

Sojourner Truth Cooperative House Constitution



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SOJOURNER TRUTH COOPERATIVE HOUSE
1507 Washtenaw Ave, Ann Arbor, MI 48104

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Brief History

The structure at 1507 Washtenaw Ave was originally built for the Phi Sigma Sigma Sorority in 1965. The ICC acquired the property in 1970, and the house was named after Lenny Bruce. In 1988, the House was renamed Sojourner Truth.

Article One: Membership – Rights and Obligations

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 the general welfare of the membership.
- C. Participate in every level of Truth House governance, run for any Officer position, vote in all elections, recall officers, and vote on proposals and approvals, consistent with the procedures in this Constitution and the ICC Standing Rules.
- D. Share Truth House as a safe space, free of harassment, discrimination, prejudicial behavior, and abuse of any kind.
- E. To access all House and ICC rules, policies, and financial records.

1.2 All members have the *Obligation* to:

- A. Pay all ICC charges, house charges, and fines 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 and voluntarily share in whatever work is required to keep the House clean and sanitary, safe and secure, in good repair, and operating properly.
- D. Work proactively to resolve disputes in a forthright, peaceful, and civil manner – utilizing the assistance of House Officers, the Dispute Assistance and Resolution Team (DART), or the Emergency House Operation Team (EHOT) when appropriate.
- E. Protect house property.
- F. To attend House meetings and participate actively in the governing of the House and the ICC.
- G. To read, understand, and heed all House and ICC communications such as emails, group chats, and direct communications from House Officers.
- H. To be familiar with the ICC Standing Rules and Bylaws, Committee policies, House constitution, and membership contract.
- I. Communicate and cooperate with House Officers in the execution of their duties. To hold Officers accountable and provide constructive feedback at appropriate times and places.

- J. Upon being elected for any officer position, they must read this constitution, especially their officer position description.
- 1.3 For more Rights and Obligations of members see ICC Standing Rules Chapter 2, Section 6.
- 1.4 Failure to uphold the Rights and Obligations of Members, as listed in this Constitution and/or the ICC Standing Rules, may be grounds to initiate a process for member referral or expulsion (see ICC Standing Rules, Chapter 16 on banning, referrals, and expulsion).

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 Executive Director at least 2 weeks in advance and the agenda must be posted at least 48 hours in advance of the meeting time.
 - A. The Executive Director 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 Mandatory House Meeting Agenda Items:
 - A. Once every month: discussion of House Officer evaluations, Treasurer presents monthly budget variance statement, officer updates as needed, member time.
 - B. First House Meeting of each term (to be held within one week of the first day of each contract period): introductions, fire safety and practices (including a fire drill), house safety and sanitation, review roof policy, review House Policies and Standing Rules, including voting on quiet hours, approval of the House Budget, single-term Officer Elections (which must include a detailed explanation of the job), and an overview of the constitution.
 - C. October House Meeting: non-student approvals for contract renewals, review house policies for the next year (inform the ICC of any changes to the Animal Policy, Food Policy, Spring/Summer Boarding status, Gender Ratio, Fall-only contract ratio, or House Theme)
 - D. Second-to-last Meeting of each Term: House Charge Releases
 - E. Final Meeting of the Winter Term: Elections for year-length officer positions and Interim Manager(s). The General Secretary explains the moveout procedure, overviewing room cleanliness expectations.
 - F. Final meeting of the Spring Term: Elections for Interim Manager(s).
 - G. July House meeting: Discussion of interim
- 1.3 House members may add additional items to the agenda through a written proposal no later than 24 hours before the meeting.
 - A. Agenda items may be added after the 24-hour deadline only through unanimous 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 Executive Director or if requested to the Executive Director through a written petition signed by at least 20% of house members.

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

B. The Executive Director 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.

A. 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 vote.

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

B. Absentee votes may be cast before the meeting either by written ballot or email to the Executive Director.

C. Any member may call for a secret written ballot on any vote, either before the meeting to the Executive Director or at the meeting.

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

E. 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.

F. 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.

G. 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.

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

I. In case of a tie, the house returns to discussion, and then revotes. In the case of another tie, the Executive Director may cast a tie-breaking vote.

3.2 A maximum of one re-vote may be called for by any house member if one or more of the following circumstances apply, as determined by a vote of approval from at least 1/3 the quorum of the original vote, and approval by at least one impartial moderator: Executive Director, or Board Representative.

A. Not enough information was provided at the first vote to accurately and wholly represent all party's ideas, arguments, and concerns.

B. Not enough time was given for complete discussion of all viewpoints before the first vote.

- C. The list of voting items was not exhaustive, i.e. did not include all viable options suggested by house-members.
- D. The first vote was conducted in a past term, but the resulting action was not executed.

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.
- 4.2 Members are required to attend special meetings unless the Executive Director designates otherwise.
- 4.3 Quorum: All house meetings must have 40% 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. When the Board Representative/s is unavailable, the executive director will plan and chair House Council.
 - A. Only members not currently elected to hold any other position are eligible to serve on House Council.
 - B. 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 cast nomination-votes for up to 9 eligible members.
 - A. House Members may choose to decline or accept their nomination after all votes have been tallied.
 - B. The 2 returning members with the most votes shall become members of the council.
 - C. The 2 new members with the most votes shall become members of the council.
 - D. Of the remaining members, those with the most votes shall become members of the council.
 - E. 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 It is the Board Representative's responsibility that 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.
 - A. 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:

- 4.1 To review and evaluate the performance of all elected positions and officers at each meeting (see 5).
- 4.2 To hear any concern or issue brought to the council by a member.
- 4.3 Self-regulate other members of the council (see 6).

5. Officer and elected position evaluations

- 5.1 Following a report, House Council must discuss without the officer present.
- 5.2 After discussion, House Council must vote through secret ballot on the performance of the officer.
 - A. Votes must either be in approval, disapproval, or abstention.
 - B. Abstentions must include a valid conflict of interest.
 - C. These votes should be made based on the House Council member's opinion on whether or not the officer has properly fulfilled the requirements of the position.
- 5.3 If any officer or elected position receives 50% or less approval by non-abstaining House Council members, the officer is considered to be disapproved. House Council must then discuss, without the officer present, whether the officer should be warned, or removed from the position. A plurality vote is then held whether or not to immediately remove.
 - A. In the case of immediate removal, the removed officer is stripped of their officer position effective immediately. They are ineligible to run for the officer position they were removed from for the remainder of the term, but they may run for other positions.
 - B. In the case of the first warning, the officer remains in their position. A digitally written warning is provided by the Board Representative to the officer, reflecting the views of the council. All warnings must be documented by the Board Representative, kept private, and shared with the Executive Director and the General Secretary.
 - C. In the case of the second warning given in the same semester, the officer is immediately removed from their position as described in 5.3A. Once an officer is disapproved for the second time in a single semester, no subsequent vote of warning or removal is necessary, as they will be

automatically removed as described in 5.3A.

6. Removal of a House Council member

6.1 House Council is tasked with ensuring that it remains unbiased and that its members perform 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.

- A. Voting will be simultaneous for each member and through secret ballot.
- B. 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.
- C. House Council members may choose to temporarily suspend this Section 6.1 at a House Council meeting by consensus.

Article Four: House Officers

1. Common Trainings and Requirements

- 1.1 New House Officer Training (NHOT): New House Officers, as required by the ICC, must attend one NHOT related to their elected House Officer position.
- 1.2 Cooperative Leadership Training (CLT): All new House Officers, as required by the ICC, must attend CLT in their first term serving as a House Officer.
- 1.3 Residency: All Officers must have a rooming contract in the House at all times during their tenure and should expect to be available throughout the entire term without large gaps.
- 1.4 Communication: All Officers must regularly check their affiliated House Officer Gmail and House communication channels for communications and promptly reply and disseminate information to all relevant parties.
- 1.5 Organization: All Officers must maintain the organization of their Google Drive, with the intention of providing newly elected officers with easy access to useful resources.

2. Common Powers and Privileges

- 2.1 Fines: Any officer may initiate fines for uncooperative behavior. The Work Manager and Kitchen Manager may initiate fines for non-work. All fines must be additionally signed off by the Executive Director or Board Representative and also submitted to the Treasurer.
- 2.2 Member Assistance Priority: Previous House Officers, who served a full term without disapproval from House Council, have priority to be assigned Member Assistance chore hours, at the discretion of the Work Manager. This policy is intended to provide previous officers with flexible chore hours, so they may assist and train new officers.
- 2.3 Officer Assistants: The Work Manager and Kitchen Manager may select an assistant among the House's membership to assist in monitoring chore completion and be compensated with chore hour credit, to be approved by the Executive Director and Work Manager. House Officers must report on the work

of their Officer Assistants at House Council.

3. Term Lengths

- 3.1 The Executive Director, General Secretary, Board Representative, and Treasurer shall serve for a term of one year, to be elected at the last House Meeting before the end of the winter term. If any officer serving for a year-long term will not be living in the House during the Spring or Summer contract periods, then a temporary replacement shall be elected for that period.
- 3.2 Interim Managers shall be elected at the final House Meetings of the Winter and Spring Terms. The Interim Managers' tenure shall begin when house members without future contracts begin moving out, until new house officers are elected at the beginning of the next term.
- 3.3 All other House Officer positions shall be elected at the first house meeting of each term.

4. Presidents: Executive Director and General Secretary

- 4.1 Presidential power and responsibilities are shared between the positions of Executive Director and General Secretary.
- 4.2 The Executive Director and General Secretary collaborate and function as one executive unit.
- 4.3 The position of Executive Director and the General Secretary awards four chore hours each.
- 4.4 During elections, candidates may either run alone, or as a pair, in as many pairs as they would like. Candidates run for the general "president" role, not for each position separately. After two presidents are elected, a subsequent vote is held to determine which will be Executive Director, and which will be General Secretary.
- 4.5 The Executive Director and General Secretary both represent the house as "President" to the ICC. Any communication from the ICC that refers to "President" refers to both the Executive Director and the General Secretary.
- 4.6 In meeting minutes, and on the platform of communication, the Executive Director is referred to as "Executive Director (First and Last name)," and the General Secretary is referred to as "General Secretary (First and Last Name)."
- 4.7 Neither the Executive Director nor the General Secretary has the right to vote on anything, unless specified.
- 4.8 Shared Responsibilities between the Executive Director and the General Secretary.
 - A. Monitor the platform of communication (ex. discord moderator).
 - B. Attend ICC House President training.
 - C. Upholds House Constitution and ideals of the ICC.
 - D. Assign parking spaces to incoming members according to Standing Rule 6.
 - E. Give tours to prospective house members.
 - F. Facilitate roommate selection for the next Fall/Winter term.
 - G. Assign rooms to incoming members according to Article 7 Room Selection.
 - H. In emergency and unusual situations, be empowered to make rules by

edict which shall not be contrary to any part of this constitution, and which shall hold until the next house meeting only, in which the edict will be voted on by the house.

- I. Report any members holding over their contracts (failed to vacate after their move-out date) to the Director of Housing and to the Finance Department. Whenever a bedroom becomes unoccupied, ensure it adheres to the standards set in the ICC Standing Rules (Chapter 12.8 Room Conditions). May fine members who left their rooms in substandard condition for each hour of labor spent to bring the room back up to standard, to be dispersed to the house members who brought the room back up to standard.
 - J. Participate in House Referral Status Hearings, as needed by the Operations Committee.
 - K. Be involved and responsive for emergency issues in a timely manner, never greater than 24 hours. Report instances of repeated member misconduct to the ICC, even in cases that don't demand referral.
 - L. Maintain the House Roster and distribute seniority lists as described in Article 7 Room Selection.
- 4.9 Powers and responsibilities of the Executive Director
- A. Plan House Meetings, make meeting slides, and post agendas according to Article Two.
 - B. Assume the powers and duties of the General Secretary, and assist with their duties when needed, especially in matters that include a conflict of interest.
 - C. Coordinates communication between officers, and between officers and house members. Act as liaison between house members and officers when conflicts arise.
 - D. Supervise house officers and suggest additional tasks when needed. Be generally available to all house officers to provide advice and support for the fulfillment of officer duties.
 - E. Monitor house culture and work to maintain a safe and inclusive community. Intervene in situations that negatively impact house culture. Be available for house needs and conflict resolution.
 - F. Be generally available to house members to address their concerns and grievances, and to provide support.
 - G. Moderate all ban, referral, and expulsion hearings.
 - H. Enforce the Key Policy in the Standing Rules of this Constitution.
 - I. Update the house email list to include all current members.
 - J. Participate in Member Resolution Panels to adjudicate cases, including referral or expulsion, as needed by the ICC.
 - K. At the discretion of the Executive Director, hold mandatory house officer meetings, especially at the beginning of the semester and before work holidays.
 - L. May cast a vote, only as described in Article Two, section 3.1I.
 - M. Plan and run House Council when the Board Representative/s is unable, cannot, or fails to do so.

4.10 Powers and responsibilities of the General Secretary

- A. Oversee proper operational function of the house. Take responsibility for operational success in any area needed.
- B. Assume the powers and duties of the Executive Director, and assist with their duties when needed, especially in matters that include a conflict of interest.
- C. Responsible for regularly checking and responding in a timely manner to emails from the ICC, and prospective members.
- D. Take minutes for all House meetings and distribute them to the house within 48 hours.
- E. Maintain digital copies of all Truth House meeting minutes and House Council minutes, all Truth House policies, the House Budget spreadsheet, and the Constitution on the Truth House President google drive. Ensure that all documents are up to date and ensure that all members can access them.
- F. Deliver the “Fortnightly Operational Report” to the Executive Director (a fortnight is every two weeks).
 - I. The “Fortnightly Operational Report” is to be addressed to the Executive Director, and sent as a PDF document, posted publicly to the house on the platform of communication.
 - II. The report briefly summarizes the operational work done by the General Secretary over the last two-week period.
 - III. The report may also include the General Secretary’s suggestions for better functionality of the house.
 - IV. All house officers are expected to read and publicly acknowledge the “Fortnightly Operational Report,” and, if needed, how they intend to address the concerns of the General Secretary.
- G. Send the names of newly elected officers and the corresponding meeting minutes to the ICC within 24 hours of all elections.
- H. Submit minutes from all pet approval meetings to the ICC Director of Housing along with a complete roster of all pets – approved or unapproved – living in the house.
- I. Inform the ICC about individuals banned by the house, including the nature of the ban, so they may be added to the centralized sheet. The General Secretary has access to the central sheet and has a responsibility to keep the House adherent to any and all bans.
- J. Act as a contact for prospective members, schedule the date and time of arrivals, coordinate house tours and new member orientations, and discuss any furniture or pets that new members wish to bring. Delegate house tour responsibilities to the Executive Director, or another senior member as needed.
- K. During Interim, supervise the interim managers to ensure smooth move in and move out. At the discretion of the General Secretary, and only in extreme cases of failure to carry out duties as defined by IAC policy, which could result in house-wide fines, remove interim managers from their position, and appoint themselves as interim manager, or appoint new

ones.

- L. Regularly check the rent manager owner web access for member move ins and move outs. Must communicate move in and move out expectations clearly.

5. Board Representative

5.1 The position of Board Representative awards four chore hours.

5.2 Powers and responsibilities of the Board Representative:

- A. Attend all ICC Board of Director meetings, including trainings, as the official house representative. Educate the House about the activities of the ICC and the Board of Directors and gauge members' opinions. Share ICC Board Meeting Minutes with the House within 5 days of each meeting.
- 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 when conflicts arise between members and the Executive Director or General Secretary
- E. Plan and moderate all House Council meetings.
- F. Manage the election of the House Council.
- G. Substitute for either the Executive Director or General Secretary when the treasurer cannot.
- H. Draft and propose amendments to this Constitution to accommodate any changes to the ICC Standing Rules or other ICC policies, as needed.
- I. Pick up, distribute, and return House Members' ballots in ICC elections and referendums. Inform house members of ICC election dates and encourage house members to run and cast nominations.
- J. Run House Council each and every month. Failure to do so two months in a row results in the immediate removal from position as Board Representative by special house meeting.
- K. In the case of two Board Representatives, the second Board Representative takes minutes at House Council instead of the Treasurer.

6. Treasurer

6.1 The position of Treasurer awards four chore hours.

6.2 Powers and responsibilities of the Treasurer:

- A. Monitor adherence to the House Budget and execute the House finance policy outlined in the Finance Article of this Constitution.
- B. Compensate house members for purchases made for the house. At the end of every month if not more frequently, reimburse members who drove a personal vehicle to pick up house commodities at the current IRS mileage rate.
- C. Assume the duties, powers, and privileges of either the Executive Director or General Secretary and Board Representative if they are

unable.

- D. Take minutes for House Council meetings and distribute them to the house within 48 hours.
- E. Sort incoming mail daily, manage the mailboxes for present members, and forward mail to past members for up to one year should they provide a forwarding address. Return mail to sender for any residents from more than one year ago. Maintain tidiness of the mail area.
- F. Remind members to pay their rent on time.
- G. Educate House Members and assist them to apply for ICC scholarships and payment plans.
- H. Initiates financial referral for any member who does not pay at least ½ of the rent owed for the month paid by the 15th.
- I. Audit the pop funds at least once at the end of every term.
- J. Collect payments from guests who utilize the EV charging stations.

7. Work Manager

7.1 The position of Work Manager awards four chore hours.

7.2 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 and 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 a 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. Determine the number of work hours that must be completed by each member and adjust relative to the needs and number of members in the house. Ex. chore hours are usually four during fall and winter, and six during the summer.
- G. Initiate member referral for non-work along with one other House Officer.
- H. Enforce the ICC's Clutter Control Policy to ensure compliance with the City of Ann Arbor's Housing Code and prevent inspection failure. Additionally, enforce Truth House's Clutter Control and Storage Policies.
- I. Collaborate with the kitchen manager on assigning and enforcing kitchen chores. See Article 4, 8.2E.
- J. Assign Member Assistance work as required by the ICC. VPs and Social chairs also count towards member assistance.

8. Kitchen Manager

8.1 The position of Kitchen Manager awards four chore hours.

8.2 Powers and responsibilities of the Kitchen Manager:

- A. Ensure the sanitary condition of the kitchen and pantry so as to avoid

inspection failure and meet house standards, using prior Kitchen Manager guidelines, ICC sanitation inspection form, and the U of M Off Campus Housing Sanitation inspection form as a reference.

- i. Maintain a constant supply of clean rags.
 - ii. Empty the grease bucket at the ICC Education Center whenever necessary.
 - iii. Check for pests and rodents. Whenever necessary, lay down traps in the area and inform ICC maintenance.
 - iv. Always keep the kitchen stocked with functional disinfectant and degreaser spray bottles (between 200 and 300 ppm).
 - v. Coordinate with the Maintenance Managers to maintain an adequate supply of functional cookware for food preparation and storage.
- B. 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.
- i. Clean the Hobart catchment basket regularly.
 - ii. De-lime the Hobart at least once every two months.
 - iii. The Hobart should consistently reach 170 degrees Fahrenheit at the end of a rinse cycle, contact the Maintenance Manager if this is not the case. (from ICC KM description suggestion for truth)
 - iv. Maintain 32 to 40 degrees Fahrenheit in the fridges and less than 28 degrees Fahrenheit in the freezers by regularly checking the thermometers.
 - v. Empty the water basin underneath the fridge at least monthly.
 - vi. Ensure that all fridge coils are cleaned and the upper vents above the stove are degreased on every Work Holiday.
- C. Ensure proper kitchen etiquette among house members. 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 including:
- i. Proper use of the stove, oven, Hobart, appliances, and dishes; including their proper cleaning and maintenance.
 - ii. How to follow OSEH sanitation guidelines for keeping food "safe".
 - iv. How to label food items and store them in the fridges and freezers.
 - v. How to properly store dry good items.
 - vi. How to prevent and address grease fires.
 - vii. The importance of wearing gloves while cooking.
- D. Ensure proper signage, labeling, and organization throughout the kitchen. Also, ensure the correct and sanitary organization of food:
- i. Ensure that food is properly sealed and labeled with the date and name. No food may be stored on the ground or exposed to the air. All food must be covered well, with a lid, not cling wrap or aluminum foil.
 - ii. Ensure the cleanliness of the fridges and pantry and ensure all

- old and/or unlabeled food is thrown out at least once per week.
- iii. Monitor the amount of cleaning supplies and ensure their proper replenishing by coordinating with Food Stewards.
- E. All kitchen chores, including trainings, are the responsibility of the Kitchen Manager. If chores are not completed, it is the duty of the Kitchen Manager to fine the individual according to the Work Manager's fining policy.
- F. Responsible for the nutritional standards of the cooking. Standards must be clear, concise, and communicated to all cooks.
- G. Remind and fine for uncooperative behavior members who do not clean their dishes.
- H. Delegate tasks in the kitchen during work holiday, and assist in purchasing cleaning supplies before work holiday in coordination with the work manager.

9. Maintenance Managers

9.1 Position Availability

- A. During the fall and winter contract periods, two members are elected as Maintenance Managers.
- B. During the spring and summer contract periods, one member is elected as Maintenance Manager.

9.2 The position of Maintenance Manager awards full work credit.

9.3 Powers and responsibilities of Maintenance Manager:

- 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 maintenance department.
- B. Plan and complete at least one major project per term, each.
- C. Coordinate with the Work Manager in planning work holiday.
- D. Make keys for members and inform the Executive Director of lost keys.
- E. Attend all ICC Maintenance Team meetings.
- F. Attend ICC maintenance trainings.
- G. Keep the ICC toolbox and ensure toolboxes are returned with all tools at the end of each contract period.
 - i. Liable for all fines associated with loss of tools.
- H. Ensure the full functionality of all vacuums and clean their outsides and filters once per month. Perform regular vacuum maintenance and order replacement parts and vacuums as needed.
- I. Spend designated money from the ICC Maintenance Budget and from the House Maintenance Budget on supplies, maintenance, grounds, or beautification projects that improve the safety, proper functioning, grounds, or aesthetics of the House.
- J. Create a fire safety plan which should include a safe meeting place in case of a fire. Review this plan with the House during the first house meeting of each term. Discuss any fire safety concerns that may come up.
- K. Address each and every maintenance request by members within 24

hours, either by resolving the request, submitting an RFA, outlining a time frame for resolution, or contacting the ICC directly in emergency situations.

10. Food Stewards

10.1 Position Availability

- A. During the fall and winter contract periods, up to three members may be elected as Food Stewards.
- B. During the spring and summer contract periods, up to two members may be elected as Food Steward.

10.2 The position of Food Steward awards four chore hours.

10.3 Powers and responsibilities of Food Stewards:

- A. At the beginning of each term, survey the House to gather information on dietary restrictions and purchasing preferences.
- B. Order food, cleaning supplies, and other consumables while remaining within the budget set by the house and have control over food supplies.
- C. Receive menus from cooks two weeks in advance of the meal. Food Stewards may veto or modify any proposed menu with a reason, promptly communicating with the affected cooks for adjustments.
- D. Collaborate with the Kitchen Manager to maintain a clean and sanitary kitchen up to required health standards throughout the year and prepare for university health inspections.
- E. Take inventory of food supplies at the end of every week, reordering as necessary. Coordinate with the Work Manager and Kitchen Manager to order cleaning supplies and other consumables.
- F. Outside of the kitchen, maintain the inventory, and order toilet paper, paper towels, hand soap, garbage bags, women's hygiene products, and other toiletries and cleaning supplies.
- G. Report all expenses to the Treasurer and the ICC punctually.
- H. Order dinner for Work Holiday.
- I. Assume responsibility for fines for missed receipts unless determined otherwise by a plurality vote.
- J. Every time food is purchased, post a "Food Report" addressed to the Kitchen Manager, detailing a list of purchased items, to inform house members, and to ensure each food steward is contributing towards the purchasing of food.

11. Social Chair

11.1 The position of Social Chair awards 1 chore-hour, in addition to 1 hour of Member Assistance for participating in the Social Chair Team, totaling two hours.

11.2 The House may elect a second Social Chair.

11.3 Powers and Responsibilities of the Social Chair:

- A. Educate house members on party safety and adhere to the ICC Party Policy (ICC Standing Rules Chapter 12.6 for open-house parties).
- B. Schedule and organize social events within the house. This may also include organizing field trips, house progressives, and social events with

other ICC houses or organizations. The Social Chair should conduct at least one open-house event and one in-house event per month.

- C. Submit the required ICC forms for public social events.
- D. Submit public event information to the ICC for publication per the established process and keep the House informed about events at other ICC houses.
- E. Advertise public House events. House members should have 24 hours to provide feedback on any graphics, events posted on social media sites, posters, and/or fliers used to advertise house parties prior to distribution outside the house.
- F. Be available and present the majority of the time for all house events.

12. Pop Steward

12.1 The position of Pop Steward awards 2 chore-hours.

12.2 Powers and responsibilities of the Pop and Bread Steward:

- A. The Pop steward holds the keys to the pop closet and maintains the stock of pop.
- B. Contribute pop profits 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. Maintain receipts of all transactions and records to be audited by the Treasurer and for transparency with the house.
- E. At monthly House meetings, report on the current amount of pop funds.
- F. May utilize the parking lot to raise pop funds by selling parking spaces on gamedays.
- G. Coordinates regular trips to the Maize and Blue cupboard, as decided by the Pop steward, at minimum twice per month.

13. Sustainability Steward

13.1 The position of Sustainability Steward awards 1 chore-hour.

13.2 Powers and responsibilities of the Sustainability Steward:

- A. Educate house members by distributing and creating informational posters, etc.
- B. Talk to the house about how, why we should, and will, decrease our consumption.
- C. Critically examine the House's practices and make changes or suggestions towards a more sustainable lifestyle for the House by reducing the consumption of energy, water, and waste. This includes but is not limited to implementing sustainable gardening/groundskeeping practices, working with Food Stewards to purchase more sustainable and local food products, and working with the Work Manager and Sustainability Team to organize a sustainability project to execute during Work Holiday.
- D. Ensure people are implementing sound energy, water, and waste reduction practices (turning off lights, closing windows in the winter, unplugging appliances).

- E. Improve house recycling and manage compost.
- F. Attend and actively participate in all ICC Sustainability Team meetings and activities.
- G. Coordinate with the Maintenance Managers to purchase sustainability-related items.

14. Interim Manager

- 14.1 The position of Interim Manager awards four chore hours, and only during the interim period in August.
- 14.2 There may be more than one Interim Manager, but no more than three.
- 14.3 When active, the Interim Assistance Committee may approve a scholarship to reduce the ICC charges of the Interim Manager.
- 14.4 This position may be held by any House member who has a rooming contract for the two terms adjacent to the interim period. Interim periods are the uncontracted duration of time between the winter and spring terms, as well as the uncontracted duration between the summer and fall terms.
- 14.5 The Interim Manager is the primary officer during the interim period. Officers with one-year terms may also serve during the interim period if they hold a contract for the upcoming term.
- 14.6 Powers and Responsibilities of the Interim Manager (see ICC Standing Rules Chapter 14 Interim Period):
 - A. Receive training from the Director of Housing, when provided. Interim Managers are not expected to attend NHOT, CLT, or House Council.
 - B. Keeps Housemates aware of all interim dates, deadlines, policies, and procedures related to move-in and move-out. Responds to requests and questions from new and current members about the move out and move in processes.
 - C. Contact incoming members to schedule the date and time of their arrival and to discuss any furniture or pets that incoming members wish to bring.
 - D. Organize room switches for all members changing rooms within or between houses, for the day after move-out.
 - E. Report any members holding over their contracts (failed to vacate after their move-out date) to the Interim Assistance Committee (if active), Director of Housing, and to the Finance Department.
 - F. Ensure that all rooms are up to the standard set in the ICC Standing Rules (Chapter 12.8 Room Conditions). Fine members who left their rooms in substandard condition or moved out without completing their work hours.
 - G. May approve the early arrival of members wishing to move into the House prior to the start date of their contract. Early move-in approval is based on space availability, interim house labor needs, and other factors. House Interim Managers have sole discretion over early move-in approvals, including the dates and times of arrival, and space allocation, as described in the ICC Standing Rules (Chapter 14.3.1).
 - H. Walk through the house inspection with the Interim Assistance

Committee. If the house fails inspection, ensure that necessary changes are made to rectify the problem(s).

- I. The following duties are to be assumed by the Interim Manager or delegated to other members at the Interim Manager's discretion:
 - i. Inventory all bedroom furniture and submit a request form to ICC Maintenance for any needs (see ICC Standing Rules Chapter 9.6 Member Room Furniture).
 - ii. All Officer tasks and responsibilities for unfilled officer positions.
 - iii. Greet incoming members and provide house tours.
 - iv. Assist with move in/out.

15. Minister of Truth

15.1 The Minister of Truth receives zero chore hours and is an unelected position.

15.2 The Minister of Truth is not considered a house officer.

15.3 The Minister of Truth is a self-declared position. It is declared by writing the following message in the platform of communication: "I HEREBY DECLARE MYSELF MINISTER OF TRUTH, AS DESCRIBED IN THE SOUJOURNER TRUTH HOUSE COOPERATIVE CONSTITUTION, ARTICLE FOUR, SECTION FIFTEEN."

A. On sending the declaration, and available to new members only, including new member house officers, effective immediately upon sending the declaration, lasting until the end of winter term.

B. The Minister of Truth has the absolute right to the elevated chair next to the fireplace.

15.4 This position is not to be referred to or discussed by any house member prior to the declaration of the position. It must be earned by reading the constitution.

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: Work Manager, Kitchen Manager, Maintenance Manager, Food Steward, Social Chair, Pop and Bread Steward, Sustainability Steward.

1.2 In elections at the end of the Winter Term the order is as follows: Executive Director and General Secretary together, Board Representative, Treasurer, Interim Manager.

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.

- A. The moderator may not nominate.
- B. Nominees may decline nomination.
- C. Time must be allotted by the moderator for nominations before each positions' election.
- D. If nominations close and there are positions for which there are no candidates, the Executive Director may elect to do any of the following:
 - i. Divide the position's responsibilities and authority into two temporary positions and reopen the nominations for the two divided positions.
 - ii. Allow the unfilled position to go vacant, with the Work Manager delegating the responsibilities as normal House Labor. Nominations for the position may be opened later.

3. Election Procedure

3.1 Elections happen in the following order:

- A. Period for nominations.
- B. Each candidate is given a chance to speak. Members are entitled to ask them questions.
- C. 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.
- D. Voting is done with all candidates outside the room.
- E. Candidates are invited to return to the room, and results are announced.

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

Article Six: Finance

1. Budget

- 1.2 The Treasurer must submit a House-approved budget to the ICC finance department within 21 days of the start of the Fall/Winter and Spring/Summer contract periods.
- 1.3 The budget shall be drafted by the Treasurer, working with the Executive Director and Board Representative, and posted at least 48 hours before its approval meeting.
- 1.4 Approval of the budget is by a majority of those voting at a House meeting. Feedback from the ICC Finance Director shall be sought by the Treasurer before the budget is finalized for a vote.

2. Periodic Budget Review

- 2.1 To ensure the house budget is set to the appropriate amount during the Winter term, the Treasurer must review the house budget in the beginning of January, to be effective in February. Before January 21st, problems with the budget should be brought to the finance office for any adjustments that need to be made.

3. Monthly Reports

- 3.1 House Expense Reports: Treasurer is responsible for reporting expenses incurred by the house that are covered by the house budget. House expense reports must be submitted to ICC finance staff by the 15th of each month.
- 3.2 House Budget Update: Treasurer is responsible for reporting monthly variance statements at House Meetings. Variance statements provide information on how much the House is spending relative to what was budgeted. The Finance Committee will provide an excel spreadsheet for generating monthly variance statements.

Article Seven: Room Selection

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 The General Secretary shall produce a seniority list one month before each of the Fall and Winter terms end.
 - 1.1 In the event of a tie between continuing house members, the date at which the members signed their first contract will be used instead.
 - 1.2 Members who have seniority in other ICC houses will be given priority over new house members but not over returning house members.
 - i. Priority among members with seniority is given based on the number of contract periods.
 - 1.3 Boarding contracts are given half the seniority per contract period.
2. Singles
 - 2.1 The 10 members with the highest seniority may choose to have a single room.
 - 2.2 No member may have a single for more than 3 fall and winter contract periods consecutively.
3. Except in the case of mutual agreement or extreme circumstances there are no room switches between the Fall and Winter contract periods.
4. House Roster: Two house officers are to verify room assignments by submitting a House Roster at least twice per term. The Roster must be returned to the Housing staff by the General Secretary, or a person designated by the General Secretary to

act for the house, within 48 hours of room picks and update it as needed within 48 hours of any changes. This House Roster shall include the room number and the member(s) living in all rooms.

5. Room 666 is reserved for members with mobility-related accessibility needs with the highest seniority.

Article Eight: Paint Policy

1. Members may elect to paint their rooms and are able to be reimbursed by the Treasurer 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.
 - 2.1 Mural proposals must include:
 - i. A clear theme/idea.
 - ii. A location.
 - iii. A list of members who are held accountable for the mural.
 - iv. A flexible date of completion.
 - 2.2 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 Nine: Constitutional Amendments and Changes to the Standing Rules

1. Any changes or additions to this constitution must be approved by two-thirds of non-abstaining members present at the meeting or writing in their votes.
 - 1.1 The vote of approval may happen either in a general house meeting if sufficient members are present, or by a digital vote.
 - 1.2 These changes must be approved and reapproved at a subsequent house meeting.
 - 1.3 The second vote, to finalize changes, passes based on a plurality 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 digital vote may be posted in situations that require a decision before a house meeting, but not serious enough to need a special house meeting. digital votes must have a set time when voting ends, between a minimum of 24hours and maximum of 3 days. digital votes require a quorum of 1/3 of the current house membership to be valid.
2. Quiet hours are to be determined at the first house meeting of every semester. 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 Wi-Fi signals within the house.
6. The Executive Director shall assign parking, taking into account the frequency of use, need, and seniority of members. No member may have more than 1 parking space. To accommodate garbage pickup, the smallest cars should be placed next to the entrance of the parking lot and the dumpsters. Electric vehicles should park in the EV charging spots.
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. The Executive Director must request detailed information about the circumstances pertaining to EHOT house-transfer candidates, as well as non-students whose membership was not re-approved by another house and obtain approval from both the Board Representative and the Treasurer after a review of this information before accepting an EHOT transfer or a non-student whose membership was not re-approved.
9. Key Policy: The Executive Director must record all keys that are distributed to members, to be updated at the end of each contract period and whenever keys are received back. Any key unaccounted for will be considered lost and the member will be fined accordingly. Losing a key has a fine of \$20.00, capped at no more than

\$40.00 at one time. The fine for losing master keys is double. 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.

10. Truth Clutter Control Policy: Members may not store personal items or ICC bedroom furniture in any common spaces, including hallways. ICC furniture must reside within its designated room or in the basement storage room. Violations of this policy may result in abandoned personal items becoming guff and a fine may be assessed by the Executive Director or Work Manager for ICC furniture found in violation.
11. Truth Storage Policy: Members may store, what the Work Manager considers to be, a reasonable amount of personal items in the non-guff storage closet in the basement (only if each item is clearly labeled with the member's full name, contract term, and contact information). All items must be stored in a considerate manner that does not block access to other members' items. Any non-labeled or non-current members' items may be removed at any time. Special arrangements may be made for members who are not returning or are temporarily leaving, as long as the House approves.