

# CHAPTER 10: EDUCATION AND SCHOLARSHIPS

## 10.1 PURPOSES:

The purposes of education in the ICC and thus the goals of the education committee (As adopted by the Board in June of 1975) are to promote or give:

- A. A General Understanding of Our Co-op: This would include information about the general characteristics of cooperatives as well as specific details about our co-op's purpose, structure, and operations.
- B. Information to Facilitate Operations and Decisions: In our case, this information would include technical data relevant to house, committee, and board decisions and past experience that might be useful in coping with periodically recurring problems. Ideally, education would provide us with better resources to solve everyday immediate problems as well as more complex, long term issues.
- C. Analysis and Observations that will Stimulate Thought: Education would mean generating new ideas and proposals to encourage consideration of current and long term issues relevant to the co-op.
- D. A Sense of Spirit and Pride: The co-op's accomplishments and mission should be conveyed to all members.
- E. A Sense of History and Tradition: To counter the feeling of "What's the use?" or "Who cares?" that often accompanies a short stay, the co-op would try to give its members a feeling of connection to the past and a responsibility towards the future by passing along the history of the organization.
- F. An Awareness of the Larger Co-op Movement: Members would be told about other local area co-ops and the network of national and international cooperatives.

## 10.2 RESPONSIBILITY FOR EDUCATIONAL PROGRAMMING (50/97)

**10.2.1** The Education Committee shall be responsible for the development and implementation of programs in keeping with the purposes outlined above. It shall provide assistance to the houses and House Presidents [Education Officers] in developing and implementing programs in keeping with these purposes and other community building activities which promote member understanding of cooperatives and cooperation. Houses may elect to create an additional position (officer or house labor) to act as a liaison with the Education Committee.

**10.2.2** The House President (or designated house members) shall act as a liaison with the ICC Education Committee and staff to carry out programs and trainings organized at any level.

**10.2.3 ICC STAFF:** The ICC staff shall provide assistance to the Education Committee and the houses in developing and implementing programs to meet the educational goals of the ICC, with specific duties assigned by the General Manager. General responsibilities shall include:

**10.2.3.1** Enhancing the ability of the ICC members to govern and direct their cooperative organization.

**10.2.3.2** Encouraging co-op members and the local community to employ principles and techniques of cooperation.

Specific educational activities in which the staff members are expected to play a proactive role are:

- A.** Organizing and coordinating training programs for ICC and house officers.
- B.** Advising committees including the education committees.
- C.** Planning and assisting on special projects, including but not limited to, referenda, annual meeting, conferences, exchanges, lectures, and the Alumni Cooperator.
- D.** Aiding in writing and updating co-op literature including new member pamphlets, member handbooks, training manuals, newsletters, program publicity and so on.
- E.** Acting as a liaison between ICC and other co-ops, such as SBA and NASCO, and agencies, the University and City.

### **10.3 EDUCATION CENTER:**

**10.3.1 LOCATION AND NAME:** The building at 1522 Hill Street shall be used as the ICC Education Center. The Education Center is dedicated to and named in honor of Moses Coady and Paolo Freire. The name shall be The Moses Coady/Paolo Freire Center for Cooperative Education.(2/86)

- A.** Jurisdiction: The Education Center shall be considered common property of the ICC. The ICC shall be responsible for maintenance and utility costs of this common property. The common property shall include three designated and labeled parking spaces next to the building. All other surrounding property shall be considered Luther House.
- B.** Guidelines and Policies: The Education Committee will be responsible for developing, maintaining, evaluating and, if necessary, revising policies regarding the use and care of the Moses Coady/Paolo Friere Education Center. (Current Guidelines are in an Appendix) (1/95)

### **10.4 COOPERATOR IN RESIDENCE PROGRAM:**

As resources and interests permit, the ICC establishes a "Cooperator in Residence (CIR)" program. The CIR will room and board at an ICC house. The General Manager (GM) will consult with houses to determine the most suitable location for the CIR. The CIR's place of residence will be at the discretion of the GM, however, the GM must obtain consent of the selected house. If the CIR is in residence during the S/S terms, it is recommended that the CIR room and board at the same house as the summer interns.(26/91)

**10.4.1 BENEFITS:** The person(s) will receive free room and board from the ICC, plus money for travel expenses and an honorarium, and will have space in the Education Center for study and writing.

**10.4.2 EXPECTATIONS:** The person(s) will be expected to present an informal program and/or eat dinner at a different co-op once or twice a week, as well as occasional community-wide programs, using the Education Center or other facilities. He/She/They would also be available during designated hours each week to talk on an individual basis with interested members.

**10.5 ORIENTATION AND TRAINING (53\*53/91)(93/01-02)**

**10.5.1 ORIENTATION:** Orientation will be provided for all incoming members - as it is stated in their Membership Agreement and Contract. An orientation program is to include background on cooperative philosophy, history (of the ICC and/or the cooperative movement as a whole) and coverage of their rights and responsibilities as co-owners and co-cooperators of a student housing coop.

**10.5.2 ATTENDANCE = WORK:** Attendance for Orientation will be monitored by Ed Com and reported to CoCo. Attendance at orientations is considered required work for the house and is a contractual obligation. New members shall be fined by Coco and/or asked to make up the missed session.

**10.5.3 ICC-WIDE ORIENTATION PROGRAMS:** The Education Committee will be responsible for ICC-wide Orientation programs for officers (and members as needed). Each Orientation should take place at the start of each term.

**10.5.4 IN-HOUSE ORIENTATION PROGRAMS:** Given the scarcity of members who sign starting in Winter Term or mid-term, these orientations will be handled at the house level at the start of the contract period. The Education Committee will be responsible for a packet that will go out to the house presidents to help them organize, or to help them to help someone else organize, an Orientation for newly signed members.

**10.5.5 INTRODUCTORY INFORMATION:** Before people sign the Membership Agreement and Contract they shall be given a House Profile sheet and a pamphlet which offers a brief summary of cooperative philosophy and an outline of what their rights and responsibilities would be if they chose to sign. This pamphlet shall be written with no small measure of eloquence and approved by the Education Committee.

**10.5.6 BOARD TRAINING (09/2009-2010):** All members of the Board of Directors shall attend one training. Board trainings are the responsibility of the Education Committee with input from the Coordinating Committee and Staff.

**10.5.6.1 TRAINING TIMES:** Planned trainings will take place before the first Board meeting in May and the first Board meeting in September. The May training is intended for Spring/Summer members of the Board of Directors. The September training is intended for Fall/Winter members of the Board of Directors. The Education Committee, with the assistance of the ICC President, shall hold a Board training in the Winter term, if needed.

**10.5.6.2 MAKE-UP TRAININGS:** Make-up trainings will be held following the planned training in May and the planned training in September. These trainings should be held before the second Board meeting of the semester, but no later than the third Board meeting of the semester. The Education Committee, with the assistance of the ICC President, shall be responsible for conducting these make-up trainings.

**10.5.6.3 FINES FOR UNTRAINED BOARD MEMBERS:** Members of the Board of Directors who are unable to attend the planned Board training and fail to attend the make-up training will have \$100 fined to their respective house.

**10.5.7 HOUSE OFFICER TRAINING (10/2009-2010):** All House Officers are required to attend one new House Officer training in relation to their elected House Officer position (House President, Treasurer, Work/Kitchen Manager, Food Steward, Maintenance Manager) or attend one make-up new House Officer training.

**10.5.7.1 FINES FOR UNTRAINED HOUSE OFFICERS:** New House Officers who do not attend either of the two new House Officer trainings will have \$100 fined to their respective house.

## **10.6 SCHOLARSHIP PROGRAM**

**10.6.1 PURPOSE:** The Purpose of the ICC Scholarship Fund is to provide scholarships for students who need financial aid to continue school.

**10.6.2 ELIGIBILITY:** A student is defined as a person enrolled at least 3/4 time in an institution of higher learning, as defined by that institution. Students must be enrolled in both Fall and Winter terms or be graduating in December to be eligible for ICC scholarships (16/91)

**10.6.3** The sources for the fund shall be specified gifts, proceeds from concerts, a yearly appropriation from the ICC budget, other monies specifically designated to the fund by the Board of Directors and fundraising efforts of the Committee.

**10.6.4** The Board delegates its power to control and administer the ICC Scholarship Fund to the Education Committee, which will be appointed by the Board. The Vice President for Education shall be responsible for:

- A. publicizing the fund,
- B. collecting applications,
- C. reviewing each application, and
- D. informing each applicant of the decision of the committee regarding his/her request.

**10.6.5** The scholarships shall take the form of grants given to persons living in the ICC. These grants shall take the form of reduced room and board rates. A person need not be living in the ICC when she/he applies, but aid will not be given until

occupancy begins. No loans shall be made from the Fund, nor shall any aid be dispersed in the form of cash.

- 10.6.6** Any student may apply for a scholarship by completing the application form.
- 10.6.7** Financial need will be determined by the difference between the applicants' disposable income and the applicants' liabilities. Total need of all applicants will be determined by summing the individual needs. The percentage of the total need will be determined by personal need divided by aggregate need. This percentage will be multiplied by the total available funds for that term to determine the individual stipend. In no case shall individual awards exceed the limitations set forth in paragraph 10.7A.
- 10.6.8** The committee shall consult the University Financial Aid Office or ICC house officers at their discretion in determining the financial status of applicants.
- 10.6.9** The committee shall appropriate funds to members demonstrating need. All members shall be subjected to uniform and even standards determining need. Need shall be the sole criterion for award decisions. No more than the budgeted amount shall be awarded in any year.
- 10.6.10** Each ICC Scholarship cycle, the committee may give out a maximum of the yearly budget appropriation plus 5% of the market value of the scholarship fund balance as of May 1st of the current fiscal year. This limit does not include donor restricted funds that are targeted or have other restrictions on the donation. In these cases, the donor restrictions must be honored (including expending the principal). (102/97)

## **10.7 PUBLICATIONS (15/05)**

- 10.7.1** The Weekly Reporter: The weekly co-op reporter shall contain a list of all meetings within the ICC to be held in the coming week, as well as other items of interest submitted.  
  
Other Items of Interest: All non-ICC announcements will be distinctly set off from ICC announcements. Each non-ICC announcement will be followed by the name of the member who submitted it.
- 10.7.2 THE COOPERATOR:** As resources and interest permits, the ICC shall provide for a magazine. This magazine is a medium through which members may discuss, inform, educate, express, challenge and entertain. Annually at the minimum, two Cooperators shall be created, The Alumni Cooperator (Fall Term) and the Summer Cooperator (Summer Term) under the supervision of the Director of Education.
- 10.7.3** All publications shall also be made available online via the ICC website.