



Inter-Cooperative Council at the University of Michigan

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CO-OP

REFERRAL HEARING NOTICE

Notice: A referral hearing is being held for this member, in accordance with Chapter 6 of the ICC Standing Rules.

Member Name: _____ House Name: _____ Date: _____

There will be a referral hearing on _____ to consider placing you on referral.

This hearing will be held at _____ (location) at _____ (time).

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.

A referral form must be given to any member placed on referral, explaining the grounds for referral and what actions are required for removal. A copy of the referral form must be given to the Director of Member Services to be placed in the member's file.

A member placed on referral has one week to file an appeal. After one week, any future contracts signed previous to the referral are void. If the member appeals, the spot will be held during the appeal process. A member who is on referral may not be issued an advance contract (i.e. for an upcoming term) for their own or any other ICC house, without being voted in by the house where they want to become a member. However, spaces may be held in accordance with Section 6.18. In the case of referral by MemCom or SHRT, the group that placed the member on referral must be consulted and have an opportunity to send a representative to the meeting where the member is being voted into the house.

The Membership Committee may hold a referral hearing in lieu of a house hearing only in cases where the Membership Committee determines that the actions of the individual jeopardize the interests of the ICC or its members.

The Membership Committee must abide by the following procedures:

- a) Four days written notice must be given to the member and his/her house and a reasonable attempt must be made to allow the member to attend and speak in his/her defense.
- b) The hearing is open to all persons.

The specific grounds for placing you on referral are:

- ___ Non-payment of charges, membership share, fee or other ICC assessment totaling \$ _____
- ___ Non-work,
- ___ Generally unacceptable or uncooperative behavior (see Chapter 7 of ICC Standing Rules).

The alleged actions constituting grounds for referral are: _____

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

Signed by House President or ICC Membership Committee Chair
(print & sign name) _____

& another house officer
(print & sign name) _____

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)

Entered in TP: _____ (initials) _____ (date)

Updated 7/31/06