



Inter-Cooperative Council at the University of Michigan

REFERRAL CONTRACT

The following member is being placed on referral in accordance with the Committee on Conflict Resolution (CCR) [referral policy](#).

Member: _____ **House:** _____ **Date:** _____

Referral is NOT a punishment. It is a transformative justice accountability plan and tool for support that aims to bring a member back to good standing in the community.

The member is being placed on referral due to the following: (check all that apply, print & sign names as required)

- Non-Payment** (*House Treasurer and Additional Officer Signature Required*)
- Non-Work** (*House Work Manager and Additional Officer Signature Required*)
- Generally Uncooperative Behavior** (*House President Signature Required*)
 - Option 1: By a vote of the house at a hearing.
 - Option 2: By a vote of a member resolution panel.
 - Option 3: By vote of the House Officer Team.*[please attach minutes for all three options]*
- Actions which jeopardize the interests of the ICC or its members as determined by vote of the house or Member Resolution Panel** (*House President or Facilitator Signature Required*)

Acknowledgment of due process by:

(1) Position: _____

Printed name: _____

_____ (date)

Signature: _____

(2) Position: _____

Printed name: _____

_____ (date)

Signature: _____



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Specific grounds for referral:

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

Actions required for removal from referral:

[If you require more room for actions required, attach a separate sheet]

A meeting will be held to assess the compliance with the stated terms after _____ days.

[If duration is not determined, a meeting will be held 30 days as is the standard procedure]

Potential outcomes if referral is not met: (Optional)

[If you require more room for potential outcomes, attach a separate sheet]

Optional contract acknowledgment:

I, _____ [member name], confirm that I have been informed of all previously stated terms of my referral and I am aware of the possible outcomes of the referral process.

Signature: _____ Date: _____



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Removal from Referral: A member may be eligible for removal from referral at any time by vote of the body that placed the member on referral or by the house after living in the house while on referral for an amount of time deemed appropriate. Removal from referral may take place in the following ways:

1. A vote at a House meeting or House Officer Team meeting, according to House voting rules
2. By the approval of two House Officers- in the case of non-payment or non-work
3. By a vote of a member panel
4. Referral Removal Form: Any House or Member Panel removing a member from referral must have its presiding Officer fill out a Referral Removal Form. A copy of this form must be given to a staff member on the Member Experience Team and the Director of Housing Services to be placed in the member's file.

Appeal: Referral decisions made by a House or Member Resolution Panel can be appealed to the Coordinating Committee or a body of ICC members trained for the purpose of hearing appeals. The appeal process is available to each party in a dispute (the complainant or respondent). Members may file an appeal within 7 days of receiving a hearing decision. Decisions on appeals must be rendered within 10 days of the appeal's submission. No decision to place a member on referral shall be overturned or otherwise set aside unless:

1. It can be proven that there was a prejudicial error or omission in the procedures that seriously impacted the outcome of the case.
2. It can be proven that the evidence clearly does not support the findings or remedies.
3. There is new evidence not reasonably available at the time of the hearing.

IMPORTANT: The house remains liable for the ICC Charges of the member required to move out due to referral unless the CRC releases the house. CRC reviews ICC Charges releases for a house if it determines that the required move out was conducted in good order and with valid reason.

NOTE: One copy of this sheet should be given to the referred individual, one should be shared with the house, one should be kept by the house, and one should be given to the ICC office.

FOR OFFICE USE ONLY:

Received by: _____(initials) _____ (date)