

FRENCH HOUSE MANUAL

Fall 2017

LAST UPDATE: 9-14-2017

The French House manual is made to be a set of guidelines - the cooperative living experience is a fluid one which changes from semester to semester. The manual is not the end all be all for house rules - inclusion in the manual doesn't mean the house's stance is rigid on a particular topic, while exclusion from the manual doesn't give license to commit any other action.

THE SEVEN CO-OPERATIVE PRINCIPLES

VOLUNTARY AND OPEN MEMBERSHIP

Co-operatives are voluntary organisations, open to all persons able to use their services and willing to accept the responsibilities of membership, without gender, social, racial, political or religious discrimination.

DEMOCRATIC MEMBER CONTROL

Co-operatives are democratic organisations controlled by their members, who actively participate in setting their policies and making decisions. Men and women serving as elected representatives are accountable to the membership. In primary co-operatives members have equal voting rights (one member, one vote) and co-operatives at other levels are also organised in a democratic manner.

MEMBER ECONOMIC PARTICIPATION

Members contribute equitably to, and democratically control, the capital of their co-operative. At least part of that capital is usually the common property of the co-operative. Members usually receive limited compensation, if any, on capital subscribed as a condition of membership. Members allocate surpluses for any or all of the following purposes: developing their co-operative, possibly by setting up reserves, part of which at least would be indivisible; benefiting members in proportion to their transactions with the co-operative; and supporting other activities approved by the membership.

AUTONOMY AND INDEPENDENCE

Co-operatives are autonomous, self-help organisations controlled by their members. If they enter into agreements with other organisations, including governments, or raise capital from external sources, they do so on terms that ensure democratic control by their members and maintain their co-operative autonomy.

EDUCATION, TRAINING AND INFORMATION

Co-operatives provide education and training for their members, elected representatives, managers, and employees so they can contribute effectively to the development of their co-operatives. They inform the general public - particularly young people and opinion leaders - about the nature and benefits of co-operation.

CO-OPERATION AMONG CO-OPERATIVES

Co-operatives serve their members most effectively and strengthen the co-operative movement by working together through local, national, regional and international structures.

CONCERN FOR COMMUNITY

Co-operatives work for the sustainable development of their communities through policies approved by their members.

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BASIC HOUSE GUIDELINES

Membership/House Process

Membership is available to any upper division college student or graduate student. Acceptance to French House is guaranteed to all other applicants granted that there are no upper division or graduate level students on the waitlist, a room is available and you meet all requirements given to you by ICC. Non-students will be accepted only if no students remain on the waitlist.

The house process requires that prospective members attend at least one dinner and help cook dinner, before moving into French House. An interview outlining what a new member should expect from cooperative living will also be acceptable if the member is not located in Austin. If they meet all other membership and ICC requirements, they can then apply to move in.

House members may raise objections about a prospective member directly to the Leasing Specialist at any point before the contract is signed. The Leasing Specialist will discern whether these objections may be the basis for rejecting a prospective member's application to French House.

See also, Interim: House Process

Member Orientation

All members must be present for Member Orientation, run by the Trustee and Labor Czar, directly following the first meeting of each semester. This orientation will include a quick overview of major rules, a hands on tour of the kitchen (Jackson rules, cast iron cleaning, where things go/are,) save plate policy, etc.

This is optional for members who have lived at French House for 3 semester or more.

If no new members move in over the interim periods, the orientation is optional at the discretion of Labor Czar and Trustee. If new members move in during the semester, whether they need a Member Orientation is at the discretion of Labor Czar and Trustee.

House Meetings

Mandatory meetings occur every other Sunday after dinner, and all French House members are required to attend. The date of a meeting may be changed by informal or formal house vote, but must be done 48 hours in advance. Showing up late to meetings, leaving early, or leaving for extended periods (greater than 10 minutes) will result in your being marked absent.

Unexcused absences

Officers	:	Maximum of one unexcused absence before \$5 fine. Three unexcused absences will result in member review.
Members	:	Maximum of two unexcused absences before \$5 fine. Four unexcused absences will result in member review.

Meetings must maintain quorum (defined by greater than 50% of the house) in order to make house decisions. Assuming quorum is met, a vote may pass only if the vote is a true majority (5 votes for, 5 abstaining would be a failed vote.)

If you cannot attend a meeting you must notify the Trustee 24 hours in advance. If you miss a meeting, you are expected to read the minutes and will be held accountable for any decisions made at meetings, regardless of attendance.

Proposals, which are changes to the house manual, or an allocation of house funds, must be submitted to the Trustee 48 hours or more before a meeting. The trustee will post and/or email a meeting agenda every Friday preceding a meeting by midnight. House members are allowed to bring forward one spontaneous proposal which was not submitted to the Trustee each semester, which must be voted in by a $\frac{2}{3}$ house vote. A spontaneous proposal, regardless of whether it passes or fails, may only be introduced once per member, per semester.

The General Membership Meeting (GMM), counts as a mandatory house meeting and being absent without notifying the Trustee with a reasonable excuse will count as an absence.

Smoking

Common areas and personal areas are smoke free. Smoking is allowed outside only. If the member living in room #1 has a problem with smoke, they may bring it up at a meeting and it will be prohibited until the member moves out, changes rooms, or decides to re-allow it.

Parking

Only French House members may park in the lot or driveway. Guests may not park there. If you need to momentarily pull into the driveway, you must be available to move your car. Double parking is not acceptable.

Common Interests

1. No animals allowed.
2. Television use in common areas is outlawed, excepting for special events such as a house movie night. (if a member's TV is used for such an event it must be removed from commons by evening)
3. Entering a housemate's room without permission is considered a violation of privacy and such acts may warrant a Member Review.
4. No singing, live, or loud music after 10PM Sundays through Thursdays. Members should lower music when asked by a housemate, regardless of time of day.
5. Members must be courteous and abide by French House and ICC policies.
6. Members must help with house security by locking windows and doors when nobody is in the common areas, as well as turning off lights when leaving a room.
7. Not knowing a rule does not make a housemate exempt from said rule.

Roof Access

Being on the roof for any reason is an act punishable by a fine of \$50.00 and/or eviction (ICC Standing Rule.)

Cup Runs

A house officer may call a Cup Run by writing a note on the whiteboard 24 hours in advance. Two volunteers, one of which must be an officer, will go from room to room collecting house dishes. If the occupant is not home, the room may be opened with the extra key (failure by the officers to gain access to the key box will result in the member getting a free pass should their door be locked.) Additionally if someone does not want their room accessed they may leave their dishes outside their room with a note, and their room will be left alone.

The room with the most points must wash all the Cup Run dishes - $\frac{1}{2}$ point will be awarded for every utensil, 1 full point for all other dishes.

Commons and Bikes

Members should remove all personal items from common spaces every day. A personal mess fine can be given by an officer to anyone leaving personal items or dishes in the commons for over 24 hours. Items left in the kitchen for 5 hours or more are also applicable for a personal mess fine.

Bikes are not allowed in the commons for any extended amount of time. If you need to leave your bike in the commons for 5 minutes or less, that is acceptable, however any additional time can result in a \$5.00 fine.

House Parties

A proposal should be made for house parties of any kind and presented at a House Meeting. Majority vote is required for the party to be allowed. If any proposed party is for a group/organization/cause that is not directly related to French House, the proposer will be responsible for party cleanup.

When a party is proposed 7 labor positions must be filled, including post-party commons and grounds cleans. If you do not do your labor by 5PM the day following a party you will be assessed with a warning or violation.

Any member which attends a house party must sign up for Party Labor.

See also, Labor: Party Labor.

Roommate Contracts

Roommate contracts serve as official agreements between roommates regarding the rules and expectations for a room. The content of a contract is at discretion of the roommates themselves, with the Trustee facilitating the creation of each contract at the start of a semester. For the contract to be enforced and adhered to, one roommate may go to the Trustee at any time they feel the contract has been breached, and the Trustee can then levy violations on the offending roommate. The third violation of the contract results in a conflict mediation, while the fourth results in a member review.

See: Last page of the manual for a sample roommate contract.

BOARDERS, GUESTS, AND COUCHSURFERS

Nobody may stay at French House more than 2 weeks without a contract from ICC.

Boarders

Prospective boarders must be approved by a majority house vote. New boarders must pay half of their first month's boarding fees at the beginning of the month. After the first month any payment plan must be decided by the Treasurer. Boarders may pay for access to both the kitchen and house dinners, or choose a plan which only allows a choice of meals or kitchen access.

Boarding Costs

With Labor	: \$105/mo	Kitchen OR Meals, no Labor	: \$60
Without	: \$120/mo	Kitchen OR Meals + Labor	: \$45

Guests

An ICC-contracted member (boarders not included) must be responsible, and will be held liable, for any guest at the house. If any personal property damage occurs, the guest's sponsor will be held liable and it is their responsibility to replace the property, pay for repairs, or allocate resources to make the situation right in the eyes of the property owner.

Frequent visitors may be voted in as House Friends, which effectively makes the entire house liable for their actions, rather than an individual member. House Friends are allowed to know the house code, and must be voted in by a house majority at a meeting. House friends will be reviewed on a semesterly basis.

Guests may eat two dinners within a two week span at the house for free, but must pay per meal for additional meals. Guests have kitchen access, but not guff food access.

The house may review liability for specific situations on a case-by-case basis, as this policy may not appropriately apply in certain situations.

Couchsurfers

French House accepts Couchsurfers under the following strict guidelines:

1. A couchsurfer should request a couch with a 2 weeks notice so that they may be approved at a house meeting.
2. Maximum of two weeks stay at the house.
3. Couchsurfers will not receive the door code.
4. Any member may evict a surfer at any time, at their own discretion.
5. Any dissent from any member of the house during a vote process will result in the couchsurfer being rejected.

KITCHEN

The kitchen is open 24 hours, and food is available to all members unless it is personal food or food which is to be used in the preparation of a meal. If you cook with something, or use a dish, you MUST clean it.

Sanitation

Be courteous to other members and follow all state and city health regulations. Practice cleanliness and do not sit or put your feet on the island or counters.

If anything you use comes in contact with raw meat, you must clean or otherwise replace it with another cutting board/knife/plate, etc if you plan to use the dish for ANYTHING else.

The Jackson is a sanitizer, not a dishwasher. All items must be cleaned on the tops and bottoms for food remnants, with soap, before being placed in the Jackson.

Chef Pots/Bowls/Cutting Boards

Are not to be removed from the kitchen by any member of the house. Pots, cutting boards and bowls (the metal mixing bowls or large plastic bowls) should always remain in the kitchen. Tupperware can be used as an alternative.

Dinners

Dinners are served Sunday through Thursday night at 7:00 PM. A veggie option is not guaranteed, but a Kitchen Manager may request cooks accommodate. You may request a save plate if you are not home for dinner, but you must clean it regardless of if you eat the food.

If labor does not allow for five cooks per week, the Labor Czar may cut a meal with consent of the house.

Cooking/Cleaning

While the chefs of the house are making their food from 5-7:00 PM, the house kitchen should not be used unless you have no other recourse AND the chefs' permission. Similarly if a surfaces clean is being done, do not take it upon yourself to prepare a five course feast and delay the person cleaning, you may cook only with the cleaner's permission. Use proper discretion and politeness when someone is doing their labor - if your duty is to clean the bathroom, you certainly wouldn't appreciate someone using it in the middle of that time.

Personal Food

All personal food in the fridge, freezer, or shelf must be labeled with the owner's initials and the date the food was placed there. Alcohol does not require initials.

Bagged food will be kept for up to one month after its marked date. Restaurant leftovers will only be left for 1 week. Any food that is rotten or past its expiration date will be thrown out, regardless of the date it was labeled.

Food in the freezer will be moved to the guff freezer if it was labeled in a prior semester. Fridge clean will never throw out new items, but it is the responsibility of the owner of the personal food to accurately label or relabel their items.

Save Plates

Anyone requesting a save plate must write their initials in the appropriate box on the whiteboard before dinner is served on the requested day. Save plates will then be protected for 24 hours after the meal, and become guff after this period. Failure to eat or otherwise clean your save plate after 48 hours will result in a Personal Mess Fine, though the save plate may be moved to the personal fridge to work around this problem.

Group save plates are not an option, and will result in a warning for the cooks the first time, and a labor offense the second time.

LABOR

General Policy

Housemates must fulfill 4-5 hours per week of labor requirements to be set by the Labor Czar. Housemates are personally responsible for their labor and in the event they cannot complete it, should make arrangements to switch labor with another housemate. In the event of a switch, both parties must alert the Labor Czar of a change to their respective labor.

If a house member will have an absence of two weeks or more, they need to alert the Labor Czar at least one week in advance in order to account for labor changes.

If labor spans the entire week, the Labor Czar may ask for additional tidying when labor requires it, to be completed within 24 hours of asking.

Labor & Beautification Holiday

Labor Holiday is a mandatory house event wherein the house should be deep cleaned, while Beautification Holiday is a mandatory event wherein new projects, art and remodeling of the house should be the focus. The date of each holiday will be decided by a house vote - Labor Holiday must take place within the first 6 weeks of each semester, and Beautification Holiday should occur at a voted on time following it.

Labor and Beautification Holiday assignments will be decided by the Labor Czar and announced that morning. Each member will be given a minimum of 4 hours of labor, and their job will be finished when they have worked 4 hours or their assigned labor is completed - whichever comes *last*.

Beautification Holiday is a voluntary event during Summer session.

If a member is unable to attend Labor or Beautification Holiday they will be given 4 hours of makeup labor to be made up within a month of the holiday, if makeup labor is not completed there will be a member review. Not alerting the Labor Czar of an absence from the Holiday will result in an automatic member review.

Makeup Labor

All missed labor will result in makeup labor to be assigned by the Labor Czar. This labor must be made up in a time determined (within reason) by the Labor Czar. The Labor Czar must keep a hard copy of violations and warnings in addition to the white board.

Labor Warning/Fines System

Current Warning/Fine System:

- 1st Offense : Warning and makeup labor.
- 2nd Offense : Labor violation to be displayed on whiteboard, makeup labor.
- 3rd Offense : Labor violation to be displayed on whiteboard, makeup labor, \$10 fine, conflict mediation.
- 4th Offense : Labor violation to be displayed on whiteboard, makeup labor, member review.

Party Labor

Any member attending a party for any amount of time will be required to assist in party labor.

Party Labor is to be organized by either the Education Officer, the proposer of a party, or the Labor Czar. If Party Labor is not organized, the proposer of the party will be responsible for cleanup.

See also, Basic House Guidelines: House Parties.

FINES & PURCHASES

House Purchases

Any house purchases above \$25 must be approved at a house meeting through a proposal. The Treasurer will issue a check for all approved expenditures. When returning a receipt to the Treasurer, you must write your initials, circle the date, and circle the total before putting it in the wooden box at the base of the stairs.

If a housemate loses a receipt they will be required to pay half of the ICC fine, and will pay the full fine on a second offense. This process begins anew every semester.

House Discretionary Funds

Each month funds are given to the house (\$120 per person as of 6/16), of which 12.5% is meant to be used for discretionary purchases or put towards savings. Any small purchase or house purchase which causes the house to exceed our monthly discretionary fund budget requires a $\frac{2}{3}$ vote of quorum.

At the last meeting of every month the treasurer should give a detailed account of spending for the month as well as let the house know what the discretionary funds budget for the next month will be.

Small Purchases

If a house member would like to make a small purchase for the betterment of the house, they need two officers to approve said purchase, one of which must be the Treasurer.

If the member proposing the purchase is an officer, they must find two additional officers to approve the purchase. If the member proposing the purchase is the Treasurer, they must get the approval of the Trustee.

Personal Mess Fines

A personal mess includes any personal items, leftover dishes or cookware left in common areas for more than 24 hours. Officers may assess a fine of \$5. If you notice someone leaves something behind, bring it to his or her attention before alerting an officer. Three personal mess fines will result in a labor violation.

Maintenance Fines

Performing an act deemed unsafe by the Maintenance Officer, or which puts the house itself at risk can result in fines or a member review. Any "unsafe act" must be mentioned at a meeting. The first time a member is warned, with additional offenses requiring a \$5 and then \$10 fine, with the fourth offense resulting in a member review.

Officer Fines

Officers which do not complete their duties as outlined in the Officer Roles section of the manual may be reprimanded with a Labor Violation, given by:

1. Any group of three housemates who collaboratively decide to issue a fine, to be reported to the Treasurer or Labor Czar for collection. This fine can be reviewed and vetoed by $\frac{2}{3}$ officer vote.
2. A majority of the house at a meeting.
3. Any two officers.

If an Officer has not adhered to their responsibilities they may be impeached at a House Meeting.

INTERIM

The trustee must plan to have the period when interim will start mapped out at the second to last house meeting of a semester. It can then be voted on, and interim officers can be elected at the final meeting. Interim will then last until contracts end.

Interim Officers

Officers elected for Interim should be members which are going to spend a large amount of time at the house during the period. There are three officer positions required to be filled, but others may be added at house discretion. The positions are as follows: Trustee/Membership (3), Labor Czar (3), Kitchen Manager/Treasurer (3)

Interim Labor

Labor is at the discretion of Interim Labor Czar. If you are not going to be at the house for a period during interim, it is your responsibility to let the Labor Czar know in advance so that the very fluid labor schedule during interim can remain uninterrupted. The warning and fine system set during the semester preceding interim will be used as the template for this time period.

Interim House Process

If House Dinners are still occurring, a prospective new member should come by for a dinner. If not, they must complete a quick house tour and interview. If the potential member does not live in Austin, they may have their house process completed via a Skype interview.

OFFICER ROLES

Trustee (3 Hours)

Trustee is responsible for running the house, and must have a working knowledge of both ICC and French House rules and ensure that the members of the house are properly informed as well. In addition, the Trustee must adhere to the following requirements:

1. Attend all officer trainings/orientations.
2. Run the New Member Orientation at the start of each semester.
3. Call and run a house meeting every other Sunday, delivering an agenda by midnight on the Friday preceding a meeting. At the meeting the Trustee should give a house progress report, and bring up potential problems & concerns.
4. Act as a mediator in conflict resolutions between members.
5. Coordinate elections of the French House elected positions - it is the responsibility of the Trustee to ensure all positions remain filled, and fill in for positions in the event it is necessary.
6. Monitor other French House officers' job performances. It is the responsibility of the Trustee to bring up any issues regarding officers at meetings.
7. Update the House Manual of any changes.
8. Ensure the House Code is frequently changed.
9. Inform ICC staff of any house problems that may require attention.
10. Inform ICC staff of new officers at the start of each semester.
11. Uphold Part III, Section 9 of the ICC contract regarding prohibitions.

Labor Czar (3 Hours)

Labor Czar is responsible for organizing the labor of the House, including assigning labor, makeup labor, and warnings and fines for missing it.

1. Attend all officer trainings/orientations.
2. Assist in the New Member Orientation at the start of each semester.
3. Deliver a weekly report
4. Assign labor no later than one week after each session's first meeting. Additionally ask for every member's labor preference to help you assign labor.
5. Facilitate labor assignment changes as needed.
6. Alert the Treasurer of members who owe fines.
7. Alert the Trustee if a member has too many violations and must have a conflict mediation or member review.
8. Have labor assignments clearly marked on a printed sheet somewhere in the house.
9. Alert a member of the house if their labor needs additional work.
10. Use common sense and your best judgment. Sometimes things don't happen, try and accommodate members who need leeway, the warnings and fine system are meant for discretion.

Kitchen Manager (3 Hours)

Kitchen Manager is responsible for the food of the house, dictating the recipe schedule for the cooks, making shopping lists, ensuring the kitchen and food is sanitary, and that meals are nutritious.

1. Attend all officer trainings/orientations.
2. Make shopping lists based on staples needed (edible and inedible,) recipes, and house requests while staying on budget. Ensure the shopping list is easy to follow in the store.

3. Either assign recipes for the cooks or request a recipe from each cook, keeping in mind that recipes **MUST** be nutritious.
4. Ensure food is being placed in the appropriately marked areas for cooks as well as guff food.
5. Ensure all Health Department regulations are being followed.

Membership Coordinator (1 Hour)

Membership must ensure all emails from prospective new members are answered quickly, and coordinate with them to help complete their house process, whether it be through a Skype interview or having them come in for a dinner.

1. Attend all officer trainings/orientations.
2. Take meeting minutes and post them on the French House Facebook group as well as emailing them to the member list, so that all members can clearly see them.
3. Keep track of attendance during the meetings, and alert the Trustee if anyone is in danger of missing too many meetings.
4. Coordinate with cooks to alert them if they'll have a new member cook with them.
5. Welcome new members that are moving in. Be a resource to all new members during the move-in period. Provide each member with the house manual and ensure they read it.
6. Keep all keys in the house key box up to date (there should be 2 keys for each single, and 1 extra for each double.)
7. Change the combination of the key box at the start of each semester: only Membership, the Trustee and Maintenance should know the code.
8. Keep all house members informed of important contract signing and termination dates.
9. Organize the house's mail and place it in member mailboxes.
10. Ensure all house members are aware of ICC membership policies.
11. Ensure new members attend ICC orientations, meetings and the New Member Orientation.
12. Inform house members of ICC events.

Treasurer (1 Hour)

Treasurer is responsible for managing the budget of the house as well as writing checks and managing the receipts.

1. Be the voice of dissent on any and all purchases. People want to spend house funds, it is your job to remind them that there must be funds left over for future semesters. Be responsible.
2. Attend all officer trainings/orientations.
3. Keep accurate and timely accounting records of French House Financing according to the ICC Treasurer's Manual: this includes balancing the checkbook, saving associated receipts, and recording and paying house bills as they arrive. Ensure that your own records are easy to follow and understand for future Treasurers and your own piece of mind.
4. Manage semesterly and monthly cash flow, and deliver an accurate report of it at house meetings.
5. Issue checks only when the house account has sufficient funds available. A bounced check is grounds for immediate removal from the position.
6. Promptly pay all house bills and assessments at the office by the 5th of each month.
7. Keep the house within a reasonable budget. Work with both Maintenance and Kitchen Manager to ensure we're not buying things we do not need.
8. Enforce the house guest policy, and collect payments from said guests.

Gnome Lord (2 Hours)

Gnome Lord is in charge of maintaining the garden and providing Garden Gnomes with their weekly tasks in garden maintenance.

1. Attend all officer trainings/orientations
2. Organize and oversee the garden labor for Garden Gnomes, working in conjunction with the labor czar.
3. Act as a Garden Gnome yourself - the position is not merely one of management but also of active contribution to the well-being of the garden.
4. Gnome Lord is not given a budget, but may request (within reason) funds from the house in order to help create a more sustainable garden.

Maintenance Officer (2 Hours)

Maintenance is responsible for making sure the house is running smoothly. This includes fixing equipment and items used by the commons and in the rooms of a house member. If a task is too large for Maintenance, they should refer it to the office.

1. Attend all officer trainings/orientations.
2. Manage the maintenance request whiteboard and ensure that member problems are heard.
3. When necessary, be available to let contractors into the house or to explain the problems we are having. If you are unavailable, be sure that the exact problem a contractor is there to address is known to members of the house who can direct them accordingly. Do not pawn off your labor.
4. Update the door code when requested by the house.
5. Keep an inventory of house tools that are accessible to all housemates, and keep them organized.
6. If trash, mattresses, box springs, etc. become a problem anywhere from the curb to the back alley, the Maintenance Officer should remove them as soon as possible.
7. Make house members aware of fire and other safety hazards and maintain the safety of the house.
8. Fine members who endanger themselves or the house according to the house policies.

Board Representative (2 Hours)

Board representative is meant to be an active presence at meetings, informing members of the house of upcoming ICC events and the happenings at board meetings.

1. Attend all Board meetings, assigned committee meetings, officer training/orientations, and report ICC activities and decisions at all house meetings. You represent the house and the ICC in corporate decision-making.
2. Be well versed in all local, state and federal laws and ensure they are being upheld in French House. Work to avoid civil litigation.
3. Have a working knowledge of ICC and French House rules and act as a resource for other officers and your housemates along with Trustee.
4. With the help of the Trustee and the other officers of the house, provide leadership and direction in all French House activities.
5. Remain aware of all operations of the house at all times.
6. Assume the position of Trustee in the absence of the elected officer.

Education (1 Hour)

Education is responsible for getting things done. If the semester is regarded as lame or boring, it is solely on the shoulders of Education.

1. Attend all officer trainings/orientations.
2. Plan out and carry out at least one *major* educational event per semester.
3. Organize and oversee all parties and events held by the house. Work with the Labor Czar or Party Proposer in order to ensure that Party Labor is adequately and promptly completed.
4. Survey the house at the start of each semester and find out what types of events they will be interested in during the session - work to get these things done and scheduled quickly!
5. Education has a budget of \$50 per month for events. Anything in excess must be voted on at a house meeting.

Historian (1 Hour)

House Historian is in charge of keeping both a photographic and historical record of house events and the house at large.

1. Attend all officer trainings/orientations
2. Take minutes during the meetings and have a firm grasp of what has been agreed on during meetings in a given semester, and, preferably in semesters past.
3. Make meeting minutes accessible to the entire house quickly, giving an electronic or physical reference copy to members.
4. Manage the historicity of the given semester through photographing and otherwise documenting any and everything going on in the house. Get the photos developed (with house funds) and hang them around the house, not just on the fridge.

EXAMPLE OF A PROPOSAL

Sample Proposal Name (e.g. Actual Garden Gnomes)

Brought by: House Member

Date: January 1, 2017

Proposal is brought to add actual garden gnomes into the garden.

Proposal

We should take advantage of a craigslist deal and purchase garden gnomes to make our garden look more presentable.

Effective Date: 1/1/2017

Background: I was talking with Member A and Member B and they thought it would be a really good idea if we could incorporate actual gnomes into the garden. Some guy on craigslist is selling a bunch of them for cheap, so it would be great to get them.

Reference to current policy:

Pros:

- These gnomes are seriously cool and really cheap.

Objections:

- Dipping into house funds for gnomes

Response to objection: It's just \$12.50, that's only \$2.50 per gnome, steal of the century!

Source of Funding: \$12.50 for 5 gnomes

Responsible party: House Member

FRENCH HOUSE ROOMMATE AGREEMENT

According to the French House Manual, the **Roommate A** _____ and **Roommate B** _____ will agree upon the following contents of this agreement. The agreed upon policies will be followed by each roommate for the duration of their ICC housing contract. If any portion of this contract is breached, violations will be given in accordance to the French House labor violation policy, minus the fines. The contract will be renewed at the beginning of each semester and will be kept on file by the membership officer.

Section 1: Daily Habits

1. Agreement about noise, music and alarms in the morning:

- a. Roommate A initials: _____
- b. Roommate B initials: _____

2. Agreement about noise, music, and alarms at night:

- a. Roommate A initials: _____
- b. Roommate B initials: _____

3. Agreement about tidiness:

- a. Roommate A initials: _____
- b. Roommate B initials: _____

Section 2: Shared Space Responsibilities

1. Cleaning room/bathroom:

- a. Roommate A initials: _____
- b. Roommate B initials: _____

2. Door locking:

- a. Roommate A initials: _____
- b. Roommate B initials: _____

3. Daytime visitor policy:

- a. Roommate A initials: _____
- b. Roommate B initials: _____

4. Overnight visitor policy:

a. Roommate A initials: ____
b. Roommate B initials: ____

Section 3: Personal Preferences

1. Preferred form of communication:

a. Roommate A initials: ____
b. Roommate B initials: ____

2. Level of Comfort with Nudity:

a. Roommate A initials: ____
b. Roommate B initials: ____

3. Food in room:

a. Roommate A initials: ____
b. Roommate B initials: ____

4. Alcohol/Drugs in room:

a. Roommate A initials: ____
b. Roommate B initials: ____

Section 4: Other Agreed Upon Policies

5. Policy 1: _____

a. Roommate A initials: ____
b. Roommate B initials: ____

6. Policy 2: _____

a. Roommate A initials: ____

b. Roommate B initials: _____

7. Policy 3: _____

a. Roommate A initials: _____

b. Roommate B initials: _____

8. Policy 4: _____

a. Roommate A initials: _____

b. Roommate B initials: _____

Signatures

Roommate A: _____

Roommate B: _____

Sponsor(Trustee): _____

Date: _____

Date: _____

Date: _____

LABOR DESCRIPTIONS

Iron Chef (2 hrs)

- Cook healthy, well balanced, economical recipes into meals between 5 pm - 7 pm on your assigned day to cook.
 - Aim to make 24 servings of your meal.
 - Meals must be finished by 7:30 or you will receive a labor warning.
- Alert the rest of the house that dinner is ready by ringing the bell with gusto.
- Be conscientious when cooking and do not leave large quantities of dishes or disastrous messes for Kitchen Clean (KC).
 - Put all used dishes into the large sink before ringing the dinner bell.
- Prepare individual save plates for everyone who signs their initials on the board and put plates in cook's fridge with their initials AND date of the meal BEFORE you ring the dinner bell.

Guff Cook (2 hours)

- Cook a main course dish for guff consumption that is large enough for every member of the house to have a decent-sized portion. (No desserts)
 - Guff Cook will use guff ingredients for meals with any necessary guidance from KM. Small items may be purchased for guff meal at the discretion of KM.
 - Guff dish should be easy to reheat and able to keep for the week.
- Guff dish should be cooked between noon Friday and midnight Saturday every week.
- Guff cook shall clean all dishes used during the preparation of the guff meal.

Kitchen Clean (2 hrs)

- Label (with date) and put away all leftovers and food items immediately after dinner in the Cook's Fridge.
 - If neither Kitchen Cleaners (KC) are able to make dinner, they must arrange ahead of time for someone else to put up food directly after dinner.
 - If food is left out after 8:30 pm, both KCs will receive a \$5 fine.
 - Please move leftovers into size appropriate containers and DO NOT leave leftovers in bowls/pans/pots/etc. that can be used for preparing and cooking dinner. NEVER leave a serving utensil in the fridge.
 - Put away any spices or condiments left on counters/table.
- Clean and sanitize all dishes left in the kitchen and at the dining room/picnic table/smoker's bench (places where people eat) and put them away.
- Unless it has been made recently, dump out old coffee and clean French press.
- Using non-toxic cleaner, clean the inside of the sinks and then clean all sponges so that they do not reek.

Surfaces

- Using non-toxic cleaner clean the wooden counter tops.
- Using non-toxic cleaner clean the counters around sinks, ledge by guff food, microwave table and the table used for eating.

Appliances

- Using non-toxic cleaner wipe down stovetop, microwave, toaster, toaster oven, mixer, espresso machine, blender, food processor or any other appliance left on the counter.
- Erase save plate box and initials on white board and replace with new box and day.

- Sweep and mop the kitchen floor.
- Take out the garbage and put in a fresh bag.

Daily Tasks

- Sunday - Stove: Thoroughly clean stainless steel with non-toxic cleaner, empty grease trap, reline food drop trays and organize pots, pans and lids
- Monday - Appliances: Using non-toxic cleaner thoroughly clean the microwave, toaster oven, toaster and any other appliances used throughout the week that needs attention, Wipe Down wall behind trash can
- Tuesday - Guff Shelves: Organize, refill and wipe down guff, personal, baking, and cook's food shelves; write on the board if something has run out and wipe down wall behind trash can
- Wednesday - Fridge Room: Organize shelf, mop and sweep
- Thursday - Bulk Shelves: Organize neatly and refill bulk containers under wooden counters, wipe off lids and shelves, organize oils, clean out potato and onion bins; write on the board if something has run out

Finish Kitchen Clean by 10:00 pm on your assigned day, sign-off and check off your appropriate day labor. *You are not finished until all dishes, pans, silverware are put away (putting pots on the stove does not count as "away") and the Jackson is empty.*

Lunch Clean (1 Hour)

Sunday – Thursday Lunch Cleans: You have until 5:00 pm to complete this task.

Friday – Saturday Lunch Cleans: You have until 10:00 pm to complete this task.

- Clean and Jackson all dishes left in the kitchen and on the dining room/picnic table and put them away.
- Unless it has been made recently, dump out old coffee and clean French press.
- Using non-toxic cleaner, clean the inside of the sinks and wash all sponges used so that they do not reek. Make sure there is no dirty spots on the sinks, they should be pretty and shiny silver.
- Put away any foods/spices/condiments left on counters in a neat fashion.

Surfaces

- Using non-toxic cleaner, clean the wooden counter tops.
- Using non-toxic cleaner, clean the counters around sinks, ledge under guff food and microwave table.

Appliances

- Using non-toxic cleaner, wipe down stovetop, microwave, toaster and toaster oven, espresso machine, blender, food processor or any other appliance left on the counter.

Other

- Sweep the kitchen floor.
- If garbage is 3/4 full: Take out the garbage and put in a fresh bag. If you are Friday or Saturday Lunch Clean taking out the trash is mandatory!

Bathroom Clean (Upstairs/Downstairs) (1 hour)

- Using non-toxic cleaner, scrub shower, toilet, sink, counters/surfaces and soap dishes.
- Using non-toxic cleaner, clean mirrors and glass doors.
- Remove stains, hair, and scum build-up on all surfaces and empty and clean strainers in sink and shower.
- Sweep and mop the bathroom.
- Bathroom Clean must be finished and signed-off for by midnight at the end of your assigned half of the week.

- This jobs spans for multiple days of the week. This means that you should look after these areas every day. If the Labor Czar finds them dirty, you will be asked to tidy up. Extra tidying must be finished by a time determined between you and the Labor Czar, which will often be the end of the day.

Garden Gnome (1 Hour)

Under the direction of the Gnome Lord, you will be doing tasks such as stated below:

- Use sustainable techniques and native plants to ensure the need of minimal care and a long lasting garden.
- Weed beds, water plants and take necessary (non-toxic/organic) action to keep bugs off veggies and herbs.
 - If there are no plants or they have died, it is your job to plant new things and make the garden look nice.
- Water yard so that we can have soft things to walk on or replace dead grass.
- Take care of all aspects of composting if applicable.
- Pick up any trash or bottles/cans left in the front yard and recycle or throw them away.
- Sweep sidewalks and rake and gather leaves/sticks in walking areas.

You may be assigned tasks by the Gnome Lord that do not fit the descriptions above, that's perfectly fine! Your garden labor will be checked by the Gnome Lord and reported complete to the Labor Czar when it is done.

Commons Clean (Upstairs & Downstairs) (1 Hour)

- Gather all dishes/cups/silverware, wash and Jackson them, and put them away.
- Using non-toxic cleaner, clean all tables (dining room and coffee tables) and wipe down shelves.
 - This also means returning all materials left on tables and floor to their rightful shelves or owners.
- Move all newspapers more than 1 week old to recycling bin in Fridge room.
- Remove and put away all random items left lying around.
- Throw away or recycle (after washing them out!) bottles/cans or trash people rudely left in the common spaces.
- Organize sofas and chairs so that the room looks nice.
- Take out the trash and replace the trash bag.
- Sweep and mop, THIS INCLUDES UPSTAIRS hallway and just sweeping the stairs.
 - Mopping only needs to be done once a week. Coordinate a system with the Labor Czar and other Commons Cleaner as soon as you are assigned this labor at the beginning of a semester to ensure labor is split evenly.
- Commons Clean must be finished and signed-off for by midnight at the end of your assigned half of the week.
 - This jobs spans for half of the week. This means that you should look after these areas every day. If the Labor Czar finds them dirty, you will be asked to tidy up. Extra tidying must be finished by a time determined between you and the Labor Czar, which will often be the end of the day.

Mail (Membership)

- Bring in and sort mail into personal boxes.
- Newspapers should be brought in, taken out of the bag and left on the dining room table.
- Forward former members' mail
 - Any house member who has moved out the previous semester will have their mail forwarded to them at the end of every month for the duration of the following semester. Collect this in appropriate container on side of mailboxes.
 - Hold mail for any former member who moved out up to 1 year prior to delivery. Former members are responsible for picking up their own mail after one semester. Collect this in appropriate container on side of mailboxes.

Mail and any newspapers should be brought in before noon every day. You must sign-off for forwarding mail before the last day of every month.

Porch/Laundry Clean (1 hour)

Porch

- Clean off and wipe down picnic table: recycle newspapers and bottles/cans, throw out trash, clean and Jackson any dishes left out, and empty ashtrays.
- Sweep porch and stairs. Only mop if it is particularly dirty/muddy. You can always spray it down with the hose.
- Pick up cigarette butts and trash around smokers bench and recycle any bottles or cans.

Laundry Room

- Organize and wipe down laundry supply shelf.
- Wipe down washer and dryer including door gaps, crevices and detergent areas.
- Empty filter at bottom of washing machine and check and clean dryer filter.
- Write on the board if liquid/dry laundry detergent or dryer sheets are low.
- Sweep and take out the trash.
- Wash and dry kitchen towels
- Clean mop heads weekly in the washing machine. You MUST use the delicate cycle and put rubber bands around the strings so they do not tangle.
- Porch/Laundry Clean must be finished and signed-off for by midnight at the end of your assigned part of the week.

This jobs spans for multiple days of the week. This means that you should look after these areas every day. If the Labor Czar finds them dirty, you will be asked to tidy up.

Trash / Recycling (1 hour)

- Arrange containers so that they are easily available to all housemates.
- Trash comes every Friday morning. Bring bins to back door after trash has been collected.
- Empty inside recycling bins, large item recycling bin and newspaper stack into rolling bins every Wednesday or more frequently if necessary.
- Hose out and clean inside recycling bins so that they do not stink and attract roaches.
- Make sure rolling bins are available to be picked up on city-assigned recycling day.
 - (Call 311 same day if they miss our bins)
 - If you miss pick-up, take care of recycling yourself. Ecology Austin is open from 9-5 every day except major holidays and is located at 9th and I-35.
- Bring rolling bins in on the same day that they are emptied by the city.
- All recyclables must be rinsed out before thrown into the bins. It is your job to enforce this and fuss at housemates at meetings for not doing so. Recycling plants do not clean what they receive and therefore throw anything away that is dirty. Clean recycling also keeps roaches and stinking bins at bay. Remove bottle caps from plastic bottles as they are not recycled.
- Keep back alley clean. The city can fine us for having a mess back there.
- Recycling must be finished and signed-off for every Wednesday by midnight.

This jobs spans for the entire week. This means that you should look after recycling every day. If the Labor Czar finds bins to be too full, you will be asked to take them out. This must be finished by a time determined between you and the Labor Czar, which will often be the end of the day.

Cookie Monster (2 hours)

- Create a delicious baked item for everyone in the house to delight and drool over.

- o Aim to use guff ingredients, but the occasional, cheap item can be added to a shop at the discretion of KM.
 - o Cookie Monster does not mean only baking cookies. Strive for variety and get creative.
- Cookie Monster shall clean all dishes used during the preparation of the delicious treat.
- Baked treat should be finished within the amount of days given for the labor.

HEB/Costco Shop (2 hours)

- Get shopping list from Kitchen Manager, a check from Treasurer and supermarket membership card, if necessary.
- Take and use reusable grocery bags from Fridge Room.
- Follow list and try to buy cheapest items.
- On the receipt, circle the date, total cost and shopper's initials at the top of the receipt. Also let KM know how much the shop cost.
- Put all food in appropriate places. Bulk should be placed on appropriate storage shelf and a small amount put on guff shelves.
 - Label and put food marked for meals in a reusable bag either in the cook's fridge or on the cook's shelf. Certain items should not go in the fridge, so shoppers should ask if they aren't sure.
 - Anything frozen bought for dinners should be put in the fridge so that it will be thawed by the day it will be used. If it is to be used within the 3-4 days between shops, meat will not go bad.
- Erase all items off of the list on whiteboard that you were able to buy and circle or write items you were not able to find.
- Complete shop by 4PM on Sundays and Wednesdays. This ensures food is available to cooks when they start cooking.

Fridge Clean (1 hour)

- Alert house by writing a note on the whiteboard when we have an excess of any one food or item that needs to be eaten (examples: "LOTS of leftovers in Cook's Fridge!" or "Zucchini has been in guff fridge all week. Eat them!")
 - Write on the board when we run out of any staple item.

Cook's Fridge

- Save plates in the fridge for more than 48 hours must be moved to the kitchen, with 24 hours being given to the owner of the save plate, after which time a \$5 Personal Mess Fine can be assessed.
- Consolidate when possible and move leftovers to size appropriate containers.
- Throw away all rotten or old leftovers. Wash any/all containers and dishes that you empty.
- Wipe down the front doors and insides of fridge with non-toxic cleaner.

Freezer

- Organize, defrost and clean freezer. Meat should always go on the bottom, then fruits/veggies, etc., and bread on top. Note any staples that have run out on the board.

Personal Fridge

- Everything must be labeled with owner's initials and the date food was put in the fridge, with the exception of alcohol which should still be initialed.
- Food stored in a large bag will be left alone if it is initialed and dated, but after 1 month it will be thrown away. It is the responsibility of the owner to re-date old items to prevent them from being thrown out.
- Unmarked items will be placed in the guff fridge.
- Never throw away new food. Staple items will not be thrown out until after their expiration dates. Food in the freezer becomes guff if the date is from a previous semester.

- Restaurant leftovers and save plates should be tossed 1 week after the labeled date. It is a members responsibility to re-date items. Save plates will have a 24 hour grace period for the member to clean them before being assessed a personal mess fine.
- If FC is still unsure whether or not to throw something away, they must first ask the person who owns the food and the Labor Czar second if the owner is not available.

Guff Fridge

- Organize or throw away rotten or old food on shelves and in bins. (pay attention to bin and shelf labels, and clean the insides of bins/organize contents)
- Consolidate when possible and move leftovers to size appropriate containers.
- Wash and sanitize any/all containers and dishes that you empty.
 - Wipe down the front doors and insides of fridge with non-toxic cleaner.
 - Trash or organize papers hanging from fridge.
- Fridge Clean should be finished and signed-off for by midnight at the end of your assigned part of the week.

This jobs spans for the entire week. This means that you should look after these areas every day. If the Labor Czar finds them dirty, you will be asked to tidy up.

Weekend Kitchen Fairy (1 hours)

- Clean and Jackson all dishes left in the kitchen and on the dining room/picnic table and put them away.
 - Unless it has been made recently, dump out old coffee and clean French press.
 - Using non-toxic cleaner, clean the inside of the sinks and then wash all sponges used so that they do not reek.
- Put away any foods/spices/condiments left on counters and consolidate or clean (if empty) the container or plate with Cookie Monster treats.
- Surfaces
 - Using non-toxic cleaner, clean the wooden counter tops.
 - Using non-toxic cleaner, clean the counters around sinks, ledge under guff food and microwave table.
- Appliances
 - Using non-toxic cleaner, wipe down stovetop, microwave, toaster and toaster oven, espresso machine, blender, food processor or any other appliance left on the counter.
- Sweep and mop the kitchen floor.
- Take out the garbage and put in a fresh bag.
 - Make sure that you are using the correct sized bag and tie it off to keep it from falling into the can.
- Finish Kitchen Fairy between 7pm and midnight on your assigned day and sign-off.
 - You are not finished until all dishes, pans, silverware are put away (putting pots on the stove doesn't count as "away") and the Jackson is empty.

REVISION HISTORY

6/21/2016 (Jake)

- Example proposal added
- House Discretionary Fund limit added
- Gnome Lord budget removed

6/30/2016 (Jake)

- Memco updated
- Labor descriptions added and made aesthetically pleasing

7/5/2016 (Jake)

- 5 meals not required if labor does not allow.

8/27/2017 (Greg/Roxanne)

- Reformatting of manual to better fit zine format
- Added seven cooperative principles
- Fixed boarding rates typo

WE OWN IT!



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