

Membership Committee Policy
(Updated April 07)

- D1 The following dates are established by the Membership Committee:**
- a. Date past which Sex Ratios need no longer be observed: August 1 (SR 4.145)
- D2 The following programs are considered eligible as academic members under SR 4.142:**
- a. ICPSR
 - b. Access International
 - c. Michigan Language Center
 - d. ISR Summer Program
- D3 Retroactive Expulsions:** Retroactive Expulsions are not allowed. The effective date of expulsion may not be before the date of the expulsion hearing.
- D4 Approval forms:**
- a. send completed form to office
 - b. office staff will scan/email the form to house president
 - c. president is responsible for using form for house approval, signing it and returning to the office
- D5 If a form is not complete:**
- a. Member Services Staff may reject a form that is incomplete. The member may correct the form and resubmit it.
 - b. If there is a disagreement, MemCom will have the final decision.
- D6 A contract is valid when (all of the following):**
- a. it is completely filled out; all required staff signatures are present; and the prospective member has initialed all required lines,
 - b. proof of student status has been received by the ICC OR non-student approval has been granted by the house in question as determined by their constitution and S.R. 4.142. The prospective member has filled out a Guest or Member Approval Form and the house president and one other house officer from the house in question have signed it,
 - c. the signer is over the age of eighteen OR a legal guardian has co-signed the contract,
 - d. no information given is found to be either untrue or misleading as decided by the Director of Member Services or the Membership Committee,
 - e. and has photo ID on file (2/22/07).
 - f. Any contract missing any of these required items will be considered invalid until required information is provided. The space may be held during this time according to the holds policy.

- D7 Acceptable proof of student status includes (one of the following):**
- a. A class schedule for the term in question.
 - b. Unofficial transcript with student ID
 - c. Correspondence on educational institutional letterhead indicating one of the following:
 - Refer to 4.141
 - Letter of acceptance
- D8** S.R. 4.1421: We do require the form for all non-students
- D9** The ICC will not validate faxed or scanned contracts.
- D10 Guidelines for approving Fall Only Contracts:**
- a. Request the completed Guest or Member Approval Form from the Member Services Staff. The member's file and Tenant Pro record or prospective member's application may also be useful.
 - b. Check the house's Fall Only Contract limit. Compare to the number of Fall Only contracts signed.
 - c. Check what the vacancy rate is for the house for the Fall/Winter. Compare to the vacancy rate for Winter.
 - d. Talk about why does the person want a Fall Only contract?
- D11 Guidelines for approving Non-Students:**
- a. Request the completed Guest or Member Approval Form from the Member Services Staff. The member's file and Tenant Pro record or prospective member's application may also be useful.
 - b. Check what the vacancy rate is for the house for the Fall/Winter.
 - c. Talk about if the person can afford to pay monthly charges based on their Guest or Member Approval form.
- D12 No Shows:** House officers are responsible for reporting no shows in writing to the Director of Member Services and the Director of Financial Services. (SR 14.6)