

Article One: Membership – Rights and Obligation

1. Members are persons under active contract through the Inter-Cooperative Council (hereafter referred to as the ICC) assigned to Sojourner Truth House for room and/or board.

1.1. All members have the *right* to:

- a. Receive adequate satisfaction when presenting grievances or recommendations to house officers if possible while being consistent to general welfare
- b. Use house facilities as consistent with general welfare of the membership
- c. Guaranteed representation in the election and recall of house officers
- d. a safe space, free of harassment and discrimination

1.2. All members have the *obligation* to:

- a. Pay all ICC and house charges in a timely manner
- b. Abide by the Sojourner Truth House Standing Rules
- c. Perform faithfully and as efficiently as possible all work assigned by the Work Manager
- d. Do one's best to resolve conflict within the house in a cooperative manner with the resources available
- e. Protect house property

2. For more on the rights and obligations of members see ICC Standing Rules, Section 6.4

Article Two: House Meeting Procedure

1. Standard House Meeting Procedure

1.1. Regular house meetings must occur at least once a month

1.2. House meetings must be called and facilitated by the In-House President at least 2 weeks in advance and the agenda must be posted at least 48 hours in advance of the meeting time.

1.2.1. The In-house president must be impartial as a moderator but is allowed to contribute to the discussion. In cases of conflict of interest a different officer may be selected to chair the meeting.

1.3. House members may add additional items to the agenda through written proposal no later than 24 hours before the meeting.

1.3.1. Agenda items may be added after the 24-hour deadline only through unanimously approval at the meeting by all attending house members

2. Special House Meeting Procedure

2.1. Special House meetings may occur if called by the President or if requested to the President through written petition signed by at least 20% of house members

2.1.1. Special house meetings must occur within one week of the petition being received

2.1.2. The In-house president must be impartial as a moderator but is allowed to contribute to the discussion. In cases of conflict of interest a different officer may be selected to chair the meeting.

2.2. Notice of a special meeting must be posted at least 24 hours in advance.

2.3. The agenda must be finalized and posted at least 24 hours in advance

2.3.1. No additional agenda items may be added after the 24-hour deadline

3. Voting Procedure

3.1. Proposals brought to vote during a standard or special house meeting will be decided by a vote

3.1.1. Members have the right to abstain. Members who do not attend the meeting or report an absentee vote will be regarded as abstention

3.1.2. Absentee votes may be cast before the meeting either by written ballot or email to the President

3.1.3. Any member may call for a secret written ballot on any vote, either before the meeting to the House President or at the meeting.

3.1.4. Majority voting is used in votes with two options.

3.1.5. In cases of more than two options, approval voting is used to narrow down the range of options. A second majority vote will happen with the remaining options

3.1.6. In votes for an option from a range of values, such as the price for a purchase, start at the least severe value, such as lowest price, and keep voting on increasingly severe values, higher price, until a value does not pass by majority. The most severe value to pass will be the approved option.

3.1.7. In cases where the designated voting procedures do not make sense, members may temporarily suspend the procedure for a vote with a 2/3 approval of those voting and use another instead.

3.1.8. If there is insufficient information available to reach a meaningful decision, members may propose to delay the vote.

4. Attendance requirements

4.1. House meetings are mandatory for all house members. In the event that a house member is unable to attend they must make up an amount of work hours equal to the length of the meeting. The work hours will be assigned by the Work Manager and must be completed before the next month's house meeting.

4.1.1. In the event of a justified absence, as determined by the Number One, the most recent officer report will be read

4.2. All house meetings must have 30% of current house members in attendance in order to hold votes, excluding the moderator

Article Three: House Council

1. Organization

1.1. The House Council is moderated by the Board Representative and shall consist of 6 elected members

1.1.1 Only members not currently elected to hold any other position are eligible to serve on House Council

1.1.2 In times of high vacancy relative to house capacity the number of members on House Council may be determined by the Board Representative and must be no less than 4

1.2. Members of House Council may receive work credit as determined by the Work Manager

2. Elections

2.1. Elections must be held 2 weeks after the beginning of each term

2.2. Each house member may vote for up to 9 eligible members

2.2.1 The 2 returning members with the most votes shall become members of the council

2.2.2 The 2 new members with the most votes shall become members of the council.

2.2.3 Of the remaining members, those with the most votes shall become members of the council

2.2.4 The top 3 runners-up shall serve as alternate members, attending, and receiving benefit for, House Council meetings if a normal member cannot attend.

3. Meeting procedure

3.1. Meetings must be held at least once per month

3.2. House Council meetings must be called by the Board Representative at least 1 week in advance.

3.3. Meetings must be open to all members, except in cases where an issue concerning members' privacy is being discussed.

3.4. Officers must give an oral report regarding the work of their positions since the last House Council Meeting

3.4.1. In the event of a justified absence, as determined by the Board Representative, the Officer or elected position must submit a written report to be read instead

4. Powers and responsibility Of the House Council:

A. To review and evaluate the performance of all elected positions and officers at each meeting. (See 5.)

B. To hear any concern or issue brought to the council by a member.

C. Self-regulate other members of the council. (See 6.)

D. To attend and collectively prepare a report on their progress for every house meeting

5. Officer and elected position evaluations

5.1. Following a report, house council is entitled to discussion without the officer present.

5.2. After discussion, house council must vote through written ballot on the performance of the officer

5.2.1. Votes must either be in approval, disapproval, or abstention.

Abstentions must include a valid conflict of interest.

5.3. If any officer or elected position receives 50% or less approval by non-abstaining house council members they are subject to a fine equal to the estimated damage to the house, capped at half of the value of the their member shares

5.3.2. In addition, for all cases after the first, the officer or elected position will face a recall election to determine if they will retain their job (See **Article Five**, section 4.)

6. Removal of a House Council member

6.1. House Council is tasked with ensuring that it remains unbiased and that its members are performing their job fully and genuinely. To that end, at the end of each House Council meeting each member will vote on the performance of their fellow House Councilors.

6.1.1. Voting will be simultaneous for each member and through written ballot

6.1.2. House Council members who receive 4 or more negative votes will be removed from House Council and the next highest alternate will take their place

Article Four: House Officers

1. President

1.1. Elected at the final house meeting of the winter contract period for a term of one year

1.1.1. In the event that the President is absent for the Spring or Summer term, a temporary President will be elected for that term

1.2. The position of President awards full work credit

1.3. Powers and responsibilities of the President:

A. Plan House Meetings and post agendas in a timely manner (reference the meeting procedure)

B. Moderate all House meetings, referral appeals, and expulsion hearings

C. Act as liaison between house members and officers when conflicts arise

D. Ensure smooth operation of daily house life

E. Act as a contact for prospective members and coordinate house tours

F. Assign rooms and parking spaces to incoming members

G. Initiate fines for uncooperative behavior to be signed off by at least one other officer

H. Attend NHOT(new house officer training) (if never attended), and CLT (if never attended).

2. Board Representative

2.1. Elected at the final house meeting of the winter contract period for a term of one year

2.1.1. In the event that the Board Representative is absent for the Spring or Summer term, a temporary Board Representative will be elected for that term

2.2. The position of Board Representative awards full work credit

2.3. Powers and responsibilities of the Board Representative:

A. Attend all ICC Board of Director meetings as the official house representative

B. Attend assigned ICC committee meetings

- C. Act as liaison between Truth House and the ICC office staff and relevant committees
- D. Act as liaison between house members and officers when conflicts arise
- E. Plan and moderate all House Council meetings
- F. Manage the election of the House Council
- G. Substitute for the President when needed
- H. Initiate fines for uncooperative behavior to be signed off by at least one other officer.
- I. Attend NHOT(new house officer training) (if never attended), and CLT (if never attended).

3. Number One

- 3.1. Elected at the first house meeting of each contract period for a term of one contract period
- 3.2. The position of Number One awards full work credit
- 3.3. Powers and responsibilities of the Number One:
 - A. Prepare and monitor adherence to house budget within one week of the first house meeting
 - B. Compensate house members for purchases made for the house
 - C. Assume the duties, powers, and privileges of the President and Board Representative if they are unable
 - D. Take minutes for all House meetings and House Council meetings and distribute via email to the house within one week
 - E. Sort incoming mail daily, manage the mailboxes for present members, and forward mail to past members for up to a one year should they provide a forwarding address
 - F. Remind members to pay their rent on time
 - G. Initiate fines for uncooperative behavior to be signed off by at least one other officer
 - H. Attend NHOT(new house officer training) (if never attended), and CLT (if never attended).

4. Work Manager

- 4.1. Elected at the first house meeting of each contract period for a term of one contract period
- 4.2. The position of Work Manager awards full work credit.
- 4.3. Powers and responsibilities of the Work Manager
 - A. Survey members and create a work schedule within the first week of each term, to be changed as often as necessary
 - i. Establish temporary job sheets as necessary during academic breaks, interim
 - B. Organize and plan work holidays as needed, at least once per term
 - C. Establish, explain, and post performance standards for each shift duty within the first week of each term
 - D. Establish fining policy within the first week of the term
 - E. Verify that jobs are completed on a daily basis and fine or assign additional work to members who fail to complete assigned work

- F. Maintain inventory of house cleaning supplies and coordinate with food stewards to ensure they are stocked
- G. Supervise the performance of the food stewards and maintenance managers to ensure adequate performance and suggest additional tasks
- H. Determine the number of work hours that must be completed by each member, and adjust relative to the need and number of members in the house
- I. Attend NHOT(new house officer training) (if never attended), and CLT (if never attended).

5. Maintenance Managers

- 5.1. Elected at the first house meeting of each contract period for a term of one contract period
 - 5.1.1. During the fall and winter contract periods two members are elected as Maintenance Managers
 - 5.1.2. During the spring and summer contract periods. one member is elected as Maintenance Manager
- 5.2. The position of Maintenance Manager awards full work credit
- 5.3. Powers and responsibilities of Maintenance Managers:
 - A. Be responsible for every aspect of the physical upkeep and functioning of the building, either by personally performing necessary repairs and improvements or contacting the ICC to hire contractors.
 - B. Plan and complete at least one major project per term
 - C. Coordinate with the work manager in planning work holiday
 - D. Make keys for members and inform the President of lost keys
 - E. Attend all ICC Maintenance Projects Committee meetings
 - F. Keep the ICC toolbox and ensuring toolboxes are returned with all tools at the end of each contract period
 - i. Liable for all fines associated with loss of tools
 - G. Attend NHOT(new house officer training) (if never attended), and CLT (if never attended).

6. Food Stewards

- 6.1. Elected at the first house meeting of the each contract period for a term of one contract period
 - 6.1.1 During the fall and winter contract periods two members are elected as Food Stewards
 - 6.1.2. During the spring and summer contract periods, up to one member may be elected as Food Steward. In the event that no member is elected as Food Steward, the work manager may appoint one.
- 6.2. The position of Food Steward awards full work credit
- 6.3. Powers and responsibilities of Food Stewards:
 - A. Order food and kitchen supplies while remaining within the budget set by the house, and have control over food supplies
 - B. Receive menus from cooks a week in advance of the meal

- C. Collaborate with the work manager to maintain a clean and sanitary kitchen up to required health standards throughout the year and prepare for University health inspections.
- D. Take inventory of food supplies at the end of every week, reordering as necessary, and reporting to Number One on a weekly basis
- E. Attend NHOT(new house officer training) (if never attended), and CLT (if never attended).

7. Pop Steward

- 7.1. Elected at the first house meeting of the each contract period for a term of one contract period
- 7.2. The position of Pop Steward awards full work credit
- 7.3. Powers and responsibilities of the Pop Steward:
 - A. Manage the efficient and self-sufficient operation of the pop machine while providing an affordable selection
 - B. Contribute the profits from the machine to help fund house parties
 - C. Maintain the bottle and can deposit box, and return the contents for deposit at least once a week or within 48 hours of the bin being full
 - D. Ensure that the pop machine is functioning and take responsibility for its repair should it break
 - E. Provide receipts of all transactions and records to the Number One
 - F. Attend NHOT(new house officer training) (if never attended), and CLT (if never attended).

8. Kitchen Manager

- 8.1. Elected at the first house meeting of each contract period for a term of one period.
- 8.2. The position of Kitchen Manager awards full work credit
- 8.3. Powers and responsibilities of the Kitchen Manager:
 - A. Attend all Kitchen Manager trainings, NHOT(new house officer training) (if never attended), and CLT (if never attended).
 - B. Ensure the sanitary condition of the kitchen and pantry, using prior kitchen manager guidelines, ICC sanitation inspection form, and the U of M Off Campus Housing Sanitation inspection form as a reference.
 - C. Maintain the general cleanliness of the kitchen, as to avoid inspection failure and meet house standards. This includes coordinating with the work manager as it relates to kitchen chores (including monitoring and sanctioning), ensuring the proper training of kitchen cleans, and maintaining cleanliness and kitchen etiquette among house members.
 - D. Responsible for monitoring the status and coordinating the maintenance of essential appliances such as the Hobart, refrigerators, stove, and cookware, coordinating with maintenance managers when appropriate.
 - E. Schedule a kitchen orientation for all new members within 1 to 2 weeks from entrance into officer position, teaching them how to maintain a sanitary environment and how to utilize the kitchen.
 - F. Ensure proper signage, labeling, and organization throughout the kitchen.

G. Monitor the amount of cleaning supplies and ensure their proper replenishing by coordinating with food stewards.

9. Interim President

9.1. Elected at the final house meeting of the fall contract period only if the newly elected President will be absent during the Spring or Summer contract periods

9.2. The position of Interim President awards full work credit

9.3. Powers and responsibilities of the Interim President:

A. Plan House Meetings and post agendas in a timely manner (reference the meeting procedure)

B. Moderate all House meetings, referral appeals, and expulsion hearings

C. Act as liaison between house members and officers when conflicts arise

D. Ensure smooth operation of daily house life

E. Act as a contact for prospective members and coordinate house tours

F. Assign rooms and parking spaces to incoming members

G. Initiate fines for uncooperative behavior to be signed off by at least one officer or the Interim Board Representative

10. Interim Board Representative

10.1. Elected at the final house meeting of the winter contract period only if the newly elected Board Representative will be absent during the Spring or Summer contract periods

10.2. The position of Interim Board Representative awards full work credit

10.3. Powers and responsibilities of the Interim Board Representative:

A. Attend all ICC Board of Director meetings as the official house representative

B. Attend assigned ICC committee meetings

C. Act as liaison between Truth House and the ICC office staff and relevant committees

D. Act as liaison between house members and officers when conflicts arise

E. Plan and moderate all House Council meetings

F. Manage the election of the House Council

G. Substitute for the Interim President when needed

H. Initiate fines for uncooperative behavior to be signed off by at least one officer or the Interim President

Article Five: Election and Recall of Officers

1. Elections for officers and elected positions must be held within one week of the start of the contract period

1.1. In normal elections the order of election is as follows: Number One, Work Manager, Maintenance Manager, Food Steward, Pop Steward

1.2. In Presidential and Board Representative elections the order is as follows: President, Board Representative, Interim President (if necessary), Interim Board Representative (if necessary)

1.3. If an officer or elected position wishes to step down a special house meeting will be held to replace them. Until that meeting they are liable for any work related to their position

2. Nominations

2.1. Members may nominate other members or themselves at or before the meeting before elections have occurred

2.1.1. The moderator may not nominate

2.1.2. Nominees may decline nomination

2.1.3. Time must be allotted by the moderator for nominations before each positions' election

3. Election Procedure

3.1 Elections happen in the following order:

A. Period for nominations

B. After nominations have occurred, all candidates must leave the meeting room

D. Each may return to the meeting room individually to present a brief speech and take questions from members

E. After each speech, the candidate must leave the room and members are allowed a period of discussion

F. After all candidates have been given a chance to speak and answer questions all candidates must remain outside the meeting room and there is a period of general discussion

G. Candidates return to the meeting room, voting is conducted via written ballot (see voting section)

H. Ballots are counted by the moderator and one other officer with the results announced immediately after

4. Recall

4.1. The recall of an officer or elected position may be initiated by a petition of 20% of the total members of the house or by the action of the House Council (Article 3, Section 5)

4.2. Recall meetings follow all rules pertaining to Special House Meetings (Article 2, Section 2)

4.3. Voting must be through written ballot, counted by the moderator and one other officer

4.4. In the event of a successful recall, the election for a replacement must be held as soon as possible

Article Six: Finance

1. Budget

1.1. Non-rebate-able amounts shall be budgeted (for the fiscal year starting May) in January of each year.

1.2 Rebate-able budget items shall be budgeted at the beginning of the Spring/Summer term and the Fall/Winter term by the members. The budget shall

be drafted by the Number One, working with the President and Board Representative, and posted at least 48 hours before its approval meeting.

1.3. Approval of the budget is by a majority of those voting at a House meeting. Feedback from the ICC Finance Coordinator shall be sought by the Number One before the budget is finalized for a vote.

2. ICC Audit

2.1. In January of each year, Number One shall request that the ICC Finance Coordinator examine the House books and report to House Council any deficiencies in the work.

Article Seven: Key Policy

1. Losing a key has a fine of \$20.00, capped at no more than \$40.00 at one time

1.1. The fine for losing master keys are double

2. All keys distributed to members must be recorded, updated whenever keys are received back and at the end of each contract period. Any key unaccounted for will be considered lost and the member will be fined accordingly.

3. There are to be no more than 6 master keys issued at any time. Officers who fail to turn in their master key will be fined as though it was lost

Article Eight: Room Selection

1. Seniority

1.1. Seniority is determined by the number of terms that a member has lived in Sojourner Truth House. Both Fall and Winter contract periods count as 1 term each, and the Spring and Summers count as 1 half term each

1.1.1 In the event of a tie between continuing house members, the date at which the members signed their contracts will be used instead

1.1.2. Members who have seniority in other ICC houses will be given priority over new house members

1.1.2.1 Priority among members with seniority is given based on the number of contracts periods

1.1.3 Boarding contracts are given half the seniority per contract period

1.2. Singles

1.2.1 The 10 members with the highest seniority may choose to have a single room

1.2.2 No member may have a single for more than 3 fall and winter contract periods consecutively.

1.3. Except in the case of mutual agreement or extreme circumstances there are no room picks between the Fall and Winter contract periods

Article Nine: Paint Policy

1. Members may elect to paint their rooms and are able to be reimbursed by the Number One for the cost of materials provided the house has sufficient funds to do so
 - 1.1. No room may be painted with house funds more than once per year
 - 1.2. Any damage to windows, carpet, paint tools or other fixtures of the room may be fined to the member up to the total cost of repair
 - 1.3. All paint color choices and murals must be approved by the maintenance manager before reimbursement
2. Members may elect to paint a mural in house common areas, provided a proposal is brought to a house meeting beforehand and approved by a majority of voting members.
 - 1.1 Mural proposals must include:
 - a.) A clear theme/idea
 - b.) A location
 - c.) A list of members who are held accountable for the mural
 - d.) A flexible date of completion
 - 1.2 Any damage to windows, carpet, paint tools or other fixtures of the room may be fined to the members held accountable for the mural up to the total cost of repair

Article Ten: Constitutional Amendments and Changes to the Standing Rules

1. Any changes or additions to this constitution must be approved by two-thirds of the total house membership
 - 1.1. The vote of approval may happen either in a general house meeting if sufficient members are present or by a wall-vote
2. Any changes or additions to the standing rules must be approved by a plurality vote at a general house meeting
3. Specific standing rules may be temporarily lifted by a majority vote at a general house meeting

Sojourner Truth House Standing Rules

1. A Wallvote may be posted in situations that require a decision before a house meeting, but not serious enough to need a special house meeting. Wallvotes must have a set time when voting ends, between a minimum of 72 hours and maximum of 1 week. Wallvotes require a quorum of 1/3 of the current house membership to be valid.
2. Quiet hours are between 10 P.M. to 10 A.M. from Sunday night to Friday morning or any day during finals, and 2 A.M. to 10 A.M. from Friday night to Sunday morning. During quiet hours, loud music, loud activities (in halls, bathrooms, outdoor areas near bedroom windows, etc.), use of the house buzzer, and other disruptive behavior is prohibited and, if repeated, is a finable offense.
3. The door code must not be shared with non-house members (friends, family, etc.). Members who share the door code will be fined \$15 for each offense, and be put on referral after the second offense.
4. Any house member who wants to hold an event at the house or using house property where 10 or more non-house members are present must have the event approved by the house. The house member holding the event is responsible for any damage caused by their guests and for cleaning up after the event.
5. House members may not install their own wireless routers without approval from officers, as this may interfere with wifi signals within the house.
6. The President shall assign parking, taking into account the frequency of use, need, and seniority of members. No member may have more than 1 parking space.
7. Members are entitled to only 1 save-plate, and only in the case that they are not present at the dinner. Save-plates become GUFF at 7:30 P.M. the next day.
8. TV reservations must be done 24 hours in advance