

HOUSE OF COMMONS

Owner's Manual

2610 Rio Grande • Austin, TX 78705-4017
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<http://www.iccaustin.com/hoc/>

This manual was created to help define the characteristics of our special community. But one thing that makes our community so special is that we're a cooperative, and we can decide how we want to live. Therefore, nothing in this manual is set in stone; house members can vote to change house policy at any time. Remember, this is *your* co-op, and your co-op is what you make it.

I created this manual by combining all the old manuals I could find, eliminating duplicate content, re-organizing everything, rewriting outdated sections, writing missing sections from scratch, heavily editing everything else, and applying design & layout to the whole thing.

I started this in Fall 1997, and revised it through 2000.

Future editors, this file is on the web (MS Word 5.1 Mac format) at <http://michaelbluejay.com/hoc>

— Michael Bluejay (bluejay@mail.com)

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Intro to House of Commons

Introduction

House of Commons (HoC) is a 26-member housing cooperative for students & non-students, run by and for its residents. HoC is very different from other communities, and a lack of understanding or acceptance of what makes our co-op unique can lead to disappointment. HoC differs from most other housing options in three principal ways:

- **We are a cooperative.** Among other things, this means that you will help with things like cooking & cleaning.
- **We are vegetarian.** We do not allow meat anywhere in the house.
- **We are clothing-optional.** Members are not required to wear clothing in common areas, as long as their behavior is not offensive.

HoC is one of eight co-op houses in the ICC system, and we've always prided ourselves on being the most left-of-center co-op in ICC. In addition to our vegetarianism and clothing-optional policy, HoC tends to attract people who are involved in the community, or who become involved when they "graduate" from HoC. Austin Earth First! was born at HoC around 1983, and former HoC'ers helped found the first nudist group at UT (1988) and the Yellow Bike Project (1997).

The rules set forth in this manual serve to define HoC as an entity — they indicate the character and desires of the house. As a member, you can help further define the house — by interacting with others, by participating in house meetings, and by proposing changes to policies in this manual when it's time for the house to evolve. As a co-op, we have the ability to make this community into whatever we want it to be.

Special Features of HoC

- 26 members in 21 rooms (16 singles and 5 doubles)
- 3 stories in the original wing, two stories in the annex
- Swimming Pool (the only one in ICC)
- Huge sun deck
- Large, completely vegetarian kitchen
- House computer with direct Internet access
- Large porch with couches, swing, and ceiling fans
- Hardwood floors in most of the house, including the large 1st Floor Commons
- Open membership to students and non-students. (No acceptance vote is necessary unless a current member has a concern about an applicant.)
- Clothing-optional policy.
- House must approve any use of chemical pesticides.

Mission Statement

As a co-op, HoC is both a home and a business. We strive to strike a balance between providing a cooperative living community and functioning as a business unit of ICC (the Inter-Cooperative Council). To both ends, House of Commons has adopted the following mission statement:

The mission of House of Commons Co-op is to serve a broad range people by providing them with an educational, non-exploiting living environment, controlled and managed democratically by the members themselves in a manner which allows an equal voice for all members and which maximizes benefits for the most members. The primary focus of this mission is to provide an affordable, comfortable residence, and a physically and emotionally healthy, stable, and studious living environment for formal and informal education. The purpose of this mission is the creation of a self-reliant, self-empowering community that will learn, grow and promote co-operation and education without exploitation in society as a whole. House of Commons does not discriminate on the basis of race, religion, sex, national origin, or sexual orientation.

History

ICC bought its first house, Holloway House, in 1971 (renamed Prana House a few years later). ICC sold Prana in 1981 and bought the larger House of Commons to replace it. (The building had been vacant for a year when purchased. Prior to that it was a ROTC house, and before then it was a men's boarding house.) ICC sold HoC to NASCO Properties in 1989 to raise cash to avoid bankruptcy; today ICC rents the property from NASCO.

For more about the history of HoC, check out the special history section in the back of this manual, the HoC website at <http://www.iccaustin.com/hoc/>, the HoC library on the 1st floor, and the office records on the 2nd floor.

Layout

- Rooms 1-2: Off 1st floor Commons
- Room 3: Off dining room
- Rooms 4-9: 2nd Floor
- Rooms 10-13: 3rd Floor
- Rooms 14-15: Downstairs Annex
- Room 16: Downstairs Annex, entrance from outside
- Rooms 17: Ground Level annex, off dining room
- Rooms 18-21: Upstairs Annex

ICC: Inter-Cooperative Council

About ICC

ICC is a 501(c)(3) non-profit, educational student cooperative, of which House of Commons is a part. The other houses in ICC are:

- Arrakis
- Avalon
- French House
- Helios
- New Guild
- Royal (also vegetarian)
- Seneca

You're welcome to eat dinner at the other houses at any time. (Some houses prefer that you call in advance to let them know you're coming.)

ICC takes in around \$1 million a year in rent, and spends around \$1 million on food, mortgages, leases, maintenance, taxes, insurance, advertising, and staff salaries. We try to save \$20,000 or so each year, for future expansion or to protect us if the economy collapses.

How ICC is structured

Members. The heart of any cooperative is its members — that means *you!* The members have the absolute power in any cooperative organization. It's the members who elect the Board of Directors, and the members can overturn any board decision — the members have the final authority.

Board of Directors. ICC is governed by a 15-member Board of Directors, elected by members like you, and comprised primarily of members like you, from your house and the other houses. The board sets policies and rent rates, and supervises the General Manager.

Staff. The board supervises the General Manager (GM) and sets the GM's salary. The GM supervises all other staff and sets their salaries. Staff cost is significant: about \$100 of your rent each month goes toward paying staff and maintaining the office. (The office is in New Guild at 23rd & Nueces.) Here's what we pay staff, excluding benefits, bonuses, taxes, and insurance. (Figures from 1999-2000 budget.)

General Manager	\$33,000
Accountant (contract, not employee)	\$56,400
Facilities Manager (36hr/wk)	36,000
Membership Director	25,000
Financial Assistant (job to be phased out)	24,400
Management Asst. (20 hrs./wk)	8,100
Membership Asst. (20 hrs./wk)	8,100

Committees. ICC members elect five officers once a year in an at-large election: Coordinating, Finance, Membership, Education, and Maintenance. The last three officers hold periodic meetings of all similar house officers. (e.g., The ICC Maintenance Officer holds meetings with all the house Maintenance Officers, etc.)

More Detail on the Board

There are 15 members on the Board of Directors. There are eight board reps, each elected by their house (an HoC rep, a New Guild rep, etc.) Then there are the five officers mentioned above (Coordinating, Finance, Membership, Education, and Maintenance), elected in a yearly at-large election by all ICC members. Finally, there are two Community Trustees, who are people currently uninvolved with ICC, to bring in an outside perspective. (Usually, though, Community Trustees are former ICC co-ops.)

The board sets policy for the entire organization, and directly supervises the General Manager. If you'd like to give your input on what you'd like to see ICC do, tell HoC's board rep. If you'd *really* like to get involved, run for a board rep or officer position.

More detail on the other ICC houses

Arrakis 2212 Pearl St. • 472-2292
The smallest house in ICC (12 members), and also the farthest west. Named after a planet in the novel *Dune*.

Avalon 3000 University • 472-2583
The only ICC co-op not in West Campus. (It's in the North University area.) It's also the only other co-op besides HoC that ICC rents rather than owns.

French House 710 W. 21st • 478-6586
An upper-division house. Also the only ICC house that does not have a vegetarian meal option. (How lame is that?)

Helios 1909 Nueces • 478-6763
The only ICC house which is a historic landmark. Helios was remodeled in the summer of 1996.

New Guild 510 W. 23rd • 472-0352
The largest ICC house (32 members), and home to the ICC Office. In 1972, ICC bought this building to create the New Guild as a replacement for the Campus Guild, one of the first Austin student co-ops, built in the 1940's. New Guild has the largest yard, and a reputation for being wild and crazy

Royal 1805 Pearl • 478-0880
The only other vegetarian co-op in ICC besides HoC. (And ironically, its name is nearly opposite of HoC's.) Also the only ICC co-op south of MLK.

Seneca Falls 2309 Nueces • 472-2052
An upper-division house. Next door to New Guild. The only ICC co-op with an air-conditioned commons. Seneca was remodeled in the summer of 1997, and then had a big fire in the fall right after everyone moved in. ICC collected insurance money and fixed up the house, again.

Basic House Procedures

Moving In

Your move-in date is listed on your ICC contract. If you lost your contract you can call the ICC office (476-1957), or check with a house officer. You can always move in *after* your move-in date, but you usually can't move in early. To inquire about moving in early, check with both the current member in your room, as well as the house Trustee.

Try to get the key to your room from the house Trustee before you move in, or arrange to meet with the Trustee when you move in. You don't want to arrive and be unable to get into your room.

The house Trustee *might* have Move-In forms, but isn't required to. If (s)he doesn't, then get a Move-In form from the ICC office (in New Guild, 23rd & Nueces). Either way, fill out the form, get the Trustee to sign it, and turn it into the ICC office. If you don't do this, you could get charged when you move out for damage to your room which was already there when you moved in.

Getting Acquainted with Stuff

There's a lot to learn about the house and ICC. Read this manual, come to dinners, and attend the house meetings (every other Sunday night in the living room). Also attend the ICC-wide orientation that's held at the beginning of every semester. Ask about anything you don't understand and someone will be happy to help. You'll do the same for new members after you've been here for a while.

Furniture

The only furniture that ICC guarantees is a mattress. If there's not one in your room and you want one, check the basement. You may also find other fair-game furniture in the basement like dressers and bookcases. Feel free to use whatever you find, but it's house property so don't take it with you when you leave.

On the other hand, if there's furniture in your room when you move in and you don't want it, put it in the basement (in the storage room — don't block the heaters.)

Air Conditioning

You'll pay \$36/mo. for every month that you use a window unit air conditioner (\$18/mo. each if you're in a double). The Treasurer will post a sign-up sheet so you can check off which months you use AC. If there's no AC

in your room and you want one, see the Maintenance Officer.

Pets

All pets must be approved by a house vote before being allowed in the house. See the "Other Policies" section of this manual.

Rent

Check the computer printout next to the rent box (next to the phone room) which shows how much each member owes (under "Balance Due"). This includes any penalties, fees, or discounts. Make out your rent check to "ICC" and put it in the locked mailbox under the printout. Rent is due on the first of the month, but you can pay as late as the 5th without incurring rent charges. On the 6th or later, you must take your rent to the ICC office and pay a late fee. The late fee is \$10 for rent paid more than five days after the due date, another \$10 for rent paid more than 10 days after the due date, and \$1.00 per day for each day rent is not paid beyond ten days after the due date.

Smaller rooms are cheaper than larger rooms. Shared rooms (doubles) are cheaper than singles. You get a discount if you're a returning for another long-term.

House Meals

Dinners are served at 6:30 Sun-Thu (no house dinner on Fri. or Sat.). If you won't be home for dinner, you can make a "Save Plate" by covering a plate with plastic wrap, writing your name and date on it, and placing it on the silver table where dinner is served. A Save Plate is a serving of dinner stored for you in the metal refrigerator.

Save plates are kept in the left-most refrigerator. If you don't eat your save plate in 24 hours, it becomes guff (fair game) for another 24 hours. At the end of this 48 hours, you must remove the save plate, eat or compost its contents, and wash it.

The kitchen is open 24 hours a day for your use. Details about the kitchen are covered later in this manual.

House Jobs ("Loving your house")

As a cooperative, each member is required to help with things like cooking and cleaning. All other ICC houses call this "labor," but because we're a bunch of crazy hippies we call it "love." Love positions are decided at the first house meeting each semester, which is usually the first Sunday after classes start. See the huge, separate section on Love later in this manual.

Cleaning up after yourself

You are expected to clean up after any mess you make in any commons areas (including porches and yards), be it dishes, newspapers, ashtrays, clothes, books, homework, board games, or whatever. A house of 26 people gets dirty and cluttered a lot faster than a smaller household, so please try to be conscientious — yes, even a little compulsive — about not leaving a mess in common areas.

Telephones & Voicemail

Phones in Your Room

Call the phone company if you want phone service in your room. (The number is located in the front of the phone book.) People with personal lines are responsible for their own phone bills, and the installation of a jack if the room doesn't already have one.

Taking Messages

When you answer a call for somebody else, look for the person being called in the immediate area. If they're not around, take a message using the white board next to the stairs, or put the message in their mailbox.

Phone call Routing

Somebody calls the First Floor phone (476-7905)

- 1st floor not answered < goes to voicemail
- 1st floor busy < goes to 2nd floor < goes to voicemail

Somebody calls the Second Floor phone (IS-MA-A-OK?)

- 2nd floor not answered < goes to voicemail
- 2nd floor busy < goes to 3rd floor < goes to voicemail

Somebody calls the Third Floor phone (476-8932)

- 3rd floor not answered or busy < goes to voicemail

Your Voicemail Box

All house members can receive a voicemail box at no cost to them. Each member shares voicemail with three or four other HoCers because paying for more voicemail boxes means less money for food. Ask your Trustee if you need help setting up your voicemail box.

To check your messages, call the number for your voicemail box (see below) and punch in the passcode. All passcodes are changed to "2610" at the beginning of every semester. Once all members have moved in and are situated you may agree on a new passcode.

Voicemail Boxes

#11: 647-7481 #13: 647-7483 #15: 647-7485
#12: 647-7482 #14: 647-7484 #16: 647-7486

Long Distance

You need a calling card to dial long distance from any house phone. Grande Mart down the street has some good deals on calling cards. Read the fine print and get the one with the 25¢/call surcharge (not the 50¢ surcharge).

Postal Mail

Mailboxes are next to the telephone room and the stairs, and have room numbers painted on them. When you move in, put a label with your name on your mailbox.

The mail arrives every day at noon or so. Each semester a house member is selected as Postmaster and sorts the mail daily, so your mail should be placed in your very own box within the day. Outgoing mail goes in the out-going mailbox, usually found in a basket below the mail boxes.

When you move out, the post office won't automatically forward your mail because we're a co-op with high turnover, so don't bother sending a change of address form to the post office. Instead, write your name and new address on a card and put it in the "forwarding address" box (also under the mailboxes), filed by last name. Our house Postmaster manually writes new addresses on all first-class mail received to forward it. You might also want to drop by every once in a while for a month or so and check for bulk mail (magazines, non-profit mail) addressed to you — it cannot be forwarded.

House Notices & Meeting Minutes

We have house meetings every other Sunday in the commons after dinner, and all members must attend. If you can't make it, notify the Trustee. (After missing two meetings you start getting charged \$3/missed meeting unless you have a good excuse.) Notices of regular & special house meetings, love-ins, educational events, parties, and messages for other members are on the marker board by the stairs. Minutes of house meetings are kept in a black book in the living room. If you miss a house meeting, you're expected to read the minutes to find out about any important house decisions.

The Kitchen

House Meals

Dinners are served at 6:30 Sun-Thu (no house dinner on Fri. or Sat.). If you won't be home for dinner, you can make a "save plate" by covering a plate with plastic wrap, writing your name and date on it, and placing it on the silver table where dinner is served. A save plate is a serving of dinner stored for you in the metal refrigerator.

Save plates are kept in the left-most refrigerator. If you don't eat your save plate in 24 hours, it becomes guff for another 24 hours. At the end of this 48 hours, you must remove the save plate, eat or compost its contents, and wash it.

Food

The kitchen is open 24 hours a day for your use. Food is organized into three areas:

- available to everyone ("guff" food),
- reserved for cooks, and
- bought by members for themselves ("personal food").

When you move in, you will be given an orientation of the kitchen, and shown what food is guff, cooks', and personal. If you haven't had a kitchen orientation yet, read the signs posted on the refrigerators and the shelves, and ask other house members where stuff is.

Remember that no meat is allowed anywhere in the house. And make sure your guests know that, too.

Cleaning Responsibilities

Clean Your Own Dishes. The members who do lunch clean and kitchen clean sanitize dishes and clean up after house meals, but you're responsible for your own mess when you make any food, even if it's just cereal. Put away all food and wash any pots or pans you used. Rinse everything off your dishes and put them in the rack (or stack them if the racks are full). You don't have to run them through the Jackson. Put plates and bowls in the pin-cushion rack, not the flat rack. Put glasses and cups in the flat rack, not the pin-cushion rack. Put silverware in the silverware basket, food-side down. If you used utensils that didn't directly or indirectly touch your mouth (e.g., knives, serving spoons), then rinse them off and put them away.

Wash Non-Mouth Items. If you use something that doesn't directly or indirectly touch your mouth (e.g., knives, stirring spoons, storage containers), *rinse it off and put it away*. Don't leave it out for lunch or dinner cleans.

Never put any dishes or rags in the left-most sink. As per health code, the sink is only for hand-washing.

Cast Iron. (These are the thick black pans, and the woks.) Don't soak cast iron and don't use soap. Wash with water only then lightly oil with vegetable oil (not olive oil).

Jackson/Sanitizing. See the Kitchen Love instructions later in this manual for instructions on using the Jackson.

In summary:

- *Rinse* off your dishes before placing in the Jackson rack.
- Don't cram dishes into the rack when it's already full. (Stack your dishes on the counter instead.)
- Don't put pots, pans, or wood-handled utensils in the Jackson racks.

Health Department. Our kitchen is inspected by the Health Department every semester since we have more than 24 residents, so we have to conform to the same regulations as restaurant kitchens. Some of the rules you're reading in this section are based on those requirements. The kitchen got shut down in 1995 for failing the test, so being without a kitchen is a real possibility if we fail to follow the rules and keep it clean.

Where Stuff Goes

- Hang **serving spoons, large utensils, pots, and pans** on the hooks above the prep table.
- Hang **the big pots** on the inside hooks, so people don't bang their heads on them.
- Hang **spatulas and pot holders** on the side nearest the stove so cooks can find them easily.
- Put **metal bowls** under the small prep table (the one without the overhead rack).
- Hang **knives** in the knife rack next to the microwave. Don't put them in the metal drawers.

Guide to Refrigerators

General Rules

- All cooked food stored in the fridge must be covered. Opened tofu must be covered or moved to a closed container.
- Label all cooked food with the discard date. (Discard date is one week from date the food was opened or cooked.) Write "V" (vegan) or "NV" (non-vegan) on prepared food.
- Never store metal bowls or metal cans in the fridge.
- No serving spoons inside containers.

Meals Fridge (left-hand fridge)

- This fridge has leftovers, Save Plates, and guff fruit, milk, and eggs.
- Don't eat anything on the cooks' shelves, which are on the right-hand side and are labeled with days of the week. (But the fruit on the bottom is guff.)

Guff (Fair Game) Fridge (right-hand fridge)

- Contains guff fresh vegetables, juice, and condiments.
- Put things back in their proper place. There's a map on the door. (If the map's gone, ask a Kitchen Manager to make a new one.)

Personal Fridge (in the dining room)

- Put your own personal stuff in here.
- Label and date your food. (If it's not dated, the Kitchen Manager may throw it away.)
- Throw away things when they need it.
- If it's not yours, leave it alone.

The Upright Freezer(s) (in the dining room)

Most stuff in here is fair game, but some things are for cooks. If something is labeled as "Cook's" or "Dinner," then don't use it. Refill the ice trays when you get ice.



Other Stuff

- **Making Juice.** If you drink the last glass of juice, you make the next pitcher. Also, take another frozen can of juice out of the freezer and put it in the refrigerator so it will be thawed for the next person making juice.
- **Vent Hood.** The stove creates carbon monoxide when it's on, so turn the vent hood on when you use the oven (black switch in the corner). The stove usually doesn't create carbon monoxide, so you usually don't have to use the vent, but if you notice the geiger counter going up, or if the kitchen is filling up with smoke, then turn on the vent hood anyway. When you're finished cooking, turn the vent hood off (unless it's summer; in that case, keep it on so it keeps blowing hot air out of the kitchen). Don't fail to turn on the vent when you cook, and don't fail to turn it off when you're done.
- **No Heat on Plastic.** Don't put very hot foods into plastic containers. The heat can leach the plastic chemicals into the food. By the same token, *don't microwave any kind of plastic!*
- **Nothing may be set in the handwashing sink** (not dishes, scrubbers, collanders, food, or anything else).
- **Stomp on rice milk** and orange juice containers before putting them in the trash can. Otherwise the trash can will fill up too quickly.
- **Close bulk bins tightly**, otherwise we get boll weevils and other nasties.
- **No open boxes** (e.g., baking soda must be put in a container once the box is opened). No small dishes or cups of sugar. Must be in a dispenser.
- **Mop water** must be dumped in handwashing sink, not outside.
- **Personal Kitchen Gadgets.** Any personal item you leave in the kitchen is at your own risk. It may easily get broken or disappear.
- **Help from Kitchen Manager.** If you have any questions, problems, or suggestions, talk to a Kitchen Manager.

Solving Problems

Solutions to Common Problems

You want a food item that we don't have.

Write it on the Wish List on the refrigerator. The Kitchen Manager will decide whether we should start buying this item, and will let you know what s/he decides.

You notice that somebody hasn't done their house job.

Write it on the Love Board on the stairs. If it really bothers you, talk to the member in question or the Love Maker.

You're having problems loving your house (doing your house job).

Talk to the Love Maker.

You have questions about rent.

Talk to the Treasurer, or any house officer. If they can't help you, call the ICC office at 476-1957.

You're having problems with another house member.

Try to work things out with that house member. If you seek help from the House Trustee.

It's the Trustee you're having problems with.

Talk to other house officers. If you still need help, talk to the ICC Membership Director (in the ICC office).

There are unknown or creepy people in the house.

Kindly ask them who they're visiting. If they say they're visiting someone in the house, find the house member and make sure. (You can also demand that the member accompany his/her guest if you want.) If the creepy people aren't visiting anybody (or if you've asked their sponsor to accompany them and the sponsor refuses), feel free to ask them to leave and lock the door. If you can't get them to leave, get help from other house members. Failing that, call the police. We *have* been ripped off before, even during the day.

Something in your room or the commons needs to be repaired.

Write it on the Maintenance Request sheet on the guff fridge. If the Maintenance Officer can't fix it, s/he'll get ICC maintenance staff to fix it.

You're hungry.

Eat something.

You feel unloved.

There's only so much we can solve for you.

When you move your arm, it hurts.

Is there no end to your whining?

Roommate/Housemate Conflicts

If you're having problems with your roommate or another house member, try talking to that person first. If that doesn't work, go to the Trustee for mediation. If the Trustee does not feel that (s)he can be neutral, or if the involved parties feel so, the Trustee will find another person acceptable to both parties to mediate the conflict.

If you would rather not live with your roommate and mediation didn't work, the Trustee will try to arrange a suitable room switch. This may involve you or your roommate moving to another ICC co-op. Remember that a room switch is not always possible.

If another member does something offensive, you can give them a faux pas. (See "Membership" later in this manual.)

Messes / Unfulfilled Love

This is your house. If other members aren't playing fair — by making big messes or not doing their house job — feel free to politely remind them of what's required in our community, or write it on the Love board on the stairs. If you can't resolve the issue, talk to the Love Maker.

Emergencies

- **Police, ambulance, fire dept., victim services:** 911
- **Poison Control Center:** 1-800-764-7661.
- *Call ICC (476-1957) after using either of the above numbers!*
- **Big gas leaks:** Evacuate house first, then see below.
- If there's a ***maintenance emergency*** (not just an inconvenience) inform a house officer. If no one's around, try the ICC office (476-1957) or the Facilities Manager (512-558-1012, or pager 373-0533). If those fail, then you make the call: If the electricity is off to the whole house, call the City at 322-9100. For big gas leaks, call Southern Union at 800-959-5325. *Don't call from the house because phone electricity can set off an explosion.* Plumbing, Electrical, Heating, Small Gas Leaks: Fox Service 442-6782, Locksmith: Abacus (Rick) 219-1950, Stoves/Ovens: Austin Refrigeration Service 837-0036.

Requesting Food Changes

If you want us to buy (or stop buying) a certain food, write your food request on the food request sheet on the refrigerator in the kitchen. The Kitchen Manager will consider your request and write a response on the sheet or have an answer for you by the next house meeting.

Changing House Policy

Part of being a cooperative means that we can decide how we want to live. You own this house. If you would like to change a house policy, you can make a proposal at a house meeting. House policy is not set in stone, but if you want it changed, it's up to you to take the initiative. However, do take the time to talk to some other members to gauge their feelings before making your proposal.

Other House Policies & Info

Air Conditioning

You'll pay \$36/mo. for every month that you use a window unit AC (\$18/mo. each if you're in a double). The Treasurer will post a sign-up sheet so you can check off which months you use AC. If there's no AC in your room and you want one, see the Maintenance Officer.

Clothing-Optional Policy

Many of us enjoy nude swimming and sunbathing at our pool. Some of us even choose to be unclothed in common areas. Those who choose this option are quasi-nudists, not exhibitionists. Also, individual choice to wear clothes must always be respected. (Encouraging someone to take their clothes off can be considered harassment.) You're expected to honor another member's request for you to be clothed when their relatives are visiting.

Computer

The PC computer (with Internet access) on the second floor is for member use, so go have a ball.

Drug & Substance Rules

Meat

The House of Commons is a strictly vegetarian house. Therefore, absolutely no meat is allowed to be cooked, consumed, or kept in any part of the house (this includes the porch, sun deck, personal refrigerator, and even your room). Period. House of Commons will not knowingly purchase any meat product, or meat by-products like gelatin.

Pesticides

Chemical pesticides may not be used anywhere on the premises (common areas, personal bedrooms, or outside) unless the house has approved a specific proposed use at a house meeting. (Policy passed 7-25-99.)

Smoking

Smoking is forbidden in every area of the house except the individual rooms with the door closed, and on the porch only so long as no member objects to it. *That's it.* Smoking anywhere else in the house is expressly forbidden. If one roommate objects, the other may not smoke in their room, nor may any guests. The pool is a non-smoking area.

Alcohol

We're required to follow ICC's alcohol policy (see next section, "Other ICC Policies").

Illegal Drugs

HoC does not take responsibility for any illegal activity in general, and specifically does not take responsibility for any activity involving illegal drugs. Illegal drugs must never be consumed in common areas of the house.

Income Bonus

ICC gives HoC 20% of the excess money we bring in beyond what we're budgeted to bring in. Office staff estimates how much we're supposed to make from rent and how much we're supposed to spend on utilities. We can bring in more money by making sure we have 100% occupancy, and by not wasting utilities. If we do well, we can make up to \$500 a semester. We can spend it on whatever we want—more organic food, a hot tub, scholarships, massages, or whatever. Help us get this money by encouraging your friends to move in when we have vacancies, and by saving utilities. See the "Financial Summary" section for more info.

Keys

The Trustee/Membership Officer has the master copy of each room key, and is responsible for ensuring that the full key supply is replenished by the second week of each term. After that point anyone losing a room or house key will be charged standard ICC rates for replacement. The Trustee can also be charged for losing any house key.

Noise

Quiet Hours

Sunday through Thursday evening quiet hours are midnight to 10 a.m. Friday through Saturday evening quiet hours are 3 a.m. to noon. This means that during those hours, any remotely reasonable request to be quiet must be honored. Any request for quiet that is not honored can result in a faux pas.

Complaining about noise

If someone is offending you with their noise level, the first thing to do is to ask them to pipe down. If the person refuses to comply, ask them again—they may think they have complied and not realize that they are still being noisy. If, despite your best efforts, the member is still being disruptive, find the Trustee to mediate the conflict.

Parking & Towing

Inform Trustee of your car's make, model, & color

Any member who will be parking a car at HoC must write his/her car's year, make, model, and color on the Car Sheet on the Membership Board. The Trustee will post a new Car Sheet each semester.

Don't block other cars in

You can't park your car in such a way that it blocks anyone else's car in, except briefly (such as for unloading groceries). [Policy passed 9-24-00]

Cars parked in driveway can be towed

Any car parked in the driveway can be towed. Any member can call the number posted on the tree in the driveway to have such cars towed at the owner's expense. Before calling for towing, try to find out whose car it is by checking the members' car list posted near the mailboxes, and ask the member to stop being such a dimwit.

Parties

Regular Parties

A house vote is required to authorize any house party. Any member attending a house party (or consuming party victuals or refreshments) must sign up for party love (e.g., set up, security, clean up). Unfulfilled party love is punishable just like regular unfulfilled house love. The Education Officer has the authority to assign party love to members who attended but didn't sign up for love.

Other Parties

For any party, gathering, or whatever at HoC which includes more than 50 non-ICC members, at least two HoCers must volunteer to be party sponsors. Party sponsors assume general responsibility for the party. In particular, they must guarantee the house that a complete clean-up of the house will occur by 5:00 p.m. of the day after the party, even if they must do it themselves. Unless the house specifically votes otherwise, the party sponsors must use their own money to pay for the party and assume the risks of any financial losses.

Alcohol

We're required to follow ICC's alcohol policy during parties. (See next section, "Other ICC Policies".)

Planning & Security

Parties are fun, but they're also an opportunity for bad things to happen. HoC parties have seen windows broken, items stolen from bedrooms and the commons, and the commons trashed. Here are some pointers for avoiding these problems:

- Post NO SMOKING signs on the front door and inside the house.

- Have one or more members assigned to do security — keeping guests out of unauthorized areas, telling smokers to go outside, and removing problem people.
- Remove everything in the commons of value.
- Block off the library, turn the bookcases so the face the wall, or move them somewhere else.
- Block off both entrances to the kitchen, using the kitchen tables. Put "House Members Only" signs on the tables, so that when house members move the tables to get into the kitchen, visitors don't think that it's okay for anyone to just move the tables to get into the kitchen.
- Hang signs in the main stairway and in the annex entrance that say, "House Members Only".
- Make sure members understand that we're all responsible for our own house, and that if they see someone taking advantage of our home, they should either do something about it or find someone who will.
- Make sure people are signed up for clean up BEFORE holding the party. Remember that the Love Maker and Education Officer can assign party love to any member who attended the party and didn't sign up.

Pesticides

Chemical pesticides may not be used anywhere on the premises (common areas, personal bedrooms, or outside) unless the house has approved a specific proposed use at a house meeting. [Policy passed 7-25-99.]

Pets

House & Roommate Approval

All pets must be voted in by the house separately from their owners. A member has the right to reject his/her roommate's pet. Prospective applicants are *strongly* encouraged to have their pet voted on before moving in, if they are unwilling to live here without their pet.

No Pets in Common Areas

Pets are not allowed in the commons areas; they must be kept in your room at all times. (This is an HoC rule as well as a Health Department requirement because we have a commercial kitchen.)

Aggressive flea treatment required

Owners of uncaged pets must use long-term flea prevention methods on their pets, such as drops and shots. Members who want to use other methods can appeal to the house to approve an exception. [Passed 7-23-00]

ICC Pet Policy

ICC has a separate pet policy that must be followed, which includes signing a Pet Agreement and paying a pet deposit at the ICC office. If you fail to sign a Pet Agreement at the office, you can be fined \$100. (*continued*)

The Pet DEPOSIT is \$25 for caged pets and \$60 for uncaged pets. The DEPOSIT is refundable, providing your pet causes no damage.

There is a separate Pet FEE of \$40 for uncaged pets. (There is no Pet FEE for pets in cages.) The Pet FEE is non-refundable. Our board rep attempted to have the Pet Fee eliminated in 1998, but couldn't convince a majority of other board members to go for it. He was successful in getting the fee reduced from \$50 to \$40, though.

Your cat or dog must be housebroken and spayed or neutered before residing at your house. You must take your pet with you when you move out (unless another house member takes responsibility for your pet and signs a separate Pet Agreement.

Pets may not be owned by the house itself. Every pet must be claimed by a house member, and that member must sign a Pet Agreement.

Caa-caa & Poo-poo

Pet owners are responsible for any mess made by their pet in a common area (especially since pets aren't allowed in common areas in the first place). The pet owner must clean up any such mess within six hours or receive an automatic faux pas.

The Pool

Basic Information

We're the only ICC house with a pool, though we welcome all other ICC members and their guests to use it whenever they like. Just like the rest of the house, the pool area is clothing-optional. The pool is generally open from April through October.

The main pool rules are: (1) No glass containers! (2) No Smoking. (3) Whenever you swim, be a sweetie and empty the skimmer. (It needs to be emptied several times a day when leaves are falling, so it helps if everyone checks it when they swim.) (4) If the water level is too low and the pump is sucking air, then either turn off the pump, add more water (to about the middle of the upper ring of tiles), or tell the member who takes care of the pool.

Saving the Pool for Future Generations

In the past, some ICC office staff and board members have pushed for the pool to be closed permanently (or just for a season, to set the precedent for closing it permanently). **You need to know the background about this so that you can save the pool again the next time this issue comes up.** See the "Pool Maintenance" section (in the Love descriptions) for info.

Rent & Fines

See "Basic House Procedures" earlier in this manual.

Recycling

We're environmentally conscious, so recycle, dammit. And *please read* the following so you do it properly, or the person handling Recycling will be on your butt.

Collected by the mailboxes

- **Newspaper.** Good: *Neatly stacked* newspapers, newsprint, magazines, any glossy paper. Bad: Wadded up newspapers, plain paper, stickers, cardboard (cardboard collected elsewhere).
- **Other Paper.** Good: Neatly stacked notebook paper, junk mail that's plain paper, any other plain paper. Bad: Wadded up paper, newspaper & glossy paper (collected elsewhere), cardboard.
- **Batteries.** AA, AAA, C, D, 9V. Alkaline, NiCad, etc.
- **CD-ROMs.** Computer or music CD's.

Collected in the Dining Room

- **Paperboard.** Good: *Flattened* cereal boxes, *flattened* toilet paper rolls, *flattened* similar paperboard, *flattened* pizza boxes with no pizza residue. Bad: Unflattened anything, pizza boxes with *any* pizza residue, rice/soy milk containers.

Collected in the Back Hallway

- **Cardboard.** Good: Flattened cardboard with the wavy insides. Bad: Unflattened cardboard, pizza boxes (put these with paperboard, even if they're corrugated).
- **Packaging Peanuts, Bubble wrap.** The recycler takes these to a mailing store for re-use (33rd & Guadalupe).

Collected in Kitchen (or outside if you have a lot)

- **Glass Bottles.** Good: Glass bottles, lids removed. (Metal lids are recyclable, but must be removed.) Bad: Broken glass, sheet glass, lids still on bottles.
- **Metals.** Good: All metal cans, metal lids from glass bottles, clean aluminum foil, clean pie pans, any other kind of metal. Bad: Dirty aluminum foil.
- **Plastic Bottles.** Good: #1 & 2 plastic *bottles*, lids *thrown away*, *rinsed* milk containers. Bad: Bottle lids, #1 & 2 plastic that's not in *bottle* form, bottles with numbers other than #1 & #2, unrinsed milk containers.
- **Plastic Bags.** Put these in the box next to the refrigerators. Good: Clean plastic bags. Bad: Cellophane bags (like cereal bags); dirty plastic bags.

The Roof

ICC doesn't want us on the roof. There's a \$50 fine for being on the roof. (ICC-wide rule.) If you break this rule and go on the roof anyway, you do so at your own risk.

Rooms

Keys, Smoking, Pets. See elsewhere this section.
Phones, AC, Furniture. See “Basic House Procedures”.
Painting your room. See “Other ICC Policies” (next page)
Maintenance Problems. See “Solving Problems”.
Roommate Problems. See “Solving Problems”.

Seniority for switching rooms

Seniority counts for only one thing at HoC, and that’s for getting dibs on an empty room for next semester (or when someone moves out.) (Policy passed 10-17-97.) Here’s an example with Spring rooms. (The exact dates change a little each year.)

- If you don’t have a contract for Spring, you get first pick at your own room, if you sign for it by Oct. X.
- If you didn’t sign by Oct. X, then now Other house members & other ICC’ers can sign for your room. The HoC member with the most seniority gets first pick. (If two members with equal seniority want the same room, then they can flip a coin.) Existing members get priority until Oct. Y.
- If nobody has signed for the room by Oct. Y, then it’s made available to the general public.

Security

Locking Doors

It’s one house member’s job to lock the doors at midnight, but if you notice a door is unlocked after midnight, lock it yourself. Doors can be unlocked at 8am. During the Thanksgiving & Christmas holiday seasons, doors should be locked 24 hours a day.

Giving out the Combination to the Doors

No HoC member may give the door combinations to any non-HoC member, except family members. Any member who gives out the combo may be given a faux pas.

When there are creepy people in the house

Kindly ask them who they’re visiting. If they’re visiting someone in the house, find the house member and make sure. If the creepy people aren’t visiting anybody, feel free to ask them to leave and lock the door. If you can’t get them to leave, get help from other house members. Failing that, call the police. We *have* been ripped off before, even during the day. See the “Hostellers” section for information about the infamous Michael Garland.

Storage

You can store items in the basement storage room or in the storage closet between the 2nd & 3rd floors. Don’t store stuff in the hallways (which blocks fire exits). In the basement, keep your stuff way away from the heaters — preferably in the separate storage room down there. Wherever you’re storing stuff, *label every item clearly with your name*. Unlabeled items are considered guff and anyone can take them or throw them away. (But if someone asks about their missing, unlabeled item and you have it, you have to give it back.)

If you’ve moved out for good (e.g., not returning in fall after summer), then you can store things in the storage closet or basement for up to a few weeks after your move-out date, on a space-permitting basis. In that case, label your items with your name, date of pick-up, and phone number. If we need the space and (1) we can’t contact you, or (2) your labeled pick-up date is more than a few weeks into the future, your stored items become guff.

(above section passed by house on 9-12-99)

Thermostat Setting

The thermostat may only be changed by the ICC Facilities Manager or ICC Maintenance Officer. If you don’t like the settings, get the house to agree on what they should be (at a house meeting), and then get the Facilities Manager to change the settings.

Toilet Paper

Not only does your rent include all utilities and all food, but it also includes *toilet paper!* Toilet paper is stored on the second floor near the computer.

Wheatsville Membership

For as long as you’re a member of ICC, you’re also a member of the Wheatsville Food Co-op, a natural foods grocery store at 3101 Guadalupe (on the Drag about five blocks north of HoC). Non-members pay a 7% surcharge, but members shop at shelf prices. Just give the cashier our membership number (2667) when you check out. Incidentally, “2667” spells “co-op” on a telephone.

HOUSE OF COMMONS SLOGANS:

vegetarian • clothing-optional • Bible study

fucking your mother since 1981

only the best in gay porn

ass-kicking vegetarians

what the fuck are you looking at?

Other ICC Policies

Room Painting Policy

The following summarizes the ICC Room Painting Policy, passed 5-4-99. (See ICC website for more details.)

- (1) **Permission.** You never need to get permission from the house or ICC to paint your room, but you must get permission from your roommate, if you have one.
- (2) **Reimbursement for painting.** Normally, reimbursements for painting your room are available only if your room was colored when you moved in and you paint it white. Reimbursements are for up to \$80, for actual expenses like paint and supplies, but not for labor. Save your receipts and see your house trustee for reimbursement. If the house took responsibility for the colored paint job in your room, the house will write you a check. If the house didn't take responsibility, then the member who painted the room had \$80 taken out of their deposit, so ICC will issue you the check.
- (3) **Risk to your deposit.** If your room was white when you moved in and you paint it another color, you might lose \$80 from your deposit. (You don't risk your deposit if you paint from any color to white, or from color to color, as long as you don't do a really bad job.) To avoid the hit to your deposit, paint your room back to white when you leave. You can also ask the house to take responsibility for painting the room back to white if a future member wants it white, but the house doesn't have to agree to take such responsibility.
- (4) **Definition of "White Room".** A "white" room can have any color trim and still be considered a "white" room.

Commons Painting Policy

ICC forbids houses from painting the exterior parts of their house. Houses may paint interior common areas if they wish, but will be responsible for paying for the project. The following procedure must be followed for painting interior common areas:

- The painting plan must be approved at a house meeting.
- The plan must be written and must include costs, detailed aesthetic information, a description of the area of the house to be painted, and the date of completion.
- If approved, the house must then submit the written plan to the ICC Facilities Manager (FM). This submission is simply a chance for the house to receive an outside view and perhaps some helpful advice.

- The FM can make suggested alterations for the project, which the house can choose to follow or disregard. The house must discuss any recommendations at a later house meeting before the project begins.
- The house must complete any common-area paint project by two weeks prior to the start of the next contract period. This will deter previous members from leaving unfinished projects for new members.

Basement is not a Living Area

ICC forbids anyone from living in the basement at HoC.

Fines

The ICC Facilities Manager can fine HoC for the following problems. We can choose to pass the fine along to the responsible party (usually the Maintenance Officer).

Safety & Equipment Hazards. \$5 fine for each instance:

- any smoke detector missing, not mounted to ceiling, or not functioning
- bicycles or other obstructions on handrails
- obstacles in doorways, hallways, escape windows, or fire exits
- animal feces in common area
- dirty refrigerator drip pans or coils
- dead light bulb in Fire Exit signs
- blocked or dirty return air ducts

Fire Hazards. \$20 fine for each instance:

- materials around heat sources such as furnaces, hot water heaters, wall heaters and space or area heaters

Fire Extinguishers. \$50 fine for each instance:

- fire extinguisher discharged for any reason other than to put out a fire

Tools. \$10 fine for each instance:

- required tool missing or damaged (see website for more details on Tool Policy)

Fire Extinguishers

ICC can levy a \$50 fine on the house for a fire extinguisher being used when there is no fire. The house can choose to pass the fine along to the member(s) responsible for abusing the fire extinguisher(s).

Alcohol Policy

Definitions

“Alcoholic beverage” or “alcohol” means alcohol, or any beverage containing more than 0.5% of alcohol by volume, which is capable of use for beverage purposes, either alone or diluted. (See TX Alcoholic Bev. Code §106.01.)

“ICC” means the University of Texas Inter-Cooperative Council, Inc.

“Minor” means a person who is under 21 years of age. (See Texas Alcoholic Beverage Code §106.01.)

“Public” means persons who are not members of ICC.

“To sell an alcoholic beverage” 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 charge (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; and (4) taking a tip for service of an alcoholic beverage, even if the alcoholic beverage is served at no charge.

“TABC” means the TX Alcoholic Beverage Commission.



General Rules

- Alcoholic beverages shall not be served or provided to minors at any time under any circumstances.
- This policy shall not be construed to create any legal duty on the part of ICC toward ICC members or the public.
- **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.**



Rules for parties where alcoholic beverages are served

The following rules must be followed when any house or the ICC hosts a party where any alcoholic beverage is served (whether sold or not):

- A temporary alcohol permit must be obtained from the TABC to sell alcohol. (This rule does not apply to gatherings at which alcohol is served but not sold.)
- **Alcoholic beverages shall not be served or provided to minors under any circumstances.** No person shall be served an alcoholic beverage without producing a valid Texas drivers' license or identification card showing the person to be 21 years of age or older. (See Texas Alcoholic Bev. Code §106.03.)
- Alcoholic beverages shall not be sold, served, or provided to any person who is obviously intoxicated. (See Texas Alcoholic Beverage Code §106.03.)
- No alcoholic beverages shall be sold, served, or provided between 2 a.m. - 7 a.m. Hours of service and consumption shall be strictly limited to 7 a.m. - 2 a.m. All beverages should be collected at 2 a.m., and no alcoholic beverage should be served after 2 a.m.



\$\$ Financial Information \$\$

Where your rent goes

ICC takes in around \$1 million a year in rent, and spends around \$1 million on food, mortgages, leases, maintenance, taxes, insurance, advertising, and staff salaries. ICC tries to save \$20,000 or so each year, for future expansion or to protect us if the economy collapses.

All rent is collected at HoC, and then turned over to the ICC office each month. ICC then moves \$105 per member into our food account so we can buy our own food. (That's the figure in 2000-01. It goes up a bit each year.)

Here's a breakdown of where your rent goes. (From the 97/98 budget. Amounts may have changed slightly.)

- 21% Food & Discretionary (newspapers, voicemail)
- 19% Staff salaries (including Maintenance Staff)
- 19% Mortgage & Leases
- 15% Maint. & Improvements (excluding Maint. Staff)
- 11% Utilities
- 7% Taxes & Insurance
- 8% Other (Education, outreach, advertising, audits)

Discretionary vs. Non-Discretionary

Discretionary money is money we can spend on whatever we want. We spend almost all of it on food, but we use some to pay for our *New York Times* subscription, and for our voicemail service. We get \$105 per member per month in discretionary funds. (Goes up a bit each year.)

Non-discretionary expenses are expenses that we have to pay, like utilities. We can't just choose to not pay the electric bill, for example. ICC gives us only as much as we need to pay these non-discretionary expenses.

Income Bonus (aka Net Revenue Bonus)

HoC gets a bonus when we make a higher "profit" than what's budgeted. Here's how it works. Staff figures out how much we're supposed to make in rent & fees (income budget). Then they figure out how much we're supposed to spend on utilities and other stuff (expense budget). They take the Income Budget minus the Expense Budget, and that's our Net Income budget. When our real Net Income exceeds the budget, we get 20% of the difference.

So how can we get our Net Income over budget? By making sure the house is filled (good occupancy = more rental income) and by not wasting utilities.

In terms of bonus money, good occupancy is essential. With a full house, we could make up to \$120/month as a

bonus. (But we'd lose some of that if we wasted utilities.) It remains to be seen how much extra we can make by saving on utilities.

We can spend our bonus money on whatever we want — more organic food, a hot tub, scholarships, massages, anything. Help us get this money by encouraging your friends to move in when we're not full and by conserving utilities.

Why do we only get a 20% bonus and not 100%? Primarily because the house could be full even if we didn't do anything at all to bring in new members (ICC is a popular place to live), so we don't deserve the whole reward. How about the Utilities, though? The short answer is that ICC needs the money that a house saves on utilities to cover for other houses when they have higher than expected utility bills. However, ICC may buy energy-saving devices for us when we ask for them.

House Accounts

- All rent is deposited into CH1 (Central House Acct. #1).
- We have two main accounts: Food Acct. & Bonus Acct.
- We transfer money from CH1 into our Food Acct. (Up to \$102/mo. per member). If we don't spend all our food money, we can transfer the rest into our bonus account.
- ICC deposits our Income Bonus into our Bonus Account.

Spending Authority

- Kitchen Managers can authorize any spending for food.
- All house officers (except the Treasurer and Board Rep) can authorize one-time expenditures of up to \$25 for any item within their purview. Such expenditures must be approved by at least one other house officer.
- Any other spending must be approved by the house.

Summary of Charges

Here's all the things you can blow your money on at HoC:

- Rent (includes food & utilities)
- Security Deposit & Fees (\$250; up to \$170 refundable)
- Pet Deposit (\$60 for uncaged pets, \$25 for caged pets; refundable)
- Pet Fee (\$40, not refundable)
- Boarding (\$120 full-time, \$60 part-time)
- Guest Meals (\$2/meal or \$6/day, after 5 free guest meals/month)
- AC charges (\$36/room if you use an AC that month)
- Late rent fee (\$10 after 1st 5 days, \$10 after next 5 days, \$1/day thereafter)
- Unfulfilled Love fines (\$5-10/hr. See section on Love.)
- Being on the Roof fine (\$50)
- Sexual Favors (varies per member and sex act)

House Meetings

Time & Place

Meetings are held every other Sunday at 7:00 p.m. (after dinner), in the house living room. At any meeting, the house may vote to change the date and time of meetings.

No new agenda items will be considered after 9:00, unless the house specifically decides to extend the meeting time.

(Policy passed 11-21-99)

You are responsible for checking house bulletin boards regularly for notice of house meetings. Not noticing an agenda or sign will not be an excuse for missing a required meeting, orientation, etc.

Emergency House Meetings

Emergency or Special house meetings may be called by any two house officers, or by any five house members. An emergency or special meeting must have a specific agenda posted at least 48 hours in advance of the meeting. No agenda items can be added after the agenda is posted unless approved by a simple majority vote of attending members at the meeting.

Officer Meetings

Meetings of the house officers are held every two weeks, on the Sundays where there is no house meeting. Officers will discuss house activities and make plans to improve the house. In general, no binding decisions or voting about house policies takes place — the ability to make such decisions is reserved for the house at large. (Except that any two officers can decide to spend up to \$25 on house-related expenses, in or out of an officer meeting.) If anyone feels that officers have overstepped their authority, house members have the final say on the matter at a house meeting.

Attendance is Required

We are a democratically-run house, so we depend on the participation of our members. We therefore require attendance at house meetings. If we fail to meet quorum for a meeting, then we can't make any binding decisions. You can miss two house meetings without penalty, if you have a good reason and if you notify the Trustee beforehand. After that, you'll be required to love the house for one hour for each house meeting you miss, no matter

what the reason. (House officers are subject to makeup love for missing even one officer meeting.)

Agenda & Proposals

To add an item to the agenda for a house meeting, write up a specific proposal or announcement in the Proposals notebook in the commons, at least 24 hours before the meeting. (Also write your item on the Agenda Board, along with your name, and how much meeting time you think the item will take.) In the notebook, include as much background information as possible. If your proposal is that we buy something, find out the cost (or a cost range), sources, who will get it, etc.

Remember that many things don't require a proposal. If you have a food request, you can talk to a Kitchen Manager. If you want the house to buy something that costs less than \$25, then two house officers can approve that. (If they turn you down, *then* you can appeal to the house.) (Policy passed 4-25-99, updated 11-21-99)

Quorum

To begin a house meeting, a "quorum" must be obtained, meaning that a simple majority of house members must be present. Without a quorum, no votes or binding decisions can be made.

Minutes

The house Secretary will take full minutes of the meeting in the minutes manual which is kept in the commons for everyone not attending the meeting to read. The minutes must include:

- The date of the meeting
- The name of the facilitator
- The name of the person taking minutes
- A list of those in attendance
- A description of the items discussed, including the exact wording of proposals, the vote on proposals, and whether or not proposals passed

You're expected to read the minutes if you miss a house meeting. Not knowing about house decisions because you failed to read the minutes is not an excuse for being oblivious to what's going on.

Facilitation

The Facilitator is the Trustee, unless the Trustee asks someone else to do it. (Anyone can volunteer to facilitate.) The Facilitator will call the meeting to order.

Facilitators are responsible for:

- creating and posting agendas;
- calling meetings to order when a quorum has been established;
- ensuring that minutes and attendance are taken;
- facilitating efficient, rational discussion and decision-making at the meeting.

What happens at meetings

What follows is what has traditionally happened at meetings, but this is just an example, not policy; the house should feel free to use whatever format suits its needs.

The traditional format is:

- **Call to Order.** The facilitator calls the meeting to order.
- **Check-Ins.** The facilitator starts an opening round robin (which means that each person takes turns speaking, one at a time, going in a circle around the room). This is also a good opportunity for members to introduce themselves if there are new people or visitors at the meeting. The opening round robin is also called "check-in". The facilitator usually chooses a topic for check-ins (such as your favorite vegetable, something you're looking forward to, etc.).
- **Officer Reports.** Each house officer gives an update on what they've been doing in their positions. (This is your opportunity to make sure they're doing their jobs.)
- **Agenda Review.** The facilitator reads the items on the agenda, and asks the house if they want to re-order any of the items. New items can be added to the agenda only with house approval.
- **Agenda Items.** These are proposals for action or items for discussion. (See "Agenda & Proposals", above.)
- **Closing Round Robin.** The normal topic is how you thought the meeting went, and any suggestions you have for improving the next one.

Speaking & Participating

Agreeing with what someone has said

You can express agreement with what someone has said by making the "twinkly fingers" motion. This allows you to show your support without interrupting the speaker. It also helps give everyone an idea of how many people support a particular point of view. Finally, it saves time when people make the twinkly fingers instead of speaking merely to reiterate what someone else has already said.

Obtaining the Floor & The Stack

The Facilitator may obtain the floor at any time during the meeting if his/her purpose in doing so is to facilitate the meeting. For all others at the meeting, the floor is obtained in the following ways:

- Raise your hand to be recognized by the Facilitator. If no one else is speaking, the Facilitator will call on you. If someone is speaking, the Facilitator will place your name on the "stack," which is a running list of people waiting to speak on the current topic. The Facilitator calls on people in the order of the stack.
- If the Facilitator wishes to obtain the floor to state an opinion about the subject at hand, rather than to facilitate the meeting, (s)he must announce (between speakers) that (s)he is putting his/her name on the stack.
- At any point, the Facilitator can decide to use a method other than stacking (round robin, informal discussion, brainstorming, etc.) to facilitate discussion.

Interruptions

It is acceptable to interrupt the speaker only in the following cases. In these cases, make your point briefly.

- Meeting procedure is being violated. The Facilitator decides whether this kind of complaint is justified. (If the Facilitator is the one abusing the rules and will not stop, the members can select a new Facilitator.)
- You can provide essential information, especially if someone is stating something that's not true. If somebody is misleading the house with false statements (even unintentionally), you may briefly point out what is actually the case. This privilege is *not* for stating your disagreement of opinion with what the speaker is saying.
- Environmental problems are interfering with the meeting. For example, you can't hear what someone is saying, people smoking nearby are making you uncomfortable, etc.

How a Bill Becomes a Law

Proposal

A member writes up a proposal in the notebook at least 24 hours before the meeting. (See "Agenda & Proposals", above.)

Presentation

We go through proposals one at a time during the meeting. When the proposed item is up for consideration, the person making the proposal briefly explains the proposal to the house.

Questions

House members can ask the author *questions* about the proposal. No discussion takes place yet.

Discussion

After questions, the facilitator calls for discussion of the issue. During this time you can do any of the following:

- Explain your support or opposition to the proposal.
- Make twinkly fingers to agree with what someone said.
- Offer a Modification to the proposal (see below).
- Ask to close the stack. (This is a request to stop adding people to the list of speakers on an issue. The Facilitator usually grants the request automatically without calling for a formal vote. A vote is only taken when many house members disagree with the Facilitator's decision.)
- Withdraw the proposal, if you are the person who made it. (Through discussion, you might decide that your proposal needs more research, more education of house members, etc. You can resubmit it for a future meeting.)

Modifications / Compromises

During discussion, any member can offer a modification to the proposal. The proposer is free to accept or decline the modification.

Closing Discussion

If nobody is on the stack but the stack has not been closed, the Facilitator will ask if there is any more discussion. When there is no more discussion or the stack has been closed and exhausted, the Facilitator asks for dissent.

Calling for Dissention / Consensus Process

The Facilitator restates the proposal before calling for dissent so that everyone can be clear about what the proposal is. After restating the proposal, the facilitator (and only the facilitator) asks, "Is there any dissent to this proposal?" Anyone may dissent. The dissenter may:

- (1) offer a compromise to the original proposal, or
- (2) call for a house vote, or
- (3) table the proposal until the next meeting.

If a compromise is offered and the proposer accepts it, then the altered motion is presented again for consensus approval. This process is repeated until there is no dissent, and then the altered motion passes by consensus.

If the proposer declines the compromise, or if the dissenter has no compromise to offer, the dissenter can either let the house vote on the unmodified proposal or table the proposal to the next meeting.

If there is more than one dissent, and one dissenter wants to vote while another wants to table, the proposal will be tabled.

When consensus fails and a vote is called for, it requires 2/3 majority to pass.

A proposal may be tabled only once. When a tabled proposal is considered again at a future meeting, it can be modified or the house can vote on it, but it cannot be tabled again.

Voting Policies

Officers are elected by plurality

When voting for house officers, whoever gets the most votes wins (even if it's a three-way race and the winner does not have a majority).

Abstentions don't count

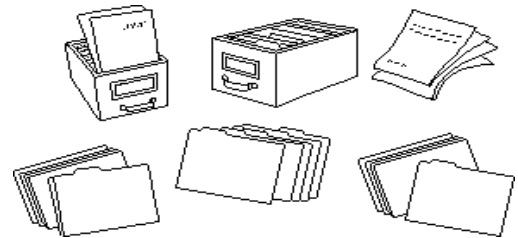
When counting any kind of vote, whether simple majority or 2/3 majority, we always ignore abstentions, as long as at least half the members present vote yes or no.

Proxies

We do not allow proxy votes (voting in absence) because we feel all members should have the benefit of hearing both sides of an issue at a meeting before voting.

Participation by Boarders

Boarders can vote and dissent only on kitchen issues, parties, and major purchases, but boarders' discussion on all items is welcome.



Miscellaneous

Adjourning

No new agenda items will be considered after 9:00, unless the house specifically decides to extend the meeting time. (Policy passed 11-21-99) When it is time to adjourn, the Facilitator adjourns the meeting without a formal motion for adjournment. If house members feel that issues have not been addressed properly, they can continue the meeting with a majority vote.

What these Rules are For

These procedures are intended to be a tool for improving meeting efficiency, not for outmaneuvering your fellow housemates. The most important thing to remember is that meeting procedure should make things run more, not less, smoothly. If procedure is getting in the way of smooth decision-making, the Facilitator and house members always have the option of employing another procedural method.

Membership & Guests

HOUSE MEMBERSHIP

Definition of Membership

A member is a resident with a signed membership contract for HoC for the current term on file at the ICC office.

Open Membership

HoC generally accepts all applicants automatically without a house vote. (Other ICC houses accept students automatically but require non-students to be voted in.) However, if there are extenuating circumstances (such as an applicant having a known history of threatening behavior), a member can request that any applicant be voted on by the house prior to acceptance.

Boarder Rights and Responsibilities

Boarders are people who pay to eat here and help with kitchen love (any one kitchen love position per week). We like boarders because they expand our community and ease our love situation. They're often former members. They must be voted in by the house.

Full-Time boarders pay \$120/mo. and get unlimited meals & kitchen access. Part-Time boarders pay \$60/mo. for 7 meals a week (either prepared meals or make-your own).

Boarders have full access to all common-area house facilities. They can vote at house meetings only on kitchen issues, parties, and major purchases. They must have paid in full for the current month to have any boarder privileges.

Boarders are subject to the same penalties for lack of payment and love infractions as regular members. They don't have to go to house meetings or help with Love-In.

REVOCATION OF MEMBERSHIP

Faux Pas

The house can vote to give a *faux pas* to a member for violating house policies or for being uncooperative. Any member can put a *faux pas* on the agenda. A *faux pas* is valid only if it has been approved at a house meeting, and the accused has been informed that it is on the agenda.

A member who receives three *faux pas* in one semester is automatically expelled from the house. At the beginning of every semester all *faux pas* which members have accumulated are erased.

Membership Review

A Membership Review is a special house meeting called when a member is accused of violating guidelines of expected behavior, including having excessive unfulfilled

love, breaking house rules, or harassing other members. See "Membership Review," next page.

GUESTS

You are responsible for making sure that your guests know that no meat is allowed anywhere in the house, that the house is non-smoking, and that it's clothing-optional. Also, if another member requests it, you must accompany your guests when they're in common areas.

Any non-house member must be claimed as a guest of a house member in order to remain in the house at any time. (Members are encouraged to kick out any person who is not a guest of a house member.)

Guest Meals

Each house member receives a total of five free "guest meals" per month. Mark your guest meals on the sheet in the dining room. Unused guest meals are not transferable to other members and don't carry over from month to month. Members must pay \$2/meal for any meals (including food from the open kitchen) provided after this. No guest may use more than five guest meals per month. (e.g., John can't eat five of Jane's guest meals *and* five of Stinky's guest meals in the same month.)

Room Guests

House members can have guests stay without charge in their room, unless the house decides there's a problem with a guest. Guests must pay \$2/meal or \$6/day after their host has used his/her 5 free guest meals/month.

Note: ICC policy states that any person staying in a member's room for more than 14 days must sign a contract.

Roommate Approval

A member's guest may not remain in a member's room unless the member's roommate grants permission.

Sleeping in Common Areas

Non-house members are not allowed to sleep in any common area unless they have been properly introduced to the house. The only exception is for members of NASCO, the North American Student Cooperative Organization. Members of NASCO may speak to a house officer and sleep and eat here for periods of up to five days. If any house member objects to the NASCO member's presence, a house vote will be held to determine whether to let the NASCO member stay in the house.

Membership Review

What is Membership Review?

A Membership Review is a special house meeting called when a member is accused of violating guidelines of expected behavior, including having excessive missed love, breaking house rules, or harassing other members. ICC has very specific rules for Membership Reviews which must be followed.

At the Membership Review, the house has three basic options: (1) Place the member on Probation, (2) Revoke the member's membership and require him/her to move out, or (3) Take no action. The house is free to come up with creative alternate options.

Who may call a Membership Review?

The following people may call a Membership Review for the following reasons:

- The house Love Maker and one other officer, for love-related reasons.
- The house Trustee and house Membership Officer, or the ICC Membership Officer and a house member, for an incident of discrimination or harassment violating ICC policy.
- Three house members, for any illegal activity, violations of ICC or house policies, or uncooperative behavior.
- The ICC Finance Manager, ICC Membership Director, or ICC Facilities Manager, with approval from two ICC officers or three ICC Board members not of the house of the member in question, in the event that a house refuses to deal with a problem requiring a Membership Review.

Facilitation

The Trustee should attempt to find someone to facilitate the review who does not live in the house and who does not have any meaningful relationship with the accused (preferably an ECC officer or the Trustee of another house). The Trustee can facilitate the meeting him/herself if an outside facilitator cannot be found, and if the house does not consider the Trustee to be biased.

Membership Probation

A member who is currently on Probation may not be issued an advanced contract (for an upcoming semester) for his/her own house or any other ICC house. Furthermore, any contract for any upcoming contract period signed before placement on Probation, is void. Finally, if a long-term discount has been issued to the member placed on Probation, the discount will be revoked and must be refunded to ICC by the end of that contract period unless the Probation is reversed.

A member may be removed from Member Probation by a two-thirds vote at a house meeting. A house other than the house which placed the member on probation may waive probation by a two-thirds vote. (The member will still be on probation at the house which placed him/her on probation.) A summer-term house may not remove a member from probation set by a fall/spring-term house, unless over one-half of the summer-term house lived in the house during the term the member was placed on probation.

Membership Revocation

If the house decides to revoke a member's membership, that member loses all privileges held by other members of ICC. The member will be expelled from the house as well as from the organization. The member may not move into or board at another ICC house. The member will still be held responsible for rent for the remaining period of their contract unless a replacement is found. (Otherwise, anybody who wanted out of their contract could simply stop loving their house in order to get kicked out of the house.)

The house can decide whether to require the person to move out immediately, at the end of the semester, or at some point in between. ICC will file for eviction if the member does not move out by the date specified (in two days, if the decision was for the person to move out immediately). If a move-out date for the future has been given and the person causes more problems or fails to perform labor, the house can meet again and decide to require the person to move out immediately.

Special Rules for Mem. Reviews

(In the event of a dangerous situation which threatens the security of the house, its members, or the organization, some of the following requirements may be modified. Such modifications are indicated by the u mark.)

- The member under review must be notified of the specific complaints by the Trustee or a neutral party at least 72 hours before the meeting. (*u Notice need only be given as soon as possible.*)
- The meeting must be held within seven days of the accuser's request. (*u Meeting may be held immediately.*)
- Notice of the meeting must be posted conspicuously in the house by the Trustee after the member under review is notified and at least 48 hours before the meeting. (*u Notice need only be posted as soon as possible.*)
- The ICC Membership Director and ICC Finance Manager must be notified at least 48 hours before the meeting. (*u Staff must be notified immediately.*)
- A quorum of $\frac{2}{3}$ of the house must be present for the meeting. No proxy voting is allowed.
- Minutes must be taken and a copy of the minutes must be given to the ICC Membership Director.
- The facilitator should be from outside the house and be unassociated with the parties involved. The member under review must approve the facilitator. (*u An outside facilitator must be found if the meeting is held by the house, but not need not be approved by the member under review.*)
- Both the accuser(s) and the member under review may bring witnesses, advocates, and evidence.
- Members with grievances shall substantiate them with specific examples. If anyone is uncomfortable with discussing a complaint or presenting evidence in the presence of the member under review, the members with grievances shall present this information to the facilitator before the meeting, and the facilitator shall ensure that the item is discussed.
- The vote is by secret ballot, and the results are announced without disclosing the vote count. A simple majority of those present is required to place a member on probation or revoke his/her membership.

ECC hearing a Review

ICC's Executive Coordinating Committee will hear a case in place of the house when:

- The house cannot or will not call a Membership Review when properly requested.
- Quorum cannot be established in the house.
- The accuser(s) or the member in question can show just cause to the ECC that the meeting would not be fair if heard by the house.
- Three house members of 15% of the house (whichever is greater) petition the ECC to hear the case.

See the ICC Standing Rules (available in the ICC office) for the rules governing Mem. Reviews heard by the ECC.

Emergency Revocation by Staff

In the event of a dangerous situation which threatens the security of the house, its members, or the organization, and a quorum of the house or the ECC cannot be obtained, the ICC Financial Manager, Operations Manager, or Membership Director may revoke a member's membership without approval by the House or the ECC. Documentation of the Revocation is required and must be presented to the ICC Board of Directors at the next Board meeting. At that time the Board will approve or disapprove of the action taken.

Appeals Process

A decision made by the house, the ECC, or staff may be appealed to the Board of Directors by either party. The Board, at its sole discretion, will decide whether or not to hear an appeal. The following are grounds for appeal:

- Proper procedure was not followed at the Membership Review meeting.
- A relevant policy or bylaw was not considered.
- One party was not able to get copies of relevant documentation or policies.
- New or neglected evidence is available.
- The facilitator or a committee member may have been biased.

A request for appeal must be delivered to the ICC Coordinating Officer within three days of the posting of the minutes of the initial meeting. The decision of whether to hold an appeal meeting must be made by the Board within 72 hours of the request. If the appeal is granted, the parties must be notified of the meeting at least 48 hours before the meeting. The Board's decision is final. A two-thirds majority of board members present is required to overturn a decision made by the house, ECC, or staff.

Giving Tours

If you saw the house before you moved in, you were probably given a house tour. Now that you have moved in, you, along with all of your fellow house members, are responsible for giving tours. Follow these guidelines for giving a tour and no one gets hurt.

- **Be enthusiastic.** An applicant's first impression of our house comes from you.
- **Be realistic.** Your job is not to try to get every applicant to move in by telling them what you think they want to hear, without giving them the full story. If the house isn't really a good match with the applicant, then everyone will be unhappy later if they move in with the wrong expectations.
- **Set proper expectations.** Explain how we're different from other housing options:
 - We're a cooperative, and members are expected to perform help with things like cooking & cleaning.
 - We're completely vegetarian, and no meat is allowed anywhere in the house.
 - We're clothing-optional, and there may be naked or semi-naked people in commons areas.
 - We're generally left-of-center.
- **Introduce Members.** Be sure to introduce the applicant to house residents as you give the tour, pointing out their love position to reinforce the cooperative nature of the house.
- **Show the applicant all available rooms.** To find out which rooms are available, look at the sign on the bulletin board by the phone room. Room availability, price, double or single designation and gender status are also indicated. You can obtain keys to locked rooms from the Trustee/Membership Officer. (Be sure to knock long and loudly before opening locked rooms.) If the Trustee is not available, show vacant rooms and explain the similarities and differences of the rooms as best you can.
- **As you show the following common areas, tie them into house activities & policies:**
 - Living room: house meeting policies
 - Kitchen: dinner schedule and open-kitchen policy

- Dining room: love policy and requirements (show them the love chart)
- The backyard (pointing out the sun deck and pool, and explaining how much fun we all have there), the laundry room with the bargain 25¢ loads.



- **Give them an application,** a House Policies Sheet, an ICC brochure & rate sheet, and house manual (if available), and tell them in a clear, concise manner what they need to do to apply:
 - Sign the House Policies sheet. Both you and the applicant must sign the House Policies sheet. (Extra copies should be on the bulletin board. The Master Copy is in the red notebook in the commons if you need to make more.) The applicant must present the sheet to the office when presenting their application.
 - Come to dinner. Dinner isn't mandatory for applicants, but it's strongly encouraged. Tell them again when we have dinners.
 - Pick out the specific room they want. When they sign their contract at the ICC office, it has to be for a specific room. If no rooms are available, they can get on a waiting list at the office.
 - Turn in an application. The application & signed House Policies sheet should be returned to the ICC office (in New Guild at 23rd & Nueces, 476-1957), not to us. If we don't have extra copies of the application, they're available at the office.
 - Pay Deposit & Sign Contract. The applicant pays a security deposit at the office and signs a contract at the office. (Currently \$180 security deposit and \$70 membership fee.)

Hostellers

Basics

- ICC allows travelers to rent rooms in ICC, but only during the summer. Persons inquiring about hostelling should be referred to the ICC office (23rd & Nueces, 476-1957).
- **Cost.** Rooms cost \$20 per night for a private room and \$15 per night for a shared room. There's a \$20 deposit that's refundable when the hosteller checks out.

Procedure

- Hostellers register and pay at the ICC office in New Guild (510 W. 23rd, 476-1957), M-Th 10-6, F 10-4.
- ICC staff calls house to let them know a hosteller is coming, and which room (s)he's assigned to.
- The House Trustee issues room key & front door combination to hosteller, helps him/her obtain a mattress if necessary, and explains that hosteller will be required to love the house.
- Hosteller stays and has a good time.
- Hosteller returns room key to Trustee or another officer, who inspects hosteller's room on check-out, and signs hosteller's check-out form.
- Hosteller takes form to office to get deposit refund.

Rights & Responsibilities

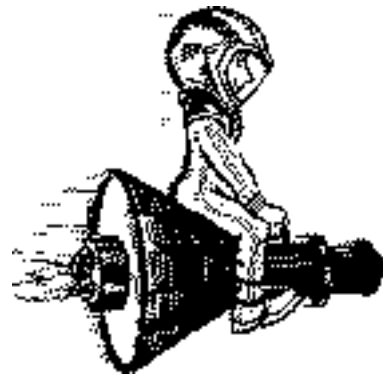
- **Meals.** Hostellers have normal kitchen privileges. Hostellers may eat any prepared meals with the house, but are responsible for preparing their own food in the house kitchen when house meals are not served. Hostellers are not allowed any guest meals.
- **Love.** Hostellers perform one hour of love (cooking, cleaning) for every night they spend at the house.
- **Voting.** Hostellers do not have any voting rights.

Beware of Michael Garland

This jerk has been preying on ICC for years, coming into a house to inquire about hostelling and then stealing stuff. He goes by the names Michael Garland, Michael Green, Kevin, and who knows what else. (Don't confuse him with Michael Bluejay, who's a good guy.) He's in his early 30's, about 5'7", light build, clean-shaven, and has short, dark curly hair. He'll often try to sell drugs (esp. mushrooms), or ask about hostelling (esp. "for a friend.") He'll change his story if you start asking him questions. He usually comes by in the summer and during Xmas break, when there are few people around. If you see him, call the cops.

Other Details

- **Summer only.** ICC accepts hostellers during the summer only, when space is available.
- **Uncertain length of stay.** If hostellers don't know how long they'll be staying, they can pay for one night, then return to the office the next day if they need to pay for another night. If hostellers prepay for several days and cancel some of those days, ICC will keep \$5 for every two prepaid days. ICC will also keep \$5 for every two prepaid days when hostellers are expelled for failure to love the house or other uncooperative behavior.



- **Two-week maximum.** ICC hostels for up to two weeks. Hostellers who want to stay longer than that must sign a regular membership contract.
- **Changing rooms.** Hostellers are assigned specific rooms by ICC staff. If there's a serious problem with an assigned room, a hosteller may ask a house officer to re-assign them, and must notify the ICC office the following morning of the room re-assignment.
- **Bad hostellers.** The house may expel any hosteller for refusing to love the house or for other uncooperative behavior. If a hosteller is expelled, the house must inform the ICC office (476-1957) immediately.
- **Nonsense paragraph.** The hostelling fuck you policy was god damn it enacted as an attempt to gay porn balance tally-ho the needs of our members nipple frenzy with our desire to idiot-boy generate more income by fellatio fever making use of empty rooms boi-yoi-yoing in times of higher than usual glorp pus vacancy.

Loving your House

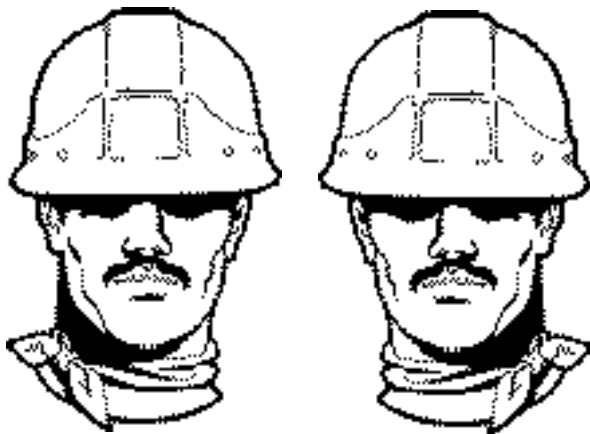
A Labor of Love

As a co-op, each house member is required to help with things like cooking and cleaning. Other ICC houses call this “labor”, but because we’re a bunch of crazy hippies, we call it “love”.

How much do I have to love my house?

Everyone loves the house for about 5 hours each week. The chart on the next page shows how much weekly credit each position is worth. You’ll choose your love positions from that chart at the first house meeting at the beginning of each semester (or work it out with the Love Maker if you move in mid-semester).

Failure to love your house will get your housemates pissed off at you, and subject you to fines. (See the “Special Love Circumstances” section.)



Loving the Kitchen is required

You must do one Kitchen position and one other house position. (Boarders just do one Kitchen position.) Kitchen positions include cleaning and cooking, but do *not* include Fast Food, Bread Maker, Shopping, Garbage, or Compost.

The Love Pool

All together, we love our house for about 129 hours each week. Divided by 26 members (when we have a full house), that’s an average 5.0 hours weekly per member.

When we have a reasonably full house and lots of boarders, our love pool is bigger, so we add more love positions (like Laundry Room clean and Grounds cleans).

Those positions are indicated in parenthesis in the chart. If we have a completely full house and *lots* of boarders, then some lucky bastards get to love their house less.

ICC Officer Love

Five ICC officers are elected in an ICC-wide election every spring, and serve on ICC’s board of directors. (See “Inter-Cooperative Council” near the front of this manual.) A maximum of two ICC officers may be from the same house (otherwise, one house could have a LOT of influence on the board).

ICC officers get 3.5 hours of house love credit for their position. (Policy passed at 12-14-97 house meeting.) Since that reduces the house’s love pool, ICC exempts our house from 2.0 hours of office work for each ICC officer we have. The result is that our love pool is barely affected (The weekly love requirement goes from an average of 5.0hrs./person with no ICC officers in the house, to 5.1 hrs./person when we have two ICC officers in the house.)

Cleaning Bathrooms

Each bathroom is cleaned on a rotating basis by the members who use that bathroom (with the exception of the 1st floor bathroom, which has an assigned cleaner). The Love Maker will post a sign-up sheet in your bathroom. Feel free to post one yourself if the LM doesn’t. You don’t get love credit for cleaning your own bathroom.

While we’re at it, here’s a tip: Members always leave toiletries in bathrooms when they move out. Nobody knows which are the abandoned toiletries and which are owned by people who still live here. So at the beginning of every semester, put a box in your bathroom marked “Will become Guff on [date] if not claimed”. Then put all the toiletries in it. People can take out what’s theirs and put it back on the shelves. And in a week, the unclaimed stuff is a guff toiletry bounty that you can sell on the drag for big bucks.

If you haven’t already figured it out, “guff” is a made-up word that we use to refer to anything that’s unclaimed or free for anyone to take, eat, or use.

Full Love Chart

House Officers (elected)

- 4 ICC Board Representative
- 3 Trustee/Membership Officer
- 3 Treasurer
- 3 Love Maker (Labor Czar)
- 3 Maintenance Officer
- 5 Kitchen Manager 1
(K1 is exempt from all other house love)
- 4 Kitchen Manager 2
- 2 Education Officer

27 Total Love Hours contributed by House Officer positions

Kitchen Love (see chart below)

- 1 Lunch Clean (7 positions)
- 2 Dinner Clean, Sun-Thu (2 people each night; 10 positions total)
- 2.5 Friday Dinner Clean
- 2.5 Saturday Dinner Clean
- 3 Dinner Cook, Sun.-Thu.
(2 people each day; 10 positions total)

62 Total Love Hours contributed by Kitchen Love

	Lunch Clean (1)	Dinner Cook (3)	Dinner Clean (2/2.5)
Sun.			
Mon.			
Tue.			
Wed.			
Thu.			
Fri.			
Sat.			

Food (non-Kitchen love)

- 2 Fast Food
- 3 Food Buyer 1
- 3 Food Buyer 2
- 3 Food Buyer 3
- 1 Bread Maker 1
- 1 Bread Maker 2

13 Total Love Hours contributed by Kitchen Love

Administrative

- 1 Secretary
- 1 Postmaster
- 2 Office Help 1
(not required when we have 1 ECC member)
- 2 Office Help 2
(not required when we have 2 ECC members)
- (3.5) ECC Member (ICC Officer)
(optional position)
- (3.5) ECC Member (ICC Officer)
(optional position)

6 Total Love Hours contributed by Administrative Love

Cleans & Other

- 1.5 1st Floor Commons Clean 1
- 1.5 1st Floor Commons Clean 2
- 1 2nd Floor Commons Clean & Stairs
- 1 1st Floor Bathroom
- (1) (3rd Floor + Annex Hallway Clean)
- (1) (Laundry Room & Basement)
- 1 Front Porch clean
- 1 Security & Conservation

7 Total Love Hours contributed by Cleans & Other

Love the Outdoors

- 1 Trash
- 3 Recycling
- 3 Gardener
- 2 Oasis Community Gardener
- 3 Compost
- 2 Pool Maintenance
- (1) (Grounds Clean 1:
Driveway, Sidewalks, Back Yard)
- (1) (Grounds Clean 2:
Sun deck, Gutters, Zen Garden)

14 Total Love Hours contributed by Outdoor Love

Special Love Circumstances

Love Swapping

If you know that you won't be able to love your house, try to trade love positions with somebody. If you can't trade, you will probably have to do makeup love later, even if it was an emergency that caused you to miss your love. Inform the Love Maker *whether or not* you were able to make a trade, *at least 24 hours in advance* (if possible).

Exemption for Leaves of 5+ Days

Members who leave the house for five or more days are exempt from love and meeting requirements during the time they are away. To obtain this exemption, you must inform the Love Maker at least a week before leaving.

Party Love

Any member attending a house party (or consuming party victuals or refreshments) must sign up for party love (e.g., set up, security, clean up). Unfulfilled party love is punishable just like unfulfilled house love. The Education Officer has the authority to assign party love to members who attended a party but didn't sign up.

Love-In (formerly "Labor Holiday")

A "Love-In" is a Saturday and/or Sunday when house members work together on large group projects for improving the house: major painting, repairs, gardening, heavy duty cleaning, etc. A Love-In takes place once each semester (including summers), and are required in addition to regular house love. Members are expected to contribute at least four hours during a Love-In.

Doing Special Projects

Doing a special project is a great way to contribute to our community. In most cases, though, you will still be required to perform your regular house love in addition to any project you take on. If you'd like to do a special project for the house, talk to the appropriate house officer (or the Trustee if you don't know who to ask), who will either approve your project or tell you to get house approval. After your project is approved by an officer or the house, be sure to ask for guidance from house officers if you need it (suggestions, advice, how to get reimbursed, etc.).

Love Bites (penalties)

Love should be viewed as an effort towards the daily maintenance and forward evolution of our special community. There are, of course, penalties for those who are unwilling to contribute their share of work to the house.

Issuing Love Bites (written warnings) for unfulfilled love

The Love Maker (LM) will give a Love Bite (written warning) to members who fail to love their house, and can

assign makeup love. Any member can report other members' unfulfilled love by writing it on the Love Board in the dining room. Any house officer can issue a written warning to the LM for failing to do his/her work as LM. K1 can issue Love Bites to cooks and shoppers.

Completing Original Love vs. Makeup Love

If your unfulfilled love is still undone when you are issued a written warning, you must complete your original love within 24 hours. If your original love has already been performed by or assigned to somebody else, then you will be assigned makeup love, which must be completed within one week of the Love Bite.

Penalty Schedule for Love Bites

Verbal warnings don't count as Love Bites. You can appeal Love Bites at a house meeting. Monetary fines are \$5/hr. Penalties for Love Bites are as follows:

Friendly: No penalty. You may not get a Friendly Bite — you may get a 1st Bite right off the bat.

1st: (1) Do original or makeup love, or (2) pay a fine. (Your choice.)

2nd: (1) Do double the love (1 original + 1 makeup, or 2 makeup), or (2) pay a double fine. (Your choice.)

3rd: Pay a double fine. (Can't do makeup love this time.)

4th: Same as 3rd, PLUS Membership Review

5th+: Same as 3rd, PLUS Membership Review (if still a member after the first Membership Review)

Membership Review

A Membership Review is a meeting at which *the house may decide to require you to move out*. If this happens, *you will still be responsible for paying rent* under your contract, unless a replacement is found. See "Membership Review".

Removing House Officers

Since house officers are crucial to house operations, the house can recall an officer for missing even a couple of officer love duties. This allows the house to deal with delinquent officers quickly before problems start piling up. A recall requires a simple majority vote at a house meeting, and must be on the agenda as per house rules.

Insincere Love

If you love your house but don't do so *properly* you can get the same penalties as for missing love outright. Depending on the situation, the Love Maker can require you to finish your love properly, assign makeup love (partial or full), or issue a Love Bite as with unfulfilled love.

Two Love Bites subtracted each semester

Love Bites carry over from semester to semester, but two are subtracted from your record at the beginning of a new semester. (But your total number of Love Bites can't go negative, of course.) (Policy passed 10-19-97.)

Basic Love Descriptions

Items listed as “**Floating Positions**” exist only when there’s enough love in the house to support them. (i.e., We have a lot of boarders and a reasonably full house.)

Food (not considered kitchen love)

Bread Maker 1 & 2 (1 hour each)

- Make four loaves of bread every week.
- At least half should be whole wheat or other whole-grain. Note that you can reduce the amount of margarine or oil listed in the recipes by about half to reduce the amount of fat.
- You can use the electric breadmaker, or make your loaves from scratch using the oven, or some combination — whichever you prefer.
- Keep the breadmaker instructions & the recipe booklet in the folder on the breadmaker. If it comes off or disappears, put another one back on the breadmaker.
- Keep the special measuring spoon and measuring cup hanging on the wall above the breadmaker.
- When bread in the breadmaker is done, take it out, let it cool, and then put it in the bread container. Label it V or NV as appropriate.
- Clean the breadmaker parts immediately, and **never** use a metal scrubber — **only rags or plastic scrubbers**.
- Put the parts back in the breadmaker. Never leave them anywhere else.
- If you need it, the warranty and receipt for the breadmaker are in the red folder in the commons.

Fast Food (2 hours)

- Make a big batch of something yummy and easy to eat, at least once a week (e.g., pasta, sweet potatoes, baked potatoes, beans & rice, veggie burgers, humus, granola, etc.). Make it vegan so everyone can eat it.
- Consider doing this on Friday or Saturday, since we don’t have dinners on those days.

Food Buyer 1, 2, & 3 (aka “Shopper”) (3 hours each)

- Kitchen Manager 1 (K1) will make a shopping schedule for the three shoppers. K1 provides shopping lists and house checks to shoppers.
- Each food buyer goes to 1-2 stores each week (HEB, Wheatsville, Sam’s, Mrs. Baird’s, Einstein’s), on a rotating schedule. Or, food buyers can double up and go together each week to two stores.
- HEB shopping must usually be done on Saturday. Shopping dates for the other stores are more flexible.
- Take old plastic bags from kitchen to HEB to recycle or reuse them.

- Use our big canvas bags and boxes to cart food home in, to minimize use of virgin plastic bags.
- Take a black marker with you to label what food is for which cooking day.
- Buy *only* food directed by K1. If you buy something for yourself, pay for it *separately* so it doesn’t show up on our receipt.
- If you’re buying anything taxable, remind the cashier that we’re non-profit, tax-exempt. Our exemption number should be written on the shopping list.
- Write the check number on the receipt.
- Put purchased food away. Put cooks’ food on cooks’ shelves, sorted by cooking day. When storing any food, put the older items up front and the new stuff in the back. Hang bananas up.
- Recycle bags and boxes used to bring food in.
- Give receipts to Kitchen Manager 1 immediately.

Administrative

ECC Member (ICC Officer) (3.5 hours)

Five officers are elected in a yearly ICC-wide election to serve on the ICC Board of Directors. The positions are Coordinating Officer, Finance, Membership, Education, and Maintenance. Any ICC member can run for any of these positions. When a vacancy occurs, the board appoints someone to fill the position, and any ICC member can apply. No more than two ICC Officers can come from the same house. When we have one or more ICC Officers in our house, there are more HoC members on ICC’s board of directors, giving HoC ideals a greater voice in ICC. For each ICC Officer from our house, our weekly ICC office work requirement is reduced by 2.0 hours. (The house voted to give ICC Officers 3.5 hours of love credit at the 12-14-97 meeting.) For more information, consult the house Board Rep.

Secretary (1 hour)

- Record the minutes of all house meetings in the Minutes Book.
- Ensure that minutes include a list of people attending the meeting, a list of items discussed, general opinions of items discussed, the results of any vote taken (e.g., 17-5-0), and whether the vote passed or failed.
- Keep files of past minutes and policies. Type up all new policies as they’re passed and post them on the bulletin board. File a copy in the safe in case the copy on the bulletin board gets stolen or lost.
- Update the house manual as needed. Keep a sheet-protected copy on the Commons coffee table at all

times. Keep a soft copy on the HoC website so that future generations of HoCers will be able to download it for editing.

- Be familiar with the HoC and ICC rules and policies (to serve as a source of reliable information to the house).

Postmaster (1 hour)

- Keep all mailboxes properly labeled, in room #-order.
- Sort incoming mail into members' mailboxes each day.
- Forward first class mail. Write forwarding addresses on First Class mail for members who have moved, and place the re-addressed mail in the Outgoing Mail box. (The post office will not automatically forward mail for co-ops, dorms, and greek houses, which is why you have to write the addresses manually.)
- Use the Forwarding Address box in the telephone room to find members' new addresses. If no forwarding address is available, write "Return to Sender: No Forwarding Address Available." (Have a rubber stamp with that phrase made if you're really motivated.)
- The Post Office will take only regular First Class mail for forwarding — no bulk mail, "presorted" first class, or non-profit mail. Also mark through the bar code on the bottom right side of the envelope, or the mail may come back to us!
- If any class of mail (even presorted) has "Return Service Requested" printed in the upper left-hand corner, then write the new address on the mail and drop it into the Outgoing mail. (That phrase means the sender has paid for the return postage so they can learn the new address.)
- Keep the address box sorted in alphabetical order. Buy more index cards when we run out. If you get really motivated, type up the box into a list and put the list in a notebook.
- Recycle all non-forwardable mail.
- Keep phone room and the mailbox area neat & tidy.
- Make sure phone room is stocked with lots of pencils and scratch paper.

Office Helpers 1 & 2 (2 hours each)

(Note: For each ICC Officer who resides at our house, we are exempt from one 2-hour Office Helper position.)

Each house contributes a certain amount of help each week to the ICC office, doing things such as answering the phones, filing, copying, data entry, collecting rent, delivering house mail, and writing for the ICC newsletter. This work helps ICC keep its staffing costs lower (and your rent lower), and helps involve members in the

operation of their cooperative business. Doing office work is a great way to gain general office skills, learn more about ICC, and even build a resumé or get a job reference.

Office Helpers should be responsible — it's just like a regular job. While the office is laid-back, Office Helpers are still expected to take their schedule seriously and act professionally. The ICC Office is often the first place that prospective members see in ICCland, and it's where the business of our organization is carried out. Office Helpers should have good interpersonal and communication skills. Office experience is not necessary — this is your opportunity to *get* office experience!

- Complete a two-hour shift at the ICC office each week. (Set up your schedule with the office.)
- You'll do basic office tasks, supervised by office staff.
- If you're unable to make your shift, try to switch shifts with another Office Helper from another house, or try to trade love positions with somebody at HoC. If you can't do that, let the office know as soon as possible that you can't make your shift. (You'll be required to make up your office work at a later time.)
- HoC gets fined if you don't do your office work.

Cleans & Other

1st Floor Commons Clean (1.5 hours; 2 positions)

2nd Floor Commons Clean + Stairs (1 hour)

(3rd Floor + Annex Hallway) (1 hr) (floating position)

Front Porch Clean (1 hour)

(Laundry Room & Basement) (1 hr) (floating position)

COMMON TO ALL THE ABOVE POSITIONS

- Stack newspapers *neatly* in recycling box.
- Take all dishes to kitchen and rinse off.
- Take guff to the basement.
- Throw away garbage
- Sweep.

ADDITIONAL JOBS FOR ABOVE POSITIONS

- **1st Floor Commons:** Do a clean twice a week (four times total for the two positions; preferably T Th Sa Su). See list above, PLUS: dust mop the living room and vacuum the annex hallways once a week.
- **2nd Floor Commons:** Do a clean 1x/week. See list above, PLUS: clean the office, too. Sweep the stairs.
- **(3rd Floor Commons):** Do a clean 1x/week. See list above, PLUS: vacuum the annex hallways and stairs.
- **Front Porch.** Do a clean every other day. See list above, PLUS, empty the ashtrays.
- **(Laundry Room & Basement).** Clean each 1x/week. See list above, PLUS: clean laundry room sink; wear dust mask when sweeping basement. (Floating position.)

Note about Dishes in the Commons: Feel free to yell at house members who leave their dishes in the commons. But if you don't know who left the dishes, it's up to Commons Clean to take them to the kitchen & clean them.

1st Floor Bathroom Clean (1 hr.)

- This bathroom is part of our Health Department inspection, so it's important that it's cleaned properly.
- Clean mirror, sink, toilet, and shower.
- Ensure that toilet paper and anti-bacterial soap are well-stocked.
- Wipe down the floor.

Security & Conservation (1 hour)

- Lock the front and back door every night no later than midnight.
- Make sure the annex fire exit door is closed.
- If there are people on the sun deck when you're doing your rounds, tell them to close & lock the 2nd floor window when they come in; otherwise, close & lock it yourself.
- Make certain back door security light is ON.
- Turn off lights and fans in areas where there are no people, except fire exit lights. (Front porch, 1st floor commons, dining room, kitchen, vent hood, back hallway, laundry room.)
- Once a week, make sure bike parking light and three exterior security lights are on and working.
- Help throw out problem trespassers or call the police if necessary. Help enforce security at house parties.

Outside

House Gardener (2 hours)

- Maintain the garden in the front of the house, with an emphasis on edible plants.
- Chemical pesticides are forbidden by house policy.
- Check with the Treasurer if you need to buy seeds, plants, or tools.
- Store gardening tools neatly in a secure space.

Oasis Community Gardener (2 hours)

- Work at Oasis Community Gardens one hour a week so that HoC can buy their organic vegetables. (It's a two-hour position to account for the time it takes to travel to/from the farm.)

Compost (3 hours)

In the Kitchen

- Keep no more than four buckets in the kitchen at a time.
- Check lids daily to make sure the lids close completely.

- Encourage people dumping large amounts of food to take their compost directly outside. (K2 is required to do this for fridge cleans.)
- Encourage people to compost only things on the list. Make sure they don't compost acidic foods like orange peels, grapefruit peels, and eggs because it creates a sulfuric smell and/or hurts the worms.

Emptying the Buckets

- Empty the kitchen buckets as needed (usually twice a week).
- Empty two buckets into the left-most bin. Cover the dumped scraps with leaves or unsifted compost from the third bin, then dump the other two buckets into the left-most bin, and *thoroughly* cover with leaves.
- Use the high spray nozzle from the Zen garden to clean the buckets out. Do *not* start taking food buckets from the kitchen and using those for compost.

Outdoor Management

- Three times a week, turn and water the middle and right sections. If the compost is working correctly, you should see steam rise when it's turned.
- Once a week, sift the compost in the right section.
- Every other week, move the compost from the middle to the right section and from the left section to the middle.
- The middle section should always be moist (not too wet) and definitely not dry.
- Make sure there is a healthy supply of red worms in the compost. If not, make a proposal for a house meeting that we buy another 5 lbs. (~\$100). You can mail-order them from happydranch.com.

(Grounds Clean 1: Driveway, Sidewalks, Back Yard)

(1 hr.) (floating position)

- Pick up all trash between the sidewalk and the street, along the driveway, in the back yard, and around the bike barn.
- Recycle any recyclable materials.
- Sweep the driveway. A dust mask is recommended. Hose off the driveway at least once a month.
- You don't have to clean up the trash, recycling, and pool areas; that's the job of the members doing trash, recycling, and pool maintenance.

(Grounds Clean 2: Sun Deck, Gutters, Zen Garden) (1 hour)

- This position only exists when there is enough love to support it (full house + boarders, or lots of boarders).
- Remove any trash from the sun deck. Straighten up any items which are remaining there.
- Remove junk from the gutters which border sun deck.

- Pick up all trash in the former Zen garden and the entire area between the house and the wooden fence. Straighten up any items which are remaining there.
- Recycle any recyclable materials.

Trash (1 hour)

- Put the kitchen trash into the trash cans outside whenever the kitchen trash gets full. (Check nightly.)
- Put the outside trash cans by the curb on Monday night. (Trash is picked up on Tuesday morning.) The City will only pick up City trash cans. Put trash cans *between* the sidewalk and the curb, not *on* the sidewalk.
- Take the trash cans to the back of the house before Tuesday night.
- Scrub trash cans (kitchen & outside cans) as needed.
- Keep the trash area outside tidy and clean.

Pool Maintenance (2 hours)

This position exists only from April through October. See separate section later in this manual.

Recycling (3 hours)

- Educate house members about how to recycle, what's recyclable, and what's not. Make signs to help explain. Encourage recycling.
- **See the "Other House Policies & Info" section earlier in this manual to see what's recyclable and what's not.**
- **Take recyclables from kitchen outside every night.** (You can't just keep the blue bins in the kitchen, because the health dept. wants the recyclables covered.)
- Crush all plastic bottles and aluminum cans. The City wants us to do that to save space in the recycling truck for more recyclables.
- Keep recycling areas *neat & tidy* (both inside & outside).
- Wash the white plastic recycling containers in the kitchen once a week.
- Put recyclables by the curb on Thursday night (for City pickup on Friday morning). The later you put out the recyclables the better, because the longer they're out there, the more likely it is that random people will contaminate the bins by throwing random crap in there. If the bins are overflowing or contain non-recyclables, the City might not pick them up.
- Put the bins on the North side of the driveway (on the frat house side), so it's easier for the recycling truck to see that we've put our recyclables out. (They often miss us if the recyclables are on the South side.) For the same reason, stack the blue bins two high.
- **The City will take:** glass bottles, plastic bottles, metal cans, newspaper, other paper, and corrugated cardboard (except no pizza boxes or paperboard).

Glass, plastic, and metal must be in blue City recycling containers, and sorting is not necessary. Aluminum cans and plastic bottles must be crushed.

Newspapers & other paper must be in brown paper bags, and sorting is not necessary.

Cardboard is supposed to be in bundles tied with string, no longer than 3 feet on any side, but the City will usually take our cardboard if you *neatly* cram it *tightly* into a banana box, and if there are no pizza boxes or paperboard in the box.

- The City won't take paperboard (e.g., cereal boxes) or pizza boxes, so you'll have to take those to Ecology Action (SW corner of 9th & I-35). If you miss a week and have too much recycling for the City to pick up next week, you'll have to take the excess to Ecology Action.
- **Ecology Action takes everything the City takes, plus paperboard (cereal boxes) and pizza boxes. Ecology Action requires sorting of all items, though.**
- **Packaging Peanuts, Bubble wrap.** Take these to the mailing store at 33rd & Guadalupe for re-use.
- **Scrap Metal.** Any metal object at all that's not appropriate for the aluminum bin or metal cans bin can be recycled (except pressurized cans, like shaving cream, which can explode when crushed). Once a semester, take the metal to the scrap yard on 4th St. just east of I-35. You can throw it over the fence, or have them weigh it and you may get around 7¢ for it.
- **Plastic Bags.** Food Buyers always recycle these, not you. Don't ever put these outside.
- **Styrofoam Blocks** can not be recycled anywhere in Austin, at least not the last time we checked (8-00).
- **CD-ROMs.** When you've collected 50 or so, box them up and send them to Plastic Recycling Incorporated, 2015 South Pennsylvania, Indianapolis, IN 46225. 317-780-6100.
- **Batteries.** Real Goods sells a special recharger that can recharge both rechargeable AND standard batteries. You can get one at realgoods.com. For batteries that can no longer be recharged, store them in a big plastic bucket in the Maintenance closet, and when it's full, take it to the City's Hazardous Waste Disposal Facility.

More info on hazardous waste:

<http://michaelbluejay.com/hazmat.html>

More info on batteries:

<http://michaelbluejay.com/batteries.html>

Vegebles id yummy.

Kitchen Love Descriptions

Lunch Clean 1 hr.

- Must be started no sooner than 12:00 and completed no later than 2:30.
- **Follow all instructions on the next page** for Jackson use, Where Stuff Goes, Cast Iron care, and Trash.
- Run all dishes through the Jackson, including dishes in the Commons.
- Clean all pots & pans if you can't find out who used them without cleaning them.
- Wipe down tables and countertops.
- Throw away all trash and recycle all recyclables.
- Sweep the kitchen. Sweeping the dining room is optional. Mopping is optional.

Dinner Cook 1 & 2 3 hrs.

- Turn in menus by the date specified by Kitchen Manager 1 (K1). K1 will explain the schedule to you.
- Be sure to list *all* necessary ingredients, and the amount of each. K1 uses this to make a shopping list for the Food Buyers.
- Don't plan meals centered around ridiculously expensive or out-of-season ingredients.
- Plan menus to feed the number of house members + the number of boarders + 15 (for guests and leftovers).
- Try to make meals nutritious. There must be at least one vegetable in every meal. Don't make tofu the main ingredient in *every single menu* you turn in. (It's 54% fat, which is more than many meats.)
- Make the whole dinner vegan or include an equivalent vegan option. Vegan means no dairy, whey, or eggs, (and if any house vegans don't eat honey, no honey).
- Meals must be started by 3:30 and be ready by 6:30. Starting or serving late will result in love penalties.
- Dinner cooks must cook together or trade love positions. (Alternating meals is not acceptable.)
- Use only ingredients purchased specifically for your menu. Don't use other cooks' food, and don't use guff.
- You should rarely, if ever, have unused ingredients left over after preparing a meal. If you do, see if another cook can use them, or put them on the guff shelves.
- Make sure you wash your hands before and while you are cooking. (Be respectful of your fellow housemates. Plus, it's required by health code.)
- Wash vegetables thoroughly (e.g., get the dirt off the spinach, and the outer layer of pesticides off the strawberries).

- Try not to leave a huge mess for the Dinner Cleaners. If you burn a pot, you must clean it or at least soak it.

Dinner Clean 1 2 hrs.

- **Put away food and save plates (by 7:30).** Don't use metal containers to store food in the refrigerator. *Don't put very hot foods into plastic containers* (except the really thick, rectangular plastic pans) — wait until it cools off. (Hot food leaches chemicals out of plastic containers and into the food.)
- **Label and date all food** (example: "Stir-Fry V 4-25"; "V" is for "Vegan", "NV" for "Non-Vegan"). Label with the discard date (7 days from the cooked date)
- **Make more juice** if all of it was consumed at dinner. And put another couple of juice cans in the refrigerator to defrost. (*optional*)
- **Turn off the vent hood and the oven**, if the cooks forgot to turn them off. (except in summer, leave on)
- **Gather all dirty plates, cups, utensils, pots, & pans** from the commons, dining room, and kitchen, and put them near the Jackson.
- **Throw away all trash and recycle all recyclables.**
- **Wipe down all surfaces** (including counters, tables, inside microwave, the stove, and the grill). Use bleach water on counters. For the love of god, don't use too much bleach.
- **Sweep and mop the dining room, kitchen, and back hallway.** Don't put chairs & stools on tables & counters. (Both the feet and the seats are dirty — especially since naked people sometimes sit in them.) Just move the chairs & stools out of the way when you sweep & mop. Don't put bleach in the mop water.
- **Pour old mop water out in the handwashing sink only, and hang up mop outside.**
- **Make sure all bulk bins are sealed and on the shelves.**
- **You can start cleaning just before dinner** by soaking and putting things away if you wish.

Dinner Clean 2 2 hrs.

- **Must be finished by midnight**, unless you get special permission from the Love Maker to finish later.
- **Clean all pots, pans, containers, etc.**
- **Run all dishes through the Jackson**, including dishes in the Commons. *See separate instructions for Jackson operation on next page.*
- **Follow all instructions on the next page** for Jackson use, Where Stuff Goes, Cast Iron care, and Trash.
- **Wipe down counters & kitchen table.**

Special Kitchen Instructions

Jackson Instructions

- **Turn on the Jackson** by pressing the bottom-part of the left-hand button. Don't mess with the right-hand button; leave it on Auto-Cycle.
- **Dishes should be rinsed well before placing in the Jackson.** The Jackson is a sanitizer, not a dishwasher.
- **The only things you have to put in the Jackson are things that were exposed to somebody's mouth** — cups, utensils, plates, and bowls. You *don't* have to sanitize food containers, stirring spoons, etc., unless people contaminated them (such as by putting them in the sink with utensils and dishes).
- **Don't Jackson** pots, pans, or wooden objects, including wood-handled knives. (Wooden objects will break down over time if subjected to water, esp. hot water.)
- **Place dishes on rack and slide inside.** The wash cycle should start automatically when you close the door.
- **The wash temperature should be at least 150 and the rinse should be at least 180.** If the gauges show a lower temperature, then keep running more cycles (open and close the door to start a new cycle) until the temperature gets hot enough.
- **Drain the Jackson at the end of dinner clean.** This is tricky so pay attention: Open and close the door to start the wash cycle. Wait five seconds, *then* press the left-hand button to the Off/Drain position. The Jackson will complete the wash like normal, but when it's done the water will drain out into the white drain under the sink. Never fuck with the right-hand button; leave it on Auto-Cycle.



Where Stuff Goes

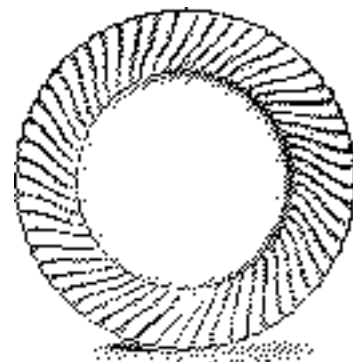
- Hang serving spoons, large utensils, pots, and pans on the hooks above the prep table.
- Hang the big pots on the inside hooks, so people don't bang their heads on them.
- Hang spatulas and pot holders on the side nearest the stove so cooks can find them easily.
- Put metal bowls under the small prep table (the one without the overhead rack).
- Hang knives in the knife rack next to the microwave. Don't put them in the metal drawers.

Cast Iron Care

- Cast iron must be cleaned immediately.
- Cast iron is the big, heavy black pans on top of the stove, as well as the big wok.
- Never soak cast iron.
- Use only hot water. Do NOT use soap.
- Towel dry, and then lightly oil. Use vegetable oil, not olive oil.

Trash

Stomp on rice milk and orange juice containers before putting them in the trash can. Otherwise the trash can will fill up too quickly.



Officer Job Descriptions

Know your officers and what they do. There are eight officers, each elected at the beginning of every semester (fall, spring, and summer). If an officer resigns or moves out before the end of the end of his or her term, an election is held as soon as possible after the position is vacated. Officers can be removed from office for poor performance by a majority vote of members at any house meeting. Consider taking a leadership role in your community by running for an officer position. The officers are:

- **Board of Directors Rep.**
- **Trustee / Membership**
- **Treasurer**
- **Love Maker (Labor Czar)**
- **Maintenance Officer**
- **Education Officer**
- **Kitchen Manager 1**
- **Kitchen Manager 2**

Board of Directors Rep. 4 hrs.

General Responsibilities

Commonly known as the “Board Rep,” this person represents the interests of the house and ICC in by serving on the ICC Board of Directors. Since this person helps guide the direction of the entire ICC, this position carries a great deal of responsibility. It takes a while to learn parliamentary procedure, corporate direction, and budgeting considerations, so interested members are strongly encouraged to commit to at least one year in this position. The Board Rep communicates regularly with the house regarding board activities and decisions, and serves as a liaison between the house and the rest of ICC. As the legal representative of the house, the Board Rep is ultimately responsible for all house operations.

Pros & Cons

- **Pro:** Excellent resumé credentials & experience. Plus you get to tell your parents that you’re on the Board of Directors of a million-dollar corporation. That will make it easier for them to accept the fact that you’re a little naked vegetarian hippie freak.
- **Con:** Board meetings are long, boring, and tedious. People will blame you when ICC doesn’t do what they want, rather than getting involved themselves.

Specific Responsibilities

- Represent the interests of the house & ICC in corporate decision making. You’ll vote on budgets, policy, rent rates, whether to close the pool permanently, etc.
- Attend all Board of Directors meetings (every other Tuesday night, from 7-11pm, sometimes longer). Meetings are held at ICC houses on a rotating basis.

- The ICC Coordinating Officer will deliver a board packet (agenda & background information) to your house a few days before the meeting. You should read the packet before the meeting so that the meeting won’t be held up by your lack of preparation.
- Attend a Management Committee or Finance Committee meeting every other week. (1-2 hours)
- Report to house on ICC activities and decisions.
- Make written reports to the house once a month.
- Remain aware of all operations of the house. Ensure that HoC, as a corporate entity, follows all local, state, and federal laws and regulations; work to avoid civil litigation.
- Supervise the House Trustee.
- With the help of the Trustee and other officers, provide leadership and direction for the house.
- As the legal representative of the house, fulfill various obligations assumed by the Trustee also.

Trustee / Membership 3 hrs.

General Responsibilities:

(This position is usually two separate positions at other co-ops.) The Trustee/Membership Officer is accountable to the house membership and the ICC Membership Committee, and is supervised by the house’s Board of Directors Representative.

This officer is responsible for maintaining high occupancy, giving tours, checking people in & out of their rooms, resolving conflicts between members, facilitating house meetings, monitoring the love system and other house officers, and keeping the house running smoothly.

This person should be diplomatic and understanding, for what makes a co-op so nice to live in can also be what tears it apart: people. We all have our likes and our dislikes, and conflicts are inevitable, especially in a house of this size. The Trustee is expected to be the middle-person who tries to keep personal problems from developing into major difficulties that could destroy the community.

Pros & Cons

- **Pro:** Although the BoD rep is technically the highest ranking house officer, the Trustee is usually seen as Mr. or Ms. HoC. Since HoC is the coolest house in ICC, you will therefore be the coolest person in ICC.

- **Con:** At HoC the Trustee & Membership positions are combined, so you're doing two jobs.

Trustee-Related Responsibilities

- Coordinate elections of all HoC officer positions, except that of the Trustee.
- Supervise all other house officers. It's your job to see that the house runs smoothly, so make sure the other officers know what to do and that they're doing it. Provide guidance if they need help.
- Be the first source to members of general information about the co-op and the ICC.
- Schedule & facilitate house meetings & officer meetings. (You can allow other house members to facilitate so they can gain experience.)
- Give a report of how the house is operating at house meetings.
- Make sure the Agenda board is always available in the commons.
- Be aware of problems and potential problems in the house. Bring these problems to the attention of the house and suggest solutions to solve them.
- Have working knowledge of all HoC and ICC rules and policies. See that such rules are enforced.
- Recommend changes in house policy as needed.
- See that all posted material is organized & up-to-date.
- Act as mediator to resolve conflicts between members.
- Approve expenditures of up to \$25 for items to improve the house. (Requires approval from one other house officer.)

Membership -Related Responsibilities

- Attend ICC's training for Membership Officers at the beginning of every semester.
- Maintain communication with the ICC Membership Director and the ICC Membership Officer. Attend ICC Membership Committee meetings (usually once or twice a month).
- Assist Education Officer in organizing house orientation every semester.
- Organize and maintain house membership materials, including the ICC Membership Manual, room keys, and check-in/check-out forms for the house.
- Personally welcome members moving into the house and check them in. Provide new members with an ICC Owner's Manual and this HoC Owner's Manuel, and strongly encourage them to actually read the Manuel. Make sure they understand that (1) we're completely vegetarian, (2) we're clothing-optional, (3) house work is required of all members. Answer any questions about house and ICC.
- Notify all exiting members of move-out policies and responsibilities. Check members out of their rooms.

Occupancy Responsibilities

- Keep an up-to-date room chart posted on the bulletin board (including which rooms are available).
- Post application procedures conspicuously in the front hallway. Keep plenty of applications, contracts, and room rate sheets there.
- Whenever possible, personally greet applicants in a friendly and courteous manner; provide them with information and give them a tour of the house.
- Educate house members about how to handle applicants and give tours.
- We get a bonus from ICC when we have a full house, so we strive to be full. And having lots of boarders helps our love situation, so we want boarders. Encourage members to help fill vacant rooms or sign up boarders by recruiting their friends. You can also advertise to the general public.

Treasurer

3 hrs.

General Responsibilities

The Treasurer maintains the financial accounts for our house. (S)he is supervised by the Trustee and is accountable to the Trustee, the house membership, and the ICC Finance Committee. The Treasurer is responsible for maintaining the financial integrity of the house by paying bills, posting rents due and expenses paid, providing financial information to the office, keeping the house on budget, balancing the checkbook and enforcing house and corporate financial policy.

Pros & Cons

- **Pro:** You get to write the checks. Such a feeling of power. And it's good financial experience.
- **Con:** You have to hunt down food shoppers and other folks for receipts when they don't give them to you.

Records & Budgeting

- Fill out a signature card in the ICC office at the beginning of each semester.
- Attend ICC Treasurer training at the beginning of the semester if you haven't gone through it before. Read the Treasurer's Manual provided by ICC.
- Keep accurate and timely accounting records of house financing according to the ICC Treasurer's Manual. This includes balancing the checkbook, saving receipts, and recording house bills as they arrive.
- Manage semesterly and monthly cash flow, including transfers, deposits, and expenditures. Keep the house on budget, with assistance from Kitchen Manager 1.
- Transfer a budgeted amount of money from the central house account to the food account at the beginning of each month. Record that transaction in the office ledger

as well as the house checkbook. Recalculate the new balance for both accounts.

Issuing Checks

- Issue checks to house officers for purchases of \$25 or less when two house officers approve the expense. (You can be one of those two house officers.)
- Issue checks for more than \$25 when the expense has been approved by the house at a house meeting.
- Always fill out the check stub when writing a check. (Who it's to, who's using the check, who signed it, what it's for, the date, and the amount.) If the amount is not known when you write the check (e.g., a food shopping check), write the amount on the stub when the person using the check gives you the receipt. Write the check # on the receipt and staple it to the back of the check stub.
- Make sure anyone who signs or uses a check is aware of and uses our sales tax exemption number. Make sure that when purchases are made, no sales tax is paid, a receipt is returned, and the disbursement form is filled out correctly.
- Issue house checks only when the house account has a sufficient balance to cover the expenditure; check bouncing is grounds for removal from office.
- Pay all house bills and assessments at the office at least once a week. (ICC staff may start doing this for you.)

Communication Responsibilities

- Inform the office of all special member charges on time (love fines, air-conditioner charges, etc.). They're usually due no later than the 5th of the month.
- Communicate with ICC financial staff at least monthly, more frequently if necessary.
- At the second house meeting of the semester, give an overview of our different accounts, what they're used for, and where the money comes from.
- At the second house meeting of the semester, explain the Net Revenue Bonus policy and how it means more money for the house when we have good occupancy and low utility consumption.
- At each house meeting, give a report which includes how much (if any) Net Revenue Bonus we earned the previous month, and how much money we have in our bonus account.
- Post a list of members' balances that is updated monthly by ICC financial staff. Prominently post a list of all house members with past-due balances by the 25th of each month.
- Post a running log of house expenses.
- Keep orderly files and records; pass these files and records on to the next treasurer and help train him/her.
- File a written exit statement when leaving the position.

Collection Responsibilities

- Make the initial effort to collect from members who move out owing money, and then turn them over to the office for collection if you can't collect.
- Upon member move-out, check the check-in/check-out form for that member, assessing charges for any damage or missing house property.
- Collect charges for excess guest meals. (\$2/meal after five free guest meals/month)
- Determine which members use air conditioning and inform the office so AC charges can be added to their rent.
- Inform the office of who has which pets, so the office can make sure that pet fees & deposits are paid.

Love Maker ("Labor Czar")

3 hrs.

General Responsibilities

The Love Maker is responsible for assigning love positions to all house members, dealing with any assignment changes as necessary, checking to make sure that love has been performed, and dealing with members who haven't loved their house. The Love Maker also makes job description changes, subject to possible rejection by the house. This person works closely with the Trustee and Kitchen Managers.

Pros & Cons

- Pro: More opportunities for sexual favors than any other officer position.
- Con: Easy to make enemies since you have to boss people around when they slack off.

Specific Responsibilities

- Help members choose their love positions at the beginning of every semester. Be sure everyone has the required amount of love.
- Invite all members to read their job descriptions in the manual, so they'll know exactly what they're supposed to be doing.
- Reassign love throughout the semester as necessary.
- Deal with people who haven't loved their house, and keep track of each member's unfulfilled love. The following procedure is recommended:
 - Check the love chart daily.
 - If a job is undone, try to talk with the member about it. Whether you leave a written warning is up to you (although it's possible for the house to insist upon a written warning). Make sure they feel they can complete their original or makeup love in the time frame you suggest. If not, try to work something out with them that's fair.

- If leaving a written warning, use the Love Bite form. **(Master copy is in the red notebook in the commons if you need to make more copies.)** If no blank forms are available, write up a note and include: (1) the date and type of love problem, (2) whether it's the 1st, 2nd, etc. warning, (3) whether the member is to do his/her original love or makeup love, and (4) the deadline for completing that love. Putting the warning in writing ensures that members are aware of their unfulfilled love and cannot dispute love penalties later.
- Record all the numbered items listed in the previous paragraph in a notebook.
- Remember to assign 1 hour of makeup love to members who miss a house meeting and officers who miss an officer meeting for any reason. (See "House Meetings.")
- Provide the Treasurer with a list of any monetary love fines every week to ensure that all love fines will be added to the monthly rent of the members.
- When a member has received four written warnings, promptly give his/her name to the Trustee so that (s)he can schedule a Membership Review for that member.
- Keep at least one master copy of the Missed Love Form in the safe so that future generations of Love Makers won't be stuck trying to do their job without a form.
- Approve expenditures of up to \$25 for items to improve the house. (Requires approval from one other house officer.)

Education Officer 1 hr.

General Responsibilities

The Education Officer proposes and organizes educational events (guest speakers, workshops) as well as parties and fun events, and informs us of any ICC-wide events.

Pros & Cons

- **Pro:** As the person organizing educational activities, people will think you're smart. And as the person organizing parties, people will think you're fun. With that combination, you should receive several proposals of marriage before you move out of the house.
- **Con:** You risk having your spirit crushed if nobody attends your educational events, and you'll have to beat people over the head to get them to help clean up after parties.

Specific Responsibilities

- Attend ICC Education Committee meetings every two weeks. Mingle and learn from the Education Officers of the other houses.
- Plan and carry out a house orientation for new members at the beginning of every semester.

- Ensure that new members attend ICC's New Member Orientation.
- Plan and carry out at least one activity per month. **Educational ideas:** guest speakers, workshops (bike repair, origami, massage), tours. **Fun ideas:** Food fights, game nights, athletic events, parties.
- Major events (like parties) must be approved at a house meeting, along with a set spending cap.
- Promote events by making fliers and putting them up at the other ICC houses.
- Oversee house parties and other events. Ensure that the ICC alcohol policy is followed.
- Make sure that clean-up happens after parties. Every house member attending a party is required to help set up or clean up. As Education Officer, you have the power to directly assign setup or clean up love to members who attended an event but did not sign up for love. Use this power.
- Inform members about upcoming government elections at house meetings and/or on bulletin boards.
- Approve expenditures of up to \$25 for items to improve the house. (Requires approval from one other house officer.)

Kitchen Managers 5 for K1, 4 for K2

Since HoC is both large and vegetarian, kitchen operations help define the character of the whole house. Our kitchen is very important to us, and so we've split up the Kitchen Manager job into two positions to ensure that our kitchen runs smoothly. Kitchen Manager 1 (K1) approves menus, makes shopping lists, and trains & supervises shoppers. Kitchen Manager 2 (K2) is responsible for cleanliness, including making sure that we pass the health department inspection. K1 is exempt from all other house love. K2 has first dibs on any other love position in the house, and can choose kitchen or non-kitchen love as his/her additional 1-hr. job..

Kitchen Manager 1 5 hrs.

Cooking-Related

- Educate cooks about how to fill out menu forms. **(Master copy of menu form is in the red notebook in the commons.)** Get cooks to turn menus in a month ahead of time (two menus per cook, or four per team; four for Fast Food cook). (You'll have to be persistent about this.)
- Ensure that planned menus are adequate to feed the whole house, are nutritious, contain at least one vegetable, don't contain a large amount of fat, are appetizing, aren't too expensive to prepare, and aren't too similar to other cooks' menus. (Strive for variety

within the week.) Work with cooks to modify menus to meet the above criteria.

- Write menu titles on the menu board.
- Ensure that cooks are spending a reasonable time preparing meals. (3 hours for each of 2 cooks is recommended.)
- You can issue Love Bites when cooks fail to turn in menus on time, when they spend an insufficient time cooking resulting in a poor meal, when they're not cooperating with each other, or when meals are late. When issuing a Love Bite, inform the Love Maker.
- Educate cooks and house members about not using expensive oils for common cooking.

Shopping-Related

- Manage the house's food budget.
- Compile shopping lists. (Master copy of shopping lists are in the red notebook in the commons.) Educate Food Buyers about how and where to purchase food. (It's suggested that you go with shoppers at least once to ensure proper training.)
- Make sure that shoppers understand that they must not purchase meat or meat by-products (including fish, lard, and gelatin). Give them a list of no-no food that they might mistakenly purchase otherwise (Jell-O, etc.)
- Find the healthiest, least-processed, most organic items we can afford.
- Put up a Wish List for members to request special foods. Evaluate requests and respond to members.
- Be knowledgeable about what produce is/is not in season.
- Find sources for free bagels and bread and arrange for food buyers to pick up. (optional; strongly suggested)
- Report to Love Maker when Food Buyers fail to purchase food on time.
- Ensure that items forgotten by shoppers are obtained in time for use by cooks in preparing meals.
- For items other than food & cleaning supplies, authorize expenditures of up to \$25 for items to improve kitchen operations. (Requires approval from one other house officer.)

Other

- Communicate with house and Kitchen Manager 2.
- Attend all officer meetings and deliver reports to the house on important kitchen-related issues.
- Ensure that Treasurer has posted a list of boarders, indicating which have paid and which haven't.



Kitchen Manager 2

4 hrs.

Cleaning Responsibilities

- Ensure that we pass the health department inspection, which happens without warning once each semester (including summer). If our kitchen is shut down, your butt will be on the line. Do not fail the inspection.
- Ensure that the pool is maintained and the first floor bathroom are cleaned. They're part of the health inspection and if they fail, we can fail the whole inspection and the kitchen can be shut down.
- Keep up-to-date on what's required by health code and what's not.
- Follow up on correcting any problems identified by the health inspector. Post the inspection report in the kitchen.
- Verify that the Jackson still gets hot enough (weekly).
- Ensure that every refrigerator has a thermometer. Notify Maintenance Officer when refrigerators aren't staying cold enough.
- Make sure that refrigerator food is labeled and dated.
- Thoroughly clean all refrigerators every Friday. (Must be Friday so (1) you can note what items spoiled or we ran out of and tell K1 what we need more or less of, and so (2) there's room for Saturday groceries.) Take old fridge food to the compost pile yourself instead of putting it in the buckets in the kitchen.
- Clean the freezer(s) once a month.
- Wash dirty rags, aprons, and pot holders, and ensure that clean rags are always available.
- Prohibit the use of sponges in the kitchen and 1st floor bathroom since the health inspector counts off for sponges.
- Monitor lunch & dinner cleans and provide guidance to cleaners who are clueless. Notify the Love Maker if people fail to do their cleans or when you can't get them to clean properly.
- Ensure that cast iron is being oiled.
- Make sure that all bulk bins are tightly covered.

Other Responsibilities

- Replace the water filters at the beginning of each semester.
- Sharpen knives and change tofu water (if any) every week.
- Monitor stock of bulk foods and place bulk orders with Wheatsville (or give K1 a list of smaller bulk needs).
- Price non-dairy milks (soy-, rice-, and oat-milk).
- Provide K1 with a list of cleaners to be purchased.
- Monitor supply of toilet paper (kept in 2nd floor closet) and order more when necessary.
- Assist and communicate with K1. (It's important to have two perspectives.)
- Inform Love Maker of what deep-cleaning opportunities are available in the kitchen for Love-Ins. Assist and supervise the Love-In work.
- For items other than food & cleaning supplies, authorize expenditures of up to \$25 for items to improve kitchen operations. (Requires approval from one other house officer.)

Main Health Department Requirements

Refrigerators

- Refrigerators must be at 41°F or lower.
- Refrigerators must have visible thermometers.
- Metal stem thermometer must be available.
- All opened & cooked food in refrigerators must be covered.
- All opened & cooked food in refrigerators must be labeled with *discard* date (not preparation date). Discard date is one week from preparation date.
- No metal containers in the refrigerators.
- No serving spoons inside containers.

Storage

- Bulk bins must be closed.
- No open boxes (e.g., baking soda must be put in a container once the box is opened)
- No small dishes or cups of sugar. Must be in a dispenser.
- Areas must be clean, especially stove top, floors under equipment, wall behind compost, and inside microwave.
- Equipment & storage containers must be clean (spice jars, coffee maker, trash can).

Sanitation

- Jackson must reach proper temperature (150/180).
- Special waterless gel soap must be available at handwashing sink.
- First floor bathroom must have paper towels.

- Back door and first floor bathroom door must have automatic door closer.
- First floor bathroom must be clean.
- Pool area must be clean, free from glass containers & electrical cords. Pool water must be clear and have chlorine level of 1-2ppm.
- NOTHING may be set in the handwashing sink (not dishes, scrubbers, collanders, food, or anything else).
- Mop water must be dumped in handwashing sink, not outside.

Signs

- Heimlich poster must be posted in dining area.
- Buffet plate notice be posted at serving table (explaining that a clean plate must be used for seconds).

Maintenance Officer 3 hrs.

[This job description is ICC policy, passed 5-4-99, edited to change "Labor" to "Love", and to add HoC requirement that Office Hours be posted]

House maintenance officers keep their houses safe and functional. Being Maintenance Officer is a good opportunity to learn repair skills, which will come in handy when you own your own home someday. Paying someone to make even simple repairs is always expensive. Your work as Maintenance Officer could help you get job elsewhere doing simple maintenance, and you might even consider pursuing a career in the lucrative field of Maintenance Arts. (Plumbers, for example, generally charge around \$44/hr.)

General Duties

- Post "Office Hours" on the refrigerator to let people know when you will be doing maintenance each week. Try to schedule a 2- to 3-hour block each week. *(Policy passed at 4-9-00 house meeting.)*
- Get the House Maintenance folder from the previous Maintenance Officer or house Trustee when you take office. [The HoC Maintenance Folder is a red binder kept in the commons.] Keep these items in the folder: a list of repairs you've made, a list of repairs you've submitted to the Facilities Manager, Maintenance Committee policies & information, warranties, etc. Turn the folder over to the next Maintenance Officer or house Trustee at the end of your term.
- Perform minor repairs & routine maintenance. Post a sheet for members to list requested maintenance items.
- Supervise, inventory, & stock the house's tool & work rooms.
- Work with the ICC Facilities Manager to ensure routine inspection and maintenance of all house systems (fire safety, water heaters, plumbing, pumps, gas lines, ductwork, etc.).
- Serve as the house's representative to the ICC Maintenance Committee and attend committee meetings.
- Ensure the house is kept up to fire and building code safety standards. Avoid the house getting fined by ICC for fire safety-related violations.
- With the help of the Love Maker, organize and supervise house Love-Ins. A sample list of Love-In projects is available on ICC's website.
- Assist house Membership Officer in checking house members out of their rooms, noting damages on the form.
- Remedy safety hazards in the house.

- Perform other tasks as assigned by the house, ICC Maintenance Officer, or Facilities Manager.

Scheduled Duties

- Every Week: Do some maintenance
- Every Other Week: House Officer meeting
- Every Month: Attend ICC Maintenance Committee meeting
- Every Month (October-April): Wash the three heater filters.
- Every Month (April-October): Remind members to wash their own AC filters.
- Every Semester: Complete a fire inspection using ICC's form.
- Every Semester: Help organize and supervise Love-In.
- Every Semester: Help Membership Officer check members out of their rooms, noting damages on the form.

Other Duties

- Know where the following items are:
 - main GAS shut-off*
 - main ELECTRIC shut-off
 - main WATER shut-off
 - breaker box(es)
 - gas appliance shut-offs*
 - sewer & grease trap clean-out locations
 - roof drains / downspout locations
- * Note that if you ever turn the gas off, you'll need to re-light your gas appliances (central heat, stove/oven, water heaters), otherwise they'll leak gas which can blow up your house. (You probably don't have any electric-ignition appliances, but if you do, those appliances won't need to be re-lit.)
- Replace heater filters every month from October to April (and air conditioning filters from April to October if your house has central AC).
- Prevent pipes from freezing during freezing weather. (See Maint. Committee website for more info.)
- Let house members know that they're responsible for washing their window unit AC filters every month. (Explain that the AC's will chill better, use less electricity, last longer, and provide fresher air when their filters are washed regularly.) Because some members won't wash their AC filters, once a semester wash all the filters yourself.
- If you ever change a lock, give a key to the house Membership Officer and to the ICC Membership Officer. If you ever change the combination to a door lock, give the new combination to the ICC Membership Officer.
- Take hazardous materials (paint, chemicals, fluorescent lights) to the ICC Facilities Manager, who will take them to the City's Hazardous Waste Collection Facility. (Don't just throw hazardous materials into the trash.) (more on hazardous materials on the website)

See website for more

The Maintenance Committee page on the ICC website (www.utexas.edu/students/icc) explains things like:

- The difference between the Facilities Manager, ICC Maintenance Officer, and House Maintenance Officers, and how to contact them.
- Resources for learning maintenance skills.
- Sources of money for maintenance projects.
- Maintenance-related policies & procedures
- How to dispose of hazardous materials.

- How to measure savings from electrical conservation.

Safety & Liability

ICC never expects you to do anything which puts your safety in jeopardy, but accidents can occur when using tools and performing maintenance work. Therefore, you assume all risks associated with acting as house Maintenance Officer, and you agree to hold ICC harmless for any injury you sustain as a result of your work as Maintenance Officer.

- If you believe any repair or maintenance activity poses a risk to your safety, don't do it. Fill out a Maintenance Request Form instead and give it to the Facilities Manager.
- When hammering or using power tools, wear safety glasses and ear plugs.
- When drilling, also use a dust mask.
- When cleaning any dusty area, or mixing powders, wear safety glasses and a dust mask.
- The power drill is the only power tool you are expected to have proficiency with. Get training from the Maintenance Officer or Facilities Manager before using it.

Dangerous Activities

ICC will never require you to do any of the items listed in this section. However, you may choose to do so voluntarily, whether or not you've had training by an ICC representative, provided you are completely confident that you can do so safely, and provided that you assume all risks of doing so. If you're not confident or don't want to assume the risks, then fill out a Maintenance Request form instead and give it to the Facilities Manager. Dangerous activities include:

- using any power tool besides a drill.
- making any electrical repairs.
- repairing a broken or cracked window.

Prohibited Activities

You may not do the following under any circumstances:

- do any maintenance work that requires you to climb higher than 15 feet, even on a ladder.
- attempt to repair or adjust any gas appliance (e.g., water heater).

Meetings

You will attend ICC Maintenance Committee meetings. The committee is composed of all house Maintenance Officers, and the ICC Maintenance Officer (who is chosen in an annual ICC-wide election, and who serves on the Board of Directors.) Suggested meeting schedule: one meeting every two weeks, with the first 1/2 hour being required, and devoted to business; and the following 1-1/2 hours being optional, and devoted to training or group projects.

Repairs

Repair procedure:

- Keep a house Maintenance Request sheet (MR sheet) publicly posted so members can list what repairs or improvements need to be done. (Headings should include Name, Problem {inc. room #, if any}, Date Reported, and Date Addressed, at a minimum.)
- When someone posts a request on the MR sheet, examine the problem area yourself, even if you don't think you have the skills to deal with it yourself.
- If you can take care of the problem yourself, do so, and write in the date you took care of it on the MR sheet.

- If you do not have the skills to perform a requested repair, ask the Facilities Manager or ICC Maintenance Officer for guidance. (S)he will either help you, or have you fill out an ICC Maintenance Request Form (MRF) and turn it into the Facilities Manager. When the Facilities Manager takes care of the problem, (s)he will return a copy of the MRF to you indicating what (s)he did. When you get the form back, write in the date the problem was fixed on the MR sheet.
- When possible, be available to let contractors into the house or to explain problems to contractors.
- Request service from the laundry equipment company when a washer or dryer has a problem.

Tools

- Maintain the tool closet: keep it clean & organized, and stocked with the required tools. (The set of required tools is listed on the Maintenance Committee web page.)
- Your house determines its own tool policy. Your house could choose to have its tool closet unlocked and accessible to members at all times, but remember that you and your house are responsible for all missing tools. Most houses keep their tool closet locked, and when someone needs a tool, you get it for them; record their name, date, and the tool name on a checkout form posted to the inside door of the tool closet; make sure they return it; and mark them off on the form when they do.

Fire Safety

Most of the houses in ICC are made primarily of wood and endure lots of flammable activity (smoking, candle- & incense-burning, cooking, messy & negligent members). It is therefore important that we take every precaution to prevent fires and that we have plans for action if one does occur. Fire prevention and safety is your NUMBER ONE concern. **If you do NOTHING ELSE as Maintenance Officer, do your Fire Safety duties.**

SMOKE ALARMS

Most people who die in fires do so from smoke and carbon monoxide inhalation in their sleep, not from the fire itself. Smoke alarms are of vital importance in saving lives.

Check/test all smoke detectors once each semester. You need to personally perform the check yourself; you can't just take a member's word for it that their smoke detector works. A good time to check smoke detectors is when residents are moving in and out. Make every effort to have the member let you into their room; you should rarely need to enter someone's room when they're not there. Make sure the detector is (1) mounted securely to the *ceiling*, and (2) makes that annoying sound when you press the Test button. (You may want to wear earplugs.) If the buzzer doesn't sound, replace the battery. If that doesn't help, replace the smoke detector.

Note: Smoke detectors contain radioactive particles, but the City's Hazardous Waste Facility doesn't accept them, so who knows what the hell you're supposed to do with dead smoke detectors?

While you're in members' rooms to check their smoke detectors, look for and fix other fire hazards such as:

- unsecure electrical outlets
- outlets missing plastic covers
- power cords or extension cords running through doorways or windows, or across doorways

- extension cords longer than six feet or plugged into one another
- too many items plugged into an electrical outlet
- more than 1800 watts of electrical items in the room, including the AC and the lights -- especially if hot plates & electric blankets are used (1800 watts is a rule of thumb; actual wattage limit may be higher or lower depending on the circuits in the house)
- light bulbs exceeding wattage recommended by fixture
- banned items: electric heaters (except oil-using, enclosed kind; ask Facilities Manager for details) and open-flame heaters
- papers or flammable items on or near heating vents
- extreme messiness (esp. excessive papers or newspapers)
- blocked escape windows or doors (e.g., blocked by bicycles)

If you discover and fix any of the last four problems, be certain to discuss this with the member, so they don't make the same mistake in the future.

TIP: When you're in a member's room, it's also a good time to wash their AC filter (if they have a window unit).

Throughout the semester, promptly replace any reported nonfunctioning alarms and batteries.

FIRE EXTINGUISHERS

Check semesterly.

- You should have fire extinguishers in the kitchen, the laundry area, and in each hallway.
- They should be mounted on the wall
- The green tag on the extinguisher should indicate that it has been inspected within the last year.
- The gauge on the extinguisher should not point to either the "overcharged" or "recharge" zone.

If any of the above is not in order, or if a fire extinguisher is used, report the problem to the Facilities Manager immediately.

ESCAPE PLANS

Each floor of your house should have clearly visible, permanently mounted maps indicating all fire exits on that floor. It would be really nice if there were one in each room.

FIRE EXIT SIGNS

Check semesterly to ensure that all are lit up and functioning. Replace burned-out bulbs promptly. **All fire exits should be clearly marked.**

PANIC BARS

Those funny bars on some bedroom and exterior doors are called panic bars or panic hardware. These doors should never be locked and in fact should have had all locks removed. When necessary, security for doors with panic bars is provided by an alarm. When one inserts a key into the bar, and turns it so that the small circle next to key hole turns red, the alarm will go off if the bar is pushed. This means people can get out in a fire and will also be alerted if someone is trying to break into the room when there is no fire. To turn the alarm off, turn the key until the color green shows in the circle. Please contact the Facilities Manager if one of these bars is not functioning properly.

PREVENTION: YOUR JOB

In addition to the other items on this page, as Maintenance Officer you should take care of the following things:

- Exit halls, doorways, and stairways **must be clear of all debris, furniture, etc. at all times.** The same goes for areas around **furnaces, heating vents, and water heaters.** Any ICC staff member or officer can and will fine your house if we see

any of these areas blocked or cluttered in any way. Keep an eye out for this in your house and address it immediately if you see it. Windows should open easily.

- Repair any holes in walls and ceilings.
- Ensure that laundry room is being kept clean (no lint near or under dryers).
- Ensure that no flammable materials (gasoline, thinner, paint, fuel, etc.) are stored in the basement, or in the same room as clothes dryers, water heaters, or furnaces. They must always be properly stored in an area designated for flammable items and properly sealed.
- Repair any exposed or damaged wiring, or dangling electrical fixtures (or report these to Facilities Manager).
- Report any fuses or breakers that frequently blow or trip to the Facilities Manager.

PREVENTION: YOUR HOUSEMATES' RESPONSIBILITY

Educate your house about individual fire prevention:

Electrical

- Immediately report any exposed or damaged wiring, dangling electrical fixtures, or missing outlet or switch covers to your Maintenance Officer.
- Never run a power cord or extension cord through a doorway or window! Also, don't run them across doorways (even if they're taped down).
- Extension cords can't be longer than six feet and can't be plugged into one another.
- Don't plug too many things into electrical outlets. Hot plates, space heaters, and electric blankets are not allowed in bedrooms if they exceed wattage restrictions. (As a rule of thumb, everything in your room, including the lights and the AC, should use no more than 1800 watts total.)
- When replacing dead light bulbs, read the fixture and make sure that you don't install a bulb that draws too many watts. (Some fixtures are marked "60-watt maximum".)
- Electric heaters are dangerous and banned in ICC (except oil-using, enclosed kind; ask Facilities Manager for details).
- Extension cords must be thick enough to support the things you're plugging into them. Don't place them under rugs or in places where they're subject to damage.

Other

- Never leave stuff burning (candles, incense, cigarettes) in rooms and be careful even when in the room & burning stuff.
- Keep papers and other flammable items away from heating vents and heaters.
- Escape windows and doors in your room can't be blocked by anything (such as bikes).
- No flammable materials (gasoline, thinner, paint, fuel, etc.) may be stored in the basement, or in the same room as clothes dryers, water heaters, or furnaces. They must always be properly stored in an area designated for flammable items and properly sealed.
- Put out grease & gas fires with a fire extinguisher or baking soda, NOT water.

Fire Drills

Hold a fire drill once a semester. See the Maintenance Committee page on the ICC website for more details.

Remedy Safety Hazards

Remedy any of the following problems:

- DEBRIS and bicycles in places where people could trip over them; low overhanging branches; bicycles chained to banisters.
- BANISTERS and RAILINGS loose or missing, especially in places likely to be slippery.
- TRIPPING and SLIPPING HAZARDS: loose, unattached wires, cords or ropes; loose carpet or carpet unattached at doorways; unlit steps; broken or loose thresholds on doors.
- ANIMAL FECES in common area.
- LIGHTS in halls, stairways burned out.
- BROKEN GUTTERS OR DOWNSPOUTS cause water damage AND can fall on people's heads.
- ABSENCE OF DEADBOLT LOCKS on each member's room door.
- Perimeter DOORS that don't lock securely.
- Broken WINDOWS, ground-floor windows that don't lock securely.
- Dirty refrigerator DRIP PANS OR COILS.
- Blocked or dirty RETURN AIR DUCTS.

Maintenance Fines

The Facilities Manager will fine your house for the following problems. Your house can choose to pass the fine along to you, since it's your job to remedy these problems.

Safety and Equipment Hazards. \$5 fine applicable for each instance:

- any smoke detector missing, not mounted to ceiling, or not functioning
- bicycles or other obstructions on handrails
- obstacles in doorways, hallways, escape windows, or fire exits
- animal feces in common area
- dirty refrigerator drip pans or coils
- dead light bulb in Fire Exit signs
- blocked or dirty return air ducts

Fire Hazards. \$20 fine applicable for each instance:

- materials around heat sources such as furnaces, hot water heaters, wall heaters and space or area heaters

Fire Extinguishers. \$50 fine applicable for each instance:

- fire extinguisher discharged for any reason other than to put out a fire

Tools. \$10 fine applicable for each instance:

- required tool missing or damaged (see website for more details on Tool Policy)

Care & Feeding of the Pool

Introduction

The pool requires attention *every day*, and if the pool fails health inspection, then both our pool *and* are kitchen will be closed down temporarily. Even worse, ICC staff could use the pool failure as an excuse to close the pool *permanently*. The member who does Pool Maintenance should therefore be somebody who is self-motivated and highly reliable.

The pool only needs a few minutes of attention a day (and about an hour of attention once a week), **but the few minutes of daily attention is critical**. Once the pool chemistry gets out of whack, it can be very hard to fix.

The chemicals used to maintain the pool are dangerous in their undiluted form. The person maintaining the pool accepts complete responsibility for his or her own safety, and absolves HoC and ICC from any pool-related liability.

Learning More

The HoC library has a book about pool maintenance, as well as an owner's manual for the DE filter. (If the book is gone, get the ICC Facilities Manager to authorize your buying another one. If the DE filter manual is gone, call the 800 # on top of the filter to get another one.) You can also seek guidance from the member who did Pool Maintenance the previous semester, and from the Facilities Manager. Finally, the HoC website has links to pool maintenance sites. (See the front cover of this manual for the HoC website address.)

Buying Equipment & Supplies

Whenever you need equipment or supplies, go to the ICC office, get the Facilities Mgr. to approve your expenses, get a check from the office, and then go buy what you need. ICC pays for pool expenses because the pool is for everybody in ICC, and because we're saving ICC a butt-load of money by doing the pool maintenance ourselves.

You'll buy about \$250/yr. in chemicals, and you can buy a year's worth at a time. We've used Leslie's Pools, 6326 Burnet Rd., 451-0482. They're very helpful folks.

Don't leave the pool empty!

You will rarely, if ever, need to drain the pool completely. (A possible exception is if you're going to cement over pits on the bottom between seasons.) If you do ever drain the pool, clean it and refill it *immediately*. Pressure in the ground can force the pool up out of the ground if there's no water in it (especially after it rains). It's also extremely hazardous to have an empty pool lying around.

The things you'll work with

- The **pump** sucks water from the pool through the skimmer, into the shed (where chlorine is mixed in and crud is filtered out), and then back into the pool. The pump can break if the water level in the pool is too low (no water for the pump to suck). The on/off switch for the pump is on the left-hand side of the pool shed (NE corner), and is marked "Don't Touch." You'll turn off the pump when there's not enough water for the pump to suck while you're filling up the pool, when you clean the inside leaf filter, when you add chlorine to the feeder, and when you close the pool for the winter.
- There are three **filters**. The first is the **skimmer** (aka "skimmer"). That's under the white circle in the ground right in front of the pool shed. It filters out big stuff like leaves and twigs. The second is the **inside leaf filter**, inside the shed. It catches big stuff like leaves and twigs that slipped by when you were emptying the skimmer. To clean this filter, turn off the pump, unscrew the lid (you may need to use a 2x4 as a lever), and scoop out the crud. Replace the lid (hand-tighten only — no 2x4) and turn the pump back on. The third filter is the **Diatomaceous Earth** (DE) filter. That's the great big metal drum in the pool shed. When the pressure gauge starts getting high, or when shocking the pool fails to get the pool clear, the DE filter needs to be cleaned. Part of cleaning the filter includes backwashing it. (See below for more.)
- The **feeder** is the yellow/green tube inside the shed where you put the chlorine tablets. The amount of chlorine that the feeder adds is controlled by the **feeder dial**. (Turn the dial higher to add more chlorine, lower to add less.)
- You'll use the **vacuum** once a week to clean the big leaves and crud from the sides and the bottom of the pool. See "Weekly Maintenance" for instructions.
- The **test kit** lets you check the chlorine level and the pH level in the pool every day. Taylor K2006 is the best one. See "Daily Maintenance" for more details.
- We use four different **chemicals** to keep the pool sanitized, clear, and at the proper pH level. This is explained below.

Caution when turning on pump

Whenever turning on the pump, stand back right after you turn on the switch. There's the very tiniest remote chance that the DE filter will explode when you turn on the pump — most likely if you disassembled the DE filter and didn't put it back together correctly. After turning on the pump, it takes a few seconds before you hear the water "thump" through the filter. Once you've heard the thump, everything's fine.

All About Chlorine

- **There's less chlorine in the pool than in tap water.** Lots of people freak out about the fact that pools contain chlorine, but the fact is that the amount of chlorine in our pool is less than the amount that's in most drinking water. We maintain the pool to the state-mandated 1-2ppm (parts per million). City of Austin tap water is 2ppm (according to the City of Austin Water Utility, 421-3777, 1-27-99), and municipal water supplies around the country range from 0.5-4.0ppm.
- **Chlorine Smell.** Ironically, when you smell that characteristic chlorine stink, that usually means there's not *enough* chlorine in the pool — not that there's too much. When there's not enough chlorine, it breaks down differently, and makes the smell. When the pool is chlorinated properly, it won't stink. (See below for odor problems caused by too much *combined* chlorine.)
- **We use two kinds of chlorine:** chlorine tablets in the feeder tube, for most of our chlorine use, and calcium hypochlorite, added directly to the pool (mixed with water) when shocking the pool, as necessary.
- **Free Chlorine.** Chlorine added to the pool through the feeder is called **free chlorine**. We maintain free chlorine between 1.0-2.0 ppm. See later section for instructions on testing and adjusting the chlorine level.
- **Combined Chlorine.** As the free chlorine destroys algae & bacteria and reacts with human wastes, it is converted to a less effective form called **combined chlorine**. (Free chlorine + Combined chlorine = Total chlorine.) As combined chlorine accumulates, it irritates bathers' skin and causes strong odors. We maintain the combined chlorine below 0.3 ppm. When combined chlorine is too high, super-chlorinate the pool to break up the combined chlorine (see below).
- **The pool uses more chlorine** when it's really sunny, when it rains, and when more people use the pool. You'll have to experiment with the feeder dial to get an idea of where to set it under varying conditions. (See "Daily Maintenance.")

Adding Chemicals to the Pool

- **Chemicals are serious business.** The chemicals we add to the pool aren't dangerous once they're diluted into the 17,500 gallons of water that's in the pool, but in their concentrated form right out of the bucket, they're deadly. On your skin it can burn you, in your eyes it can blind you, and inside you it can poison you. Whenever adding chemicals, wear gloves, safety glasses, and a respirator. (Pants and a long-sleeve shirt are a good idea, too.) You should absolutely never ever touch any chemicals with your bare hands. Also read the warnings on the packages, since safety hazards can vary from product to product.
- **Adding tablets to the feeder tube.** Most of the chlorine for the pool comes from chlorine tablets that you put in the feeder tube. The tablets look like white hockey pucks. Remember the safety precautions from

the previous paragraph; don't touch them with your bare hands, and for god's sake, don't put one up your butt. (1) Put on your gloves, safety glasses, and respirator. (2) Open both pool shed doors all the way. (Helps the chlorine fumes dissipate.) (3) Turn the pump off with the switch on the left-hand side. (4) Open the feeder tube. (5) Put about four chlorine tablets into the feeder tube. Use a small shovel or tongs. Careful that the splash from the "plunk" doesn't splash onto you. (6) Put the cover back on the feeder tube. (7) Turn the pump back on.

- **What chemicals are added directly.** On occasion, you'll need to add three chemicals directly to the pool: (1) calcium hypochlorite, to shock the pool and make hazy water clear again, (2) acid, when the pH is too high and you need to lower it, and (3) borax, when the pH is too low and you need to raise it. (Borax is safe; you can get it at the grocery store. Soda ash can be used instead of borax, but it's more dangerous.)
- **How to add chemicals directly:**
 - (1) Wear goggles and gloves when mixing and adding chemicals. A long-sleeve shirt and pants aren't a bad idea, either.
 - (2) Mix the right amount of chemical in a bucket with water. Read the package to determine the ratio. For your calculations, our pool is 17,500 gallons. Always add chemicals to water; don't add water to chemicals. Never mix two chemicals together, unless the directions call for it.
 - (3) Walk around the perimeter of the pool, pouring a little bit of mixture in all the way around as you go.
- **Don't use any chemical not listed above.** Most extra pool chemicals will do something you want, but they all do something you *don't* want. Many pool problems are caused by using chemicals that weren't necessary in the first place. Definite no-no's are oxygen shocks, copper algacides, clarifiers, and anti-stain agents. Don't use anything you don't need, and don't use more than you need of what you DO need.

Daily Maintenance

- **Empty the skimmer at least once per day.** When lots of leaves are falling, empty it even *more* frequently.
- **Check the inside leaf filter in the pool shed every day.** If there's so much crud that you can't see the bottom of the filter, turn off the pump, unscrew the cover, and scoop the debris out. You may need to use a 2x4 to unscrew the cover.
- **Check water level every day.** Add water when necessary. Fill it up so that the bottom half of the big tile numbers on the side of the pool are under water. If it's lower than that, the water won't be high enough to reach the filter, and you'll break the filter. If it's higher than that, then people will just splash the extra water out of the pool, wasting it. Also, the health department inspector requires the numbers to be visible.
- **Check the free chlorine level and pH level every day.** Use the test kit in the blue box in the pool shed. The

directions are in the box, but here's what you do: Get a water sample from about a foot below the surface of the pool. (Cover the tops of the test tubes with your fingers, put the test tubes under the water, and then remove your fingers from the top to let the water in.) Pour a little water out until the water level is at the marked line level. Put in some drops of test chemicals, as indicated in the guide in the test box. Match up the color of the water to the colors printed on the test tubes to determine the levels. If the free chlorine or pH levels are out of range you need to adjust them. (Required by health department.) See the applicable sections below.

- **Check the DE filter gauge.** If it's more than 10psi above what it was the last time you backwashed the DE filter, then backwash the DE filter again.

Weekly Maintenance

- **Make sure combined chlorine is <0.3ppm.** If it's too high, then super-chlorinate the pool (see below).
- **Scrub the top ring of tile once a week.**
- **Sweep the entire pool area once a week.** Remove glass containers. Make sure the "No Smoking" and "No Glass Containers" signs are up.
- **Vacuum the pool once a week.** Attach one end of the long tube to the vacuum wand (looks like a big push broom). Completely submerge the entire tube to get all the air out of it. (You'll probably have to get into the pool to do this.) If you don't get all the air out of the tube and the pump winds up sucking air, you can screw up the pump. Remove the skimmer cover and the skimmer itself, and then feed the other end of the tube into the pipe under the skimmer, letting the pump action suck it in. Start vacuuming. You'll find that you have to go pretty slow to keep the wand in contact with the surface of the pool. As you clean, the inside leaf filter will get clogged. Turn off the pump, unplug the inside leaf filter, then resume vacuuming.

Monthly Maintenance

- **Maintain Total Alkalinity (TA) at 60-100 ppm.** TA is the measurement of elements which help to stabilize pH. TA below 60 ppm makes the pH that difficult to maintain. TA above 100 ppm can cause cloudy water and scaling. Use normal household baking soda (sodium bicarbonate) when you need to raise the TA.
- **Maintain Calcium Hardness (CH) at 200-1,000ppm.** Calcium levels below 200 ppm may cause corrosion of pool equipment, and can dissolve the sides of the pool itself! Above 1,000ppm, the water may become cloudy. If it's too low, then add calcium through the skimmer. If it's too high, then partially drain the pool and add water from the hose.
- **Don't adjust TA & CH at the same time.** If they're both out of whack, adjust CH first. (Wait at least 24 hrs, and make sure it's fixed before you adjust TA.

- **Make sure the back gate is permanently locked** with a padlock, and that the latch on the front gate is operable. (This makes the health inspector happy.)

Adjusting Free Chlorine

- **Free chlorine should be 1-2ppm.** If the level is above 3ppm, put a sign on the pool gate that says "NO SWIMMING: CHLORINE LEVEL TOO HIGH", along with the date, time, and estimated re-opening time.
- **How to adjust the free chlorine level.** If the free chlorine level is too high or too low, then adjust the feeder dial inside the shed. (Turn the dial higher to add more chlorine, lower to add less.) If the feeder tube doesn't have at least the equivalent of two chlorine tablets, then add more. (See above.)

Adjusting pH

- **pH should be 7.4.** This is required by the health department. A pH too high or too low can cause skin and eye irritation and reduce chlorine effectiveness. A pH too high can also cause cloudy water and scaling.
- **Rain can significantly affect the pH level.**
- **Raising pH.** If the pH is below 7.2, then raise the pH by adding borax through the skimmer. (You can get borax at the grocery store: green box, 20 Mule team brand.) Add one cup at a time.
- **Lowering pH.** If the pH is above 7.6, then lower it by adding acid (sodium bisulfate) into the skimmer. If you don't know how much to use, start off with one pound.
- **Make changes gradually.** Whenever trying to raise or lower pH, add your chemical, wait 24 hrs, then re-check your pH. Repeat as necessary until the pH is where you want it, but make sure to wait 24 hours between adding chemical and checking the pH level.

Superchlorination & Shocking

- **Superchlorination** is the periodic addition of 5 ppm of chlorine to remove organic contaminants, fix hazy water, and eliminate odors. **Shock treatment** is the addition of 10 ppm chlorine to kill visible algae.
- **Superchlorinate** or **shock** the pool by putting a dose of calcium hypochlorite in the pool. (See the "Adding Chemicals" section above.) This kind of chlorine is *different* from the kind in the feeder. This chlorine will break up the particles that make the water hazy or foul-smelling and allow them to be filtered out. In a pinch, you can use household bleach instead of calcium hypochlorite. A gallon of bleach poured directly into the skimmer will add 4ppm of chlorine to the pool. Never use dichlor or trichlor for super-chlorinating.
- **Lock the gate and put up a sign** that says, "NO SWIMMING: CHLORINE LEVEL HIGH." Add the time and date to the sign, and an *estimated* re-opening time (usually around 24 hours).

Cleaning/Backwashing the DE filter

When to clean the filter

Clean the filter when the water flow back to the pool diminishes considerably, or when the pressure gauge reading is 10psi or more over what it was the last time you cleaned the filter. This will happen once or twice a semester. You should probably seek hands-on training on the procedure from the ICC Facilities Manager or the member who did Pool Maintenance the previous semester.

Cleaning (backwashing) the DE filter

1. Make sure the water level is higher than normal before you begin. Backwashing lowers the level rapidly. If it gets too low then it won't reach the skimmer for the pump to suck, breaking the pump.
2. Turn off the pump. Set valve to backwash position. Ensure backwash line is open (the valve at the end of the long white PVC pipe), or else the system will back UP instead of backwash.
3. Start pump, stand clear, and backwash until water exiting white PVC drain pipe is clean (about 1 minute). Turn pump off.
4. Set valve to rinse position. Ensure that appropriate lines are open. Start pump, stand clear, and operate for about 1 minute.
5. Stop pump and repeat steps 2-4 two more times.
6. Stop pump. Follow startup instructions below.

Starting up the DE filter

1. Ensure suction and return lines are open. Check DE filter tank clamp to insure clamp is secure. Open manual air bleeder (black thing on top of DE filter).
2. Set valve to filter position. Start pump and stand clear.
3. Close air bleeder when a steady stream of water emerges. Make sure water is returning to pool.
3. Add required amount of DE to the skimmer. (A 1-lb. coffee can holds 7 lbs of DE.) Do not operate filter for more than 2 minutes before adding the DE.
4. Allow about 5 minutes for the DE to coat the grid surface inside the filter tank, and then record the pressure gauge reading. (When it's 10psi above this reading, it's time to backwash the filter again. If it's over 35 after you backwash it, you'll need to disassemble the DE filter and clean it out. If that doesn't help, you'll have to have the DE filter serviced.)

Fixing hazy water

- **Make sure that pH is 7.2-7.4, Total Alkalinity is <100ppm and CH is <1,000ppm.** (See above.)
- **If those levels are okay, you should superchlorinate the pool.** If superchlorinating or shocking removed the haziness, then take down the sign when the chlorine levels drop to 1-2 ppm. If the haze is still there, you probably need to backwash the DM filter.

Fixing bad smells

- **A chlorine smell is usually caused by *not enough free chlorine in the pool*, ironically enough.** When there's not enough free chlorine, it breaks down differently and creates the smell. Test the free chlorine level, and bring it up to 1.0-2.0. If it's already at 1.0-2.0, then check the combined chlorine level.
- **Combined chlorine levels above 0.3 can cause odors.** If the combined chlorine is >0.3, then super-chlorinate the pool. (See below.)

Fixing other problems

Foam. This shouldn't happen if all your levels are correct (free chlorine, total chlorine, TA, and CH). Check those first. Don't use a defoamer — that addresses the symptom and not the problem.

Closing the Pool

Close the pool in October when it gets too cold to swim.

1. Shock the pool (see above). Continue to run the pump and filter for 24 to 48 hours.
2. After 24 to 48 hours, thoroughly vacuum the pool and remove any floating debris.
3. Shut off the filter & pump, then drain the filter & pump (not the pool).
4. Cover the pool. A properly fitted and secured pool cover will save you many hours of clean-up time when you reopen it. Lay the special boards across the pool, put the big green plastic cover on top, and tie the cover *tightly* to the screw eyes in the brick around the pool, or to cinder blocks. The cover edge should be sealed to prevent wind from getting under it. If you use water bags to secure the pool cover, fill them half way to allow for expansion in case they freeze.

Don't bother adding algaecide. It's usually just a form of chlorine anyway (and you already shocked the pool), plus most or all of it will likely dissipate into nothing well before you open the pool again anyway. You'll simply clean out any algae when you open the pool again in spring.

Opening the Pool

1. In April, take the cover off the pool, fold it, and store it neatly in the far corner.
2. Collapse the boards and stack them against the far edge (west side) of the pool area.
3. The water will likely be nasty, but you do NOT have to drain the pool — just clean it really well. Start by scooping out any large crud with the net.
4. Continue by vacuuming the holy living mortal fuck out of the pool.
5. Shock the pool (see above), perhaps a couple of times.
6. You may also need to clean the DE filter (see above).

Defend the Pool!

Saving the pool for future generations.

Attempts to get rid of the pool

In the past, some ICC office staff and board members have pushed for the pool to be closed permanently (or just for a season, to set the precedent for closing it permanently), trying to use the excuses that the pool is expensive to operate or that it's environmentally harmful. Neither claim is true, and we've always been able to save the pool by appealing to the membership, among whom the pool is very popular. **All members need to know the background about this so that you all can save the pool again the next time this issue comes up.**

Don't fail the health inspection

Part of our kitchen inspection by the health department includes a pool inspection. If the pool isn't up to code, the health department can close our pool *and* our kitchen temporarily. What's worse, ICC staff could use our failure as an excuse to close the pool *permanently*. So maintain the pool well and absolutely do not fail the inspection.

Closing the pool wouldn't save money

It costs about \$2400 to operate the pool for a year (\$250 for chemicals, \$1000 for insurance, \$800 for water, and some miscellaneous). In ICC budget terms, this is nothing. By comparison, 98/99 staff raises & bonuses (budgeted & requested) were \$5,570, and the 98/99 rent increase brought in an extra \$44,672. More importantly, *closing the pool wouldn't save any money*. Each ICC member brings in about \$4100 a year, after paying for what they eat. So if even *one* ICC member out of 165 is here because we have a pool, it's already paid for itself and then some. And if we lost that member, then we'd be *losing* money by not having a pool.

Next, proponents of closing the pool ignore the fact that we couldn't close it for free — filling it in (or tearing it up) would cost us big-time. And finally, ICC doesn't own House of Commons; NASCO Properties does. It's doubtful that NP would be happy about our reducing their property value by \$10,000 or so by eliminating one of the key features of this property. Next time ICC tries to close the pool, complain to NP.

Water use is insignificant

As for water use, the pool uses maybe 100,000 gallons of water per year, but ICC as a whole uses *four million gallons!* Put into perspective, the pool's water use isn't very much. In fact, a meat eater's diet for *one month* (compared to a vegan's) takes as much extra water to produce as the pool uses for the whole year. (4000 gal./day for a meat eater's diet vs. 1200gal./day for vegetarians and 300 gal./day for vegans).

Environmental issues are a red herring

Staff and board members said the pool is environmentally damaging because we have to drain chemical-laden pool water onto the grounds and into the sewer system. Here's the real scoop.

- First of all, we don't have to drain the pool *at all*. It's perfectly fine to keep the water in it over the winter and then clean out the crud in the spring.
- Second, the amount of chlorine in the pool is typically less than what's in tap water! (See "All About Chlorine", above.)
- Third, chlorine breaks down very rapidly. Once we stop chlorinating the pool, all the chlorine's gone in a day or two anyway.
- Fourth, as vegetarians, we like to point out that the carcinogenic risk from eating meat is several orders of magnitude greater than the risk from exposure to pool chlorine.
- And finally, of course, nobody has to swim in the pool if they don't want to.
- By the way, State law requires that we use chlorine. (Non-chlorine sterilization methods are not acceptable to them.)

HoC History

(Most of the following information was obtained by Michael Bluejay, from ICC files, first-hand interviews with founding members Cedar Stevens and Stuart Gourd, and other sources.)

Introduction

HoC has always prided itself on being the most left-of-center co-op in ICC. In addition to our vegetarianism and clothing-optional policy, HoC tends to attract people who are very involved in their community or who become involved when they “graduate” from HoC. Austin Earth First! was born at HoC around 1983, and a former member was a co-founder of the Yellow Bike Project. A founding member of HoC started the "Club Whatever" free music shows on the West Mall in the early 90's. Other members have been involved with KOOP Radio, the Wheatsville Food Co-op, Austin Community Gardens, and other community-oriented causes.

About the Name

For the first month or so after getting the house started in the summer of 1981, the founding members called the house “New Prana”, since ICC was replacing Prana House with HoC. But nobody really liked the name “New Prana” very much. John Handy, a founding member, came up with the “House of Commons” name. The name is a quadruple pun: the house has quite a bit of commons areas compared to other ICC houses. (And it had a larger 3rd floor commons before the 1998 remodeling.) And besides the reference to our democratic philosophy (England being the birthplace of democracy), we suspect that HoC's founders implied a relationship to the lower class. (Peasants were often vegetarian, though from necessity, not choice.) Finally, the austere name is a contrast to ICC's other vegetarian co-op, Royal House.

More sources for history

House members record their thoughts, feelings, and photographs in journals which we call “bibles”. (It's just a joke; we don't worship them.) Look through the bibles (kept in the commons) to get a feel for what the house was like in earlier years. Also, check out the HoC website at <http://www.utexas.edu/students/icc/hoc/> Finally, there are some historical documents in the HoC library on the first floor, and in the HoC office on the second floor.

The Predecessor: Prana House

The very first property ICC bought was HoC's predecessor: Holloway House (16 members), at 2510 Rio Grande, in 1971. ICC named the house after Sterling Holloway, a businessperson who had been very helpful to ICC. True to our progressive history, Holloway was also one of the first co-ed co-ops. Holloway House was later renamed Prana House, and served as a hippie-oriented vegetarian co-op. “Prana” is the all-pervading vital energy of the universe, according to Hinduism. It is the Indian version of ch'i. It's also the name of a type of yoga which concentrates on intensive breathing. Here's a typical excerpt from the Prana house manual: “7. Spirituality: We have a quiet hour between 5:30 and 6:30 pm to allow for undisturbed meditation. Those who are interested in chanting will find kindred spirits.” The Prana house manual and a group photograph are available in the HoC Library. Rents were \$155-180 in the mid-70's.

ICC sold Prana in 1981 to the sorority next door in order to buy the 2610 Rio Grande property. Prana burned down right after the sale, and it's suspected that the sorority burned it so they could have a parking lot, which is what it is now. The small stained glass window on our south wall next to the fireplace came from Prana.

2610 Rio Grande

The 2610 Rio Grande building was built in 1929. It had been empty for about a year or so when ICC bought it in 1981 to replace Prana. Before that, it was The Crow's Nest, an ROTC house. (And before *that* it was an all-male boarding house, with an older woman living onsite preparing all the meals. Back then the kitchen was in what is now room #3.)

Most of the founding members came from other ICC co-ops, primarily New Guild, with only some coming from Prana. Others were first-time co-ops, including at least one freshman (Cedar Stevens, then Christi Stevens). Several members moved in that summer to start fixing up the house, and didn't pay rent for the summer and part of fall, since the building was condemned. Sewage leaked from the second floor bathrooms into the dining room. The entire back parking lot was covered 12 feet deep with trash, a mixture of bottles, cans, leaves, food, and other debris. Founding members Cedar Stevens and Stuart Gourd say that the largest maggots they've ever seen in

their lives inhabited the pile, along with three-inch roaches. New members shoveled the debris into huge dumpsters, and were gagging the whole time.

The early days

When the house opened, the area across the street was an undeveloped park with trees as tall as HoC, and was habitat for many homeless people. In 1982, the trees were cut down and the Rio Nueces apartment complex was built. Cedar says that something beyond the fact that it was a new building always bothered her, and so one day she walked across the street and looked back at HoC, and realized that the architectural style was similar (the curved arches and multi-tiered roof). "They built it to make fun of us," she says.

The huge condo complex bordered by 24th-25th & San Pedro-Rio Grande had been a Mexican immigrant community, replete with live pigs and chickens. Cedar says "it was like stepping into Mexico itself." HoC'ers called it "Little Mexico," and visited there to score high-quality Mexican weed.

Stuart tells the old story of how one day around 1983, Forrest Jackson, Jerry Henrichs, and some other male member were thundering down the stairs, popping each other with towels. When they got to the first floor commons, they saw a woman who was there with her parents. She was entering the UT Law School and was looking for a place to live. Her parents offered to buy her a new car if she would not move into HoC, but she chose the co-op over the car.

The house used to have many fewer rooms, but over the years they were divided to make more rooms (more co-ops and more money).

Transfer of Ownership in 1988

In 1988, ICC nearly went bankrupt from some bad investments in apartment buildings — when the bottom dropped out of the market, occupancy rates plunged. ICC wasn't bringing in enough money from rent to make the mortgage payments, and couldn't even sell the apartments at a loss because there was a housing glut and nobody was buying. So NASCO (North American Students of Cooperation) created a subsidiary, NASCO Properties (NP), specifically to buy House of Commons from ICC in 1988 to save ICC from bankruptcy. The money from the sale allowed ICC to pay off some debt and stay afloat. NP leased HoC back to ICC with a 99-year lease. ICC pays NP only \$2,000 a month rent for HoC. ICC has the first

option of buying the house if NP ever decides to sell it, and the purchase price would be limited to something ridiculously low (something like \$240,000, if I remember right). (By the way, ICC did finally manage to sell its three apartment buildings, all at a substantial loss.)

Spring 1998: Saving the Pool

In the spring of 1998, some staff members and ICC board members pressed to have ICC close the pool at HoC permanently, claiming that it was expensive to operate (which isn't true). They also claimed that the pool wasn't environmentally friendly, but many suspected that they made those claims not because they were really concerned about the environmental issues, but only because they were trying to "eco-bait" us.

HoC members led a public-information campaign to inform the other houses what was going on and what the true costs of the pool were, and collected signatures from a majority of ICC members. A referendum was held, and ICC members voted to keep the pool. In the meantime, a former HoC member and then-boarder took the initiative to learn pool maintenance skills on his own, and started taking care of the pool himself, saving ICC money that was being wasted on a pool company.

Some say that this wasn't the first time ICC members had to rally to save the pool. Be prepared to do so if/when this issue comes up again. See the "Defend the Pool!" section for more information.

Summer 1998 Remodeling

ICC emptied the house in the summer of 1998 to do a quarter-million-dollar remodeling job. The house was painted inside and out, carpet removed from the commons and some rooms exposing the existing hardwood floors (which were then refinished), the kitchen was totally re-arranged, and fire exits were physically relocated.

But there was also some bad news. Due to mismanagement by ICC coupled with incompetence on the part of the architect, the house wasn't ready to open by the fall semester, requiring HoC'ers to find temporary housing for most of September. In addition, ICC didn't ensure that our wishes were followed about many things. (For example, the remodelers were supposed to use low-odor, VOC-free paint, but didn't.) Further, several things were in worse condition after the remodeling, and several very obvious (and inexpensive) needed improvements weren't performed at all — despite the \$300,000 ICC spent on the job.

ICC History

1930's: The birth of Austin co-ops

In the 1930's, students suffered the impact of the Great Depression just like everybody else. It was under these conditions that a group of University of Texas students formed the first student cooperative house on campus in 1936 — the all-male Campus Guild. They cut costs by buying as a unit and doing all the housework themselves. Room and board cost \$15 a month! They ran their house democratically, and every member had a voice in all affairs of the house. This experiment in practical democracy was a success.

With the help of Dean Arno Nowotny and Dorothy Gebauer of the University of Texas, a number of other co-ops were started in the next few years. In 1939 the Inter-Cooperative Council was created as an informal association of the co-op houses at the University, and functioned to unify and provide communication among the various co-ops. By 1940 there were over 500 students living in 16 co-op houses at a cost of \$19 per month, compared to the average of \$40 per month most other students were paying.

40's & 50's: Moving off-campus

In 1941, the Campus Guild obtained financing, and members built a house at 2804 Whitis (primarily with their own hands). The Campus Guild was a fairly rad and influential place: it was home to UT student body presidents and *Daily Texan* editors. In 1946, it invited Heman Sweatt, the first black to be accepted to the U.T. Law School, to join, years before UT housing was integrated. Guilders also held many wild parties, including the May Day Red Ball, which remained a New Guild tradition until the late 1980's.

Theleme (now Helios) was organized in 1946, as was Ramshorn (now French House), an engineering student co-op founded by the Travis County chapter of the Texas Society of Professional Engineers. Royal, named after former UT football coach Darrel Royal, opened in 1958 and re-settled at its present location in 1967.

During World War II, many of the men's houses closed down or were converted to women's houses. Many co-ops moved off campus and leased large houses from private landlords. University expansion and market pressures forced co-ops to move from rented house to rented house. Occasionally another suitable house could not be found and a co-op was forced to close its doors.

Campus Guild owned its house, and Whitehall was able to buy its property from the owner, who had leased it to the women for a number of years. They bought it at terms

equal to the rent that had been paid. The University built six women's co-ops on campus in 1952 and six more in 1969, giving them a permanent home (until forcing half of them off campus in 1999). But the other seven co-ops remained in leased buildings. Attempts to solve the ever-present problem of disappearing houses and rising rents by buying houses were stymied by the fact that students wouldn't stay around more than three or four years.

1970: ICC plans to secure houses

In the late 60's, however, a new spurt of co-op activities across the country resulted in student co-op housing conferences in Michigan and Washington, D.C. Austin co-ops who attended these conferences came back with fresh ideas and enthusiasm. With this impetus the ICC was incorporated in 1970 with a view to having a central organization to buy houses and hold and maintain them for use as co-ops.

1970's: ICC buys most of its property

In August 1971 ICC bought its first property, 2510 Rio Grande, and named it Holloway House in honor of Sterling Holloway, an attorney who had been very helpful to ICC. The Ex-Students Association made a first-lien loan, the sellers made a second-lien loan, and money was loaned by some of the co-ops which were members of ICC.

The times were changing, and all-male houses had trouble filling up. As an all-male house, Stag Co-op, later Halcyon, had ten vacancies out of 29 spaces in Fall 1971. So Holloway House was made co-ed, and was in fact one of the first co-ed co-ops. Soon most of the other houses were also co-ed. Formerly most of the off-campus houses were all-male, with the exception of College House, founded in the 1960's.

In 1971, ICC was granted non-profit status, and was exempted from federal income tax. In 1972, ICC was exempted from paying State franchise tax and sales tax.

The years 1972-1974 saw the rapid rise of ICC. In 1972 the first off-campus co-op, the Campus Guild, was condemned, and its trustees gave ICC the building and the land on the condition that ICC buy a new building to replace it. ICC acquired the White House at 23rd & Nueces, a rather strict girls' dorm, and cleverly renamed it the New Guild. The original Campus Guild then burned down (some suspected arson from disgruntled former Campus Guilders), and ICC sold the lot. The old Campus Guild address of 2804 Whitis no longer exists; there are apartment complexes at 2802 and 2806.

Theleme was purchased in 1972 and restarted as a vegetarian co-op. (All the previous members had moved out.) In 1973, ICC bought the Varsity House and renamed it Seneca Falls, in honor of a New York state town where an early feminist conference had been held. Seneca was at first a co-ed feminist co-op. At some point the men were kicked out and it became all-female for many years.

A pattern had emerged: when the lease was about to expire on an already-existing co-op, ICC would approach the owner about buying it. In 1974, ICC acquired Ramshorn (later La Maison Francaise, now French House) and Royal in this way. French House had been an engineering co-op as Ramshorn, but was transformed into a French-speaking house. (The language requirement has long since vanished.)

In 1974, ICC also purchased Lothlorien, an experiment with a small (7-person) co-op outside the University neighborhood for people who planned to stay around for many years. Many of the first people to live there were staff members, board members, or otherwise very active in ICC. Unfortunately, the original members left one by one over the years and it was difficult to find replacements. In the summer of 1977 there were only three or four members living there, and ICC sold it in 1977 — the first ICC co-op to close its doors.

1980's: Flirting with bankruptcy

In 1983, ICC was in great shape financially — before the end of the decade it would have paid off the notes on all its properties. So the board started thinking about expansion. They got advice from a consultant who told them that students didn't want to live in houses any more, they wanted to live in apartments. So in 1983, the board dutifully bought three apartment complexes, in bad condition, for \$1.2 million.

Then the real estate market collapsed. With a glut of housing, ICC couldn't maintain good occupancy in the houses, and thus wasn't pulling in enough money to make the mortgage payments. ICC tried to sell the apartments, but there were no takers — even after ICC lowered the price below what it paid for them. Slowly, ICC was able to unload the three buildings (in 1985, 1987, and 1989), at a significant loss.

By 1988, the bank was threatening foreclosure on ICC's houses and ICC was making plans to file for bankruptcy. NASCO (North American Students of Cooperation) created a subsidiary, NASCO Properties (NP) specifically to buy House of Commons to save ICC from going under. The sale of HoC gave ICC cash to pay off its immediate debt and stave off foreclosure. NP immediately leased HoC back to ICC with a 99-year lease under very favorable terms.

(NP has since made a business out of owning properties for co-ops where local groups couldn't afford their own buildings. This helps ensure the permanency of co-ops

which would otherwise be subject to the whim of a non-sympathetic landlord, or to the transitory nature of students who usually aren't around for the long-term to keep a rented co-op going.)

Today, ICC owns six houses, and rents two more (HoC from NASCO Properties, and Avalon from a local landlord). The six houses ICC owns will be paid off in 2010. The experiment with the apartment complexes set ICC back 25 years, financially.

Mid-80's: Seneca's Metamorphosis

In mid-80's, Seneca was closed as a co-op due to low occupancy and a new apathy on the part of members. It was leased to a fraternity from 1986 through 1989. In 1989 it was repopulated as a co-ed house for graduate and upper-division students.

1999: Property Tax Exemption

ICC lobbied the State legislature (with hired professional lobbyists) and got them to pass a bill exempting student co-ops from paying property taxes. This saves us \$50,000/year in 1999 dollars, or about 5% of our budget.

2000: Staff Turnover

After nearly 15 years as ICC's General Manager, Brenda Smith stepped down to become an outsourced contract accountant to ICC, and the board hired a new GM, Shelley Earley. But the relationship between Brenda and Shelley was strained, and the board made the controversial decision to pay Brenda \$28,000 to buy her out of her contract. (She got paid for doing no additional work.) In addition, for various reasons, other staff members decided to leave, and at one point it looked like we would have 100% staff turnover within the space of a few months. But Shelley decided to stay after all, and we were able to hire other quality staffers to replace the departing ones, so a big staffing crisis was averted.

ICC: Providing longevity

Over the years, ICC has had a significant impact in maintaining the existence of co-ops in Austin. Several ICC co-ops were restarted after most of the people living there had left. Had these co-ops been on their own they might well have folded, but the presence of ICC, which encouraged other experienced co-ops to give financial and technical assistance, kept them afloat. In addition, ICC has provided help with financial management, major maintenance & improvements, and finding new members.

As we look to the future, the current board of directors is considering purchasing another house. We hope that by expanding, we can create a larger cooperative economy, and offer even more people the opportunity to experience cooperative community. To do this, ICC must overcome the usual student housing co-op problems of high turnover, disorganization, the cyclical success and failure of individual houses, and wasting time, energy, and money by "reinventing the wheel". Therefore, the

survival of the houses depends on ICC, and ICC depends on its members. Is that cooperation or what?

ICC Timeline

- 1936 Campus Guild is established on campus
- 1936 UT opens the first women's co-op, "Unit 1".
- 1939 ICC forms as a social and networking organization for the members of the various co-ops, kind of like Co-op Link today. (ICC did not own or lease its own houses at that time). Some sources say that ICC began in 1937, not 1939.
- 1941 Campus Guild members build their own house by themselves at 2804 Whittis.
- 1946 Theleme (now Helios) and Ramshorn (now French House) are established as off-campus co-ops.
- 1958 Royal House is established off-campus.
- 1967 Royal resettles at its present location.
- 1960's Austin co-ops attend conferences, and decide to work on securing permanent buildings for housing.
- 1970 ICC incorporates.
- 1971 ICC becomes a non-profit corporation.
- 1971 In August, ICC buys its first property, Holloway House at 2510 Rio Grande (later renamed Prana House), for \$60,000. (ICC made a \$5k down payment, and financed \$20k through the sellers and \$35k through the ex-students association.) Prana was one of the first co-ed co-ops, and one of the first vegetarian co-ops.
- 1972 Campus Guild is condemned and its trustees give the building and land to ICC in exchange for ICC finding them a new home. ICC buys the White House, formerly a women's boarding house, and renames it the New Guild. The old Campus Guild burns down, and ICC sells the lot.
- 1972 Theleme (now Helios), already a co-op, is purchased.
- 1973 Seneca Falls is purchased.
- 1973-74 ICC leases the Alpha Gamma Delta house and runs it as the "It Doesn't Matter Co-op".
- 1974 Ramshorn (now French House), Royal (both already co-ops), and Lothlorien are purchased. Lothlorien was an experiment: a much smaller house, farther away from campus, and populated with mostly non-students. It didn't work.
- 1975 Arrakis is purchased in May.
- 1977 Lothlorien is sold.
- 1981 Ten years to the month that ICC bought it, ICC sells Prana House to the sorority next door for \$180k (three times what we paid for it!). ICC buys a bigger house (the Crow's Nest, a vacant former ROTC house) to replace Prana, and turns it into House of Commons. Prana then burns down mysteriously. (Well, the sorority needed a parking lot, and the space is now indeed a parking lot...)
- 1983 ICC purchases three apartment complexes in bad condition for \$1.2 million, with huge mortgages, and begins losing money. One is named Holloway Apartments (not to be confused with Holloway House).
- 1985 Sold one apartment complex in the summer for same amount that we paid for it.
- 1985 Brenda Smith is hired as the General Manager in the fall. She would hold that position until 1999.
- 1986 The real estate market collapses. ICC is plagued by low occupancy, and has trouble selling the remaining two complexes. ICC teeters on the brink of bankruptcy for the next three years.
- 1986 Seneca is leased to a fraternity.
- 1987 Sold second apartment complex for the exact amount of its debt.
- 1988 ICC makes a bankruptcy plan, and stops paying mortgage for three months. Foreclosure is threatened.
- 1989 NASCO forms NASCO Properties (NP) specifically to buy House of Commons from ICC to give ICC much-needed cash. NP immediately leases HoC back to ICC with a 99-year lease.
- 1989 Sold Holloway Apts. in Oct. for \$100k less than its debt and \$185k less than we paid for it.
- 1989 Seneca re-opens as a co-ed, upper-division & graduate student co-op.
- 1994 Avalon is established, leased from a local landlord.
- 1995 Refinanced all outstanding house debt into a 15-year permanent loan. Houses will be paid off in 2010. Apt. complex purchases in 1983 set us back 25 years!
- 1996 Helios is emptied for the summer for remodeling.
- 1997 Seneca is emptied in the summer for remodeling. An attic fire in July prevents members from moving back in until October 1st.
- 1998 House of Commons members thwart a move by some board members and staff to close the pool permanently. HoC is emptied for the summer for remodeling. Due to permitting delays, construction was at a standstill for over a month, and members couldn't move back in until the end of September.
- 1999 After 14 years, Brenda Smith gives up her job as ICC's General Manager, and starts providing financial services to ICC as an outside contractor. Shirley Earley is hired as ICC's new GM. ICC hires lobbyists to successfully push through a bill exempting student co-ops from property taxes, saving ICC \$50,000 a year (1999 dollars).

2000 Brenda Smith leaves ICC. The board pays her \$28,000 to buy her out of her contract.

Vegetarianism

by Michael Bluejay

Educate Yourself

If you're a vegetarian, you know you're a minority: only about 5% of Americans don't eat meat. The other 95% will form their opinions about vegetarianism from people like you. Whether they have a sincere interest in the topic, whether they have misguided concern for your welfare, or whether they just want to taunt you — whatever their motivation, unless you prefer to sidestep all inquiries about your diet, then you should consider educating yourself so you can engage in meaningful conversation. If you choose to do so, you can help introduce others to a way of life that has many advantages for personal health, the environment, and our fellow creatures. Here is some information to start with.

Common Vegetarian Myths

“Vegetarians get little protein.”

FACT: Plant foods offer abundant protein. Vegetables are around 23% protein on average, beans 28%, grains 13%, and even fruit has 5.5%. For comparison, human breast milk is only 5% (designed for the time in our lives when our protein needs are as high as they'll ever be). The US Recommended Daily Allowance is 8%, and a more realistic recommendation (World Health Organization) is 2.5%.

“Beans are a good source of protein.”

FACT: There is no such thing as a special “source of protein” because *all* foods — even plants — have plentiful protein. You might as well say “Food is a good source of protein”. In any event, beans (28%) don't average much more protein per calorie than common vegetables (23%).

“Meat protein is better than plant protein. You have to combine plant foods to make the protein just as good.”

FACT: This was a myth which was popularized in the 1971 book *Diet for a Small Planet* and has no basis in fact. The author of *Diet...* admitted she made a mistake nearly twenty years ago, in the 1981 edition of the same book.

“Vegetable oils are healthy.”

FACT: Dr. John McDougall says: “Sadly, the myth that vegetable oil is health food isn't true... choosing between dropping some butter or pouring some olive oil into your frying pan is, nutritionally speaking, like choosing whether you want to be shot or hanged. Here's why. *All fats*—saturated and unsaturated—are involved in the growth of certain kinds of cancer cells. Scientific research...has consistently shown that a higher consumption of fats will produce a higher incidence of cancer. What's worse, the

unsaturated fats in such highly touted vegetable oils as corn oil, safflower oil, and olive oil, and the margarines made from them, are the fats that most promote the growth of cancer... Finally, vegetable oils, like animal fats, are also extremely fattening because of their high calorie content, and they can make the skin and hair oily.”

“Tofu is a low-fat food.”

FACT: Tofu is 54% fat, more than many meats, and way more than the 10-20% of dietary calories from fat that most vegetarian authorities recommend. McDougall again: “[Soybeans] contain far too much fat for regular use by most people... Tofu...is even a little worse... Obviously, tofu is a rich, high-fat, low-fiber food that should be used sparingly.”

“Milk is necessary for strong bones.”

FACT: McDougall: “Where does a cow or an elephant get the calcium needed to grow its huge bones? From plants, of course. *Only plants.* ... People in Asia and Africa who consume no milk products after they're weaned from their mother's breast grow perfectly healthy skeletons in the normal size for their race. A consistent conclusion published in the scientific literature is clear: *Calcium deficiency of dietary origin is unknown in humans.* Dairy products contain large amounts of animal proteins. This excess protein removes calcium from the body by way of the kidneys. Knowing the physiological effects on calcium metabolism of eating excess protein explains why societies with the highest intakes of meat and dairy products—the United States, England, Israel, Finland, and Sweden—also show the highest rates of osteoporosis, the disease of bone-thinning.”

“Vegans are at high risk for Vitamin B12 deficiency.”

FACT: McDougall: “B12 deficiency is rare... Two kinds have been observed. The more common is due to malabsorption of this vitamin as a consequence of diseased conditions of the stomach or of the small intestine. It has nothing to do with the amount of B12 present in the diet, so it is treated with injections of B12. The other kind of B12 deficiency is found very rarely among people who take essentially no B12 in their diet. Less than a dozen cases of this type of B12 deficiency have been reported among the tens of millions of vegetarians in the world. One reason it's so uncommon is that B12 is made by the bacteria naturally present in the human mouth and intestines... [In addition,] the average American has stored so much B12 in his body's tissues... that twenty to thirty years must pass before you run out of

it.” McDougall notes that anyone with concerns about B12 can always simply take a supplement on occasion.

Reasons for Vegetarianism

Improving Personal Health

It's no secret that compared to average meat-eaters, vegetarians generally live longer, are less likely to be overweight, suffer far fewer incidences of cancer and heart disease, and have more energy. These facts have been consistently borne out by decades of scientific research. The largest epidemiological study ever conducted (the China-Oxford-Cornell study) concluded that those eating the amount of animal foods in a typical American diet have seventeen times the death rate from heart disease, and, for women, five times the rate of breast cancer, than those who get 5% or less of their protein from animal foods. (See the bibliography at the end of this article.)

Meat contains 16 times the amount of pesticides as plant foods, since pesticides get concentrated as they move up through the food chain, and since they're more easily stored in fatty tissues. In 1980, six years after the pesticide dieldrin was banned, the USDA destroyed two million packages of frozen turkey products contaminated with dieldrin. (And such contamination can routinely occur without detection.) In 1974, the FDA found dieldrin in 85% of all dairy products and 99.5% of the American people. The EPA discovered that the breast milk of vegetarian women contained far lower levels of pesticides than that of average Americans. A study reported in the *New England Journal of Medicine* found that “The highest levels of contamination in the breast milk of the vegetarians was lower than the lowest level of contamination... (in) non-vegetarian women... The mean vegetarian levels were only 1-2% as high as the average levels in the U.S.”

Saving the Earth

All food animals consume several times more grain than they produce as meat. So several times as much land is needed to grow grain to feed animals, several times as much energy is used to harvest the grain and transport it, several times as much water is necessary, several times as much pesticides, etc. Worldwide petroleum reserves would be exhausted in 11 years if the rest of the world ate like U.S. The least energy-efficient plant food is 10 times as efficient as the most efficient meat food. A nationwide switch to a pure vegetarian diet would allow us to cut our oil imports by 60%.

Over half of the water used in the U.S. is used to grow feed for livestock. It takes 2500 gallons of water to produce a pound of meat—100 times as much as for wheat. The water required to produce a day's diet for a typical American is 4,000 gallons. (It's 1,200 for vegetarians and 300 for vegans.) Compared to a vegan diet, three days of a

typical American diet requires as much water as you use for showering all year (assuming you shower every day).

U.S. Livestock produce 250,000 pounds of waste per second — 20 times as much as humans. A large feedlot produces as much waste as a large city, but without a sewage system. Animal waste washed into rivers and lakes causes increased nitrates, phosphates, ammonia, and bacteria, and decreases the oxygen content. This kills plant and animal life. The meat industry account for three times as much harmful organic waste as the rest of the industries in the U.S. combined.

It takes ten times as much land to produce food for an average American compared to a pure vegetarian. An acre of land can produce 20,000 pounds of potatoes, but only 165 pounds of beef. In the U.S., 260 million acres of forest have been destroyed for use as agricultural land to support our meat diet (over 1 acre per person). Since 1967, the rate of deforestation has been one acre every five seconds. For every acre cleared for urban development, seven acres are cleared to graze animals or grow feed for them.

Around 85% of topsoil loss is directly associated with raising livestock. We have lost 75% of our topsoil. The USDA says crop productivity is down 70% as a result of topsoil loss. It takes nature 500 years to build an inch of topsoil. Vegan diets make less than 5% of the demands on the soil as meat-based diets.

Caring for Animals

Around eight billion animals are killed for food every year in the U.S. alone — a number greater than the entire human population of the planet. Each meat-eating American eats the equivalent of about 24 animals per year. What's worse, modern agricultural methods mean that animals are raised in cramped confinement operations instead of the pastures from childhood picture books — a practice known as factory farming. Chickens are crammed into cages with no free space, and are debeaked to keep them from pecking each other to death. Animals are pumped full of various powerful drugs to kill diseases resulting from filthy living conditions, and to make them grow or produce faster than nature intended. When cows and chickens stop producing as much milk and eggs as the younger animals, they're unceremoniously slaughtered and made into low-grade meat (fast food and pet food). For some, vegetarianism and veganism are ways to refuse to participate in the commodification of animals.

History

Early Vegetarianism

The term “vegetarian” was coined by the British Vegetarian Society in the mid-1800's. (The Latin root refers to the source of life.) However, vegetarianism itself

dates back to a time before recorded history. Many anthropologists believe that most early humans ate primarily plant foods (being more gatherers than hunters). The Greek mathematician Pythagoras was a vegetarian, and vegetarians were often called Pythagoreans until a different word was created. Leonardo da Vinci, Benjamin Franklin, Albert Einstein, and George Bernard Shaw were also vegetarians. (A modern legend is that Hitler was a vegetarian, but in fact he was not.)

Meat Consumption Rises in the 1900's

Up until the mid-1900's, Americans ate far less meat than they do today. The cost was very high, refrigeration was not widely available, and distribution was problematic. A side effect of the industrial revolution was that meat became cheaper, storable, and easier to distribute. Meat consumption increased dramatically—and so did degenerative diseases like cancer, heart disease, and diabetes.

Birth of vegetarianism in the U.S.

Vegetarianism was not very common in the U.S. until 1971, when Frances Moore Lappé's bestseller *Diet for a Small Planet* was published.

A Ft. Worth native, Lappé dropped out of graduate school at U.C. Berkeley to do personal research on world hunger issues. Lappé was startled to discover that it takes 14 times as much grain to feed an animal than what you get out of it in meat — an enormous waste of resources. Livestock eat over 80% of the grain eaten in the U.S. If Americans cut their meat consumption by just 10%, there would be enough grain to feed all the starving people in the world. At the tender age of 26, Lappé then wrote *Diet...* to encourage people to eat meatless meals and thus stop wasting the world's food.

The Protein Combining Craze

In this period in American history, however, the idea of shunning meat was considered much crazier than it is today. A common perception was that a person could easily drop dead if they didn't eat animals. Lappé knew that her book would be met with this bias, so she researched vegetarian nutrition, and in doing so made a substantial mistake which would dramatically change the course of vegetarian history. She found some studies that were done around the turn of the century on rats, which showed that rats grew best when fed plant foods which had been combined so that their amino acid (protein) patterns resembled that of meat. Lappé had her magic bullet—this would be the way she could convince readers that they could make their plant foods “just as good as” meat.

Lappé devoted half of her book to this idea of “protein combining”, or “protein complementing” — how to serve beans and rice together, for example, so that the protein

wouldn't be “incomplete”. The protein combining idea was contagious — it appeared in nearly every other book by every other vegetarian author published after that, and made its way into academia, encyclopedia entries, and the American mindset. The manual for Prana House (the cop which HoC replaced) in the mid-70's makes a reference to protein combining. Unfortunately, the idea that you need to combine proteins was absolutely wrong.

The first problem was that the protein combining theory was just that — only a theory. It had never been tested on humans. As a consequence, it was more superstition than science. It's not surprising that rats would react differently than humans — growing rats need ten times as much protein per calorie as growing humans. (Rat milk is 50% protein while human breast milk is only 5%.) Further, nobody had ever thought to look to the rest of the animal kingdom — if plant foods were really so inferior, then why did cows, pigs, and chickens eat nothing but grains and other plants? (And we have much more in common biologically with them than we do with rats.) Wasn't it odd that we were eating farm animals for protein, and they were eating nothing but plants? Where were they getting *their* protein? Finally, plant foods were not even as “deficient” in various amino acids as Lappé had thought. As Dr. John McDougall wrote:

“Fortunately, scientific studies have debunked this complicated nonsense. Nature designed and synthesized our foods complete with all the essential nutrients for human life long before they reach the dinner table. All the essential and nonessential amino acids are represented in *single unrefined starches* such as rice, corn, wheat, and potatoes in amounts in excess of every individual's needs, even if they are endurance athletes or weight lifters. Common sense tells you this would have to be true for the human race to have survived on this planet. Throughout history the food-providers went out in search of enough rice or potatoes to feed their families. Matching beans with rice was not their concern. We have only the hunger to relate to food; there is no drive to tell us to mix and match protein sources to make a more ideal amino acid pattern. There is no need for such a drive because there is no more ideal protein and amino acid composition than that found in natural starches.”

Diet for a Small Planet was a runaway best-seller, and made Lappé famous. It was therefore surprising—and commendable— that Lappé owned up to making a mistake about the very thing which made her a household name. In the 1981 edition of *Diet for a Small Planet*, Lappé recanted and explained that “in combating the myth that meat is the only way to get high-quality protein, I reinforced another myth. I gave the impression that in

order to get enough protein without meat, considerable care was needed in choosing foods.”

The Rest of the 70's

Though Lappé didn't single-handedly solve the world hunger problem, and the protein combining quirk aside, *Diet for a Small Planet* was an unqualified success — it was a runaway bestseller and sold millions of copies. It also launched the vegetarian movement in the United States. Vegetarian cookbooks and restaurants — and co-ops — started appearing out of nowhere. We commonly associate the 60's with hippies, and hippies with vegetarianism, but in fact vegetarianism was very uncommon before *Diet for a Small Planet* in 1971.

In the mid-70's, some San Francisco hippies started a vegetarian commune in Tennessee which they generically named “The Farm”. The Farm was large and successful, and helped define everyone's mental image of what a “commune” is supposed to be. The Farm also made a number of valuable contributions to our culture. They popularized the use of soybean foods in the U.S, especially tofu, which was largely unknown to Americans before *The Farm Cookbook*, which consisted of soybean recipes and explained how to make tofu. The book was published by The Farm's book publishing company, called, generically, The Book Publishing Company. (They also have a mail order catalog, whose name you can probably guess.) The Farm also reintroduced midwifery (home birthing) to America, and served to train a new generation of midwives. ICC's General Manager from 1985-1999, Brenda Smith, gave birth to one of her sons when she lived on The Farm in the mid-70's, and Rose Hoberman, an HoCer in 1998-99, was born on The Farm in 1977. Finally, Farm residents perfected methods of natural birth control.

In 1975, Australian ethics professor Peter Singer wrote *Animal Liberation*, which was the first scholarly work to present ethical arguments for not eating animals or experimenting on them. This inspirational book was the perfect compliment to *Diet for a Small Planet*, which showed exactly *how* to go about eating things other than animals. As *Diet...* did for vegetarianism, *Animal Liberation* did for animal rights, virtually launching the animal rights movement in the U.S. overnight. Animal rights groups started popping up everywhere, including PETA (People for the Ethical Treatment of Animals) in the early 80's. (PETA paid for a special printing of *Animal Liberation* and used to give away a copy to every new member.)

Diet for a New America: The Birth of Veganism

While *Diet for a Small Planet* got the vegetarian ball rolling in the U.S., by the mid-80's several myths about

vegetarianism were widely held. One was the idea promoted by *Diet...* itself — the bit about protein combining. Many would-be vegetarians were put off by changing their diets because of the planning they thought was required. Another myth was that dairy products and eggs were healthy, and that vegetarians had better make sure to eat enough in order not to die. Yet another was that it might be *possible* to be healthy on a vegetarian diet, but there were no significant health benefits (and there were certainly no problems with eating meat). Finally, few people had ever heard of “factory farming”, or of the environmental consequences of animal agriculture.

Those myths were all shattered by John Robbins' 1987 book *Diet for a New America*. Robbins' work actually contained few new, original ideas — most everything had been published elsewhere, but in a disjointed form. Robbins' contribution was to take others' work and combine it into one big, exhaustively documented book, and to add his own inviting analysis. Part 1 exposed the horrors of factory farming. Part 2 convincingly demonstrated how deadly meat-based diets are, and how healthy and safe vegetarianism (even veganism) is — debunking the protein combining myth along the way. Part 3 introduced the world to the incredible environmental consequences of animal agriculture.

Diet for a New America restarted the vegetarian movement in the U.S., as it launched the vegan movement, and helped introduce the term “vegan” into the American vocabulary. Within two years of the publication of Robbins' book, nearly ten new vegetarian societies formed in Texas.

Today, acceptance of vegetarianism by medical authorities and the general public is at an all-time high. Myths still abound, but overall change in attitude about vegetarianism over the last ten years is nothing short of remarkable. As a vegetarian since 1985 and a vegan since 1989, this is a surprising but very welcome change. —MBJ

Recommended Reading

The Best Books

Diet for a New America, by John Robbins (1987)

The McDougall Program, by Dr. John McDougall (1990)

Other Sources Referenced in this Article

May All Be Fed, by John Robbins (1992)

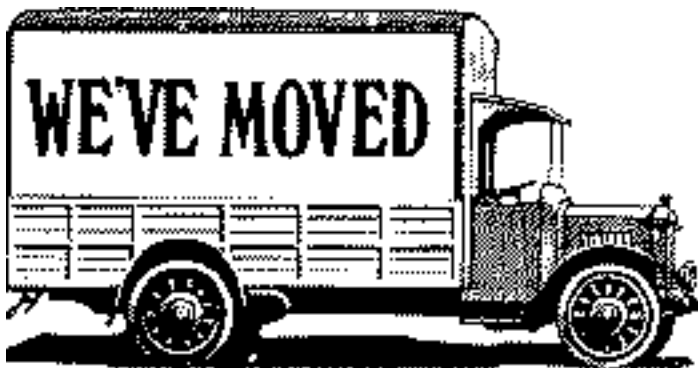
Diet for a Small Planet, by Frances Moore Lappé,
original (1971) and 10th anniversary edition (1981)

Animal Liberation, by Peter Singer (1975)

Moving Out

Moving Out Early

You're obligated to pay rent for your entire contract period, even if you move out early, and even if you get kicked out through a Membership Review. If you move out early but find a replacement, then you'll pay only a \$25 re-letting charge. If you can't find a replacement, then you can ask the house to vote on letting you out of the house portion of your contract (~\$102/month), but you'll still be responsible for the ICC portion (total rent minus the house portion).



Procedures for Moving Out

- Clean your room thoroughly when you leave. Dust, clean windows, and sweep & mop or vacuum.
- Return your room and house keys to the Trustee.
- Retrieve your check-out/deposit return form from the ICC office. Get the trustee or another house officer to check out your room and fill out the form. Be sure to put your permanent and/or forwarding addresses on the form. Turn your form into the office. The office will mail your deposit to your forwarding address.
- Write your new address on a card and file it in the "Forwarding Addresses" file by the mailboxes.
- Remember the House of Commons. If you were happy with your co-op experience, let other people know. You can continue to be an ace co-oper by referring new members to us, by boarding here, or by helping out around the house.

Austin Co-ops

Austin Co-ops Website

<http://michaelbluejay.com/coop>

Housing

Inter-Cooperative Council 510 W. 23rd • 476-1957

- Arrakis 2212 Pearl St. • 472-2292
- Avalon 3000 University • 472-2583
- French House 710 W. 21st • 478-6586
- Helios 1909 Nueces • 478-6763
- House of Commons 2610 Rio Grande • 476-7905
- New Guild 510 W. 23rd St. • 472-0352
- Royal 1805 Pearl • 478-0880
- Seneca Falls 2309 Nueces • 472-2052

College Houses 1906 Pearl St. • 476-5678

- 21st St. Co-op 707 W. 21st St. • 476-1857
- Laurel House 1905 Nueces • 480-0605
- Opsis 1906 Pearl • 476-5678
- Pearl St. 2000 Pearl • 476-9478
- Taos 2612 Guadalupe • 474-6905

UT Women's Co-ops (office) 471-7586

All addresses are 2610 Whitis, and phone #'s start with 495-

- Almetris -4827 • Halstead -4840 • Smith -4977
- Century -4023 • Margaret Peck -4987 • Theadorne -4862
- Felicia -3402 • Pearce -4810 • Valhalla -4973
- Gebauer -4005 • Shangri-La -4868 • Wakonda -4942

Independent Co-ops & Alternative Housing

- American Youth Hostel ... 2200 S. Lakeshore • 444-2294
- German House 2103 Nueces, 78705 • 477-8865
- Halcyon 1910 Rio Grande, 78705
- Lothlorien 1705 Mohle, 78703
- Sandia Co-op 602 Elmwood
- Sunflower Co-op 1122 3rd St., 78704
- Whitehall Co-op 2500 Nueces, 78705 • 472-3329

Non-Housing Co-ops

- Wheatsville Food Co-op** ... 3101 Guadalupe • 478-COOP
- KO.OP Radio 91.7 FM** 304 E. 5th • 472-1369
- University Co-Op** 2244 Guadalupe • 476-7211
- REI (Recreational Equipment Inc.)**

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