

CHAPTER 2: COMMITTEES - POWERS AND DUTIES

2.1 COORDINATING COMMITTEE:

2.1.1 COMMITTEE VOTING RESTRICTIONS: The Board must approve all members who wish to vote on more than one committee. Absolutely no member may vote on more than two committees. Maintenance committee, ad-hoc committees, and the case of a committee chair breaking a tie are exempt from this policy.

2.1.2 COMPOSITION: The Coordinating Committee, referred to in the Bylaws as the Executive Committee, is comprised of the President, Vice Presidents, Treasurer, General Manager, Other Board Level Committee Chairs and the Recording Secretary and shall meet regularly between Board meetings to plan agendas and discuss other matters requiring attention (see Bylaw 5.9)

2.1.3 PURPOSE: The Coordinating Committee should function under the premise that our member owned cooperative is best controlled by those member/owners. Thus the goal of the Coordinating Committee is to make sure that ultimate control over actions of the co-op rests with their members through their representation on the Board of Directors. The Coordinating Committee has a twofold responsibility.

2.1.3.1 The Coordinating Committee fulfills a responsibility directly to the membership by making sure that every member has say in the policies of the ICC. Any issue which a member chooses to bring before the Coordinating Committee, assuming it is in appropriate form, must either go on a Board agenda or be referred to an appropriate body for study and added considerations preceding inclusion on a Board agenda.

2.1.3.2 The Coordinating Committee fulfills a responsibility to the membership indirectly through coordination of the Board's efforts to responsibly and intelligently direct the activities of the corporation.

- A.** The Coordinating Committee shall only include proposals on the Board agenda which are in proper format and fully represent the relevant facts and opinions surrounding the issues in question.
- B.** The Coordinating Committee shall organize discussion of issues to facilitate informed, intelligent, expedient, and representative decision making.
- C.** The Coordinating Committee shall coordinate both short and long term organizational planning.
- D.** The Coordinating Committee shall coordinate the progress of the organization towards both its short and long term goals

2.1.4 APPOINTMENT: As per Bylaws 5.3 and 5.5 the Vice Presidents, Recording Secretary, and Treasurer shall be nominated by the President and approved by the Board. This shall be done within three weeks after the election of the President.
(70/04)

2.1.5 INSTALLATION OF THE OFFICERS: The new officers, Vice Presidents, Recording Secretary, and Treasurer shall take office the day after the last scheduled day of finals at the end of the Winter term of the University of Michigan according to the school of Literature Science and the Arts. In the event of a mid-year appointment or appointment of an officer after the end of winter term, the officer shall take office immediately after being approved.

2.1.6 COMMITTEE APPOINTMENT: Taking into account each director's preferences, the Coordinating Committee will assign each Director to an ICC Committee, sub-Committee or to represent the ICC to other organizations.

2.1.7 CREATING TEMPORARY ALUMNI AD-HOC COMMITTEES: The Coordinating Committee may establish ad-hot committees and appoint members to them as necessary to deal with alumni related programs which are not assigned to Standing Committees. If the Coordinating Committee is to form an ad-hoc committee, the Board must be notified. (51/99)

2.1.8 ALUMNI PROGRAM COORDINATING TEAM (APrCoT)

A. PURPOSE: Through the planning and implementation of the alumni association program, APrCoT will work to ensure the maintenance of relationships between the ICC and its alumni

B. STRUCTURE: The team shall be composed of the following:

- 1. THE APRCOT CHAIR:** The Chair shall be appointed by the President and approved by the Coordinating Committee before the end of the first month of each fiscal year, or as soon as possible in the case of a mid-term vacancy in the position.
- 2. THE ALUMNI LIASON:** The Alumni Liaison shall be an ICC Alumnus/a appointed by the President and approved by the Coordinating Committee annually before the end of November. The Alumni Liaison shall serve a 1-year term from January until December. There is no limit on the number of years a particular alumnus/a may serve as Liaison.
- 3.** The Alumni Assistant and other full-time staff member appointed by the General Manager.
- 4.** Any other interested ICC members as appointed by the President and approved by the Coordinating Committee.

2.1.9 ICC PRESIDENTIAL SCHOLARSHIP (34/06)

A. PURPOSE: The purpose of this scholarship is to compensate the ICC president, in the form of a rent reduction, for the work he/she does for the organization.

B. ELIGIBILITY: The scholarship is open only to the current ICC president. If the president resigns or is removed from his/her position he/she gives up all compensation still due to him/her, including compensation due in the month this occurs. Any president elected mid-term may apply for the compensation and the same rules apply if he/she steps down or is removed from office.

- C. **SOURCE OF FUNDING:** A yearly appropriation from the ICC budget will be assigned to cover the entire cost of this scholarship. The budget line item will be equal to 4 months Summer Single Central Campus ICC Charges and 8 months Fall/Winter Central Campus ICC Charges for the fiscal year the president is receiving compensation.
- D. **FORM OF COMPENSATION:** The compensation shall be given to the ICC president in the form of reduced ICC charges. The compensation shall be applied to the president's account monthly, and shall not be dispersed in the form of cash.
- E. **APPLICATION:** The president may apply for the scholarship by filing out an application, available from the Coordinating Committee, and returning the completed application to CoCo. The President can not be turned down for the scholarship the first time he/she applies, but he/she must fill out the application if he/she wishes to receive the compensation.
- F. **REVIEW OF PRESIDENT'S WORK:** CoCo may choose to review the president's work at any point after the president has been in office for two months, but a review must occur in during the first week of November. The Coordinating Committee shall review the President's work from his/her term thus far and determine if the president is fulfilling his/her duties and should continue to receive compensation. This evaluation will be based on a comparison of the president's work with the job description laid out in SR 1.2.2. The Coordinating Committee will make a determination as to whether or not the president is fulfilling his/her job description; if the president is fulfilling the job description he/she will continue to receive compensation. If the president is not fulfilling his/her duties, the president will have one month to start completing the necessary work or he/she will lose the compensation for the rest of the fiscal year. The work of any president not serving a full term will be reviewed at the end of the second month of his/her term.
- G. **BOARD INVOLVEMENT:** The Coordinating Committee decision shall be reported to the Board at the last meeting in November. The Board must accept the Coordinating Committee's decision by an 85% percent vote. If the Board votes against continuing the compensation the president will have until the first Board meeting in January to make improvements to his/her work. The Board will again vote on the issue at that time and if the president does not receive an 85% vote then compensation is stopped for the rest of his/her term. This same process shall be used for presidents who are not serving a full term, although it will occur after the president has served two months, not necessarily in November.

2.1.10 ICC VICE PRESIDENTIAL SCHOLARSHIPS (32/07)

- 2.1.10.1 **PURPOSE:** The purpose of these scholarships is to compensate the ICC Vice Presidents, in the form of a rent reduction, for the work they do for the organization.

- 2.1.10.2 ELIGIBILITY:** The scholarships are open only to the current ICC Vice Presidents. If a Vice President resigns or is removed from their position they give up all compensation still due to them, including compensation due in the month the resignation or removal occurs. Any Vice President elected mid-term may apply for the compensation and the same rules apply if they step down or are removed from office.
- 2.1.10.3 SOURCE OF FUNDING:** A yearly appropriation from the ICC budget will be assigned to cover the entire cost of these scholarships. The budget line item will be equal to eight months of half of the Fall/Winter Central Campus ICC Charges for the fiscal year the Vice Presidents are receiving compensation.
- 2.1.10.4 FORM OF COMPENSATION:** The compensation shall be given to the ICC Vice Presidents in the form of reduced ICC charges. The compensation shall be applied to the Vice Presidents' accounts monthly, and shall not be dispersed in the form of cash.
- 2.1.10.5 APPLICATION:** Each Vice President may apply for the scholarship by filing out an application, available from the President, and returning the completed application to the president. Each Vice President cannot be turned down for the scholarship the first time they apply, but they must fill out the application if they wish to receive the compensation.
- 2.1.10.6 REVIEW OF VICE PRESIDENT'S WORK:** In consultation with involved staff and Board members, the President may choose to review the Vice Presidents' work at any point after the Vice Presidents have been in office for two months, but a review must occur during the first half of November. The President and other involved parties shall review the Vice Presidents' work from their terms thus far and determine if the Vice Presidents are fulfilling their duties and should continue to receive compensation. This evaluation will be based on a comparison of the Vice Presidents' work with the job description laid out in SR 1.2.10. The President will make a determination as to whether or not the Vice Presidents are fulfilling their job descriptions; if the Vice Presidents are fulfilling the job description, they will continue to receive compensation. If a Vice President is not fulfilling their duties, that Vice President will have one month to start completing the necessary work or they will lose the compensation for the rest of the fiscal year. The work of any Vice President not serving a full term will be reviewed at the end of the second month of their term.
- 2.1.10.7 BOARD INVOLVEMENT:** The President's decision shall be reported to the Board at the first January Board meeting. The Board must accept the President's decision by an 85% percent vote. If the Board votes against continuing the compensation of any one of the Vice Presidents, then they will have until the first Board meeting in February to make improvements to their work. The Board will again vote on the issue at that time and if the Vice President does not receive an 85% vote then compensation is stopped for the rest of their term. This same process shall be used for Vice

Presidents who are not serving a full term, although it will occur after the president has served two months, not necessarily in November.

2.1.11 EMERGENCY POWERS: The Coordinating Committee has the power to take action in the event of an emergency, either when the Board is not in session or when all attempts to obtain quorum fail.

- A. The periods of the year when the Board is considered not in session are as follows:
 - 1. Between the last Board meeting of the winter semester and the first Board meeting of the spring semester (end of April to the beginning of May).
 - 2. Between the last Board meeting of the summer semester and the first Board meeting of the fall semester (mid-August to early September).
 - 3. Between the last Board meeting of the fall semester and the first Board meeting of the winter semester (mid-December to early January).
- B. All actions taken by the Coordinating Committee shall be reported to the Board at the next meeting of the Board of Directors. (63/99)

2.2 MEMBERSHIP COMMITTEE:

2.2.1 COMPOSITION: The Membership Committee shall be composed of the Vice President for Membership, one staff member to be selected by the General Manager), interested Board members, volunteers and interested staff. Only CoCo appointed members will vote. (45/96)

2.2.2 PURPOSE: The Membership Committee shall

- A. Supervise house administration of membership procedures.
- B. Suggest rules changes to the Board of Directors.
- C. Adopt procedures and forms to implement the rules.
- D. Establish contract dates.
- E. Set deadlines and otherwise coordinate membership affairs within the ICC.

2.3 DEVELOPMENT COMMITTEE:

2.3.1 COMPOSITION: The Development Committee will be composed of: (33/87)

- A. The ICC Vice President of Development, serving as facilitator
- B. Representatives from the Board of Directors
- C. Interested ICC members, these people must be approved by the CoCo in order to participate in the consensus process.
- D. The General Manager or other delegated staff as a non-voting member

2.3.2 PURPOSES: The Development Committee shall: (80-06)

- A. Research, recommend and oversee long term and large scale maintenance projects that:
 - 1. are required by city or township authorities,
 - 2. will improve or expand the houses,
 - 3. will increase the longevity of the houses,
 - 4. will prevent deterioration and further damages to the houses, or
 - 5. are requested by the Maintenance Committee or maintenance managers.
- B. Prepare a list of major maintenance projects for the annual budget.
- C. Research opportunities for expansion of the ICC by investigating potential property purchases. Oversee all purchases and renovations in preparation for occupancy.
- D. Advocate for affordable student housing.
- E. Assist the Director of Maintenance Services in the execution of their duties however possible.
- F. Educate maintenance managers on major maintenance issues.
- G. Prepare and periodically review those parts of the ICC's business plan containing long term development goals.
- H. Administer the ICC Truck per SR Chapter 16, and Appendix A: Supplemental ICC Vehicle Use Rules. (57-08)

2.4 MAINTENANCE COMMITTEE (30/95)

2.4.1 STRUCTURE: No person may ever have more than one vote on the Maintenance Committee. The ICC Maintenance Committee shall be composed of: (67/97)

- A. The Vice President for Maintenance who, as chair of the committee, shall:
 - 1. Have the power to call meetings of the ICC Maintenance Committee.
 - 2. Have the responsibility of drawing up the agenda for each meeting of the committee.
 - 3. Break any ties.
- B. The ICC Maintenance staff, who shall act as an advisor and shall have the power to call meetings of the ICC Maintenance Committee
- C. Members appointed to the committee by the Coordinating Committee who shall assume full voting privileges.
- D. The Maintenance Managers, one from each house of the ICC, who shall assume full voting privileges. In their absence, the houses may choose a representative from their house to vote in their maintenance manager's stead. (67/97)

2.4.2 QUORUM: A quorum shall be defined as a majority of the voting members in attendance. All motions of the ICC Maintenance Committee must be passed by a majority of the members in attendance. Committee members shall be required to have attended one of the previous two committee meetings in order to be voting members of the committee or to present a proposal to the committee. This shall not apply to the first committee meeting of a member's term.

2.4.3 PURPOSE: The Maintenance committee shall: (80/06)

- A. Make connections between maintenance managers and learn from each other.
- B. Train and educate maintenance managers on the skills necessary to maintain a house and on ICC maintenance issues on the whole.
- C. Have the power to approve house projects and loans; monitor the projects budget and minor maintenance budget. (see SR 15.3)
- D. Review and update the Maintenance Policy Manual.
- E. Formulate Maintenance Standing Rules changes for recommendation to the Board of Directors.
- F. Ensure that all houses are well maintained, and that all problems are being handled properly.

2.5 CONTRACT RELEASE COMMITTEE (18/91)

2.5.1 STRUCTURE: The Contract Release Committee shall be comprised of the ICC President, Vice President for Membership and the ICC treasurer, and any other members appointed by the Coordinating Committee: (27/97)

2.5.2 PURPOSE: The committee is empowered to make decisions on the ICC's behalf concerning contract release requests and reduction or removal of responsibility of ICC charges on an individual request basis.

2.5.3 APPEALS (08/2009-2010)

2.5.3.1 DEFINITION: An appeal is a safeguard for an imperfect human process that attempts very hard to be fair. It allows for a case to be heard by a different body than the one that made the initial decision.

2.5.3.2 REASONS FOR APPEAL Any member may appeal a CRC decision for the following reasons:

- A. The CRC did not follow proper procedures.
- B. Evidence provided by the member does not support the CRC's decision.
- C. There is new evidence that was not reasonably available at the time when the initial petition was made to the CRC.

2.5.3.3 PROCEDURE: If the CRC makes a decision that the member wishes to appeal according to the reasons listed above, the member must inform the CRC in writing within 14 calendar days of receiving the committee's decision. This appeal will then be brought before the Membership Committee, which will decide whether there is sufficient reason (according to SR 2.5.3.2) to hear the appeal and, if so, to confirm or overturn the CRC's initial decision. The Membership Committee's decision is final and must be reached within 14 calendar days of receiving the appeal.

2.5.4 All decisions made by the CRC (or by the Membership Committee in the case of an appeal) shall be reported to the Director of Financial Services and the Director of Member Services. CRC shall also routinely notify the Board of Directors about its decisions while still maintaining confidentiality.

2.6 DIVERSITY COMMITTEE: (76/06)

2.6.1 PURPOSE: The Diversity Committee will serve to guarantee that all members are fully empowered in all aspects of the ICC; able to exercise their rights and obligations, regardless of socioeconomic status, race, ethnicity, nationality, language or citizenship, religion, political belief, sex, gender identity and expression, sexual orientation, physical/mental disability or illness, age, veteran status, height or weight. Therefore addressing issues of diversity requires struggling with issues of power, privilege, oppression, and social justice.

Duties shall include but not be limited to the following:

- A.** Being a resource for supporting, guiding, informing, empowering and advocating for all those who may be on the receiving end of prejudicial behavior in the ICC.
- B.** Continually work to ensure that the policies and decision-making in the ICC are fair, equitable and inclusive of all members, and potential members, both in theory and practice.
- C.** Doing anti-oppression work and sensitivity training with the ICC staff, committees, teams and house officers as well as the membership at-large
- D.** Promoting free, open, candid and relevant conversation and discussion around issues of diversity within the ICC through organizing forums, caucuses, workshops, creating e-mai lists, holding cultural events and other activities.
- E.** Working with individuals, groups and resources outside of the ICC in order to seek allies and partners, learn from their insights and experiences, and struggle together on issues of diversity.
- F.** Working cooperatively with staff members, committees, teams, officers and other entities on issues related to diversity in the ICC.
- G.** Cultivating diversity among the staff by participating in hiring committees and broadening our applicant pools. Promoting diversity among the membership through thoughtful and targeted recruitment.

2.6.2 STRUCTURE: The Diversity Committee shall be composed of:

- A.** Vice President for Diversity who shall have the power to call meetings and break any ties.
- B.** At least three members shall serve on the committee. These members shall be chosen by the Coordinating Committee and shall receive work credit to be determined by the Coordinating Committee. It is strongly suggested that the committee include members of diverse cultural or ethnic backgrounds, and/or members actively involved in campus multicultural and diversity organizations of all types and representations.

- C. At least one Board member shall serve on the committee. It is recommended that this person have some level of experience in multicultural contexts and with diversity/social justice issues.
- D. At least one staff member shall serve on the committee. This person shall be appointed by the General Manager. It is strongly recommended that this person have some level of experience in multicultural contexts and with diversity/social justice issues. (76-06)

2.7 EDUCATION COMMITTEE

2.7.1 STRUCTURE: The education committee shall be composed of:

- A. Vice President for Education
- B. Committee Members assigned by the Coordinating Committee
- C. Director of Education and Training (non-voting)

2.7.2 COMMUNICATIONS PURPOSES: It is the responsibility of the Education Committee to: (27/94)

- A. Ensure timely output of all ICC publications
- B. Transmit timely information of Board actions and decisions via ICC publications
- C. Publicize house-specific information including house news, parties, movies, etc.
- D. Evaluate communications between all groups of the ICC (members, staff, houses, committees and Board) to make sure there are adequate vehicles of communications between them.
- E. Create additional or change current vehicles of communication when they are inadequate.

2.7.3 EDUCATION PURPOSES: See SR 10.1

2.8 FINANCE COMMITTEE

2.8.1 STRUCTURE:

- A. Finance policy for the ICC shall be formulated at the Finance Committee for recommendation to the ICC Board of Directors.
- B. The committee shall consist of the ICC Treasurer (who shall chair the committee) and other members as appointed by the Coordinating Committee. House treasurers are encouraged to join the committee. A quorum shall consist of a majority of voting members. Motions shall be passed by a majority of those present. (54/90) (53/95) (54/96)
- C. The Treasurer is to be appointed by the President with the consent of the Board of Directors. The ICC Treasurer shall vote only in case of a tie. (54/96)
- D. The General Manager and assigned staff shall be advisors. Advisors may not chair meetings, make motions, second them, or vote.

2.8.2 PURPOSE: The purposes and duties of the finance committee are as follows:

- A. **BUDGET PREPARATION:** Prepare and submit to the Board by March 1 of each year a proposed budget for the ICC for the coming fiscal year
- B. **BUDGET SUPERVISION:** Supervise the administration of the ICC Budget; ensuring that no more than 10% over any budget line item less than \$5,000 and no more than 5% over any budget line items greater or equal to \$5,000 is spent without the board's approval. Individual line committee budgets shall be treated as one line item. (32/92)
- C. **MONTHLY VARIANCE STATEMENT:** The monthly variance statement will reflect the financial standing of the organization. The finance committee will review and discuss the monthly variance statement as prepared by the Director of Financial Services and will report to the Board. (44/93)
- D. **HOUSE BOOKS STATUS:** Be authorized to require uniform monthly accounting reports from each house
- E. **TREASURER TRAINING AND DIRECTION:** Train and direct the operations of the house treasurers;
- F. **COST ANALYSES:** Make an occasional analysis of the capitalization of the ICC and payoff rates of mortgages, study the possibilities of securing lower rates on borrowed money, and make studies of long term trends in costs and other
- G. **INSURANCE:** Investigate and negotiate insurance and present findings to the Board for action;
- H. **YEARLY AUDIT:** Advise the Board on the appointment of an auditor and distribute copies of the auditor's report to all directors
- I. **ADVISE THE BOARD:** Advise the Board on any other important financial questions. This includes Financial Training as necessary.
- J. **MONTHLY REVIEW:** Perform a monthly internal review of the ICC financial books and report findings to the Board. (3/97)

2.9 RECRUITMENT COMMITTEE (37/03)

2.9.1 COMPOSITION: The Recruitment Committee shall be composed of the Vice President for Recruitment, one staff member (to be selected by the General Manager), interested members, volunteers, and interested staff. Only CoCo appointment members will vote.

2.9.2 PURPOSE: The Recruitment Committee shall

- A. Oversee ICC recruitment-related advertising.
- B. Organize ICC representation at recruitment-related public events.
- C. Assist and publicize events held at ICC houses with recruitment potential.
- D. Maintain communication with Membership committee on issues related to member satisfaction.

2.10 ICC STANDING TEAMS

2.11. TECHNOLOGY TEAM

2.11.1 STRUCTURE: The ICC Technology Team shall be composed of:

- A.** The Technology Team chair, who shall:
 - 1** Have the power to call meetings of the ICC Technology Team.
 - 2.** Have the responsibility of drawing up the agenda for each meeting of the Team.
- B.** The ICC Staff Technology liaison, appointed by the General Manager, who shall act as an advisor and shall have the power to call meetings of the ICC Technology Team.
- C.** Members (board members or members-at-large) appointed to the committee by the Coordinating Committee who shall assume full voting privileges.
- D.** The webmaster(s).

2.11.2 PURPOSE: The Technology Team shall: (7/07)

- A.** Formulate Technology policy for recommendation to the ICC Board of Directors.
- B.** Authorize expenditures from the ICC Technology Designated Cash (DC) with regard to house technology needs.
- C.** Have the power to approve house technology loans.
- D.** Change and amend the Technology Policy Manual.
- E.** Create and submit to the Finance Committee by February 15 an ICC house technology budget for the next fiscal year.
- F.** Review the Maintenance staff's inspection reports for technology issues.
- G.** Assist staff as needed with office technology projects.

2.12 LIVING WELL TEAM (26/03)

2.12.1 STRUCTURE: The Living Well Tem shall be composed of

- A.** Interested ICC members, and
- B.** At least one ICC staff member appointed by the General Manager
- C.** All members will have the power to call meetings, draw up agendas, and participate in the team decision-making process.

2.12.2 PURPOSE: The Living Well Team shall:

- A.** Provide resources to all ICC members, houses and committees related to physical or developmental disabilities, mental health and/or substance abuse.
- B.** Provide consultation and make appropriate recommendations and resource referrals as requested.
- C.** Strive to educate ICC members about the above issues through providing written materials and member training/education sessions.
- D.** Advocate for ICC members in need of assistance, education or referrals due to mental or physical disability and/or substance abuse; provide

information regarding rights and protections, and the responsibilities of the ICC.

2.13 SEXUAL HARASSMENT RESOURCE TEAM (see SR 7.43)

2.14 SUSTAINABILITY TEAM (74/04)

2.14.1 STRUCTURE: The team is consisted of:

- A.** The sustainability chair who shall
 - 1.** Have the power to call meetings, write meeting minutes, and agendas
 - 2.** Account for labor hours preformed by members.
 - 3.** Ensure the completion of a bi-monthly report to be on the board packet once every two months
 - 4.** Be eligible to receive up to 4 credit hours of ICC labor
 - 5.** At times when no team chair can be recruited, the above task will be divided amongst the other team members.
- B.** Members (board members or members at large) appointed to the committee by the Coordinating Committee shall assume full voting privileges and shall:
 - 1.** Carry on projects planned at meetings.
 - 2.** Be eligible to receive up to 3 credit hours of ICC labor.

2.14.2 PURPOSE:

- A.** Educating team members, the board, the staff and the ICC as a whole on ways of reducing ecological harm and increasing the long-term environmental sustainability of the co-op's by
- B.** Advocate the sensible use of ICC resources towards these ends.
- C.** Maintaining the ICC community garden.
- D.** Encouraging and supporting creative initiatives from within the ICC community to work towards these goals.

2.15 WEB TEAM (17/03)

2.15.1 STRUCTURE: The Team will be composed of the following:

- A.** The ICC Webmaster(s)
- B.** The ICC Office staff support technician
- C.** A full-time staff members appointed by the General Manager
- D.** Any interested ICC members
- E.** Tech Team members as needed

2.15.2 PURPOSE: The Team will coordinate the design and use of the ICC website through the development of appropriate policy that translates ideas and concepts into online tools and resources.

REPORTS TO: Web Team shall report to the Coordinating Committee

2.16 CO-OP SOLIDARITY TEAM (CST) (38/09)

2.16.1 STRUCTURE: The team is consisted of:

- A.** The CST chair, who shall
 - 1.** Have the power to call meetings, write meeting minutes, and agendas
 - 2.** Account for labor hours preformed by members.
 - 3.** Ensure the completion of a bi-monthly report to be in the board packet once every two months
 - 4.** Be eligible to either receive up to 4 credit hours of ICC labor, or if a board rep, chair the team in place of sitting on a committee.
 - 5.** At times when no team chair can be recruited, the above task will
 - 6.** Be divided amongst the other team members.
- B.** Members (board members or members at large) approved to sit on the committee by the Coordinating Committee shall assume full voting privileges and shall:
 - 1.** Carry on projects planned at meetings.
 - 2.** Be eligible to receive up to 3 credit hours of ICC labor.

2.16.2 PURPOSE:

- A.** Educate team members, the board, the staff and the ICC as a whole on the international cooperative movement and how to create a strong support base between cooperatives
- B.** Create and carry out projects designed to support developing cooperatives both locally, nationally, and internationally
- C.** Find ways to support other organizations of cooperatives and organizations designed to help developing cooperatives (working with the web team and the Education committee on larger projects)
- D.** Encouraging and supporting creative initiatives from within the ICC community to work towards these goals.

2.17 DISPUTE ASSISTANCE and RESOLUTION TEAM (DART)(03/2010-2011)

2.17.1 STRUCTURE: The team is to consist of:

- A.** The DART chair, who will:
 - 1.** Have the power to call meetings, write meeting minutes, and agendas
 - 2.** Account for labor hours performed by members.
 - 3.** Ensure the completion of a report to be in the board packet once every semester.

4. Be eligible to receive up to four credit hours of ICC labor.
 5. At times when no team chair can be recruited, the above task will be divided amongst the other team members.
- B.** Members approved to sit on the committee by the Coordinating Committee shall assume full voting privileges and shall:
1. Carry on projects planned at meetings.
 2. Be eligible to receive up to three credit hours of ICC labor.
- C.** The Directors of Education and Membership, who will serve an advisory function.

2.17.2 PURPOSE:

- A.** To support members and houses by helping them efficiently and successfully handle dispute resolution.
- B.** To advocate for fair and equitably administered dispute resolution policies and processes within the ICC.
- C.** To assist members and houses in developing a range of responsible options to resolve problems.

2.17.3 DART CODE OF ETHICS:

- A. Independence:** DART is independent in structure, function, and appearance to the highest degree possible within the ICC. The DART Chairperson reports directly to the Board of Directors.
- B. Neutrality and Impartiality:** DART, as a designated neutral body within the ICC, remains unaligned and impartial towards the members and concerns brought to its attention. DART does not engage in any situation which could create a conflict of interest. DART does not advocate on behalf of any individual, house, or issue within the organization.
- C. Confidentiality:** DART holds all communications with those seeking assistance in strict confidence to the extent provided by law. DART does not disclose confidential communications unless given permission to do so. The only exceptions to this privilege of confidentiality are instances where there appears to be imminent risk of serious harm, cases involving legally sensitive issues, or situations or actions which jeopardize the interests of the membership as a whole or the interests of other co-ops.
- D. Informality:** DART members, as an informal resource, may participate in any formal adjudicative or administrative procedure related to concerns brought to their attention.