



Inter-Cooperative Council at the University of Michigan

337 E William Street, Ann Arbor MI 48104 • 734-662-4414 • fax 734-662-5870

CO-OP

REFERRAL FORM

Notice: The following member is being placed on referral, in accordance with Chapter 6 of the ICC Standing Rules.

Member Name: _____ House Name: _____ Date: _____

Referral is a probationary process that allows a house to both provide an incentive for members to improve their conduct and a notification to future houses that this member might be a problem. For details of the referral process, see the Member's Guide to Referral & Expulsion. You may be removed from referral by whatever body you were put on referral or by the house after four weeks of living in the house while on referral. If you are on referral, you cannot sign a future contract without house approval and any existing future contracts will be voided. You may appeal your referral to your house or to the ICC Membership Committee, or in the case of referral by Membership Committee, to the ICC Coordinating Committee. Your appeal must be submitted in writing, within one week of being informed of your referral. If you have not appealed your referral within one week of being informed of it, any future contracts you have will be void, and your space will be given away. See S.R. 6.16 for further details on the appeal process.

You are being put on referral due to the following: (check all that apply, print & sign names)

- Non-Payment
Signed by House Treasurer _____ & another house officer _____
OR by vote of the house at a house meeting. Please attach minutes.
- Non-Work
Signed by Work Manager _____ & another house officer _____
OR by vote of the house at a house meeting. Please attach minutes.
- Generally Unacceptable or Uncooperative Behavior
Option 1: By a vote of the house at a house meeting. Please attach minutes.
Option 2: By a petition signed by a simple majority of house members, or 20 house members, whichever is lower. Please attach the petition.
Signed by House President _____ & another house officer _____
- Sexual Harrasment as defined in the ICC Sexual Harassment Policy
Signed by at least two SHRT members _____
- For actions which jeopardize the interests of the ICC or its members as determined by the Membership Committee
Signed by Membership Committee chair _____
- As a result of an expulsion hearing held by the Membership Committee
Signed by Membership Committee chair _____

Specific grounds for referral: _____

(If you require more room for the grounds attach a separate sheet.)

Actions required for removal from referral: _____

A member will be removed from referral only if the Referral Removal Form indicates the same category that is on the Referral Form or otherwise in accordance with S.R. 6.17. (If you require more room for the actions required attach a separate sheet.)

NOTE: One copy of this sheet should be given to the accused individual, one should be posted in 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) Sticker book updated: _____ (initials) _____ (date)
Entered in TP: _____ (initials) _____ (date)