURA HOUSE CONSTITUTION
as of November 2016

We, the members of Nakamura House, associate ourselves in accordance with the spirit of the Rochdale Principles for the purpose of providing room and board cooperatively.

The principles we adopted were the following:

1. Open membership – there shall be no restriction on membership for any person other than the availability of room in the House and the ability and willingness of the individual to discharge their duties as a member. Specifically, but not exclusively, the House will not discriminate on the basis of race, international student status, sex, political beliefs, affectional preference, or handicaps as long as they don't prevent the prospective member from fulfilling their duties.
2. Democracy – each member has only one vote, each shares equally in House duties, House responsibilities and in all benefits derived through House operation.
3. Education – the House will be a working example of cooperative living.
4. Neutrality – the House itself will be neutral in all religious and nonpartisan in all political affairs.
5. Expansion – through support of the Inter-Cooperative Council, the House will further the cooperative movement in general.
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 the coop shall be distributed as a patronage refund to the members.
8. Mutual Cooperation – this coop shall actively cooperate on practical matters with other cooperatives at local, national, and international levels to further serve their members and their communities.

ARTICLE I GENERAL

Section 1: The name of the group which operates under this Constitution shall be called John Nakamura Cooperative.

Section 2: The House is part of and abides by the rules of the Inter-Cooperative Council.

ARTICLE II MEMBERSHIP

Section 1: Requirements for membership shall be:

- a. acceptance by the ICC according to the rules and procedures set up by the Board of Directors,
- b. signing of an ICC contract and payment of a membership fee and purchase of required shares, and
- c. assignment by the ICC to this particular House.
- d. Boarders are members of the Cooperative.

Section 2: Duties and obligations of members:

- a. Each member is personally responsible for 4 hours of work assigned to them on the weekly work schedule, and
 - i. no member may hire someone to do their work.
 - ii. The house is required to do 1 ICC member assistance hour per 4 members, members assigned these hours are required to complete them.

- b. House members are responsible for payment of charges as determined by the House.
- c. House members must abide by the Constitution, Bylaws, and all House and ICC rules.
- d. House members must read, understand, and heed any communication of publicly posted notices and email through the House listserv.

Section 3: Standards of Expected Conduct:

- a. These standards are designed to reflect those qualities which are assumed in reasonably socially skilled people and are not intended to be used to create an environment of elitism or constrained philosophy. They appear in the bylaw section of this constitution.

Section 4: Referral:

- a. Uncooperative behavior is grounds for referral
- b. Failure to live up to the duties and obligations of a member may be considered uncooperative behavior.
- c. If referral is not sufficient to get the member to pay or complete work, the member shall be up for expulsion
- d. The member's referral shall be put up to a vote, and a member shall be placed on referral given a majority vote.

Section 5: Expulsion:

- a. Uncooperative behavior is grounds for expulsion from the House.
- b. Failure to live up to the duties and obligations of a member may be considered uncooperative behavior.
- c. Receiving four fines for missed work may be considered uncooperative behavior.
- d. A vote for expulsion must gain 2/3 majority of those voting at the expulsion hearing (including proxies, abstentions not counted) for it to pass.

ARTICLE III HOUSE MEETINGS

Section 1: The House Meeting is the highest authority within the House, and may overrule decisions of all officers and House committees, including the House Council.

- a. Members are required to attend all meetings unless excused by the House President.
- b. Prior to the first House meeting, each member shall be given a copy of the House Constitution.
- c. At the first House meeting, the following shall be voted upon:
 - i. House officers
 - ii. Quiet hours
 - iii. Dinner time
 - iv. Outdoor smoking areas

Section 2: *Robert's Rules of Order, Revised* shall be the final arbiter on questions of procedure. The House can decide to allow alternative methods of decision making. This decision may only apply to the term in which the decision is made.

- a. An Agenda for a House meeting must be posted in a conspicuous place at least 48 hours in advance of the meeting. Only items appearing on the agenda 24 hours prior to any house meeting may be put to a House vote.

- b. House meetings must be held according to the schedule set by the House. Additional house meetings may be called by the Inhouse President or by a petition signed by 1/3 of the membership.
- c. Quorum shall be 1/2 of the total membership (including boarders) of the House. Quorum must be checked for each action, and proxy votes do not count toward quorum.
- d. Decisions at House meetings shall be binding on all members.
- e. Members who cannot attend the meeting may vote by proxy in elections, policy setting done in Article III.1, and room picks by submitting their vote on the issues of the agenda to an officer in writing prior to the meeting.
- f. Written ballot must be carried out at the request of a single member.

Section 3: Amenities Votes.

- a. At least 80% of the quorum of the house meeting must vote in favor of the proposal in order for it to pass.
- b. Proposals for amenities money, with dollar amount and cited source, must be added to the meeting agenda at least 24 hours in advance.
- c. Amenities votes must always be blind votes with paper ballots.
- d. Any other kind of vote follows III.2.

Section 4: NonStudent Approval Votes.

- a. At least 2/3 of the quorum of the house meeting must vote in favor of the approval for it to pass.
- b. NonStudent Approval votes must always be blind votes with paper ballots.
- c. The person requesting the approval is strongly encouraged to come in person to the approval meeting to make their case. If the non-student in question cannot make the meeting, they should submit a written statement to the house to be read by the House President before the vote.

Section 5: Standing Aside:

- a. See whether the individuals are willing to “stand aside.” This means that they do not agree with the decision but do not feel that it is wrong. They are willing to have the decision go forward, but do not want to take part in carrying it out. If the person(s) standing aside wishes to be released from the obligations inherent in the decision, the remainder of the group must consent to allow the person(s) standing aside to be exempt from the agreement. If more than six or seven people stand aside the group should reexamine the quality of the decision.

ARTICLE IV HOUSE OFFICERS

Section 1: The officers consist of In-House President, OutHouse President, Treasurer, Secretary, Work Manager, Maintenance Manager, The Provider(s), Social Education Chair, and Stewards.

Section 2: Elections.

- a. House Officers, with the exception of the InHouse and OutHouse Presidents, shall be elected at the first House meeting of the semester.
- b. Each officer, except the InHouse and OutHouse Presidents, shall serve until the end of the semester in which they are elected.

- c. A simple majority of votes cast is sufficient to elect House officers; if there are three or more candidates and none receives a majority, there shall be runoff elections, dropping the candidate with the fewest votes until one candidate receives a majority of the vote.
- d. Any member of the House shall be qualified to vote, and to hold an office. Members may nominate themselves.
- e. An absentee ballot may be cast by informing the InHouse President in writing of the choice. Absentee ballots must be submitted prior to the meeting. Absentee ballots may be cast for Elections and Expulsions.

Section 3: Nakamura Presidential Elections.

- a. The House Presidents shall be elected at a house meeting within the last six weeks of the winter semester.
- b. Both Presidents shall serve for a term of one year that will begin on the first day of spring semester.
- c. If a newly elected President chooses not to live in the house spring/summer terms, they will temporarily relinquish the position for the duration of her/his absence from the house. Members will elect a spring/summer President at the same meeting that held fall/winter presidential elections.
- d. Voting members for the Presidential election shall include all current members of the house, and all new members who have signed contracts for the house at the time the elections are held.
- e. A simple majority of all those eligible to vote will elect a President.
- f. The Presidents must live in Nakamura during the fall/winter term.
- g. Any member of the current house who has signed a contract for the following fall/winter or any new member who has a signed fall/winter contract for Nakamura by the time of the election, is eligible to be a candidate. Those qualified may nominate themselves.
- h. Should a President resign or be recalled during fall/winter, then the members of that house immediately following notification of the resignation or after a passage of a note to recall shall elect a new President. Should a President resign or be recalled during spring/summer, then the members of that house shall elect a temporary President to serve until the fall/winter President returns or until the first meeting of the fall term when the members of that house shall hold a new election.

Section 4: Officer Records.

- a. Each officer and steward must keep some written record or log of their term. This record should include important events that occurred and general information and advice to future officers.
- b. The President shall be the keeper of the officer records and will collect them at the end of each term.
- c. Records must be kept in a safe location, but made available to any member who requests access.

Section 5: Duties of the House Officers. All officers are responsible for performing any other duties which may be assigned to them by the House. The House also reserves the right to create new officer positions.

- a. The InHouse President shall:

- i. Plan and post meeting agendas at least 48 hours in advance.
 - ii. Facilitate House meetings, referral appeals, and expulsion hearings
 - iii. Coordinate House orientations.
 - iv. Call all elections at least 48 hours in advance.
 - v. Coordinate officer activity and act as a liaison between officers and membership.
 - vi. Attend all ICC President's trainings.
 - vii. Maintain a seniority list of Nakamura members.
 - viii. Keep an up to date copy of the house constitution.
 - ix. Substitute for OutHouse President when necessary.
 - x. Cooperate with the OutHouse President.
 - xi. Inspect member's rooms upon their departure.
 - xii. Act as a facilitator for the House Council.
 - xiii. Be responsible for all House keys and for fining members who has lost or not returned keys.
 - xiv. Organize a committee meeting at least once per calendar year to review the house constitution and standing rules and propose useful changes to the house. This committee shall be open to all interested members.
 - xv. Maintain past officer records and provide them to new officers.
 - xvi. Collect records from each officer and steward at the end of their term.
- b. The Out-House President shall: Serve as Chief Executive Officer of the House.
- i. Preside at all House meetings.
 - ii. Attend all ICC Board of Director meetings as the official House representative.
 - iii. Attend all ICC committee meetings.
 - iv. Communicate House needs to ICC officers, or the appropriate committee.
 - v. Announce and post ICC ideas, policies, problems, and Board of Directors minutes to the House.
 - vi. Attend all ICC Board of Directors trainings.
 - vii. Attend all ICC Presidents trainings.
 - viii. Substitute for InHouse President when necessary
 - ix. Cooperate with InHouse President.
 - x. Attend meetings of the House Council.
 - xi. Submit a written record at the end of the term to the House President
- c. The Treasurer shall:
- i. Formulate the House budget and submit it to the House for approval.
 - ii. Make financial reports at regular House meetings and when otherwise necessary. Reports must include name of everyone (current and noncurrent members) in debt to the House.
 - iii. Prepare financial statements as dictated by the ICC and attend all ICC Treasurers' meetings.
 - iv. Assist with closing the House books from the previous term.
 - v. Work to collect debts from former members of the house.
 - vi. Attend appropriate officer trainings.
 - vii. Post the Monthly Report in a public place.

- viii. Attend meetings of the House Council.
- ix. Submit a written record at the end of the term to the House President
- d. The Secretary shall:
 - i. Forward mail.
 - ii. Take House minutes and attendance at House meetings to be posted after each meeting, forward one copy to the ICC and retain past minutes in a House file.
 - iii. Take House Council minutes and attendance and distribute accordingly.
 - iv. Attend all appropriate officer trainings
 - v. Update mailbox names.
 - vi. Submit a written record at the end of the term to the House President.
- e. The Work Manager shall:
 - i. Be responsible for the assignment of work.
 - ii. Check assigned work at regularly scheduled times in accordance to the stand rules fine policy.
 - iii. Keep a public record of completed and incomplete chores.
 - iv. Be responsible for keeping supply room orderly and clean.
 - v. Be responsible for educating house members on sanitation codes and other applicable housing codes which the house is responsible to maintain
 - vi. Attend all appropriate officer trainings.
 - vii. Attend meetings of the House Council.
 - viii. Keep a semester-long work incentive.
 - ix. Submit a written record at the end of the term to the House President.
- f. The Maintenance Manager shall:
 - i. Be responsible for all house repairs and shall provide and have control over maintenance tools and other materials.
 - ii. Serve on the ICC Maintenance Projects Committee, and perform all other duties as specified by the House.
 - iii. Post a log of projects completed with date and time spent on it. A Maintenance request list will also be posted.
 - iv. Be responsible for keeping the maintenance closet orderly and clean.
 - v. Be responsible, with other house officers, to see that sanitation housing codes are met and to work with the House President to ensure that the house passes yearly City and ICC inspections.
 - vi. Attend all appropriate officer trainings.
 - vii. Attend meetings of the House Council.
 - viii. Submit a written record at the end of the term to the House President.
- g. The Provider(s) shall:
 - i. Order or purchase all necessary food, working within the budget established by the Treasurer.
 - ii. Determine the need for House Supplies and purchase them as necessary, including cleaning supplies and paper products.
 - iii. Attend all appropriate officer trainings.
 - iv. Attend meetings of the House Council.

- v. Submit a written record at the end of the term to the House President.
- h. The Social Education Chair shall:
 - i. Organize with the help of a party planning committee two coop wide social events a semester.
 - ii. Organize at least two in-house social/educational events per semester.
 - iii. Establish one house tradition of a social/educational nature a semester.
 - iv. Attend meetings of the House Council.
 - v. Submit a written record at the end of the term to the House President.
- i. The Interim Manager Shall
 - i. Be elected two weeks before the interim term,
 - 1. May be a shared position between two members
 - 2. IM(s) must be living at the house for all or a majority of the interim period.
 - ii. Assume all house officer functions and oversee all house operations, until a trained officer for the ensuing contract period is ready to assume their job. 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.
 - iii. Training: Interim managers are required to attend training or a sufficient makeup.
 - iv. Communications: The IM keeps house mates aware of all interim dates, deadlines, policies and procedures related to move-in and move-out, including
 - 1. Post signs conspicuously throughout the house.
 - v. 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.
 - 1. Food-ensure an appropriate amount of food is purchased for current membership.
 - vi. Supervising Move-in and Move-out
 - vii. 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.

Section 6: Duties of the Stewards.

- a. The Kitchen Steward shall:
 - i. Supervise the cooks and kitchen cleaners in order to ensure a sanitary kitchen environment.
 - ii. Attend all appropriate officer trainings.
 - iii. Be responsible, along with other house officers, to see that sanitation and kitchen codes are met and to work with the house President to ensure that the house passes yearly City Kitchen Inspections.
 - iv. Provide a report at every house meeting during Officer Reports as to the sanitary condition.
 - v. Educate other members of the house on issues of food and kitchen sanitation.

- vi. Submit a written record at the end of the term to the House President
- b. The Sustainability Steward shall:
 - i. Work to lower the house's environmental impact.
 - ii. Track and work to reduce the house's utility consumption.
 - iii. Work with the maintenance manager on sustainability projects.
 - iv. Provide a sustainability report at every meeting, which includes an update on the house's utility usage.
 - v. Attend all sustainability steward meetings.
 - vi. Submit a written record at the end of the term to the House President.

Section 7: House Council.

- a. The InHouse President shall call House Council meetings at least once a month. The House Council shall be composed of all House officers plus two other members to be voted in each term. Meetings shall be open, except in extraordinary circumstances deal with a House member's privacy. Time shall be designated for each meeting during which House members may voice concerns to House Council. When voting is required, each House Council member shall receive one vote, and the InHouse President shall vote in the case of a tie. The Secretary shall post a copy of the minutes within 48 hours of a meeting.
- b. The InHouse President shall post a notice at least 48 hours before the House Council schedules to meet, starting time, place, and agenda.
- c. Powers and Responsibilities. The powers and responsibilities of the House Council are:
 - i. To hear all complaints pertaining to violation of House rules. Any member may bring a complaint to the Council.
 - ii. To hear and review all cases dealing with expulsions and contract breaking and must then present them to the House with a recommendation.
 - iii. To review and report on all elected officers' performances monthly. The House Council shall present these reports to the membership. In the event that these reports are unsatisfactory, the Council may recommend a recall.
 - iv. To act as a group to recruit new members to fill vacancies in the House.
 - v. To consider and recommend budget adjustments.
 - vi. To carry out other responsibilities as delegated by the House at a House meeting.
 - vii. To enforce sanctions as delegated to it by the House.

Section 8: Interim Officers for the Winter/Spring and Summer/Fall periods shall be elected at a time designated by the Inter-Cooperative Council. Interim officers for break periods shall be voted on at a House meeting at least two weeks prior to the break.

Section 9: The In-House President, OutHouse President, Work Manager, Maintenance Manager, and the Provider(s) will receive full work credit. The Treasurer, Secretary, and the Social Education Chair will receive half work credit. Credit for other officers shall be decided each term.

Section 10: House Officers should be evaluated on whether or not they complete tasks as specified in Article IV.5 Duties of the House Officers.

- 1. Organization

- a. Primarily the house council will be concerned with evaluation, including at least 2 house representatives.
- b. Via google form
- c. Must happen once per term-after Fall Break and after Spring Break

Section 11: Recall and Deposition of Officers.

- a. The only grounds for removal of an officer shall be misfeasance, malfeasance, or nonfeasance of the duties stated in Article IV Section 5.
- b. Any officer can be recalled only by a majority vote of the house at a meeting of the House.
- c. If the InHouse President is subject for recall the OutHouse President shall preside over the recall meeting and vote.

ARTICLE V FINANCES

Section 1: A proposed budget shall be presented to the House for approval within three weeks of the beginning of each term. The budget must be posted at least 24 hours before the meeting.

Section 2: Debtors.

- a. If a member fails to pay charges by a due date, a seven day grace period will be extended. A member owing over one and one half month's rent shall automatically be referred to the House Council.
- b. If a member is in debt to the House for more than the amount of the ICC deposits two weeks before the start of finals, the Treasurer shall notify the President, who shall call a House Council meeting immediately.
- c. The House Council shall work with the member to set up a payment schedule ensuring that the debt will be paid. If the House Council cannot work out a payment schedule to their satisfaction, or the member fails to keep to the schedule, the House may begin the process of terminating the housing contract and/ or determine what legal action may be taken against the debtor.
- d. The House shall accept no new contract with a member who has not fulfilled their financial obligations to the House.

Section 3: House Card Regulations

The only people who are allowed to hold the card are the Provider, the treasurer, and either House President or Interim Manager(s).

ARTICLE VI AMENDMENTS

Section 1: No amendment contrary to the Rochdale Principles of the ICC Standing Rules shall be enacted.

Section 2: A proposal for amendment may be presented at any House meeting.

- a. The amendment shall be discussed at the meeting.
- b. Within 24 hours after the meeting, the In-House President shall post a copy of the proposed amendment and distribute ballots to all members of the house. The voting period shall continue for five days.
- c. The amendment will pass only if 2/3 of the total membership of the house votes for the amendment.

ARTICLE VII ROOM ASSIGNMENTS

Section 1: House members exercise room choice on the basis of seniority, the person having the highest seniority to have the first choice, etc.

Section 2: Seniority is determined in the following order:

- a. Current House members according to the largest number of semesters they have lived in the House. A member who has lived in the House in past Spring and Summer terms shall be able to count it as one term towards their seniority.
- b. Returning House members in good standing according to the number of semesters they spent in the House before their absence.
- c. Other ICC members, according to their seniority in the ICC.
- d. New members, according to the date and time they signed their contracts.
- e. In cases of equal seniority in any category, the person with the earlier contract signing date for the semester for which rooms are being picked shall have higher seniority. In the case of equal signing dates, seniority shall then be determined through trial by combat. Those unable to fight for themselves for any reason may choose a champion to partake in battle.
- f. The seniority of two members wishing to live together shall be the seniority of whichever member is higher.

Section 3: Occupancy.

- a. No member of the House who has lived in a room for one complete semester and wishes to remain in that room can be displaced by another member, regardless of seniority. A member cannot displace the designated fall occupant of a room on the basis of spring/summer occupancy.
- b. In an grouping of six consecutive fall/winter semesters no more than four may be spent in the same single or the same double.

Section 4: Procedure for determining fall room choices.

- a. The InHouse President shall make a list of seniority ranking on the date of the room pick meeting for all members who intend to sign contracts for the fall semester. Each members shall be granted the seniority due them at the time the list is made. A person who intends to remain in the House during Spring/Summer cannot count that term toward their seniority for the following fall, nor can they displace the designated fall occupant of that room on the basis of summer occupancy.
- b. Room choices shall be made according to this list and the rules of this Article at the first House meeting after April 1st, and shall be limited to those who has signed Fall contracts by this date. The choices shall be recorded at the time they are made, and this list shall be kept by the President during the spring/summer.
- c. At the beginning of the fall semester, no member may be displaced from the room they had chosen the previous April.
- d. In the case of contract cancellations during the summer, choice for the vacated space shall be made according to the seniority ranking at the time the vacancy occurs.

Section 5: In the Case of room vacancies during the year, room choice is made according to the seniority of those living in the House at the time the vacancy occurs.

Section 6: The President shall be responsible for maintaining an accurate seniority list and for seeing that room choices are made in accordance with the rules established above.

ARTICLE VIII PARTY POLICY

Section 1: The party policy is instated for the protection of the House and its members for the facilitation of a safe, clean, good time.

Section 2: Procedure for throwing a coop-wide party or event:

- a. An announcement of a party planning committee must be posted in a public space or sent via email to the house listserv at least 48 hours in advance.
- b. The party planning committee shall bring a party proposal to a house meeting for majority approval addressing: advertising, set up/decorations, alcohol, security, incidents, and clean up.
- c. No party shall be approved without addressing all aforementioned criteria.
- d. Submit the ICC Party Checklist to the Membership Committee in accordance with the ICC Standing Rules.

Section 3: Party Condition for a coop-wide party or event:

- a. Advertising should be limited to flyering other coops.
- b. A house member shall be scheduled to keg/alcohol distribution during the party/event to be scheduled by the party planning committee.
- c. Decorations in accordance with the theme suggested by the planning committee can be purchased with Social Education Funds up to \$50. Setup time before the party must be established, and shall consist of no less than 3 volunteers.
- d. No less than 2 people shall be responsible for the security of the party and will be in charge of keeping people off of the porch and front lawn and out of the second and third floor hallways. House members will be required to report to party security in case of incidents. Security must remain sober.
- e. In the case of any incidents of arguments, fights, sexual harassment, noise, house damage, medical emergencies, etc., house security must be notified and police should be called if the situation requires. It is every house members' duty to be alert of incidents and be aware of any incidents that may occur and alert the party security pronto.
- f. Clean up must be finished by 3PM on the day following the party and must consist of no less than 4 volunteers.
- g. Those who volunteer for party positions and do not perform their duties are subject to the fining system.

ARTICLE IX INTERIM

Section 1: Winter to Spring Interim:

- a. Interim manager elected two weeks before the end of term
 - i. Duties as defined in Article IV.5.i
- b. Begins at move out at the end of U-M's Winter term, ends when summer president is trained and can assume power.
- c. Ensure the house passes IAC inspections of common spaces and unoccupied rooms.

Section 2: Summer to Fall Interim:

- d. Interim manager elected two weeks before the end of term
 - i. Duties as defined in Article IV.5.i

- e. Begins at move out at the end of August, ends when Fall/Winter president is trained and can assume power.
- f. Ensure the house passes IAC inspections of all rooms and common areas.

Section 3: House Interim on other breaks:

- g. Winter Break-defined as the period between Fall and Winter term
 - i. Interim Manager should be someone who will be in the house all or a majority of the break
 - 1. Duties as defined in Article IV.5.i

ARTICLE IX HOUSE CULTURE

Section 1: Concerning the noble and footless totem of Nakamura Cooperative:

- a. The Peruvian Man must never leave the house.
- b. The Peruvian Man may not reside in a member's bedroom for more than 24 hours.
- c. If a house member finds the Peruvian Man, it is the member's responsibility to move him to a new location to ensure startlement and fun times.
- d. Do not look the Peruvian Man into the eyes.
- e. Keep the Peruvian Man away from open flames.

Section 2: In any case that the House wishes to partake in a friendly game of Kings (aka Waterfall) the House rules shall be as follows:

2: You (The cardholder chooses someone to partake)

3: Me (The cardholder shall partake)

4: Floor (All race to touch the floor. Last person partakes)

5: Guys (Any gender neutral person or those of the male persuasion partake)

6: Chicks (Any gender neutral person or those that identify as women shall partake)

7: Heaven (The last to point to the sky partakes)

8: Mate (The cardholder chooses a person to be a mate and any time one partakes the other obliges)

9: Rhyme (The cardholder chooses a word to rhyme with then it proceeds to be rhymed with around the circle. The first unable to rhyme shall partake)

10: Categories (The cardholder chooses a category of items and the naming of the items in this category proceed around the circle. The first unable to list an item partakes)

J: Never Have I Ever, Thumbmaster (Players put up five fingers and the circle goes around from the cardholder saying things they have never done. If someone has done the activity listed they shall clap, put a finger down, and partake. The round ends when someone has lost all five fingers. In addition, the cardholder is declared the thumbmaster until the next Jack is drawn.

Any time a player sees the thumb master's thumb on the table they should place their thumb on the table as well. Last to do so partakes.)

Q: Question Master (The cardholder becomes the Question master if any questions are answered in response to the Question master the person that answered shall partake)

K: Have a Social, Make a Rule (Everyone partakes. The cardholder must decide upon a rule that everyone must follow. Failure to follow the rule results in partaking for said person)

A: Waterfall (First someone in the circle may call 'my way' to determine in which way everyone will partake. Then starting with the cardholder everyone partakes until the person before them finishes partaking)

FOR ADDITIONAL HOUSE RULES SEE THE HOUSE STANDING RULES

NAKAMURA HOUSE STANDING RULES

as of August 2014

1. Standards of Conduct: The following standards are intended to serve as guidelines for appropriate and inappropriate behavior in the coop:

- a. Share equally in the work required to maintain and to build the cooperative.
- b. Learn and teach skills related to maintaining and building the cooperative.
- c. Interact with other members of the group in a friendly, supportive, constructive, and egalitarian manner.
- d. Share and protect community property for use by all members.
- e. Protect the privacy and property of other members
- f. Promote an environment free from racism or sexism and free from bigotry based on religious or political belief, sexual orientation, national origin, economic status, age, or physical or mental disability.

2. Checks.

The Presidents and Treasurer shall be authorized to individually sign House checks. Members shall not be reimbursed for house purchases without majority house approval as states in the House minutes unless the reimbursement is for food necessary to cook dinner.

3. Fines.

Section 1: General Fining Policy.

- a. Any officer may fine a member for violation in the officer's area (InHouse President, house rules, missed meetings; Work Manager, house duties; Maintenance Manager, abuse of tools, house structure, etc) Two (2) officers may fine an officer for nonperformance of duty. Fines may be appealed to a house meeting, and a majority vote of those present shall be sufficient to remove the monetary fine, but a house vote cannot overturn expulsion procedures.
- b. A member who makes up the missed work of another shall be credited the amount of the fine, otherwise the money shall go to the house social fund.
- c. Members may be fined \$0.50 for each house utensil, including dishes and cups, found in their room.

Section 2: Work Fines.

- a. After 11:59 PM Sunday evening, the Work Manager shall verify that all work has been completed. If a member would rather have their assigned work checked at a different time throughout the term they must inform the Work Manager at the beginning of the term. The Work Manager must inform members of missed work within 24 hours of when the work is supposed to be completed.
- b. If a member does not complete their assigned work on time they shall be fined \$15 for every hour of work missed.

- c. If a member does not thoroughly complete their assigned work, the Work Manager must notify them and the member shall have 24 hours from the time of notification to complete their work in order to avoid the fine.
- d. A member can work off their fine by completing their missed work and a makeup job of equal time within 48 hours of missing their work. The member must notify the Work Manager if they wish to do so. When this is done it still counts a work fine against the member.
- e. If a member has missed a time-sensitive chore and thus cannot complete their missed work, they can work off the fine by completing a makeup job that is equal to 1.5 times the missed work within 48 hours. The member must notify the Work Manager if they wish to do so, and it still counts as a work fine against the member.
- f. The Work Manager must maintain, in a public place, a list of makeup jobs with the amount of hours for each corresponding job. A makeup job list will be created and updated at House Council.
- g. If any house member switches jobs with another member (for a specific week, not permanently), the Work Manager must be notified. If a member needs to change the day their work will be completed (for a specific week, not permanently), they must notify the Work Manager of the alternate date. Permanent changes to work needs to be approved by the Work Manager.
- h. Cooks must have dinner ready to be served at a time decided upon by the house at the first meeting of the term. If a cook is consistently late with their meals, the Work Manager must bring the issue up to House Council to decide a course of action. If a cook or cook assistant misses their work and wants to work off their fine they must complete make up jobs for double the house they missed within 48 hours of the missed work (if cooking is 4 hours credit than 8 hours of makeup work is required, etc).
- i. Kitchen clean must be started within two hours after the decided upon dinner time. If a member cannot perform their kitchen clean on time, they must notify the Work Manager. If kitchen clean is not done and a member wants to work off their fine, they must do makeup jobs for double the missed hours within 48 hours of the missed work (if kitchen clean is a 2 hour job, the member must complete 4 hours of makeup work).
- j. The first three fines are charged at \$15 per hour and the fourth fine is \$20 per hour with automatic referral.
- k. If a member receives greater than \$60 worth of work fines in a single semester they are no longer eligible for officer positions for the next election, and they are last in line for the next room picks, but above any new members.

4. Work Holiday.

- a. Work Holiday must be at least six hours, and done at least once per term. Spring and Summer may or may not be considered as one term together, at the discretion of the house.
- b. Boarders owe half the number of hours as the rooming members.
- c. Missing work Holiday:
 - i. A member who misses all or part of work holiday is required to make up the missed hours.

- ii. If a member will be missing all or part of work holiday, they must notify the work manager in writing 48 hours or more in advance in order to be considered excused. The only exception being in the case of a bona fide emergency.
- iii. The member has 3 weeks after work holiday to complete the hours of work missed.
- iv. No Shows:
 - 1. Missing all or part of work holiday without informing the Work Manager in advance will be considered a No-Show.
 - 2. In addition to completing the hours of makeup work equal to the hours of work holiday, the member will be given an additional 3 hours of makeup work.
 - 3. If the member fails to complete part or all of the makeup work, the member will be fined \$15 an hour for the incomplete work, and will be placed on referral.

5. Quiet Hours.

As a general guideline, noise must not be audible inside the members' rooms during quiet hours, to be voted on by members at the beginning of each semester.

6. Boarding Policy.

- a. Each boarder will receive a house key from the president after signing a contract. They must follow the rules as outlined in Standing Rule 7.
- b. As a member of the house, boarders have full access to house facilities, including the television, showers, and laundry.
- c. Boarders have full voting rights, and must attend house meetings (see Article III of the House Constitution)
- d. Boarders will owe half the work hours that the members who both room and board owe.
- e. Boarders must follow the guest policy in regards to staying overnight as stated in Standing Rule 8.

7. Key Policy. Procedure of distribution / collection of room and house keys will be as follows:

- a. Members are solely responsible for his/her issued keys, and agree not to duplicate any issued keys without permission.
- b. The loss or destruction of any issued key will result in a replacement fine costing \$10 per key issued.
- c. Upon completion of a member's contract period, all issued keys, and any duplicate keys, must be returned to the keyholder.
- d. The key holder shall be the President. Her/his responsibilities include:
 - i. Distribution and collection of all room and front door keys.
 - ii. Appointing a responsible replacement in his/her absence.

8. Guests.

- a. Every current member receives one guest meal per week. Any excess meals will be fined to the member at five dollars per meal.
- b. All guests must be with their sponsor at all times and must refrain from using common rooms unaccompanied by said sponsor.
- c. In order to have a guest spend the night roommate permission is required.

- d. For a guest to spend the night in a common room a house vote is required, a wall vote is acceptable.
- e. Definition of a Boarder is someone who: Eats more than 5 meals a month and /or used house facilities for more than one non-consecutive week a term.
- f. If any house member has an issue with another member's guest, said guest must refrain from entering the house and its premises until the issue is brought up to House Council or in a House Meeting.

9. Parking.

Each member desiring parking must inform the President at the beginning of the semester. The President shall work out an equitable schedule and post it. Those who depend on their car for daily transportation, however, may receive some deference.

10. Reimbursements.

Members shall present receipts for any item for which they wish to be reimbursed. All items must be approved by a majority vote at a house meeting. As funds allow, Members may make permanent improvements to their rooms to be reimbursed by the House by to \$15 per room per term.

11. House Furniture.

- a. All ICC furniture shall remain property of the House.
- b. No lofts shall be removed without permission of the house. If removed with House consent the loft must be replaced before the end of the term. This being directly applicable to bunk beds.
- c. All personal furniture will remain personal during a member's occupancy. If furniture remains after one year of the member's last term in the house, the furniture shall be considered GUFF.
- d. Storage in common spaces of things such as instruments, furniture, game consoles, etc., shall be brought to the subsequent House meeting for discussion and voting on whether or not to allow the goods in question to remain in common rooms.

12. Smoking.

In accordance with ICC Standing Rule 8.18.1 smoking tobacco products is prohibited inside the house. Any outdoor area with a proper ashtray will be a designated smoking area.

13. Alcohol.

All members are permitted the use of alcohol within the limits of State and Local laws with the caveat that members are always responsible for their own behavior and damages.

14. TV.

A majority of Members in the TV room shall be necessary to pick a program just beginning. A 2/3 majority of Members present shall be necessary to change a program already in progress.

15. Pets.

In accordance to the ICC Pet Policy (SR.8.5), no pets may reside at the John Nakamura Cooperative.

FOR FURTHER RULES, SEE THE HOUSE CONSTITUTION