

## Section 5: House Operations

### 5.1. ICC Alcohol Policy

#### 5.1.1. Definitions

5.1.1.1. Alcoholic Beverage means alcohol, or any beverage containing more than one-half of one percent alcohol by volume, which is capable of use for beverage purposes, either alone or diluted. (See Tex. Alcoholic Beverage Code 1.04)

5.1.1.2. ICC means University of Texas Inter-Cooperative Council, Inc.

5.1.1.3. Minor means a person who is under 21 years of age. (See Tex. Alco. Bev Code 106.01)

5.1.1.4. Public means persons who are not members of ICC.

5.1.1.5. To sell alcoholic beverages means to receive any form of compensation in return for an alcoholic beverage, including but not limited to (1) exchanging money for an alcoholic beverage; (2) charging a cover share (fee for entry charged at the door) if alcoholic beverages are then served at no charge; (3) charging for tickets in advance of an event if alcoholic beverages are served at the event at no charge; (4) taking a tip for service of an alcoholic beverage, even if the alcoholic beverage is served at no charge.

5.1.1.6. TABC means Texas Alcoholic Beverage Commission.

#### 5.1.2. Rules for Parties Where Any Alcoholic Beverage Is Sold

5.1.2.1. A temporary alcohol permit must be obtained from the TABC to sell alcohol. The following rules for parties where any alcoholic beverage is sold apply to serving or providing (not just selling) alcohol when ICC is acting under the authority of a TABC permit or license. In other words, when the ICC has a permit for a party or other event because alcohol is being sold, the rules apply to any alcohol served or otherwise provided at that party, whether the particular drink is being paid for or not.

5.1.2.2. No alcoholic beverages shall be sold, served, or provided between the hours of 2am and 7am. Hours of service and consumption shall be strictly limited to 7am to 2am. All beverages should be collected at 2am, and no alcoholic beverages should be served after 2am.

5.1.2.3. Alcoholic beverages shall not be sold, served, or provided to minors. No person shall be served an alcoholic beverage without producing a valid Texas driver's license or identification card showing the person to be 21 years of age or older. See Tex. Alco. Bev. Code 106.03.

5.1.2.4. Alcoholic beverages shall not be sold, served, or provided to any person who is obviously intoxicated. See Tex. Alco. Bev. Code 2.02(b)(1).

### 5.2. Alcoholic Beverages and Minors

5.2.1. ALCOHOLIC BEVERAGES SHALL NOT BE SERVED OR PROVIDED TO MINORS AT ANY PARTY UNDER ANY CIRCUMSTANCES

5.2.2. The following rule must be followed when hosting any party where any alcoholic beverages are served or provided to any person:

5.2.2.1. Alcoholic beverages shall not be served or provided to minors.

### 5.3. No Legal Duties Created

5.3.1. This policy shall not be construed to create any legal duty on the part of ICC toward ICC members or the public.

### 5.4. ICC Members to Follow This Policy And The Laws of Texas

5.4.1. UNDER ALL CIRCUMSTANCES AND AT ALL TIMES, MEMBERS OF ICC ARE EXPECTED TO FOLLOW THIS POLICY AND THE LAWS OF THE STATE OF TEXAS CONCERNING THE PURCHASE AND CONSUMPTION OF ALCOHOL.

### 5.5. Purchase of Alcoholic Beverages

5.5.1. No ICC central or house funds may be used to purchase alcoholic beverages, with the exception of alcohol used for cooking.

5.5.2. Violations of the above (2.56.1) shall be considered theft; violators will own any monies concerned to the ICC. No admission charges or cover charges may be required at any entry into an ICC subdivision (house). ICC (central or house) sponsored flyers may not mention alcohol, except to note that functions are B.Y.O. (bring your own alcohol) and that alcohol will not be provided. Only the Board of Directors may waive the above provisions. The ICC does not condone or indemnify illegal sales or the consumption of alcohol or any illegal substance.

### 5.6. ICC Boarder Policy

5.6.1. The House Treasurer is responsible for the accounting of all boarders at their house. These responsibilities include the following:

5.6.1.1. Collecting boarder fees on a monthly basis

5.6.1.2. Depositing boarding fees into the house Food Account on a monthly basis

5.6.1.3. Limiting the number of boarders at houses without health department status so that there are no more than 24 people paying to eat at the house at one time.

5.6.2. Houses are encouraged to pay close attention to the boarders in their houses as mismanagement of boarders can lead to lack of food and money which will cause stress in a house. The house can use the money obtained from the boarders in accordance with ICC policy. However, the house is responsible for all boarder charges and any deficits resulting in non-payment of boarder charges. If a house mismanages their house funds, then the ICC Board of Directors is empowered to take the following actions:

5.6.2.1. Remove the house's right to have boarders

5.6.2.2. Remove a house's checkbook and place it in the control of the ICC Financial staff

5.6.3. Mismanagement is defined by the following criteria:

5.6.3.1. A serious lack of food and supplies in a house on a consistent basis

5.6.3.2. Persistent overdraft of checks on the house food account

5.6.3.3. House member complaints

5.6.4. The above criteria are left to the judgment of the Accounting Administrator. If any house is viewed to be mismanaging their funds, then the Accounting Administrator will report it to the Board. ICC general membership is encouraged to report any mismanagement to the Accounting Administrator or the ICC Board of Directors.

5.6.5. Houses are encouraged to take great care that their residents are adequately fed. Sacrificing the obligation to feed its members will cause enormous stress on a house and eventually residents will move out.

5.7. Changes to Room Size Designation

5.7.1. No house in ICC can make room size designation changes without approval of the Board

5.7.2. Room Occupation Policy (updated 06/23/2006, passed by BOD on 02/22/2006)

5.7.2.1. Rooms that either do not have a current contract, have been abandoned, or are suspected to have an un-contracted tenant will be reviewed at staff's discretion to insure that they are empty and available to be contracted for, and are clean.

5.7.2.2. Specifically: At the beginning of each semester, during interim, and at staff's discretion, staff will check that the office keys work for each room that has no contract or that has been abandoned and that the room is clean and in decent condition. (If the room is damaged, not clean, or the key does not work, staff will refer to the check out policy for action to be taken) If during that semester, the room is found not as clean or in decent condition compared to the beginning of the semester, the house will be given seven days to clean the room and fix damages or staff will have the room cleaned and the house will be charged the exact cost of cleaning the room and/or fixing any damages.

5.7.2.3. If a room that is supposed to be empty is occupied (at any time during the semester) or the office key does not work in the door (not counting the first visit for inspection) and the room cannot be opened at that time the house will be given notice to correct the situation within 24 hours. The room will be reinspected after the 24 hour period and the room will be reviewed once again. If the room continues to appear to be occupied or the office key still does not work the house will be fined \$200 for the first occurrence, and \$100 more for each additional occurrence in the same ICC fiscal year. (for example- the third occurrence shall cost \$400)

5.7.2.4. If any person is living in an ICC room without a contract, then the disciplinary process outlined in point 3 will apply to said person and the house. Each occupied room (that should be empty) counts as a separate occurrence. A room that is occupied by

someone with an ICC contract and another person without an ICC contract shall count as an occurrence. (Please see Split Single Policy)

5.7.2.5. If a current member is in a room that should not be occupied, that counts as an occurrence. Staff will send an e-mail indicating that a room was found occupied, locked, or uninhabitable to the house e-mail list so that as many members of the house as possible shall be made aware of the potential fine and the need to resolve the occurrence.

5.7.2.6. Occupants will have 48 hours from when the house is notified by e-mail to remove their belongings. Rooms can be reviewed again 48 hours after the notification is sent by e-mail. If the room is still occupied it will count as an additional occurrence. The house may appeal fines to the board.

#### 5.8. Move-in/Move-out (Reviewed and updated 10/11/06)

5.8.1. An elected member at each house will check rooms for which the contract has ended during the specified move-out dates or whenever a room is vacated. If necessary, an additional person can be hired at the discretion of ECC or staff.

5.8.1.1. The elected member will check empty rooms in accordance with ICC Room Damage Charges.

5.8.1.2. Check-out forms will be returned by the elected member to the office so that fines for damages (if any) may be taken out of the member's room deposit.

5.8.1.3. Funding for the hired person will come first from any fines collected for not turning in check-in/check-out forms, and secondarily from the Facilities Committee Discretionary Fund.

5.8.1.4. The elected member will inform staff of rooms that need to be cleaned or worked on before the next person moves in.

5.8.2. Staff may designate members of a Clean-Up Squad to improve conditions in common spaces of houses that new members would find unacceptable, subject to the following conditions:

5.8.2.1. Members of the ECC will ensure that houses are of acceptable condition and request cleaning if not. However, any member of ICC may request that cleaning occur.

5.8.2.2. New members who encounter unacceptable conditions (in public areas) may request cleaning occur.

5.8.2.3. The Clean-Up Squad may be supervised by staff, a member of the ECC, or an officer of the house being cleaned. Work will cease once the house is in an acceptable state, as determined by staff, a member of the ECC, or the trustee of the house being cleaned.

5.8.2.4. The Clean-Up Squad will consist of Class A members of ICC, who will be paid at an hourly rate determined by staff.

5.8.2.5. Wages and cost of necessary cleaning supplies will be funded by debits from the discretionary funds of the house being cleaned. These debits may be delayed if they put house finances into a precarious state.

5.8.2.6. The validity of these payments may be appealed to the Financial Committee.

5.8.3. New members will be given a check-in form upon moving into ICC, and are required to return it to the ICC office or a designated box in the house within two weeks, with a deposit-forwarding address included. If the form is not returned within four weeks of moving in, the member will be held responsible for all damages to the room upon moving out.

5.8.4. There will be two designated move-out days at the end of each semester, one for members leaving ICC and another for members changing rooms or houses within ICC. These two dates will be separated by one day to alleviate house conflicts and allow for the houses to check all vacated rooms and perform any cleaning or repairs necessary. Members standing in ICC will not have to remove their belongings from ICC.

5.8.4.1. The elected house member and any interim officers will coordinate with the ECC and staff during the check-out process to ensure the house is in good condition.

5.8.4.2. An official move-in date for new members will be set two days after the room switch date

5.8.4.3. Members staying in the same room are not affected by this policy.

5.8.3.4. Any variance to this schedule must be approved by the Member Resource Administrator.

5.8.5. Members whose rooms are not vacated by midnight on their appropriate move-out date will be charged the holdover fee (defined in membership contract). The Room Switch Day will be considered the official move-out date of people switching rooms within ICC.

## 5.9. House Officer Descriptions

5.9.1. Board Representative (see SR 1.4)

5.9.2. Education Officer - Tabled to EdCom- include "Ensure that ICC staff members are aware of house membership policies. Keep an updated house policies sheet at the ICC office."

5.9.3. Treasurer

5.9.3.1. Attend ICC Finance Committee Meetings

5.9.3.2. Attend ICC Treasurer trainings

5.9.3.3. Set a house budget

5.9.3.4. Keep a running total of the balance of the house food account

5.9.3.5. Maintain receipts for the house food account

- 5.9.3.6. Turn in receipts, check stubs, and treasurer A/R forms to the Accounting Administrator on the first day of the month or as designated.
- 5.9.3.7. Post house ledgers or spreadsheets prominently in the house
- 5.9.3.8. Answer house members' questions regarding ledger sheets
- 5.9.3.9. Notify Accounting Administrator of house labor fines or fines for damages
- 5.9.3.10. Pay house bills, make deposits and collect money as needed
- 5.9.3.11. Perform all other tasks related to house accounts as required by the house or ICC.

#### 5.9.4. Labor Czar

- 5.9.4.1. Ensure house labor is performed cooperatively and equitably
- 5.9.4.2. Implement house labor policies and fines
- 5.9.4.3. Enforce Section \*\* of Membership Contract regarding weekly labor

#### 5.9.5. Kitchen Manager

- 5.9.5.1. Solicit nutritious menus from cooks
- 5.9.5.2. Make shopping lists based on staples needed, menus received, and requests
- 5.9.5.3. Work with house Treasurer to ensure that food purchases stay within budget
- 5.9.5.4. Keep kitchens stocked with food for general consumption
- 5.9.5.5. Designate food for cooks
- 5.9.5.6. Maintain sanitary food storage and adequate kitchen equipment.
- 5.9.5.7. Ensure that all Health Department requirements are met
- 5.9.5.8. Perform all other tasks related to kitchen management as required by the house or ICC

#### 5.9.6. Maintenance Officer

- 5.9.6.1. Attend all ICC Facilities Committee meetings
- 5.9.6.2. Perform minor repairs in house as requested by house members
- 5.9.6.3. Report major maintenance problems to ICC Facilities Administrator
- 5.9.6.4. Ensure the safety of members in the house
- 5.9.6.5. When possible, be available to let contractors into the house or to explain problems to contractors
- 5.9.6.6. Keep an inventory of house tools

- 5.9.6.7. Make house members aware of fire and other safety hazards
- 5.9.6.8. Ensure working order of all house smoke alarms and fire extinguishers and educate house members of emergency procedures
- 5.9.6.9. Inspect all water fixtures for leaks
- 5.9.6.10. Be familiar with the location of all fuse boxes, water and gas mains
- 5.9.6.11. Perform all other tasks related to house maintenance as required by the house or ICC

#### 5.9.7. Membership Officer

- 5.9.7.1. Attend all ICC Membership Committee meetings.
- 5.9.7.2. Maintain current ICC marketing in the house to give to potential applicants
- 5.9.7.3. Train house members to give house tours and answer questions from prospective members.
- 5.9.7.4. Maintain copies of all house keys.
- 5.9.7.5. Act as a resource person to new members during move-in.
- 5.9.7.6. Ensure that all members fill out check-in/check-out forms or ensure interim officer fulfills this responsibility
- 5.9.7.7. Keep all house members informed of important contract signing dates.
- 5.9.7.8. Ensure that house members are aware of all ICC membership policies. Ensure that ICC membership policies are followed at the house level.
- 5.9.7.9. Perform other tasks related to membership policies as required by the house or ICC

#### 5.9.8. Trustee

- 5.9.8.1. Attend all Management Committee meetings and trainings
- 5.9.8.2. Schedule weekly or bi-weekly house meetings, and ensure that meetings follow house rules
- 5.9.8.3. With Board Representative, ensure that all house officer positions remain filled.
- 5.9.8.4. Inform ICC staff members of any house problems with may require their attention
- 5.9.8.5. Be aware of ICC standing rules and policies and communicate them to other house members
- 5.9.8.6. Act as a resource person for house member regarding house policies
- 5.9.8.7. Mediate problems on a house level when appropriate
- 5.9.8.8. Maintain neutrality and delegate mediation to a neutral party if necessary

5.9.8.9. Ensure that house and ICC policies, and local, state, and federal laws are followed at the house level

5.9.8.10. Inform the ICC board or staff when violations of the preceding item occur

5.9.8.11. Uphold Part III, Section 9 of the ICC contract regarding prohibitions

5.9.8.12. Ensure the selection of interim officer(s) and inform them of their responsibilities (see Interim Policy)

5.9.8.13. Perform other tasks as required by the house, ICC board, or ICC staff.

#### 5.10. House Tool Policy Updated (06/30/2006 - passed by BOD on 11/22/2005)

5.10.1. Each house is responsible for owning and maintaining such tools as are needed to maintain the house and perform such repairs for which the house is responsible. For a list of what the house is responsible for, see the House Maintenance Responsibility Defined section of ICC's Standing Rules.

#### 5.11. NASCO Scholarships Policy

5.11.1. The Board shall annually budget for a minimum of 12 full scholarships to the NASCO Institute. These scholarships are to be distributed as follows:

5.11.1.1. Five scholarships are held on priority for ECC coordinators registration until two weeks before the conference. Any unfilled ECC scholarships will be allocated as general member scholarships.

5.11.1.2. All non-ECC scholarships will be general member scholarships. Any members interested in attending the conference will enter a lottery. The lottery drawing will be held on the morning of the early registration deadline for the conference. Any names that were not chosen will be put in waiting list lottery. Anyone that has received a scholarship and then is unable to go must give 48 hours notice. If someone from the waiting list is not able to take the vacant spot, the member must pay the amount of the scholarship.

## **Section 6: Facilities**

### 6.1. Facilities Committee Discretionary Fund Policy

6.1.1. Establishment of Fund: When fiscally possible, a Facilities Committee Discretionary Fund will be included in the ICC budget. The amount of money in the fund will be based on expenditures during the previous fiscal years and expected future use.

6.1.2. Purpose of Fund: The Facilities Committee Discretionary Fund provides money for home improvement projects. The intent is to give motivated members with ideas the means to pay for medium-sized projects on a short timeframe. Generally, projects should provide more than a short-term benefit. The fund allows members to directly participate in spending organizational money on an on-going basis.

6.1.3. Exclusions: The Facilities Committee Discretionary Fund should not be used to cover expenses that normally would be paid for from House Discretionary Accounts unless reasonable justification is provided. Typically, House Discretionary funds cover the following: minor maintenance, new furnishings like couches, tables, lamps, and shelves, paint, small kitchen appliances, VCR's, TVs, computers, and service calls that are a result of house member negligence.

6.1.4. Allocation Guidelines:

6.1.4.1. Projects must be proposed to the Facilities Committee for approval.

6.1.4.2. Proposals must be presented in written form and include an outline of the project, itemized costs and explanation of benefits to the house and/or organization.

6.1.4.3. Projects approved must be completed within 2 months. If the project is not completed within two months approval is void pending re-approval and funds allocated revert to the common pool for immediate availability to other projects.

6.1.4.4. Members may request compensation for the work accomplished and will work with Facilities Committee to determine fair compensation. Facilities Committee will have decision-making authority in compensation but must report the decision to the Board of Directors who may exercise veto power in the event of over-compensation.

6.1.4.5. Compensation will be given for labor upon satisfactory completion for the project. Either the House at which the project was undertaken or the Facilities Committee will make the determination of satisfactory completion. The Facilities Administrator will not make the determination.

6.1.4.6. Full reimbursement for project materials will be provided when receipts are submitted to the Facilities Administrator no later than one month after completion. After the one-month period has passed reimbursement will be reduced by \$20 each month.

6.1.4.7. No house may receive more than 30% of the total Facilities Committee Discretionary funds in a single fiscal year without a Facilities Committee recommendation that has been approved by the Board of Directors.

6.1.4.8. Approval for proposals passed at Facilities Committee meetings must be present in the Facilities Committee minutes located in the ICC Library. The minutes must include the meeting date, the members present and vote outcome.

6.1.4.9. In the absence of a functioning Facilities Committee proposals may be presented directly to the Board of Directors.

6.1.5. Disbursement of Funds: Whenever possible, Houses will pay for material expenses out of their respective House Discretionary Accounts and provide receipts to the ICC Facilities Administrator for reimbursement. In all other cases, arrangements will need to be made with the Facilities Administrator to provide for payment. Payment for services provided by members will follow the normal contract employee procedures and be in accordance with city, state and federal employment law.

6.1.6. Fund Tracking and Oversight: The Facilities Administrator will be responsible for tracking the Maintenance Committee Discretionary budget, verifying that funds are being disbursed per ICC Maintenance Committee Discretionary Policy, and provide regular reporting to the Board of Directors including an annual report of all Maintenance Committee Discretionary expenditures. The Board of Directors reserves the right to suspend Maintenance Committee spending authority should it find evidence of inappropriate use.

## 6.2. Key Policy

6.2.1. The membership officer and at least one other house officer will hold keys to all rooms in their house.

6.2.2. Key holders will sign a contract acknowledging conditions of opening rooms and only those officers that have signed these contracts will be allowed to open rooms.

6.2.3. All ICC members may sign a waiver stating under what conditions, if any, and by whom other than the key holders the may be opened. The absence of a waiver implies that another house member may not enter the room without the presence of the person living in that room for any purposes other than to show the room to a potential member, maintenance purposes, or emergencies such as a potential health risk. These waivers will be kept by the membership officer at each house.

6.2.4. Each house will keep an individual house key policy addressing specific house key issues such as consequences of the key policy violation by a house officer of member (fines, membership review, or whatever the house finds necessary), the number of key holders (if it is to exceed membership and another officer), where keys are to be kept (officers' rooms, combination lockbox), security of keys, and any other specific issues the house chooses to address. This policy will be kept at the individual houses and in the office.

## 6.3. House Maintenance Responsibilities Defined (Passed 11-22-04)

6.3.1. Houses are solely responsible for the following routine maintenance and maintenance issues (by area):

6.3.1.1. Plumbing (bathrooms and kitchens primarily):

6.3.1.1.2. Internal mechanisms of toilets

6.3.1.1.2. Caulking

6.3.1.1.3. Water taps/faucets

6.3.1.1.4. Shower heads

6.3.1.1.5. Water shut-off(s)

6.3.1.1.6. Ensuring toilets are up to city code

6.3.1.2. Electrical:

6.3.1.2.1. Knowing where electrical breakers are

6.3.1.2.2. Repair of cracked outlets

6.3.1.2.3. Replacement of light bulbs located under fifteen feet of height

6.3.1.2.4. Air-conditioning: see HVAC policy below

6.3.1.3. Home repair:

6.3.1.3.1 Holes in walls of reasonable size (presumably not larger than an average person)

6.3.1.4. Home security:

6.3.1.4.1. Window locks

6.3.1.4.2. Door locks on individual members' rooms and house storage areas

6.3.1.5. Fire safety:

6.3.1.5.1. Ensuring that all smoke detectors in the house are operational

6.3.1.5.2. Fire extinguishers are filled

6.3.1.6. Pest control:

6.3.1.3.1. Houses that do not receive the quarterly treatment from ICC are responsible for roaches themselves. Otherwise, houses are responsible for infestations of the following:

6.3.1.3.1.1 Ants

6.3.1.3.1.2 Rats

6.3.1.3.1.3 Mice

6.3.1.3.1.4 Fleas

6.3.1.3.2. Termites are treated centrally and are not house responsibility.

6.3.1.7. Outside appearance of houses:

6.3.1.7.1. Neat appearance of the yard(aesthetic is up to the house, but it must meet city code)

6.3.1.7.2. Houses are responsible for keeping city code with regard to the outside appearance of their houses, which includes: 2.5 Removal of graffiti 2.6 Removal of trash and junk

6.4. Houses Responsible for Drains 1. The houses are responsible for the maintenance of their drains (as of 7-14-02.)

6.5. Members On Roof Policy 1. The Board will fine anyone \$50 for being on a roof without prior authorization from the House Trustee or Facilities Administrator. (Passed 03/28/05)

6.6. HVAC systems, including window A/C units and space heaters, will be managed centrally by staff. This will include annual inspections, regular changing of air filters, system repair, and replacement.

6.7. Previous air conditioner policies are rescinded.

6.8. Spruce Up Policy passed(07/12/04)

6.8.1. Each fall, Facilities Committee will propose a house to be closed down for Spruce-Up during the following summer. Spruce-Up is an opportunity for a house to have professional work done to improve its marketability to potential members. This may include improving floors, interior and exterior paint, deep cleaning, improving bathroom facilities, and removing unwanted garbage. Spruce-Up will be coordinated and overseen by the Facilities Administrator with input from the Facilities Committee and the Spruce-Up house.

6.9. Responsibility to Report Use of a Fire Extinguisher(passed 11-22-04)

6.9.1. If a fire extinguisher is discharged at any house, the house maintenance officer is responsible for communication about the cause of the discharge to the Facilities Administrator; otherwise, the house will automatically be charged a \$50 fine.

6.10. Tool Shed Policy (Passed 11-10-03)

6.10.1. ICC will maintain a tool shed with tools available for current ICC members to check out. Keys to the tool shed will be kept at the office and by the Facilities Committee Coordinator.

6.10.2. Any member wishing to borrow an ICC-owned tool must fill out a form provided by staff and approved by the Facilities Committee. No more than two tools can be checked out to a member at one time. The time limit for keeping a tool is one week. Staff or the Facilities Committee Coordinator must witness check-in and check-out, and verify the condition of the tool and its parts.

6.10.3. Tool kept over the time limit: There will be a fine of \$10/week until the tool is returned or the retail cost of the tool is paid off.

6.10.4. If a tool is returned in worse condition than when it was checked out, the member has three options:

6.10.4.1. Pay the value of the tool assessed by FacCom and staff

6.10.4.2. Replace the tool with an equivalent tool

6.10.4.3. Pay for repair of the tool

6.10.5. If the tool is not returned within a month of check out the member will be fined the entire value of the tool. Fines will be charged to the member's account.

6.10.6. If a tool is used for a labor holiday, the member who checks it out is responsible for returning the tool, and is subject to the rules above.

6.11. Room Damage Charges

6.11.1. List of the standard fines charged for different kinds of room damage. Any damages not noted upon check-in will be charged to the member when he/she checks out. If it is found that the check in/out form is inaccurate in its check out evaluation after the outgoing member has been given his/her deposit back the officer who signed the check-out form will be held financially liable for the damages incurred. If the house agrees, financial responsibility may be shifted from the officer to the house.

6.11.1.1. Room not cleaned/dusted- \$30

16.11.1.2. Floor not cleaned/dusted- \$30

16.11.1.3. Room needs painting, member at fault (includes painting back to neutral color)- \$100

16.11.1.4. Bathroom (private) not clean- \$50

16.11.1.5. Broken fixtures (lights,handles, doorknobs)- \$20 each

16.11.1.6. Doors need replacement- up to \$100

16.11.1.7. Door has stickers, holes, need filler or paint- \$50

16.11.1.8. Broken Window- \$25-\$50

16.11.1.9. Rug or tile replacement- at least \$100

16.11.1.10. Large holes in walls- \$25

16.11.1.11. Ceiling fan not working/damaged- \$75

16.11.1.12. Keys not returned- \$25 per key

16.11.1.13. Broken ICC furniture- \$20-\$100

16.11.1.14. Common area damage- Proportional share

16.11.1.15. Pet damage requiring carpet cleaning, spaying, etc.- \$100 minimum

16.11.1.16. Wireless adapter from the central ICC office- \$100 or replacement cost or acceptable replacement

16.11.2. This list does not cover all of the potential fines that a member could be charged. Rather, the intent here is to cover basic house and ICC costs so that necessary repairs can be done with as little impact to our budgets as possible.

## 6.12. Room Cleaning and Check Out:

6.12.1. If a room has not been cleaned by its exiting member the house may see to it that the room be cleaned, in which it would be paid for by the corporation at \$10 per hour for up to 6 hours of documented cleaning. Any payment for cleaning must be approved by two house officers. If the room has not been cleaned when the new member moves in, that person may be paid by the corporation \$10 per hour for up to 6 hours of documented cleaning. any payment must be approved by two house officers.

6.13. Room Painting Policy

6.13.1. A white room can have any color trim and still be considered a white room. If the white paint job in your room is badly stained and still looks bad even after you've washed the walls. Talk to the Facilities Administrator. If s/he agrees that the walls are dirty and washing doesn't make them acceptable, then ICC will reimburse you up to \$80 for paint and supplies. (Save your receipts and turn them into the office.) If the Facilities Administrator turns you down, you can ask your house to reimburse you. You must ask the house BEFORE you paint, not after.) The house is not obligated to reimburse you - it's up to the house.

6.13.2. Painting your room white does not threaten your deposit, unless you do a really bad job (e.g. paint on the floor or windows, failure to do enough coats to cover old color, etc.) See your house Trustee or Treasurer about getting a reimbursement. If the house took responsibility for the colored paint, the house will issue your reimbursement. If the house did not take responsibility for the paint job, your Trustee or Treasurer will refer you to the office for ICC to issue a reimbursement. You will be reimbursed only for the actual amount you spend on paint and supplies (save your receipts), up to \$80 and not for any labor. If you paint your room back to white when you leave, then the painting will not affect your deposit (unless you do a really bad job). You will have to pay for all paint and supplies yourself. If you don't want to paint your room back to white when you leave, ask your house if they will take future responsibility for repainting the room back to white. If they do so, then your paint job won't affect your deposit (unless you do a really bad job). If the house does NOT take responsibility for your paint job, then \$80 will be deducted from your deposit when you move out.

Original Color	New Color	Permission?	Reimbursement?	Deposit at risk?	How to get deposit returned
White	White	No	Usually Not	No	No risk
Color	White	No	Yes up to \$80	No	No risk
White	Color	No	No	Yes, up to \$80	See **
Color	Color	No	No	No	No risk

6.14. Facilities Repair Panel (Passed 12/2007): Adequate repairs for damage done to the common area of a house will be paid for by the members of the house at the time the damage is discovered or reported, whether by members of the house, other members of ICC, or staff. If there is a dispute (see Damage Charges clause of contract), a house can appeal to the Repair Panel through a standardized appeal.

6.14.1. The appeal must include the following in writing:

6.14.1.1. House name

6.14.1.2. Area damaged and extent of damage

6.14.1.3. Estimated cost of repair

6.14.1.4. Has the damage already been paid for? If so, by whom and what was the total payment?

6.14.1.5. Can any parties be positively identified as having taken part in the damage? If so, who are they?

6.14.1.6. The house stance and proposition for sources of funding (with amounts for each source)

6.14.2. The Repair Panel will resolve the dispute and designate the sources of funding. The Repair Panel will consist of:

6.14.2.1. The Facilities Coordinator

6.14.2.2. The Membership Coordinator

6.14.2.3. The Financial Coordinator

6.14.2.4. A member of the Facilities Committee selected by that committee

6.14.2.5. A member of the Membership Committee selected by that committee

6.14.2.6. A member of the Financial Committee selected by that committee

6.14.2.7. The Committee Coordinator as a discussion facilitator and non-voting member

6.14.3. No member of the panel may be from the appealing house; any that are will be replaced for that appeal by other volunteer members of their committee as selected by the rest of the Repair Panel. If conflict applies to the Committee Coordinator, the order of devolvement will be Board Coordinator, Education Coordinator.

6.14.4. Once a dispute arises, the house should inform staff, who will inform the Repair Panel facilitator. The facilitator will then make all reasonable efforts to convene quorum for the Repair Panel within two weeks to resolve the dispute.

6.14.5. Quorum is all six voting members.

6.14.6. House of Commons Pool Policy (Passed 11/2007): Responsibility for the maintenance of the ICC pool located at House of Commons will be centralized. Members of House of Commons will be responsible for keeping the area around the pool clear of leaves, trash and other debris, and emptying the skimmer basket. Furthermore, the open pool season will be April 1st – October 15th. During the closed season, the pool will be covered and not used.

6.15. ICC Pool Policy (passed 11/15/2006) The responsibility of the maintenance of the ICC pool located at House of Commons will be centralized by ICC hiring and paying for a professional pool maintenance company. Members of the House of Commons will be responsible for keeping the area around the pool clear of leaves, trash and other debris, and emptying the skimmer basket. Furthermore, the open pool season will be April 1<sup>st</sup> – October 15<sup>th</sup>. During the closed season, the pool will be covered and not used.