

COMMITTEES AND TEAMS: POWERS AND DUTIES

4.1 COMMITTEE OVERVIEW

4.1.1 STATEMENT OF PURPOSE: Committees are an important part of the governance and operations of the Inter-cooperative Council. They do the work of the organization through the standing committees which are:

4.1.1.1 The Coordinating, Diversity, Education, Facilities Management, Finance, Marketing and Recruitment, and Operations Management Committees.

ICC committees also provide significant ways for members to get involved, develop new leaders and can often more effectively focus on a specific set of issues and create solutions than the Board as a whole can.

4.1.2 MEMBERSHIP STRUCTURE: ICC committees have the following members in common unless otherwise specified.

- A. A Vice President (VP) shall serve as the Chair and will call and facilitate the meetings (or delegate that responsibility) and break any ties.
 - a) VPs will receive a scholarship for service (See SR 4.3.8).
- B. At least one Board member shall serve on the committee and attend committee meetings. Taking into account each board representative's preferences, the Coordinating Committee will assign each board member to an ICC Committee, sub-Committee or to represent the ICC to other organizations.
 - a) **Delinquent Board Representatives [15/2012]** Barring extenuating circumstances, if a board member cannot attend a meeting of the committee to which they have been assigned, they must:
 - (1) Inform the chair of that committee at least 24 hours in advance
AND
 - (2) Contact the committee chair to discuss the happenings of the committee and receive the work they are responsible for.
 - b) Committee Probation and Fines
 - (1) If a board member has failed to attend two committee meetings in a fiscal year without fulfilling the responsibilities of 4.1.2.1.A, then that committee's chair may place that board representative on Committee Probation and levy a fine of \$15 for each hour of committee work missed. The committee chair will notify the delinquent board representative, the board representative's house president and the ICC president of the fine, including standing rule 4.1.2.1 in that notification.
 - (2) If a board member who has been placed on Committee Probation violates 4.1.2.1.A, then the chair of the board representative's committee may fine the board representative's house [X] (3.1.7.11.C.1) for each hour of committee work missed. The committee chair will make the same notifications as in 4.1.2.1.B.1.
 - (3) A board representative will be removed from Committee Probation when they are in compliance with standing rule 4.1.2.1.A for 4 consecutive committee meetings.

- (4) A board representative or board representative's house receiving a fine may file an appeal with the Coordinating Committee within 7 days of receiving notice of the fine. Appeal hearings will be conducted as per standing rules 2.7.8–2.7.8.D.

C. At least one Staff Advisor shall serve on the committee. This person shall be appointed by the General Manager. (76-06) The Staff Advisor shall:

- a) Provide assistance and advice to the Committee and the houses in developing and implementing programs to meet the goals of the ICC.
- b) Enhance the ability of the ICC members to govern and direct the ICC.
- c) Encourage co-op members and the local community to employ principles and techniques of cooperation.
- d) Plan and assist on special projects, including but not limited to, referenda, annual meeting, conferences, exchanges, lectures, policy review and updates, publications, annual objectives and so forth.
- e) Participate in regular meetings with the Committee and/or the Chair/VP.

D. Members eligible for the Member Assistance Program (MAP) and serving on committees will be assigned through the application/hiring process and then approved by the Coordinating Committee.

E. Any interested members that do not qualify for work credit are encouraged to sit on a committee as a volunteer and will be approved by the Coordinating Committee as needed.

F. Any service requirements or prior experience specific to the committee will be specified below.

4.1.3 DECISION MAKING PROCESS

- A. Only CoCo-appointed members can vote. [45/96]
 - a. **COMMITTEE VOTING RESTRICTIONS:** The Board must approve all members who wish to vote on more than one committee.
- B. The VP breaks any tie.
- C. The Staff Advisor does not vote.
- D. Individual committees might also specify Emergency or Special Powers, Limits, or Appeals.

4.1.4 DUTIES AND RESPONSIBILITIES for each committee will be outlined below and may change based on needs and interests of the team, members and organization.

4.1.5 AD HOC COMMITTEES AND OPERATIONS: Some specific operational processes require establishing an ad hoc committee for the purpose of accomplishing a specific set of responsibilities.

- a. A reconciliation committee is established when a proposal is being considered by the Board, but requires modification to be approved. See SR 3.5.4 on Reconciliation.
- b. A referendum committee is established when a member, committee, or the board desire a referendum. See SR 3.2.
- c. Emergency house operations, house referral status, or a member panel may require establishment of ad hoc working committees. See SR 3.1.4 and 12.10.

4.1.6 BUDGET: The Committee puts forward their proposed budget to the Finance Committee which incorporates and directs the budgeting process for the Board.

4.2 CONTRACT RELEASE COMMITTEE (CRC) [18/91]

4.2.1 STATEMENT OF 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.

4.2.2 MEMBERSHIP STRUCTURE: The Contract Release Committee shall be comprised of the ICC President, VP for Operations Management and the VP of Finance and any other members appointed by the Coordinating Committee [27/97] The ICC President shall serve as the Chair.

4.2.3 DUTIES AND RESPONSIBILITIES

1. The Contract Release Committee will meet as soon as possible once the Director of Housing receives a complete petition.
2. The CRC will review each petition in a confidential meeting.
3. The CRC will keep minutes of all meetings and decisions
4. The ICC President will be responsible for communicating the decision to the petitioner
5. Operations Committee will hear CRC appeals (see Chapter 7)

4.3 COORDINATING COMMITTEE (CoCo)

4.3.1 STATEMENT OF PURPOSE: The Coordinating Committee (CoCo) functions 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 the members through their representation on the Board of Directors.

The Coordinating Committee has a twofold responsibility:

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

4.3.1.2 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.

4.3.2 MEMBERSHIP STRUCTURE: The Coordinating Committee, referred to in the Bylaws as the Executive Committee, is comprised of the President, Vice Presidents, General Manager and other Board level committee chairs. CoCo shall meet regularly between Board meetings to plan agendas and discuss other matters requiring attention (see Bylaw 5.9)

4.3.2.1 The President shall serve as the Chair and will call and facilitate the meetings (or delegate that responsibility) and break any ties.

4.3.2.1.1 The President will receive a scholarship for service (See SR 4.3.7).

4.3.2.2 APPOINTMENT: As per Bylaws 5.3, the Vice Presidents shall be forwarded by the President and approved by the Board. This shall be done within three weeks after the election of the President. [70/04]

4.3.2.3 INSTALLATION OF THE OFFICERS: The new officers (Vice Presidents) shall take office on May 1st, the first day of the new fiscal year. 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.

4.3.3 TRAINING: CoCo shall be responsible for training the next iteration of the committee in April and September, for participating in New House Officer Training (NHOT) in May and September, for participating in the Fall Annual Meeting (FAM) in September and for participating and supporting other EdCom trainings as needed.

4.3.4 The ICC President, Vice President of Finance and Vice President of Marketing and Recruitment (MRC) shall serve as official signers on U-M Student Organization Account Services (SOAS).

4.3.5 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 term and the first Board meeting of the spring term (end of April to the beginning of May).
 - 2.** Between the last Board meeting of the summer term and the first Board meeting of the fall term (mid-August to early September).
 - 3.** Between the last Board meeting of the fall term and the first Board meeting of the winter term (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]

4.3.6 REPORTING: The Coordinating Committee is normally concerned with the day-to-day functionings of the ICC. However, it is similarly important to gather long-term-focused,

critical and managerial perspectives on the state of the ICC in order to foster progress. It is for this reason that each member of the Coordinating Committee will be required to make periodic managerial reports to the membership on the state of the ICC.

- A. Reports (written and/or digital) shall be disseminated to the membership at the final Board meeting of the summer term, at the final board meeting of the fall term and in the Annual Report presented at the Winter Annual Meeting.
- B. Reports shall detail:
 - 1. What the CoCo member has accomplished so far in the current fiscal year;
 - 2. What the CoCo member plans to accomplish during the remainder of the fiscal year; and
 - 3. The CoCo member's opinion on the current state and direction of the ICC from the perspective of their role as President, Vice President or General Manager and as a member of the ICC, commenting on organizational strengths, deficiencies and areas in need of improvement.

4.3.7 PRESIDENTIAL SCHOLARSHIP [34/06] [43/11] [01/13]

- A. **PURPOSE:** The President position is a significant time commitment. A scholarship allows members to be President who would be unable to make such a time commitment due to financial reasons.
- B. **ELIGIBILITY:** The scholarship is open only to the current ICC President with a full contract (room & board) in an ICC house. If the President resigns, is removed from their position or their contract is cancelled, their scholarship is also revoked starting the month the resignation, removal or cancellation occurs. Any President elected mid-term may apply for the scholarship and the same rules apply if they step down or are removed from office.
- C. **FORM OF SCHOLARSHIP:** The scholarship shall be in the form of reduced ICC charges. The scholarship shall be applied to the President's account monthly and shall not be dispersed in the form of cash.
- D. **APPLICATION:** The President may apply for the scholarship by filling out an application, available from the Coordinating Committee and returning the completed application to Coordinating Committee. The 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 scholarship.
 - 1. The Coordinating Committee may choose not to allow the President to apply for the scholarship if they have not been trained. This choice must be reported to the Board.
- E. **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 term single central campus ICC charges and 8 months fall/winter central campus ICC charges, excluding the utility charge, for the fiscal year the president is receiving the scholarship.

4.3.8 VICE PRESIDENTIAL SCHOLARSHIPS [32/07] [43/11] [01/13]

- A. PURPOSE:** Vice President positions are significant time commitments. Scholarships allow members to be Vice Presidents who would be unable to make such a time commitment due to financial reasons.
- B. ELIGIBILITY:** The scholarships are open to the current ICC Vice Presidents with rooming or boarding contracts in ICC houses. The scholarship amount disbursed to an ICC Vice President with a boarding-only contract shall not exceed the boarding-only contract charges. If a Vice President resigns, is removed from their position or their contract is cancelled, their scholarship is also revoked starting the month of the resignation, removal or cancellation. Any Vice President elected mid-term may apply for the scholarship and the same rules apply if they step down, are removed from office or their contract is cancelled.
- C. FORM OF SCHOLARSHIP:** For Vice Presidents who reside in the ICC, the scholarship shall be in the form of reduced ICC charges. For Vice Presidents who hold boarding-only contracts the scholarship shall be in the form of reduced house charges and ICC charges. The scholarship shall be applied to the Vice Presidents' accounts monthly and shall not be dispersed in the form of cash.
- D. APPLICATION:** Each Vice President may apply for the scholarship by obtaining the application from the President and returning it 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 scholarship.
 - 1.** The Coordinating Committee may choose not to allow a Vice President to apply for the scholarship if they have not been trained. This choice must be reported to the Board.
- E. 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 four months of half of the spring/summer central campus ICC Charges and eight months of half of the fall/winter central campus ICC Charges, excluding the utility charge, for the fiscal year the Vice Presidents are receiving scholarships.

4.4 DIVERSITY COMMITTEE (DIVCOM)

4.4.1 STATEMENT OF PURPOSE: The Diversity Committee will:

- A. Explore ways in which all members can be fully empowered in all aspects of the ICC, especially pertaining to social identities and the intersections thereof,
- B. Work cooperatively with staff members, committees, teams, officers and other entities to address issues within the ICC.

4.4.2 MEMBERSHIP STRUCTURE: In addition to the standard membership structure specified in 4.1.2, it is encouraged that members with traditionally underrepresented social identities and/or members actively involved with campus diversity organizations especially consider joining and sharing their perspectives.

4.4.3 DUTIES AND RESPONSIBILITIES:

- A. Provide anti-oppression work and sensitivity training with the ICC staff, committees, teams and house officers as well as with members:
 - a. Aim to promote open, candid and relevant discussions regarding diversity issues through various mediums.
 - b. Explore educational activities and events that serve to challenge power, unrecognized privilege and oppression in the ICC.
 - c. Organize and conduct Cooperative Leadership Training (see SR 4.5.3.3 C).
- B. Continually work to ensure that policies and decision-making in the ICC are fair, equitable and inclusive of present and future members, both in theory and in practice.
- C. Monitor and implement the Strategic Plan to proactively address diversity concerns while ensuring that Annual Objectives continually remain in line with members' needs.
- D. Engage in outreach activities with the Marketing and Recruitment Committee.
- E. Generate and evaluate the bi-annual Membership Survey in odd fiscal years with the Marketing and Recruitment Committee.
- F. Engage in staff hiring processes as needed.
- G. See the [Diversity Committee Policy Manual](#) for further information.

4.5 EDUCATION COMMITTEE (EDCOM)

4.5.1 STATEMENT OF PURPOSE: According to the ICC's Article of Incorporation, the Education Committee is responsible to "initiate, coordinate, direct and otherwise participate in educational efforts and programs for the education of our members and others in the philosophy, principles and practices of all cooperatives" (See Articles, II A 4). The "Cooperative shall constantly educate their members, employees and the public in the principles and practices of cooperation, both economic and democratic" (See Articles, Preamble).

4.5.2 MEMBERSHIP STRUCTURE: EdCom has the standard membership structure outlined in 4.1.2.

4.5.3 DUTIES AND RESPONSIBILITIES

4.5.3.1 EDUCATION POLICY: Review, update and enforce the Education Committee Policy Manual.

4.5.3.2 EDUCATION CENTER: The Education Center, at 1522 Hill Street, is dedicated to and named in honor of Moses Coady and Paolo Freire [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 Education Center (See the [current policy](#).) [1/95]

4.5.3.2 ORIENTATION: At the start of each term an orientation will be provided for all incoming new members.

4.5.3.3 TRAINING [53/91][93/02]

- A. **BOARD TRAINING [09/10] (BoD):** All members of the Board of Directors shall attend one training. Board training gives new Board members the information needed to responsibly represent the organization to the members and make fiscal, fiduciary, and operational decisions as well as educating them on the the processes of the ICC governing system.
 - a. Board trainings are the responsibility of the Education Committee with input from the Coordinating Committee and Staff.
- B. **COORDINATING COMMITTEE TRAINING (CoCo):** All members of the Coordinating Committee shall attend at least one Coordinating Committee training. CoCo training is to ensure a smooth transfer of information from existing CoCo to new CoCo and should include: accomplishments, current projects & outstanding issues.
 - a. Coordinating Committee trainings are the responsibility of the outgoing or current Coordinating Committee with input from the General Manager, other staff members and the Board of Directors.
- C. **COOPERATIVE LEADERSHIP TRAINING (CLT):** The purpose of Cooperative Leadership Training is to equip new House Officers with the skills and resources to create and foster a safe and inclusive space for all ICC members. Cooperative Leadership Training will be planned by the Diversity Committee, with assistance and input from the Education Committee, the Dispute Assistance and Resolution team, along with the Member Services Department.
 - a. All New House Officers (specified positions outlined in the Diversity Committee Policy) are required to attend CLT in their first term serving as a House Officer.
 - b. If a house has no New Officers, the house is required to send a minimum of 2 house members to CLT (or 1 member for every six apartments). Houses that fail to send the required number of members may be fined.
- D. **NEW HOUSE OFFICER TRAINING [02/10] (NHOT):** All new House Officers are required to attend one new House Officer training in relation to their elected House Officer position (House President, Food Steward, Kitchen Manager, Maintenance Manager, Treasurer, Work Manager.)
 - a. Maintenance, Kitchen, and Finance trainings will include participation from those Departments.
 - b. Assist Operations Management Committee with Interim Training as needed. See SR 12.3

4.5.3.4 ATTENDANCE, MAKE-UP TRAININGS AND FINES

- A. Attendance for trainings and orientations will be monitored by the Member Services Department and EdCom and then reported to CoCo.
- B. Attendance at orientations is considered required work for the house and is a contractual obligation.
- C. Failure to attend a required training or make-up may result in a \$100 fine assessed to the member's house.

4.6 FACILITIES MANAGEMENT COMMITTEE (FAMCOM) [28/11]

Formerly Major Maintenance Committee

4.6.1 STATEMENT OF PURPOSE: The Facilities Management Committee manages ICC space, infrastructure, members and policy. It shall educate members, the board, the staff and the ICC as a whole on infrastructure management of the ICC and encourage and support creative initiatives from within the ICC community to work towards infrastructure and sustainability goals.

4.6.2 MEMBERSHIP STRUCTURE: Facilities Management Committee has the standard membership structure outlined in 4.1.2.

4.6.3 DUTIES AND RESPONSIBILITIES:

- A. See SR Chapter 9 for further information on all of the duties, and responsibility of this committee.
- B. Work with Maintenance Staff to refine, update and support the responsibilities of Maintenance Manager, Kitchen Manager, Groundskeeper, and Sustainability Steward positions in the ICC.
- C. Provide support to the Sustainability Chair (See SR 4.20)
- D. Provide resources and information to maintain the exterior of ICC properties which includes lawns and gardens.
- E. Encourage and support creative initiatives from within the ICC Community to work towards infrastructure and sustainability goals.
- F. Advocate for stewardship of our homes amongst all members, including:
 - a. Preventative maintenance
 - b. Work holidays (See SR 9.12)
 - c. Clutter control (See SR 9.13)
 - d. Housing code compliance
 - e. Kitchen code compliance
 - f. Emergency preparedness
- G. Educate & assist membership on facilities management best practices, including:
 - a. Grounds-keeping practices
 - b. Appliance/equipment care
 - c. Interim and furniture practices
 - d. Bed bug & other pest prevention and treatment
- H. Assist & oversee houses in the inventory and maintenance of house resources, including:
 - a. Window screens
 - b. Air conditioners
- I. Assist the Maintenance Staff in educating and informing the Board of Directors on past, present, and future large-scale maintenance projects.
- J. Advocate for the large-scale and long-term maintenance needs of our facilities to ensure our homes remain safe, inviting, commercially competitive, and thriving for generations to come.
- K. Review, update, and enforce the Maintenance Policy Manual.
- L. As needed, discuss/vote on any D.A.M.N. damage charges (See SR 9.10) and any reimbursement requests from houses for emergency maintenance that could not have been obtained through contacting the house Maintenance Manager or Maintenance Staff.

4.7 FINANCE COMMITTEE (FINCOM)

4.7.1 STATEMENT OF PURPOSE: Finance policy for the ICC shall be formulated by the Finance Committee for recommendation to the Board of Directors.

4.7.2 MEMBERSHIP STRUCTURE: In addition to the standard membership structure specified in 4.1.2. House Treasurers are encouraged to join the committee.

4.7.3 DECISION MAKING:

- A. A quorum shall consist of a majority of voting members.
- B. Motions shall be passed by a majority of those present. [54/90] [53/95] [54/96]
- C. When the Finance Committee is not having regular meetings, the VP of Finance and the Director of Finance (DFS) can vote on payment plans, with the GM voting to break ties.

4.7.4 DUTIES AND RESPONSIBILITIES:

- A. **BUDGET PREPARATION:** In conjunction with the Director of Financial Services, prepare and submit to the Board by January 31 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 committee budgets shall be treated as one line item. [32/92]
- C. **MONTHLY REVIEW AND VARIANCE STATEMENT:** Perform a monthly review of the ICC finances including a monthly variance statement which will reflect the financial standing of the organization. The Finance Committee will review and discuss with the Board the monthly variance statement and any other financial reports as prepared by the Director of Financial Services. [3/97 & 44/93]
- D. **HOUSE BOOKS STATUS:** Be authorized to require uniform monthly accounting reports from each house.
- E. **TREASURER TRAINING:** The DFS in conjunction with the committee will train and direct the operations of the house treasurers.
- F. **COST ANALYSES:** Make an 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 housing costs as needed.
- G. **YEARLY AUDIT:** Oversee the appointment of an auditor and distribution of the auditor's report to the Board.
- H. **ADVISE THE BOARD:** Advise the Board on any other important financial questions. This includes financial training as necessary.
- I. **ADMINISTER:** Payment plans and scholarships (See SR 8.10.3)
- J. Foster discussions of the ICC's affordability for students and others.
- K. See the [Financial Committee Policy](#) Manual for further information.

4.8 INTERIM ASSISTANCE COMMITTEE (IAC)

4.8.1 STATEMENT OF PURPOSE: The Interim Assistance Committee will be responsible, in conjunction with house interim managers and key holders, for monitoring the houses during interim periods at the end of Winter and Summer Terms. IAC is a resource to help assist houses with the interim process. IAC is a standing sub-committee of Operations Management Committee. See SR 12.3 for complete IAC responsibilities and information.

4.8.2 MEMBERSHIP STRUCTURE: During the interim between winter and spring contracts, IAC shall consist of:

- A. The VP of Operations Management and the VP of Facilities Management, who shall co-chair the committee.
- B. Five other board members or interested members.
 - a. At least two members of IAC must be from Escher.
- C. During the interim period between summer and fall contracts IAC shall consist of the above stated members and the ICC Interim Coordinators.

TIMELINE: IAC must be created at least three board meetings before the end of the term. If the membership chair or maintenance chair will not be present for a majority of the time, they must appoint a substitute.

4.8.3 DUTIES AND RESPONSIBILITIES: Duties during interim are distributed among the houses, IAC, staff and members.

- A. Assist houses/interim managers with the interim process so that they are prepared for move-ins
- B. Communicate with interim managers and informing them of responsibilities, dates, inspection logistics, and move-in procedures
- C. Ensure room keys are maintained by the house
- D. Direct any additional resources to assist houses with operations during interim if needed
- E. Inspect houses and report to the Central office results of the inspections, including any recommendations for further follow-up inspections or work that may need to be done on a house
- F. Review and approve scholarships to interim managers; notify DFS for award

4.9 MARKETING AND RECRUITMENT COMMITTEE (MRC) [37/03]

Formerly Recruitment and Retention Committee

4.9.1 STATEMENT OF PURPOSE: The purpose of the MRC is to recruit new members to the ICC by directing ICC recruitment-related activities and advertising and promoting member participation in ICC events.

4.9.2 MEMBERSHIP STRUCTURE: The Marketing and Recruitment Committee has the standard membership structure outlined in 4.1.2.

4.9.3 DUTIES AND RESPONSIBILITIES:

- A. Work with the Housing Coordinator to distribute materials and staff local housing fairs
- B. Organize ICC representation at recruitment-related public events e.g., FestiFall
- C. Organize events held at ICC houses with recruitment and retention potential
- D. Advertise at local college campuses in the Washtenaw County area (flyers, banners, etc.)
- E. Work with U-M (and other colleges) departments to increase ICC presence
Analyze and monitor enrollment data
- F. Maintain communication with the Operations Management and Coordinating Committees on issues related to member satisfaction

- G. Liaise with the Creative Communications Team (ICC-T)
 - 1. Ensure a full inventory of ICC merchandise available for both paid and free distribution in collaboration with ICC staff
 - 2. Enhance the ICC's brand recognition
- H. Liaise with the Diversity Committee
 - 1. Complete the bi-annual Membership Survey in odd years
 - 2. Collaborate on recruiting efforts to underserved populations
- I. Work with available Member Assistance labor to distribute flyers and other internal communications

4.10 OPERATIONS MANAGEMENT COMMITTEE (OPSCOM)

or OC or OMC - Formerly Membership Committee

4.10.1 STATEMENT OF PURPOSE: The Operations Management Committee shall supervise and evaluate house administration policies, operations and procedures.

4.10.2 MEMBERSHIP STRUCTURE: The Operations Management Committee has the standard membership structure outlined in 4.1.2.

4.10.3 SPECIAL POWERS: OpsCom must review and approve any spring/summer house decisions that affect fall/winter members in accordance with the House constitution and Standing Rules.

4.10.4 DUTIES AND RESPONSIBILITIES:

- A. Oversee, evaluate, and facilitate house operations, including non-student status, pet policy and so forth
- B. Evaluate contract-signing process and make recommendations for improvement
- C. Evaluate the Standing Rules and ICC policy and make recommendations for revision to the Board of Directors. (See SR Chapter 12 on House Operations).
 - 1. OpsCom is the main contact for the House Referral Status.
- D. Provide quarterly Key Performance Indicators (KPI) and/or other reports to CoCo.
- E. Establish contract dates with the Director of Housing.
- F. Operations Committee will hear Contract Release Committee appeals

4.11 TEAM OVERVIEW

4.11.1 STATEMENT OF PURPOSE: Teams play a tremendously important role in the co-ops. In general, teams are established more on an ad-hoc basis and are tasked with goals/objectives that committees are unable to address (due to limited resources or expertise.) They are different from committees as their chairs don't sit on the Coordinating Committee.

Dispute Assistance and Resolution Team, Emergency House Operations Team and Alumni Team are standing teams.

4.11.2 MEMBERSHIP STRUCTURE:

- A. The team can be chaired by any Board Representative or interested member who will receive work credit through the Member Assistance Program (MAP).
 - 1. The Coordinating Committee will approve Team Chair assignments.
 - 2. There is no assumption that each team will have a Board Representative on the team.
- B. Members eligible for the Member Assistance Program (MAP) will be assigned through the application/hiring process.
- C. Any interested members that do not qualify for work credit are encouraged to sit on a team as a volunteer.
- D. Staff Advisor: A staff advisor may or may not be assigned depending on availability of staff as they are advisors for numerous Committees & Teams in addition to their job duties.
- E. Meetings/Minutes: Minutes will be available from all team meetings.
- F. Reporting: All team chairs are required to submit periodic reports to the Coordinating Committee and the Board. They will be responsible for submitting a yearly report of activities for the Annual Report. If they do not report as requested, their team standing can be revoked.
- G. A range of teams have been formed and then dwindled over time due to a lack of member interest. Historical information will be maintained by CoCo for consideration for future staffing.

4.12 ALUMNI TEAM (AT)

4.12.1 STATEMENT OF PURPOSE: To ensure a viable and vigorous Alumni Association through the development and maintenance of the ICC Alumni Program.

4.12.2 MEMBERSHIP STRUCTURE: The team shall be composed of the following:

- A. **THE TEAM CHAIR:** The Chair shall be appointed by the President and approved by CoCo 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. The Alumni Team chair, shall:
 - 1. Have the responsibility and authority to call meetings of the AT.
 - 2. Meet regularly with Alumni Outreach Coordinator (AOC) and General Manager (GM).
 - 3. Work with AOC and/or GM to draw up meeting agendas.
 - 4. Ensure the recording and availability of meeting minutes.
 - 5. Account for labor hours of team members.
 - 6. Have the shared responsibility with the AOC and GM to implement the strategic plan.
 - 7. Monitor, with the AOC and GM, the budget allocations and spending.
 - 8. Ensure the completion of a Board report each month.
 - 9. Be eligible to either receive up to 4 ICC Member Assistance Program hours or if a Board Representative, chair the team in place of sitting on a committee.

At times when no team chair can be recruited, the above task will be divided among the other team members.

- B. **ADVISOR:** The Alumni Outreach Coordinator who will be a non-voting member of the Team. The General Manager may also work with this team.
- C. **MEMBERS:** Those interested ICC members who are approved by the Coordinating Committee. All members of the Alumni Team will receive full Member Assistance Program work credit.

4.12.3 DUTIES AND RESPONSIBILITIES:

- A. Develop an annual set of goals aligned with overall ICC strategic plan
- B. Cultivate relationships between the ICC and its alumni through:
 1. Organizing alumni/member events and activities (WAM, house reunions, anniversary celebrations)
 2. Establishing and monitoring a Mentorship Program
- C. Continuously improve our social networking sites, important for alumni contact
- D. Work with ICC staff on relevant alum publications (Alumni Cooperator, Annual Report)
- E. Assist in fundraising program and events.

4.13 COOPERS FOR HEALTHY RELATIONSHIPS (CHR)

4.13.1 STATEMENT OF PURPOSE: We are a group of ICC members dedicated to cultivating a positive institutional climate that prevents sexual violence and promotes healthy relationships. We foster conversations and provide resources to promote consent, trust and fairness. We aim to be intersectional in our approach and advocate for the continued healing and growth of our co-op community.

4.13.2 MEMBERSHIP STRUCTURE:

- A. The CHR chair, who will:
 1. Have the power to call meetings, write meeting minutes and agendas
 2. Be eligible to either receive up to 4 credit hours of ICC labor, or if a Board Representative, chair the team in place of sitting on a committee
 3. Report updates bi-weekly to the VP for Diversity
- B. Members, who will:
 1. Assume full voting privileges once approved by CHR chair & CoCo
 2. Follow through projects planned at meetings
 3. Be eligible to receive up to two credit hours of membership assistance
- C. The Diversity Committee, who will:
 1. collaborate with CHR in agreement with its purpose (See SR 4.4.1)
- D. Interested volunteers:
 1. ICC members (present or past)
 2. Sponsored non-members approved by the Chair

4.13.3 DUTIES AND RESPONSIBILITIES:

- A. Advocate and Support for Survivors
- B. Create and Distribute Education and Resources
- C. Outreach to the ICC Community through Events and Conversations
- D. Enact Policy Change

4.14 DISPUTE ASSISTANCE AND RESOLUTION TEAM (DART) [03/2011]

4.14.1 STATEMENT OF PURPOSE: It was decided in 2010, that it was imperative that the ICC institute a standing body that will have the training and resources necessary to efficiently and successfully handle dispute resolution.

4.14.2 MEMBERSHIP STRUCTURE: The team is to consist of the DART chair, who will:

- A. Have the power to call meetings, write meeting minutes and agendas
- B. Review the applications from the Member Assistance Program and select team members.
- C. Account for MAP labor hours performed by members.
- D. Ensure the completion of a report to be in the board packet once every semester.
- E. Be eligible to receive up to four credit hours of ICC labor.
- F. At times when no team chair can be recruited, the above task will be divided amongst the other team members.
- G. The Directors of Member Services and of Operations Management, who will serve an advisory function.

4.14.3 DUTIES AND RESPONSIBILITIES. Members approved to sit on the team by DART shall assume full voting privileges and shall:

- A. Support members and houses by helping them efficiently and successfully handle dispute resolution.
- B. Advocate for fair and equitably administered dispute resolution policies and processes within the ICC.
- C. Assist members and houses in developing a range of responsible options to resolve problems.
- D. Carry on projects planned at meetings.
- E. Be eligible to receive up to three credit hours of ICC Member Assistance.

4.14.4 DART CODE OF ETHICS:

- A. **Independence:** DART is independent in structure, function and appearance to the highest degree possible within the ICC. The DART Chair 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.

4.14.5 DART CHAIR SCHOLARSHIP [25/13]

- A. **PURPOSE:** The DART Chair position is a significant time commitment in terms of service and training. A scholarship allows a member to be a

DART Chair who would be unable to make such a time commitment due to financial reasons.

- B. ELIGIBILITY:** The scholarships are open only to the current DART Chair with rooming contracts in ICC houses. If a DART Chair resigns, is removed from their position or their contract is cancelled their scholarship is also revoked starting the month the resignation, removal or cancellation occurs. Any DART Chair elected mid-term may apply for the scholarship and the same rules apply if they step down, are removed from office or their contract is cancelled.
- 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 four months of half of the Spring/Summer Central Campus ICC Charges and eight months of half of the Fall/Winter Central Campus ICC Charges, excluding the utility charge, for the fiscal year the DART Chair is receiving scholarship.
- D. FORM OF SCHOLARSHIP:** The scholarship shall be in the form of reduced ICC charges. The scholarship shall be applied to the DART Chair's account monthly and shall not be dispersed in the form of cash.
- E. APPLICATION:** A DART Chair may apply for the scholarship by filling out an application, available from the President and returning the completed application to the president. A DART Chair 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 scholarship.
- F. CO-CHAIRS:** If DART is co-chaired, the chairs may split the scholarship as appropriate. The co-chairs must present the Board with a proposal to split the scholarship. In the absence of such a proposal, the scholarship shall be split evenly between the co-chairs. The proposal must be approved by 85%.

4.15 ELECTION TEAM

4.15.1 STATEMENT OF PURPOSE: An Election Team shall be formed at the last Board meeting in November each year. (46/97) This team shall direct presidential nominations, campaigns and elections. They shall set all relevant dates and make decisions for the election campaign. This team shall function until Presidential Elections have been completed.

4.15.2 MEMBERSHIP STRUCTURE:

1. The VP for Operations shall serve as the Chair, unless running for election or serving as President in which the VP for Finance shall Chair.
2. The Board shall appoint at least two Board members to serve on the team. Members of the Election Team may not run for ICC President.
3. The Member Services Coordinator will serve as the advisor.

4.15.3 TIMELINE: The Election Team shall ensure that the new ICC President is named by the date of the Winter Annual Meeting. (46/97) (70/04)

4.15.4 DUTIES AND RESPONSIBILITIES: This committee shall direct nominations, campaigns, and elections. They shall set all relevant dates and make decisions for the election campaign. See SR Chapter 1 and SR 3.3 on VP elections for further delineation of the Election Team duties and responsibilities.

4.16 EMERGENCY HOUSE OPERATIONS TEAM (EHOT) (55-94) (72*73*84/96) (29-08)

4.16.1 STATEMENT OF PURPOSE: In case of emergency, the General Manager or ICC President calls the Emergency House Operations Team (EHOT). Examples of emergencies include, but are not limited, to sexual harassment of a member or members, threats or acts of physical violence, destruction of co-op property, criminal acts, acts that create an unsafe environment in the house and gross violations of health codes. Emergencies include problems that houses are unable to or will not address and that endanger the well-being of ICC members. Any member may request that the General Manager or the ICC President activate EHOT.

4.16.2 MEMBERSHIP STRUCTURE: EHOT is made up of the:

- A. General Manager
- B. ICC President
- C. VP for Operations Management
- D. VP for Finance
- E. Director of Member Services
- F. and one other person, if appropriate and necessary.

4.16.3 DUTIES AND RESPONSIBILITIES: The Team shall consense to do the following in a constructive manner:

- A. Establish safety (i.e. call police).
- B. Facilitate referrals to services that can provide emotional support, legal resources and/or medical or mental health resources.
- C. Conduct a thorough investigation of all sides in conjunction with house members, especially house officers, in order to determine if the emergency is valid and to determine a proper course of action.
- D. Provide other information as needed.
- E. In addition, when the emergency is found to be valid, the Team has the power to:
 - 1. Move a member to another house within the ICC. In these cases, the ICC will pay the member's house charges at their old house until or unless they are released or replaced (see SR 7.1)
 - 2. Release a member from their contract by mutual agreement if the member wishes to leave (see SR 7.1.5). Terms of a release may include release from further ICC and/or house charges and/or an agreement to not re-apply to the ICC
 - 3. Void a member's contract and take necessary, lawful actions to remove the member from the house (see SR 7.2). An expulsion hearing must be held in this case by the house or OpsCom (see SR Chapter 7)
 - 4. Call an emergency house meeting

5. Call an emergency Board of Directors or Coordinating Committee meeting to approve further action if necessary, including but not limited to legal action
- F. Appropriate confidentiality should be maintained in the entire process including reporting. All actions must be reported in writing to the Director of Housing and Director of Financial Services. Final action of each case should be reported to the Board of Directors and posted in the member's house(s)
- G. Information about the Emergency House Operations Team shall be posted in a prominent place in each house

4.17 ICC CREATIVE COMMUNICATIONS TEAM (ICC-T)

4.17.1 STATEMENT OF PURPOSE: This team will provide a comprehensive approach to effectively coordinate the efforts of all ICC *central* communications to:

- 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.

4.17.2 MEMBERSHIP STRUCTURE: The Communications Team shall be composed of:

- A. Team Chair
 1. *Ideally* would be a member of the Board of Directors
 2. Social media administrator
 3. Setting meetings and agenda for team meetings
 4. Ensuring the maintenance of standards in content shared on central ICC accounts
 5. Create and disseminate Board summaries
 6. Meet with the Director of Member Services weekly
- B. 1 Board Representative
- C. 1-2 Members as needed
 1. Can be filled through the Member Assistance Program or member volunteers
- D. Director of Member Services
- E. Temporary Assistants
 1. Communications Coordinator
 2. NASCO or ICC Intern

4.17.3 DUTIES AND RESPONSIBILITIES:

- A. Create, edit and promote ICC central communications in all realms, including online through the ICC website, social media accounts, flyers, print, images, video and etc.
- B. Partner & assist in communication efforts with:
 - a. Marketing and Recruitment Committee

- b. Education Committee
- c. Alumni Outreach Coordinator
- C. The Weekly Reporter: The weekly 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.
 - a. 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.
- D. All publications shall also be made available online via the ICC website.

4.18 MAINTENANCE TEAM [28/11]

4.18.1 STATEMENT OF PURPOSE: The Maintenance Team shall:

- A. Train and educate Maintenance Managers on the skills necessary to maintain a house and in general ICC maintenance issues.
- B. Ensure that all houses are well maintained, with an emphasis on preventative maintenance and that all maintenance problems are being handled properly.
- C. Make connections between maintenance managers and encourage learning from each other.
- D. Propose house-specific projects. The funding for these projects must be approved by the Facilities Management Committee.

4.18.2 MEMBERSHIP STRUCTURE: The ICC Maintenance Team shall be composed of:

- A. The Director for Maintenance, serving as chair, shall:
 - 1. Have the power to call meetings of the Maintenance Team.
 - 2. Have the responsibility of drawing up the agenda for each meeting of the team.
- B. The Maintenance Managers are expected to attend all meetings of the team which are generally bi-monthly.
 - 1. All Maintenance Managers are required to attend all meetings. All houses must have at least one maintenance manager. Escher must have 3 Maintenance Managers for the Fall/Winter Term. MichMinnies, Luther, and Truth are required to have 2 Maintenance Managers for the Fall/Winter Term. Escher, MichMinnies, Luther, and Truth can have one fewer Maintenance Managers during the Spring/Summer term when their house occupancy is below 75%.
- C. ICC Members interested in learning preventative maintenance skills. These members will not receive ICC Member Assistance hours.

4.19 SIZE MANAGEMENT AND RESTRUCTURING TEAM (SMART) [28/11]

4.19.1 STATEMENT OF PURPOSE: The SMART shall:

- A. Research opportunities for smart growth of the ICC, by investigating potential property purchases or sales. Oversee all purchases and renovations in preparation for occupancy.
- B. Prepare and periodically review those parts of the ICC's business plan containing long term expansion goals.
- C. Once a year, the team will present a report to the board summarizing expansion or contraction possibilities for the ICC.

4.19.2 MEMBERSHIP STRUCTURE: The Team will be composed of the following

- A. VP of Facilities Management, serving as chair of SMART.
- B. VP of Finance
- C. VP of Marketing and Recruitment
- D. General Manager
- E. Director of Maintenance

- F. Director of Financial Services
- G. Any ICC member approved by the Coordinating Committee

4.19.3 DUTIES AND RESPONSIBILITIES:

- A. **LIMIT OF TEAM POWER:** The Size Management And Restructuring Team does not have the power/authority to commit the ICC to development projects.
- B. **MEMBER REFERENDUMS:** Purchasing and/or selling property must be approved by a referendum vote involving the ICC membership.
- C. **NEGOTIATIONS:** The SMART and the General Manager will negotiate the cost of purchases and sales of property. The General Manager or SMART staff member, may make offers on behalf of the ICC with approval from the SMART. CoCo will be immediately informed and presented with a cost-benefit analysis at the next board meeting. All offers will be contingent on approval in a referendum of the membership.
- D. **PURCHASES**
 - 1. The SMART will investigate properties that would be a good fit for the ICC, if the ICC finds itself in the position to make such a purchase.
 - 2. With the approval of CoCo, the SMART will present a cost-benefit analysis to the board regarding the potential purchases.
 - 3. The SMART will then seek authority to conduct a referendum for the purchase of a specific house with a specified maximum price.
 - 4. The President and General Manager or their appointed representatives, have the authority to make offers contingent upon the passage of the above referendum and to close the purchase.
- E. **SALES**
 - 1. The SMART will consider if a house needs to be sold. Consideration will be based on recommendations from the Director for Maintenance, Facilities Management, Finance or Coordinating Committees.
 - 2. With CoCo's approval, the SMART will present a cost-benefit analysis to the board and will seek approval to conduct a referendum.
 - 3. If the referendum passes, the ICC president and general manager or their authorized representatives, have authority to list the property and close the sale, contingent on board approval.
- F. **INTERNAL EXPANSION OR CONTRACTION**
 - 1. SMART will investigate current ICC properties to determine if internal expansion or contraction is feasible for the house and necessary for the ICC. SMART may present an internal expansion or contraction plan to the Board; however, SMART must receive approval from the Board and the ICC house[s] involved in the plan.
 - 2. Before increasing occupancy in an ICC room/unit the room[s] in question must be inspected to make sure the room[s] meet all city housing code requirements.
 - 3. Large-scale accessibility projects will be researched by SMART with approval from the Director of Maintenance.

4.20 SUSTAINABILITY TEAM (SUSTEAM)

4.20.1 STATEMENT OF PURPOSE: The Sustainability Team shall:

- A. Educate members and staff on ways of reducing ecological harm and increasing the long-term environmental sustainability of the ICC.
- B. Implement sustainable practices in their ICC houses.
- C. Promote sustainable behavioral change within the ICC community.

- D. Advocate the sensible use of ICC resources.
- E. Submit an annual sustainability report to the Board of Directors.

4.20.2 MEMBERSHIP STRUCTURE: The ICC Sustainability Team shall be composed of the following:

- A. Sustainability Chair
- B. Sustainability Stewards as appointed by their ICC house.
- C. VP of Facilities Management can liaise as needed.

4.20.3 DUTIES AND RESPONSIBILITIES:

- A. Trash and recycling collection, bringing bins to curb (and back to the house when empty!)
- B. Composting and supporting the house's composting practices.
- C. Key planner for work holiday for sustainability projects. Communicating with the house officers, house members and Sustainability Team prior to work holiday is necessary for in-house sustainability team projects. Coordinate with social chair in-house if applicable.
- D. Create a system in the house to collect and return items that should be composted, recycled or thrown in the trash. This can be done as a part of work holiday or on a monthly basis.
- E. Work with house groundskeeper on creating a sustainable gardening/groundskeeping including the Native Gardening Initiative.
- F. Monitoring the house's energy use and reporting back to the Sustainability Team.
- G. Work with food/ordering steward to purchase more sustainable and local food products, Including sourcing from U-M Campus Farm, the Farmer's Markets in Ypsilanti and Ann Arbor and growing own food in yards or inside pots!
- H. Attending and actively participating in biweekly meetings for the Sustainability Team.
- I. Looking critically at the house's practices and making changes or suggestions towards a more sustainable lifestyle for the house.
- J. Educate house members on topics like energy and water conservation, sustainable food and waste management.
- K. Manage Sustainability Team Fund.
- L. Contact Facilities Management Committee and the Director for Maintenance for project plan feasibility, approval and guidance before purchasing materials from the Sustainability Team Fund.
- M. Follow guidelines listed in the Sustainability Team Policy.

4.21 TECHNOLOGY TEAM (TECHTEAM)

4.21.1 STATEMENT OF PURPOSE: To improve the experience of technology among the ICC Houses, Members and organization; to design, implement and maintain systems that are accessible, useful and cost- effective for the ICC; and to help guide the adoption and growth of new technology in the ICC.

4.21.2 MEMBERSHIP STRUCTURE: The Technology Team shall be composed of:

- A. The Technology Team Chair shall:
 - 1. have the power to call meetings of the Tech Team; and
 - 2. have the responsibility of drawing up the agenda for each meeting of the Team.
- B. The ICC Staff liaison shall have the power to call meetings of the Tech Team.
- C. Members appointed to the committee shall assume full voting privileges.
- D. The Technology and Web Coordinator

4.21.3 DUTIES AND RESPONSIBILITIES:

- A. Formulate technology policy for recommendation to the ICC Board of Directors.
- B. Authorize expenditures from their Tech Team budget with regard to house technology needs.
- C. Has the power to approve house technology loans.
- D. Change and amend the [Technology Policy Manual](#).
- E. Review the maintenance staff's inspection reports for technology issues.
- F. Assist staff as needed with office technology projects and needs.
- G. Maintain WiFi networks across the ICC, in terms of both maintenance services and costs which may arise during normal repairs. The cost of such repairs will be drawn from Tech Team's annual budget.