

ROYAL CO-OP

Owner's Manual

Future editors, this file is on the web (MS Word 5.1 Mac & PDF formats) at:

<http://michaelbluejay.com/royal> — Michael Bluejay (michaelbluejay.com)

1805 Pearl St. • Austin, TX 78701

(512) 478-0880

<http://www.iccaustin.coop>

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.

Intro to Royal

Introduction

Royal is one of eight co-op houses in the ICC system. ICC co-ops are run by and for its residents, who are primarily students.

Royal is very different from other communities, and a lack of understanding or acceptance of what makes our co-op unique can lead to disappointment. Royal differs from most other housing options in four principal ways:

- **We're a cooperative.** Among other things, this means that you will help with things like cooking & cleaning.
- **We're vegan.** We don't buy meat, dairy, or eggs. (Members who want their own dairy/eggs can buy it themselves and keep it in the personal fridge.)
- **We're clothing-optional.** Most members wear clothes all the time, but it's not required (unless someone has friends or family visiting, of course).
- **We're committed to maintaining a quality living environment.** Royal is one of the less messy ICC houses, and we rarely have serious problems with house labor.

Royal has 16 members (when full).

The ideas in this manual serve to define Royal 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 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 Royal

- 16 members in 10 rooms (6 singles and 5 doubles)
- Sun deck on the roof
- A bicycle workshop (in progress)
- Compost pile and Garden
- Huge sun deck
- House computer with direct Internet access
- All rooms wired for Internet access
- Cozy front porch with swing
- Hardwood floors in most of the house, including the large 1st Floor Commons
- Open membership to students. (Non-students accepted with a vote of the house.)
- Chemical pesticides not allowed in the house.

History

Royal Co-op formed in 1958 at some other house (we don't know where), and resettled at 1805 Pearl in 1967. Legend has it that Royal was named after famed UT football coach Darell Royal. It was a men-only building, but became co-ed in the 1970's (perhaps the 1960's). In 1974, ICC bought Royal and Royal became part of the ICC system.

For more about the history of ICC, check out the website at <http://michaelbluejay.com/icc>.

Layout

Rooms 1-3: Downstairs

Rooms 4-9: 2nd Floor

Attic Room: 3rd Floor

Cottage: Out Back

Singles: Rooms 1-4, 6-7

Doubles: Rooms 5, 8, 9, Attic, Cottage

ICC: Inter-Cooperative Council

About ICC

ICC is a 501(c)(3) non-profit organization which owns and operates eight houses, including Royal. *As a member of ICC, you're a part owner of this organization.* The other houses in ICC are:

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

ICC was formed to own property so that co-ops could be permanent. Before ICC, students rented the houses they used as co-ops, and so the co-ops died when the students moved on or the property was sold. ICC started buying property in 1970 to ensure that co-ops will survive.

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 \$60,000 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.

The board consists of:

- 8 board reps (one elected from each house),
- 3 ECC officers (elected once a year in an at-large election: Chair, Secretary-General, and Finance Officer), and
- 2 Community Trustees.

There ECC (Executive Coordinating Committee) consists of the three ECC officers above plus three more: two Membercatorators and a Maintenance Officer. They head up the ICC-wide Membership & Maint. Committees. ECC officers get a month's worth of free rent in the summer for every semester they're an officer. Ask your

board rep if you're interested in running for office in May (or applying for direct appointment whenever there's a vacancy).

Community Trustees are people who don't currently live in ICC. (They're usually former members.) They're on the board to bring in an outside perspective.

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 Royal's board rep. If you'd *really* like to get involved, run for a board rep or officer position.

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.) If you don't like that, then work towards getting ICC members to do more of the work of running the co-op system.

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*. (As of 11/01, Arrakis was slated to be built after a fire destroyed it in 12/00.)

Avalon..... 3000 University • 472-2583

The only ICC co-op not in West Campus. (It's in the North University area.) Like HoC, we rent it instead of owning it.

French House 710 W. 21st • 478-6586

An upper-division house. The closest house to Royal, and right across from 21st St. Co-op (which is part of the College Houses system).

Helios 1909 Nueces • 478-6763

The only ICC house which is a historic landmark. Helios was remodeled in the summer of 1996.

House of Commons (HoC) 2610 Rio Grande • 476-7905

The only other vegetarian co-op in ICC besides Royal. (And ironically, its name is nearly opposite of Royal's.) They have the only pool in ICC (open to all ICC members), and are the only house that's completely clothing-optional (a good combination). HoC was remodeled (sort of) in 1998.

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

Seneca Falls 2309 Nueces • 472-2052

An upper-division house. Next door to New Guild. 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.

The Basics about Living Here

Moving In

Your move-in date is on your ICC contract. If you lost your contract then 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 weekly house meetings. (Meeting dates are posted on the dry-erase board in the hallway.) 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.

Pets

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

House Meals / Kitchen

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

Dinners are served around 7:00 pm Sun-Thu (no house dinner on Fri. or Sat.), and are vegan (no dairy/eggs). If you won't be home for dinner, you can request a "Save Plate" by writing your name on the chalk board in the dining room. (A Save Plate is a serving of dinner saved for you.) Save plates are stored in the Personal Fridge in the laundry room. On Friday, the fridge cleaner moves all Save Plates to the guff fridge and they become fair game. If you want to keep your Save Plate past Friday, label it with "Don't Move" and the date, which will preserve it for one more week.

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 that's not labeled as belonging to someone, 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, try to give it to another member or put it in the basement (well away from the heaters).

Rent

There's a sheet on the bulletin board near the front door which shows how much each member owes. This includes any penalties, fees, or discounts. Make your rent check out to "ICC" and put it in the locked mailbox in the basement stairway. Put your rent in the box no later than the 5th, because ICC picks it up on the 6th. If you missed the pickup, you must take your rent to the ICC office and pay a late fee. Late fee is \$10 if paid on the 6th - 10th. Add another \$7.50 for EACH five days after the 10th that you're late. (e.g., Pay on the 11th-15th and pay another \$7.50, pay on the 16th-20th and pay yet another \$7.50, etc.)

Smaller rooms are cheaper than larger rooms. Shared rooms (doubles) are cheaper than singles. Returning members get a \$20/mo. discount when they sign a long-term (Fall/Spring) contract. New members get a \$10/mo. discount for signing a long-term contract.

House Jobs ("Loving your house")

As a cooperative, each member is required to help with things like cooking and cleaning. This is commonly called "labor", though some people call it "love." Labor/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.

House Notices & Meeting Minutes

We have weekly house meetings after dinner. Check the marker board for the date. If you miss a house meeting you'll do some extra labor around the house (no more than an hour; coordinated by labor czar).

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.

Cleaning up after yourself

You're expected to clean up after any mess you make in any commons areas (including porches and yards), be it dishes, newspapers, clothes, books, homework, board games, or whatever. A house of 16 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

You can have a phone in your room if you pay for it. Call the phone company to set it up. (The number is in the front of the phone book.)

Taking Messages

When you answer a call for somebody else, see if they're around, and if they're not, write a note on the white board in the hallway.

Common Phones

The main phone, which rings in the kitchen and the basement stairway, is **478-0880**. The second-floor phone is **480-0897**. There's an answering machine in the kitchen.

Long Distance

You need a calling card to dial long distance from any house phone. TIP: Most calling cards have a per-call surcharge (\$0.25 to \$0.99 per call), but some don't. Try to find one without the surcharge.

Postal Mail

Mailboxes are next to the front door. When you move in, put a label with your name on an empty mailbox.

The mail arrives every day at noon or so, into the mailbox at the curb. Outgoing mail goes into that same mailbox. (Raise the flag if you insert outgoing mail.)

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 in the Forwarding Addresses notebook near the mailboxes. It's someone in the house's labor to manually write new addresses on all first-class mail received to forward it. (It's either a separate position or it's part of the Trustee's job; it varies from semester to semester.) You might also want to drop by every once in a while for a month or so after moving out to check for bulk mail (magazines, non-profit mail) addressed to you — it cannot be forwarded.

Air Conditioning

Royal has central AC. AC is included with your total rent and so you never see a separate AC charge. Rooms 6, 7, 10, and the garage don't get central AC so those rooms have a window unit. (If you're in one of these rooms, and there's no window unit, and you want one, check with the house Maintenance Officer.)

Figuring out how to set the AC so that everyone is happy is a challenge in a house with 16 people. Here's one way the house has handled it.

AC was set to turn on only between Noon and 7pm, and to cool to 82 degrees. A house member had the labor of closing doors & windows at Noon and opening them again at 7pm. Yeah, in an ideal world, people would just do this on their own accord without a house labor position, but that didn't work for us.

The way we decided on a temperature was to have the facilitator start calling out various temperatures, starting at 90, and decreasing by 1 (89, 88, 87, etc.), and have people raise their hands when they heard a temperature they could live with, until we got a majority. Example:

90!	(1 hand)
89!	(2 hands)
88!	(3 hands)
87!	(3 hands)
86!	(5 hands)
85!	(7 hands)
84!	(9 hands, majority)

Pool

There's a pool at House of Commons (2610 Rio Grande) available for use by all ICC members. Be aware that HoC'ers like to swim in the pool nekkid.

The Kitchen

House Meals

Dinners are served at 7:00 pm Sun-Thu (no house dinner on Fri. or Sat.), and are vegan (no dairy/eggs). If you won't be home for dinner, you can request a "Save Plate" by writing your name on the chalk board in the dining room. (A Save Plate is a serving of dinner stored for you in the metal refrigerator.) Save plates are stored in the Personal Fridge in the laundry room. On Friday, the fridge cleaner moves all Save Plates to the guff fridge and they become fair game. If you want to keep your Save Plate past Friday, label it with "Don't Move" and the date, which will preserve it for one more week.

Food

The kitchen is open 24 hours a day for your use. We have three classes of food:

- GUFF: available to everyone
- COOKS': used by cooks for making house dinners
- PERSONAL: bought by members for themselves

The fridge for personal food is in the laundry room. Cooks' food in the pantry fridges are labeled such.

Cleaning Responsibilities

Clean Your Own Dishes. The members who do Dinner Clean 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. Put uneaten food in the compost bucket (ZERO food in the sinks!), then wash your plate and put it in the dishwasher. Utensils that weren't in your mouth or on your plate can be rinsed off and put in the drying rack (not the dishwasher).

Never put any dishes or rags in the sinks. Those sinks need to be completely clear for hand-washing and for cooks' use.

Don't put food in the sinks. ZERO food in the sinks! We don't have a garbage disposal, and food down the drain means we eventually have to get a plumber out here to unclog the mess. Always use the drain strainers, and put any uneaten food in the compost bucket. (Try not to be putting much good food in the compost bucket either, though; we're all paying for that food.)

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).

Dishwasher. The dishwasher is really for sanitizing dishes, not actually washing them, so scrub off your dishes before putting them in the dishwasher.

Keep spices organized. The spice shelf is actually organized, so please help keep it that way. The broad areas are: Teas, Ground Spices, Seeds, and Leaves.

Other Stuff

- **Label fridge food.** Label any opened/cooked food you put in the fridge with the name and date. (Use masking tape available in the kitchen.) If you put something non-vegan in the fridge, label it "NOT VEGAN". Don't store food in metal containers. The best storage option is the clear square containers with the green or red lids.
- **Vent Hood.** The stove creates carbon monoxide when it's on (and cooking with the burners creates heat and smoke) so turn the vent hood on when you use the oven (wall switch to the left of the stove). 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 microwave plastic for house meals.** Microwaving plastic can leach chemicals into the food.
- **Please finish a jar/box before opening a new one of the same product.** Duh.
- **Close bulk bins tightly,** otherwise we get boll weevils and other nasties.
- **Making Juice.** It's nice to make juice if you drink the last cup. :) 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.
- **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.

Bluejay's Handy Kitchen Helper

Volume

3 teaspoons	=	1 tablespoon
16 tablespoons	=	1 cup (48 teaspoons)
1 cup	=	8 fl. oz
2 cups	=	1 pint
4 cups	=	1 quart (32 fl. oz.)
16 cups	=	4 quarts (1 gal.) (128 fl. oz.)

Grains & Beans

1 cup uncooked rice	=	3 cups cooked rice
1 cup whole wheat flour	=	5 oz. (weight)
1 lb. whole wheat flour	=	3.2 cups
1 cup dry twirlie pasta	=	2.75 oz. (weight)
1 cup uncooked lentils	=	2.25 cups cooked lentils

Vegetables

For many vegetables:	1 cup vegetables	=	1/4 lb.
	1 lb. vegetables	=	4 cups

	<u>1 unit =</u>	<u>1 lb=</u>	
bell pepper	7 oz	2.3 peppers	
broccoli	15 oz	1.1 heads	
carrots	2 oz	9.4 carrots	
celery	1.5 lbs	2/3 bunch	2 stalks = 1 cup
celery	8 stalks	= 1 bunch	
cucumber	1	= 45 slices	
cucumber	10 oz	1.6 cucumbers	
eggplant	1 lb.	1 eggplant	
garlic	1 bulb	= 12 cloves	
mushrooms	1/32 lb.	32 mushrooms	
mush., dried	10 cups	= .09 lbs.	
potato	13 oz	1.25 potatoes	
zucchini	4.75 oz	3.4 zucchinis	

Fruits

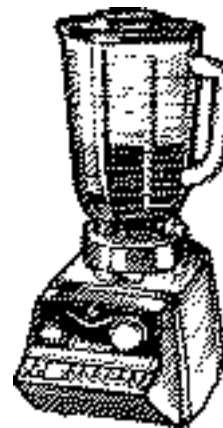
	<u>1 unit =</u>	<u>1 lb=</u>	
apple	7 oz	2.3 apples	
grapefruit	1 lb, 7 oz	0.7 grapefruits	
lime	2.75 oz	5.8 limes	
lemon	3 oz	5.3 lemons	
orange, sm. navel	4.75 oz	3.37 oranges	
	1 <u>apple</u>	=	1 cup diced
	1 <u>banana</u>	=	2 cups sliced
	1 <u>lb canteloupe</u>	=	1.5 cups

Miscellaneous

1.5 tsp. Egg Replacer™ = 1 egg

Frozen Vegetables

1 cup	=	4.6 oz.
1 lb.	=	3.5 cups
5 lb. bag	=	17.3 cups



How to use the Breadmaker

This looks hard but it takes all of five minutes.

1. Clean the bread pan if it's dirty. Don't use a metal scrubber or you'll ruin the non-stick finish!
2. Screw the bread pan into the base of the machine.
3. Attach the plastic paddle.
4. Put 1-3/4 water into the pan.
5. Add 4 Tbsp. brown or turbinado sugar.
6. Add 1 tsp. salt.
7. Add 4 Tbsp. wheat gluten (in the white fridge).
8. Add 2 tsp. yeast (in the white fridge).
9. Add 1-1/2 cups of white flour.
10. Add 2-1/2 cups of whole wheat flour.
11. Press the Select button until both "Whole Grain" and "Medium" are selected.
12. Press Start.
13. Check the dough after a few minutes while it's mixing. If a dough ball hasn't formed, add a teaspoon of water. If it's a big mushy mess, add a teaspoon of flour.
14. When the bread's done, extract the plastic paddle from the loaf and put it back in the bread pan!

Other House Policies & Info

Air Conditioning

Royal has central AC, but rooms 6, 7, 10, and the garage don't get central AC so those rooms have a window unit. (If you're in one of these rooms, and there's no window unit, and you want one, check with the house Maintenance Officer.) Either way, AC is included with your rent. See "The Basics about Living Here" earlier in the manual for more about AC.

Clothing-Optional

Most members wear clothes all the time, but Royal is officially clothing-optional. Any member can cancel this house option when they have friends or family visiting by writing it on the marker board. (Our code phrase is "Operation Pants-a-lot", so you might write: "Tuesday: Operation Pants-a-lot.") (FYI, for info on nudity laws, see: <http://michaelbluejay.com/nudity>).

Computer / Internet Access

The computer (with Internet access) on the 2nd floor is for member use, so go have a ball. There are DSL (Internet) connections in all rooms if you have your own computer. (See the Trusty to help get set up.) All members pay \$25/semester for Internet access, whether you have your own computer or not. (Pay the house treasurer.)

Drug & Substance Rules

Pesticides

Chemical pesticides may not be used anywhere unless the house has approved a specific proposed use at a house meeting. (Policy passed Summer 2001.)

Smoking

- You can smoke on the porch so long as no one objects.
- You can smoke in your room only when the heat or AC isn't on, because central air pushes the air from your room into the commons.
- You and guests can't smoke in your room if your roommate objects.
- Smoking is not allowed in the commons at any time.

Alcohol

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

Illegal Drugs

Illegal drugs must never be consumed in common areas inside the house.

House Money

Checking Account. ICC gives the house a set amount per member every month for food, supplies, Internet, etc. (The board sets this amount every spring. It was \$105/mo. when this manual was written.)

Savings Account. Used for major purchases like appliances, furniture, home improvements, male strippers, etc. Money gets into this account when we get bonuses from ICC for good occupancy or low unpaid rent, or if we wind up with a lot of unspent food money. See the *Financial Info* later in the manual for info on bonuses.

Spending Money. Small purchases (\leq \$25) can be approved by the Treasurer and one other house officer. If you want the house to spend more than that on something, or if the Treasurer or other officer didn't approve your request, then *research the purchase thoroughly* and write it on the agenda for a house meeting.

Getting Food Money back. If you're gone for two weeks or more, talk to the treasurer to get a refund for your food money. Generally you must talk to the treasurer *before you leave* unless there are extenuating circumstances.

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.

Parking & Towing

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

Any member who will be parking a car at Royal 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.

Use a permit if you park on the street

The City tickets cars on the street which don't have a permit. We have temporary permits you can give to your guests. See the Trustee.

Parties

Approval & Cleanup

There are two kinds of parties, Personal Parties and House Parties. *Both kinds require house approval.* A Personal Party is called by a member for his or her friends/community

only and isn't advertised ICC-wide. The member calling the party is responsible for cleanup, and any damage or problems caused by his/her guests.

A House Party is a general party called by the house itself, and usually advertised ICC-wide. Spending house money on the party requires approval by the house. (So does having the party in the first place, for that matter.) At least two Royalers must volunteer to be party sponsors and 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.

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. Royal 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.
- 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 Labor Czar and Education Officer can assign clean-up labor to any member who attended the party and didn't sign up.

Pesticides

Chemical pesticides may not be used anywhere unless the house has approved a specific proposed use at a house meeting. (Policy passed Summer 2001.)

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.

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.

The Pet Deposit is \$50 for caged pets, \$100 for cats or dogs up to 20 lbs., and \$200 for dogs over 20 lbs. The deposit is fully refundable, providing your pet causes no damage.

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.

Rent & Fines

See "Basic House Procedures" earlier in this manual.

Recycling

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

Not recyclable

- **Tofu containers**
- **Soymilk containers, Cardboard Milk containers**
- **OJ containers** (metal lids are recyclable if you remove them)
- **Broken glass, sheet glass**
- **Plastic lids**
- **Plastic that's not #1 or #2 bottle**

Collected by the mailboxes

- **Paper.** Good: *Neatly stacked* newspapers, newsprint, magazines, regular paper, mail, any glossy paper. Bad: Wadded up newspapers, stickers, cardboard (cardboard collected in the kitchen).
- **Packaging Peanuts, Bubble wrap.** The recycler takes these to Mailboxes Etc. for re-use (next to Veggie Heaven).
- **CD-ROMs.** Computer or music CD's.

Collected in the Kitchen

- **Paperboard.** Good: *Flattened* cereal boxes, *flattened* toilet paper rolls, *flattened* similar paperboard, *flattened*

pizza boxes with no pizza residue. **Bad:** Unflattened anything, rice/soy milk containers.

- **Cardboard.** **Good:** Flattened cardboard with the wavy insides. **Bad:** Unflattened cardboard, pizza boxes (put these with paperboard, even if they're corrugated).
- **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, tofu containers.
- **Plastic Bags.** Put these in the box in the pantry. **Good:** Clean plastic bags. **Bad:** Cellophane bags (like cereal bags); dirty or wet 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".

Room signing for the next semester

Some members have Fall/Spring contracts, while some have only Fall contracts. For those with only Fall contracts, here's an example of the schedule for signing for 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. 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

We keep the front door locked all the time, and lock the back door at night. During the Thanksgiving & Christmas holiday seasons, doors should be locked 24 hours a day. Don't give out the combo to any one.

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. ICC houses *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. Don't store stuff in the hallways (which blocks fire exits). In the basement, keep your stuff *way* away from the heaters. Wherever you're storing stuff, *label every item clearly with your name and date*. 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.

Toilet Paper

Toilet paper is yet another amenity included with your rent. Toilet paper is stored in the supply cabinet between the kitchen and laundry room.

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 a mile north of Royal). 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.

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 labor.

Talk to them about it, or write a friendly note on the marker board. If it really bothers you, talk to the Labor Czar.

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

Talk to the Labor Czar *before* labor should be done.

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. ICC houses *have* been ripped off before, even during the day.

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

Write it on the marker board. 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.

Ask your housemates for love.

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 member has done something particularly offensive, you can bring it up at a house meeting.

Messes / Unfulfilled Love

This is your house. If other members aren't playing fair — by making big messes or not doing their house labor — feel free to politely remind them of what's required in our community, or talk to the Labor Czar.

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 (470-4286). 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 list on the refrigerator in the kitchen. The Kitchen Manager will consider your request and write a response 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 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 Royal.

Fines

The ICC Facilities Manager can fine Royal 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 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.



Alcohol Purchases

- No ICC central or house funds may be used to purchase alcoholic beverages, with the exception of alcohol used for cooking.
- Violations of the above shall be considered theft; violators will own any monies concern to the ICC.
- No admission charges or cover charges may be required at any entry into an ICC house.
- ICC (central or house) sponsored flyers may not mention alcohol, except to note that functions are B.Y.O.A. (Bring Your Own Alcohol) and that alcohol will not be provided.

- Only the Board of Directors may waive the above provisions.
- *The ICC does not condone or indemnify illegal sales of alcohol or of any illegal substance.*

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 \$50,000 or so each year, for future expansion or to protect us if the economy collapses.

All rent is collected at Royal, 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 2001-02. 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.)

- 20% House Checking Acct. (food, supplies, etc.)
- 19% Staff salaries (including Maintenance Staff)
- 21% Mortgage, Leases, & Insurance
- 16% Maint. & Improvements (excluding Maint. Staff)
- 12% Utilities
- 7% Savings
- 5% Other (Education, outreach, advertising, audits)

House Money

Checking Account. ICC gives the house a set amount per member every month for food, supplies, Internet, etc. (The board sets this amount every spring. It was \$105/mo. when this manual was written.)

Savings Account. Used for major purchases like appliances, furniture, home improvements, male strippers, etc. Money gets into this account when we get bonuses from ICC for good occupancy or low unpaid rent, or if we wind up with a lot of unspent food money. See the *Financial Info* later in the manual for info on bonuses.

Getting Food Money back. If you're gone for two weeks or more, talk to the treasurer to get a refund for your food money. Generally you must talk to the treasurer *before you leave* unless there are extenuating circumstances.

Spending Authority

- Kitchen Managers can authorize any spending for food.
- Spending on small items (~\$25 or less) must be approved by the house Treasurer and one other officer. [Policy passed 6-5-01.]
- If you want the house to spend more than that on something, or if the Treasurer or other officer didn't approve your request, then *research the purchase thoroughly* and write it on the agenda for a house meeting.

Bonuses

Income Bonus. Royal gets 20% of the excess when we bring in more money than we're budgeted to bring in (higher occupancy, lower utilities, etc.). This bonus is fairly complicated and a Royalite has been trying to get the board to replace or simplify it for years.

Best Average Occupancy Bonus. The house with the best average occupancy for a semester gets a whopping \$400. Fill up the house!

Least Unpaid Rent Bonus. The members of the house with the least unpaid rent at the end of the semester each get \$25. That's money paid to us, the members, not to the house! Make your housemates pay their rent.

Bonus money goes into our Savings account. We can spend our savings 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.

Summary of Charges

Here's all the things you can blow your money on at Royal/ICC:

ICC CHARGES

- Rent (includes food & utilities)
- \$350 towards last month's rent (paid when signing up)
- Security Deposit & Fees (\$250; up to \$170 refundable)
- Pet Deposit (\$50 for caged pets, \$100 for cats or dogs up to 20 lbs., and \$200 for dogs over 20 lbs.)
- Late rent fee (\$10 if paid on the 6th-10th. Add another \$7.50 for EACH five days after the 10th that you're late. (e.g., Pay on the 11th-15th and pay another \$7.50, pay on the 16th-20th and pay yet another \$7.50, etc.)
- Being on the Roof fine (\$50)

HOUSE CHARGES

- Boarding, Full-Time/All You Can Eat (\$120/mo.+ 1/2 Labor, or \$105/mo.+Full Labor)
- Boarding, Part-Time/One Meal Per day (\$60/mo. + 1/2 labor)
- Guests Meals. (If your guests are here for more than a couple of days, it's suggested that they pay \$3/day for meals and kick in some labor around the house.)
- Sexual Favors (varies per member and sex act)

House Meetings

Participation is expected

The two main ways that we cooperate are by sharing in the labor system and participating in our representative democracy. Since this participation is so important, we expect all members to attend house meetings. We do realize that it's not always possible to attend a meeting, so if you miss a meeting you'll give to the house by doing some extra labor (no more than one hour per missed meeting; the labor czar will coordinate this). (May 2002)

Time & Place

Meetings are held every week after dinner in the living room. (The day & time varies from semester to semester. Check the marker board for the meeting day & time.)

You are responsible for checking the marker board for notice of house meetings. Not noticing an agenda or sign is not be an excuse for missing a required meeting, orientation, etc.

Special Meetings

Special meetings may be called with the support of 2/3 of the house. 48 hours notice is required, except for emergencies, when 24 hours notice is sufficient. When a special meeting is called, the trustee will make a reasonable effort to notify every house member. [Policy passed 1-21-01]

An special meeting must have a specific agenda posted. No unrelated agenda items can be added after the agenda is posted. (Amended May 2002)

Attendance

We are a democratically-run house and we depend on the participation of our members, so meeting attendance is strongly encouraged (though not required). If we fail to meet quorum (minimum attendance) for a meeting, then we can't make any binding decisions.

Agenda & Proposals

To add an item to the agenda for a house meeting, write up a specific proposal or announcement on the Agenda Sheet on the bulletin board, at least 24 hours before the meeting. (Include your name, how much meeting time you think the item will take, any background info you have, cost & source of item if a purchase is being suggested, etc.)

Remember that many things don't require a proposal. For example, if you have a food request, you can talk to a Kitchen Manager. (If they turn you down, *then* you can appeal to the house.)

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 Trusty ensures that a house member takes 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 Trusty, unless the Trusty 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 can choose a topic for check-ins (such as your favorite vegetable, something you're looking forward to, etc.).
- **Announcements.** Attendees can make announcements, whether house-related or not.
- **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, suggests an order (time-sensitive and quick items first), and gets house approval. 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, someone is doing something distracting, etc.

How a Bill Becomes a Law

Proposal

A member writes up a proposal on the clipboard (hanging from the Membership bulletin board) 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 & Discussion

House members can ask the author *questions* about the proposal and discuss it. During discussion 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.
- 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 / Vote

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?" If there is any dissent, then we vote, and the proposal must have a 2/3 majority to pass.

Voting Policies

Two-Thirds for Proposals, Majority for Everything Else

A 2/3 majority is required to pass proposals. Simple majority is needed for everything else (elections, decisions on meeting procedures, etc.).

How to Count Votes

When figuring majority, we include only Yes and No votes, but not Abstentions. For example, say there are 15 people at a meeting, a proposal needs 2/3 to pass, and the vote is 9 Yes, 4 No, and 2 Abstain. This proposal passes. We figure $9/13 > 2/3$, and NOT $9/15 < 2/3$.

To satisfy majority, the combined Yes and No votes must constitute a quorum. For example, as in the above example, 13 people voted Yes or No. Thirteen people exceeds quorum, so the proposal passes. But let's say that the vote is 2 Yes, 1 No, and 12 Abstain. That's 2/3 exactly, but it doesn't pass, because three people isn't quorum. This prevents a minority of the house from controlling house policy when most people are undecided.

[Policy passed 11-26-01]

Participation by Boarders

Boarders can vote only on kitchen and food issues, but boarders' discussion on all items is welcome.

[Policy passed 11-26-01]

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.

First House Meeting

The first meeting of the semester is crucial, because that's when new members will (hopefully) learn important stuff, and form their opinions about what the house is like. If the meeting is inadequate, the house can have problems for the rest of the semester. Make sure you cover the most important stuff, in an organized fashion, and without dwelling on minutiae of details which will overwhelm and bore people. Here's a sample agenda:

1. **Welcome and Opening Round Robin.** Each member introduces him/herself, major, how long in the co-op, why they're here, etc.
2. **Read the manual.** The house manual contains much more than we can cover tonight. Please read it.
3. **Nothing set in stone.** The fact that we're a co-op means that we can change the house to suit our needs. The manual was created by members, and it can be changed by members. If there's something you want to change, put it on the agenda for a house meeting.
4. **Background about co-ops.** A co-op is a business owned by its workers or customers. Owners are called members. Wheatsville and ICC are examples of customer-owned co-ops. Credit Unions are also co-ops. Co-ops are a combination of capitalism and communism. We compete in the marketplace, but we all own everything collectively, so nobody gets rich off of the co-op.
5. **Background about ICC.** Student housing co-ops started in the 1930's, but kept beginning and dying out as the students moved on or the property was sold. ICC started buying property in 1970 in order to make the co-ops permanent. It bought most of the houses between 1970-75, and we've pretty much been spinning our wheels since then. ICC bought some crappy apt. complexes for too much money in the 1980's and had to sell them at a loss, and that set us back 25 years financially. Then one of our houses (Arrakis) burned down in 2000, setting us back another ten years. 20% of your rent goes to pay for office staff, but the only way to reduce that expense is for members to take more responsibility for doing the work of the co-op (like other North American co-op systems do), but so far the members haven't had much interest in doing so.
6. **The Board of Directors.** Each house elects a representative to the Board of Directors, which governs ICC. The board rep gets labor credit, and we'll elect one tonight. There are also five ICC-wide Officers (Board Chair, Secretary, Finance, Maintenance, and two Membercatorators). The first three of these are also on the board. Officers get no labor credit but get a month's free rent in the summer for every semester they serve as officer. (If you serve all year, meaning all three semesters, you get all three months of summer free.) If you're interested in becoming an officer, see your board rep.
7. **Officer Elections.** Summarize the duties of each officer from the house manual, and ask for volunteers. Each candidate gives a short spiel, then fields questions from members. The house may or may not choose to have the candidates leave the room for discussion and voting.
8. **House Tour.** Take new members on a tour of the kitchen and commons, and point out important things. See the **House Tour** section elsewhere in this manual.

Membership & Guests

HOUSE MEMBERSHIP

Open Membership

Royal generally accepts all students automatically without a house vote. However, if there are extenuating circumstances (such as an applicant having a known history of uncooperative behavior), a member can request that any applicant be voted on by the house prior to acceptance. Non-students are always subject to a vote of acceptance.

All potential members are strongly encouraged to come to two (free) house dinners. (See **Giving Tours**, a couple of pages ahead.)

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 (all meals and kitchen access) either pay \$105/mo. and do full labor, or \$120/mo. and half labor.

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 and food issues. 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

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 we're a vegetarian house, that the house is non-smoking, and that this is a top-free environment. [Underlined for highlighting for discussion at house

meeting on wording.] 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

Your family, significant other, and friends are welcome to eat here for free. If the number of meals is excessive (e.g., multiple guests eating here all the time), then the house may ask you to pay for your guests' meals (\$3/meal suggested). [Passed 11-26-01]

Visiting Guests

House members can have guests stay without charge in their room, unless the house decides there's a problem with a guest. A member's guest may not remain in a member's room unless the member's roommate grants permission.

Your guests may also sleep in the commons overnight. But if they're going to be here for more than one night, they should probably be staying in your room.

Whether your guests sleep in your room or the commons, please *let the house know* that you have visiting guests by writing it on the marker board (and mentioning it at a meeting, if possible).

If your guests are here for more than a couple of days, it's suggested that they pay \$3/day for meals and kick in some labor around the house.

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

[House policy passed 11-26-01]

Guests from Other Co-ops

Members of other co-ops (both local and outside Austin) may speak to a house officer and sleep and eat here for up to five days. The officer will inform the house with a message on the marker board. If a member has a problem with a visiting co-oper staying here, (s)he can call a special house meeting to decide the issue.

[Passed 11-26-01]

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 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 member under review must approve of the facilitator.

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 vegan and we don't buy or serve meat.
 - We're clothing-optional, although most members wear clothes all the time.
- **Introduce Members.** Be sure to introduce the applicant to house residents as you give the tour, pointing out their labor position to reinforce the cooperative nature of the house.
- **Show the applicant all available rooms.** The sheet on the bulletin board shows what rooms are available. A separate sheet shows rent rates. Show 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 meetings
 - Kitchen: dinner schedule and open-kitchen policy
 - Hallway: Meeting notices and labor chart



- **Give them an application,** a House Policies Sheet, an ICC brochure, and rate sheet (all should be made available by the Trusty/Membership Officer on the Membership bulletin board), 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. The applicant must present the sheet to the office when presenting their application.
 - Come to dinner. We strongly encourage applicants to come to two (free) dinners, but we don't require it. Invite the applicant to dinner.
 - 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, as of 11-01.) They also need to pay \$300 towards their last month's rent, but they can do that in installments.

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

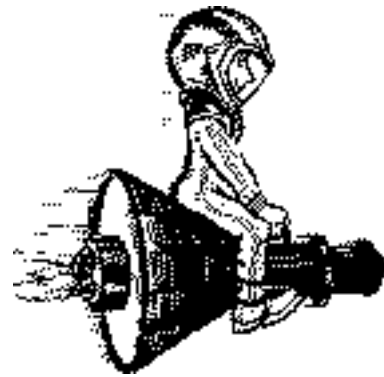
- **Meals.** Hostellers have normal kitchen privileges. Hostellers may eat any prepared meals with the house, but are responsible for preparing their own food in the house kitchen when house meals are not served. Hostellers are not allowed any guest meals.
- **Love.** Hostellers perform one hour of love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

Beware of Garland Green

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 explosion vacancy.

Dealing with Interim

Why is Interim a problem?

Interim is the time from the end of the semester when some labor stops, through the first meeting of the next semester when new officers are elected and a new labor schedule is made.

If interim isn't managed, the house will quickly become a pig-sty, it will fill with abandoned junk from people moving out, food won't get bought and remaining members will go hungry, and new members will arrive to a messy, disorganized house — and never put any effort into the house because they think the place is a dump.

How to manage interim

- 1. Assign, elect, or volunteer to be an Interim Manager, or appoint yourself if there's widespread apathy.** Somebody's got to do it. If everyone waits for someone else to do it, probably nobody will. The Interim Manager will do all the stuff below
- 2. Create a Labor Table on the marker board.** Make sure you fill crucial labor (i.e., cleaning, shopping) before allowing non-essential labor like cooking. After a day or two when most people still haven't signed up, *approach them individually* and *ask* them what labor they'd like to do.
- 3. Turn the Dining Room into a Guff room.** Put a note on the marker board and a sign on the dining room door saying that people can put unwanted stuff in there, and that anything on the table or floor is GUFF (free).
- 4. Get the keys.** Departing members should have returned their keys to the previous Trusty. Get these keys so you can give them to new members. Do *not* give master keys to new members! If the only available key to a room is the master, then go to Breed & Co. (29th & Rio Grande) and get a copy of the key, and inform the office that the previous member didn't return their key, so the office can charge them on their deposit.
- 5. Get rid of abandoned toiletries.** Put a box in each bathroom and put all the soap, shampoo, etc. in it, with a big sign that says something like, "Claim your stuff by taking it out of the box and putting it on the shelf. All unclaimed stuff becomes guff on Wednesday 5/30."

6. Welcome new members to the house. Be friendly, apologize for any mess and explain that it will disappear once regular labor begins, and tell them you'll help them with anything they need. Also encourage them to read the house manual. If you have questions about how to handle any aspect of move-in, call the office (476-1957).

7. Post crucial info on the marker board for new members. Example:

WELCOME NEW FOLKS!

1. Park in the driveway, not on the street, or you could get ticketed or towed.
2. Help yourself to anything in the kitchen.
3. Please read the house manual! (Green notebook on the coffee table in the living room.)
4. House Mtg. on Sun. at 7:30pm in the living room.
5. Questions? Need help? See Christa (rm. 3), Ernest (#5), or Bluejay (#7).

First Meeting / House Tour

See the **Meeting** section of this manual for info on running an **effective first house meeting**. As part of that meeting, you'll give a tour of the kitchen and commons, which could include the following (starting from the pantry and working your way through the commons):

- Covered bike parking is behind the shed, and also on the other side of the house.
- Give code to the back door. Don't use the deadbolt, because nobody has a key.
- Don't turn off the security light.
- Glass, metal, and plastic recycling goes in the blue bin on top of the fridge. NOT recyclable includes tofu + soymilk containers, and cardboard OJ cans. Paperboard goes in a special box, cardboard goes outside. Plastic bogs go in a special box.
- All food is guff (fair game), unless marked for cooks' use.
- Notice labels in pantry and fridge, keep organized. Don't open new jar/box of something until you've finished the old one.
- Label + date any opened or cooked food you put in the fridge, *especially* if you're putting dinner food away.
- The "Dishes" part of kitchen clean includes cleaning the *whole* kitchen.
- Clean your own dishes, even if it's just cereal.
- ZERO food in the sinks! Put in compost bucket.

A Labor of Love

A Labor of Love

As a co-op, each house member is required to help with things like cooking and cleaning. This is called “labor”, but sometimes we call it “love”, to be silly.

How do I love my house, and how much?

Everyone loves the house for about 5 points each week. (Each point is about an hour of work. Some jobs get more points for the same amount of time because they’re unpopular.) The chart on the next page shows how much weekly credit each position is worth. The Labor Czar will assign labor positions at the beginning of the semester (or mid-semester if you move in then), and will try to take your preferences into account. The Labor Czar makes a copy of this page each semester to post the schedule on the bulletin board. (If the previous Labor Czar took this master copy, then download a new one from michaelbluejay.com/royal).

When we have a lot of boarders, some lucky bastards get to do less labor (or we can add new, special labor positions).

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

Cleaning Bathrooms

Each bathroom is cleaned on a rotating basis by the members who use that bathroom. The Labor Czar 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.

House Officers (elected)

Position	Who
3.5 ICC Board Representative	
2.5 Trusty/Membership Officer	
2.5 Love Maker (Labor Czar)	
3.5 Treasurer	
3.5 Maintenance Officer	
3.5 Kitchen Manager	
2.0 Education Officer	

Food/Other Kitchen

Position	Who
Cook/Clean (see table below)	
1.0 Fridge Clean	
1.5 Unscheduled Cooking/Baing	
2.5 Food Shopper 1	
2.5 Food Shopper 2	

Other

Position	Who
Postmaster (mail forwarding)	
1.5 Commons Clean 1	
1.5 Commons Clean 2	
1.5 Trash/Recycling	
0.5 Compost	
1.5 Gardener	

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Cook 1 (2.5)*							
Cook 2 (2.5)							

Dining Room (0.5)							
Trash/Compost (0.5)							
Sweep/Mop (0.5)							
Dishes/Kitchen (1.5)							

Full Kitchen (2)							
------------------	--	--	--	--	--	--	--

* Cooking is worth 3.5 pts if you do it by yourself because there’s a labor shortage.

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.

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.

Loving your house insincerely (doing your love only partially or not properly) can carry the same penalties as not loving your house at all.

Making Up

The Love Maker (LM) maintains a chart on the marker board of who hasn't loved the house, and how they have to make up with the house. Check the marker board and meet with the LM to find out about your make up love. *If the LM isn't on top of makeup love, then the Trusty should assign makeup love to the LM!*

Making up is 1.5 times your original love, rounded to the nearest half-hour. (e.g., If you missed a 1-hour job, you'll make up for 1.5 hours. If you missed a 2-hour job, you'll make up for 3 hours.)

You'll generally have a week to make up with the house. If you don't, your make up will be subject to make up. (e.g., If you originally missed a 2-hour job, you'll have 3 hours of makeup. If you miss that 3 hours of makeup, then you'll have 4.5 hours of makeup total.)

Makeup if you stood up the house on a date

If you miss a house meeting, you'll make up with the house for one hour. (And if you don't make up with the house, then a week later you'll have 1.5 hours of makeup.)

Membership Review

If a member has spurned the house's affections considerably, then the Love Maker and another house officer can call a Membership Review. A Membership Review is a meeting at which *the house may decide to require the member to move out.* If this happens, *the member will still be responsible for paying rent* under their contract, unless a replacement is found. (See "Membership Review" elsewhere in this manual.)

Our general rule of thumb for calling a membership review is 6 hours/points of missed love (not outstanding love, but just love that's ever been missed). Of course, missed meetings aren't counted towards this total. Three hours of missed love are erased at the beginning of every semester.

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.

Kitchen Love Descriptions

Dinner Cook 1 & 2 2.5 pts. ea.

Love Issues

- Cooking is worth 3.5 pts. if you do it by yourself because there's a labor shortage.
- Dinner cooks must cook together or trade love positions. (Alternating meals is acceptable but discouraged, because co-ops means working together.)
- Meals must be started by 4:00 and be ready by 7:00. Starting or serving late will get you a Love Bite.

Menu Planning

- Turn in menus by the date specified by Kitchen Manager (KM). KM will explain the schedule to you.
- Be sure to list *all* necessary ingredients, and the amount of each. KM 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. Try to limit very high-fat foods like oil, margarine, peanut butter, and tofu. (Yes, tofu is high fat; read the label.)

Cooking

- Use only ingredients purchased specifically for your menu. Don't use other cooks' food, and don't use guff, unless it's bulk guff (beans, grains, etc.).
- 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.
- Wash vegetables thoroughly (e.g., get the dirt off the spinach, and the outer layer of pesticides off them).
- Make sure you wash your hands before and while you are cooking. (Some of your fellow housemates may appreciate this.)

Cleaning

- 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.
- Put all spices and bulk containers back on the shelves, *in the proper places and organized*. Don't make it a pain for the next cook to find stuff.
- Put all food prep remnants in the compost bucket. Recycle or throw away garbage. Wash knives and cutting boards.

Dining Room Clean 0.5 pts.

- **Put Save Plates in the personal fridge.**
- **Put leftover food away.** Put leftovers into the *clear plastic containers* with the red or green lids. Label all containers with masking tape, including the contents and date. (example: "Stir-Fry 4-25".)
- **Put everything else from the dining room away.** Put unused clean dishes back on shelves, dirty dishes stacked in kitchen, potholders back in drawer, etc.
- **Clean table and sweep floor.** Wipe down the tables and sweep the floor.
- **Matter out of place.** Do something with any other odd items left around (books, papers, clothes, etc.) Don't just throw stuff on the floor in the corner in a pile. Think about it: If *Dining Room Clean* doesn't take care of this stuff, then why would anybody else do so?
- **Turn off the light and fan.**

Trash/Compost 0.5 pts.

- **Take the two trash bags from the kitchen out to the big outside trash cans.** Replace the trash can liners.
- **Take out the compost to the compost pile.** Rinse out the bucket so it doesn't stink.
- **Help with dishes** until your half-hour is up.

Floors 0.5 pts.

- **Sweep the laundry room, stair landing, stairs leading to kitchen, kitchen, and pantry.**
- **Mop the kitchen only.** Bleach is not necessary. Dish soap is fine, if you want to use soap.
- **Wring out the mop well before discarding water.**
- **Pour mop water down the toilet, not into the shower.**
- **Congratulate self** on a job well-done.

Dishes/Kitchen 1.5 pts.

- **Wash all dishes, pots, and pans.** The dish sanitizer requires no soap, because it super-heats the water.
- **Wipe down the counters.**
- **Put everything away** that's out of place.

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.

Fri/Sat Kitchen Clean (2 pts.)

- The Kitchen Manager will make a shopping schedule for the three shoppers. K1 provides shopping lists and house checks to shoppers.

Food Shopper 1 & 2 (2.5 pts. ea.)

Before you leave

- The Kitchen Manager (KM) will make a shopping schedule for the shoppers, and provide house checks to them.
- 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.

At the store

- Buy *only* food directed by the KM. 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, tell the cashier that we're non-profit, tax-exempt. Our exemption number should be written on the check.
- Write the check number on the receipt.

At home

- 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.
- Recycle bags and boxes used to bring food in.
- Give receipts to the KM immediately.

Fridge Cleaner (1 pt.)

- Clean the inside and outside of the freezer and all three fridges weekly.
- Take old fridge food to the compost pile yourself instead of putting it in the bucket in the kitchen.

✓ Unscheduled Cooking (1.5 pts.)

✓ = optional position; exists only when our labor pool is large

- 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.).
- Consider doing this on Friday or Saturday, since we don't have dinners on those days.

✓ Bread Maker 1.5 pts.

✓ = optional position; exists only when our labor pool is large

- 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, and the recipe will still work fine.
- You can use the electric breadmaker, or make your loaves from scratch using the oven, or some combination — whichever you prefer.
- When the bread machine is done, take the bread out and clean the pan. **Never use a metal scrubber on the bread pan!** Use only rags or plastic scrubbers.
- **Put the pan and plastic paddle back in the breadmaker!** Never leave them anywhere else.

This looks hard but it takes all of five minutes.

1. Clean the bread pan if it's dirty. Don't use a metal scrubber or you'll ruin the non-stick finish!
2. Screw the bread pan into the base of the machine.
3. Attach the plastic paddle.
4. Put 1-3/4 water into the pan.
5. Add 4 Tbsp. brown or turbinado sugar.
6. Add 4 Tbsp. wheat gluten (in the white fridge).
7. Add 2 tsp. yeast (in the white fridge).
8. Add 1 tsp. salt.
9. Add 1-1/2 cups of white flour.
10. Add 2-1/2 cups of whole wheat flour.
11. Press the Select button until both "Whole Grain" and "Medium" are selected.
12. Press Start.

Check the dough after 5 minutes. If a dough ball hasn't formed, add a teaspoon of water. If it's a big mushy mess, add a teaspoon of flour. **When the bread's done and you take it out, extract the plastic paddle that's emedded in the loaf and put it in the pan and put both back in the breadmaker!**

Other Love Descriptions

Commons Clean 1 & 2 (1.5 pts. ea.)

- Commons clean includes the living room, hallway, laundry room, and upstairs.
- Take all dishes to kitchen and rinse off.
- Throw away garbage, recycle all recyclable materials.
- Find a home for all random items in common areas.
- Organize books in the library. Books we want to keep have been labeled with "Royal" and the subject matter. Organize the books by subject matter. If an unlabeled book is worth keeping, label and shelve it. If it's not worth keeping, put it in the guff box. The library is not a dumping ground for old, crappy books.
- Sweep all areas listed above each time, but mop all areas only once a week.

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.

Compost (0.5 pts)

- Twice a week, turn the compost with a pitchfork. If the compost is working correctly, you should see steam rise when it's turned.

Trash /Recycling (X points)

TRASH

- Put the outside trash cans by the curb on Thursday night. (Trash is picked up on Friday morning.) The City will only pick up City trash cans.
- Take emptied trash cans from the curb back to the side of the house within a day or two of pickup.
- Scrub trash cans (kitchen & outside cans) as needed.
- Keep the trash area outside tidy and clean.

RECYCLING

General

- 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 when the bin becomes full.**
- Keep recycling areas *neat & tidy* (both inside & outside).
- Put the bins next to the north driveway 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.

Who Takes What

- The City will take: glass bottles, plastic bottles, metal cans, newspaper, other paper, and corrugated cardboard (except no pizza boxes or paperboard).
- 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).
- **Ecology Action takes everything the City takes, plus paperboard (cereal boxes) and pizza boxes. Ecology Action requires sorting of all items, though.**

Prep for City pickup

- Plastic, aluminum, and glass all go in the blue bins, and sorting is not necessary.
- Extract and throw away all non-recyclable items, including soymilk + tofu containers, OJ cans, and plastic caps. Plastic must be #1/#2 AND be a BOTTLE.
- Crush all plastic bottles and aluminum cans. The City wants us to do that to save space in the recycling truck for more recyclables.
- 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 cardboard box, and if there are no pizza boxes or paperboard in the box.
- Newspapers & other paper must be in brown paper bags, and sorting is not necessary.
- Put recyclables by the curb on Thursday night (for City pickup on Friday morning). The later at night 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.

Other Items

- Packaging Peanuts, Bubble wrap. Take these to Mailboxes Etc. (next to Veggie Heaven) as needed.
- 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't 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.

paid for the return postage so they can learn the new address.)

- Recycle all non-forwardable mail.
- Keep the mailbox area neat & tidy.

House Gardener (1.5 points)

Gardening

- Maintain the garden on the side of the house, with an emphasis on edible plants.
- Don't use chemical pesticides.
- See the Spending policy (in the Financial section) if you need to buy seeds, plants, or tools.
- Store gardening tools neatly in a secure space.

Yard Cleaning

- Pick up all trash in the yards and on the sides of the house.
- Recycle any recyclable materials.

Postmaster (X points)

- 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 notebook to find members' new addresses. If the notebook disappears or gets damaged, download a new copy at michaelbluejay.com/royal.
- 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

Officer Job Descriptions

Know your officers and what they do. There are seven officers, each elected at the beginning of every semester (fall, spring, and summer). If an officer resigns or moves out before 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.**
- **Trusty/Membership**
- **Love Maker (Labor Czar)**
- **Maintenane Officer**
- **Kitchen Manager**
- **Treasurer**
- **Education Officer**

Board of Directors Rep. 3.5 pts.

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, etc.
- Attend all Board of Directors meetings (every other Tuesday night, from 7-10pm, sometimes longer). Meetings are held at ICC houses on a rotating basis.

- The ICC Board Chair 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 Royal, as a corporate entity, follows all local, state, and federal laws and regulations; work to avoid civil litigation.
- With the help of the Trusty and other officers, provide leadership and direction for the house.

Trusty/Membership Ofcr. 2.5 pts.

The traditional spelling for this position is “Trustee”, but we call it “Trusty” because we’re silly.

General Responsibilities:

The Trusty is responsible for facilitating house meetings, monitoring the love system and other house officers, checking people in and out of their rooms, resolving conflicts between members, keeping the house running smoothly, and quite importantly, *maintaining high occupancy*.

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 Trusty is expected to be the middle-person who tries to keep personal problems from developing into major difficulties that could destroy the community.

Trustee-Related Responsibilities

- Attend ICC’s training for Trustees at the beginning of the semester.
- Assist Education Officer in organizing house orientation 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).
- 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.

- Personally welcome members moving into the house and check them in. Provide new members with an ICC Owner's Manual and show where this Royal Owner's Manual is in the commons, and strongly encourage them to actually read both. Answer any questions about house and ICC.
- Be the first source to members of general information about the co-op and the ICC.
- Schedule & facilitate house meetings. (You can allow other house members to facilitate if you wish so they can gain experience.)
- Make sure the Agenda board is always available in the hallway.
- 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 Royal 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.
- Notify all exiting members of move-out policies and responsibilities. Check members out of their rooms.

Occupancy Responsibilities

- Maintain a New Member bulletin board in the hallway which contains, at a minimum:
 - A list of what rooms are available.
 - A sheet with LARGE lettering explaining how to live here (e.g., tour, come to dinner, sign policies sheet, apply at office).
 - Extra copies of the House Policies sheet.
 - Extra copies of the ICC brochure.
 - Extra copies of the ICC application.
 - Extra copies of the ICC contract.
 - Extra copies of the ICC Owners Manual.
- Hang our "Rooms Available" banner on the porch when we have vacancies.
- Keep an up-to-date list of who's in what room on Membership bulletin board.
- Personally greet applicants (when possible), 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.
- Having lots of boarders eases our labor situation, so we want boarders. Encourage members to recruit their friends to board here, and place ads or fliers soliciting boarders from the general public.

Treasurer

3.5 pts.

General Responsibilities

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 the Kitchen Manager.
- Transfer a budgeted amount of money from the central house account to the checking 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.
- Check the Upload statistics for our DSL connection weekly to make sure nobody's running some Napster-like software which could wind up costing us hundreds of dollars (like it did in 2001). [Policy passed 7-23-01.]

Issuing Checks

- The Kitchen Manager can authorize any spending for house food. Any two officers can authorize up to \$25 for house-related items. All other spending must be authorized by the house.
- 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 at the office at least once a week. (ICC staff may take up this job in the future.)

Communication Responsibilities

- Keep a ledger of our Savings account posted on one of the bulletin boards, showing current balance, deposits (noting the source), and withdrawals (noting for what). Be sure to highlight how much Income Bonus (if any) we're getting from ICC.
- Post a running ledger of expenses paid for from our food account.
- Inform the office of all special member charges (labor fines, DSL fees, etc.) no later than the 5th of each 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 Income 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) Income Bonus we earned the previous month, and how much money we have in our savings account.
- Post the list of members' balances that is updated twice a month by ICC financial staff.
- 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

- Inform the office of who has which pets, so the office can make sure that pet deposits are paid.
- Collect charges for guest meals and boarders. (See Guests and Boarders sections.)
- Collect DSL charges from members (see House Policies section), or report charges to the office and they'll be added to rent.
- Upon member move-out, check the check-in/check-out form for that member, assessing charges for any damage or missing house property.

Love Maker ("Labor Czar") X pts.

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 Trusty 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

- Read all job descriptions so you know exactly what people are supposed to be doing.
- Assign love to everyone at the beginning of the semester. **Use a copy of the table elsewhere in this manual** (or something of your own devising), and **post it** on the bulletin board.
- 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. Keep a list on a marker board or bulletin board of who missed what, and what their makeup love is.

Education Officer X pts.

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 with tofu containers to get them to help clean up after parties.

Specific Responsibilities

- Attend ICC Membership 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.
- Inform members about upcoming government elections at house meetings and/or on bulletin boards.

Kitchen Manager 3.5 pts.

Since Royal is vegan, kitchen operations help define the character of the whole house. The Kitchen Manager (KM) approves menus, makes shopping lists, trains & supervises shoppers, organizes the pantry, and ensures cleanliness of the kitchen.

Cooking-Related

- Gives cooks forms to fill out their menus. If there's not a Master copy at the end of this notebook, you can download a new one from michaelbluejay.com/royal.
- Educate cooks about how to fill out menu forms and when to turn them in.
- Ensure that planned menus are adequate to feed the whole house plus enough to have leftovers, 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.
- Ensure that cooks are spending a reasonable time preparing meals. (2.5 hours for each of 2 cooks is recommended.)
- You can use the missed labor policy 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.

Shopping-Related

- Manage the house's food budget.
- Compile shopping lists. 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 anything with animal ingredients (including lard, gelatin, whey powder, etc.). 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.

Other

- Communicate with house on kitchen issues.
- Ensure that Treasurer has posted a list of boarders, indicating which have paid and which haven't.
- Make sure that refrigerator food is labeled and dated.
- Wash dirty rags, aprons, and pot holders, and ensure that clean rags are always available.
- Monitor 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.
- 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.
- Price non-dairy milks (soy-, rice-, and oat-milk).
- Monitor supply of toilet paper (kept in the cabinet between the kitchen and bathroom) and order more when necessary.
- Inform Love Maker of what deep-cleaning opportunities are available in the kitchen for Love-Ins. Assist and supervise the Love-In work.

Maintenance Officer 3.5 pts.

[This job description is ICC policy, passed 5-4-99, edited to change "Labor" to "Love".] 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

- Get the House Maintenance folder from the previous Maintenance Officer or house Trustee when you take office. 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 heater filter.
- Every Month (April-October): [Wash the central AC filter and] 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.iccaustin.com) 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)

Royal History

Royal Co-op formed in 1958 at some other house (we don't know where), and resettled at 1805 Pearl in 1967. ICC bought Royal in 1974 and Royal became an ICC house. Legend has it that Royal was named after famed UT football coach Darell Royal. Here are some dates your editor was able to dig up or stumble across (or knew from experience):

- 1927 • The earliest known reference to 1805 Pearl. Record shows that it was owned by G. E. Butte.*
- 1949 • The house became the Chi Phi Fraternity. Previously it was the private residences of A. A. Bullock and B. P. Atkinson.*
- 1950's-62 • The house is owned by Austin V. Leon, Accountant.*
- 1958 • Royal Co-op forms at some other building. (We know not where.)
- 1959 • We have a photo of the Royal Cooperative, which looks like it came from the UT yearbook, hanging in the dining room with "1959" penciled on it.
- 1965-74 • City records show that Mrs. Helen M. Longino runs 1805 Pearl as a boarding house, though are photos in the dining room indicate that the house was the Royal Co-op from at least as early as 1967. (Perhaps she simply owned the house and the tenants ran it as a co-op.)*
- 1967 • Royal Co-op moves to 1805 Pearl (according to summarized History of ICC documents we found in the office).
- 1970 • A photo of the all-male Royal Co-op is hanging in the dining room with the penciled date "1970". Best guess is that Royal became co-ed within the next few years.
- 1974 • ICC buys Royal and assimilates it into the collective. The house is listed in City records as the "Armadillo Royal Co-op".*
- 1996 • Jason Wisniewski of Royal (and formerly of HoC) passes away at 24. There is a commemorative plaque in the dining room and a headstone in the front yard in his honor.**

- 2000 • ICC builds a sun deck on the roof. Royal member Ken Cameron does some of the labor, for only \$10/hr., saving ICC around \$1,000.
- 2000 • Royal gets central AC. (This might have been 1999.)
- Royal builds a bike shed in the back yard.
- Tyra Robertson, who lived at Royal in the mid-90's, becomes ICC's Membership Director.
- 2001 • Royal member David Corbett wires every single room for telephone and Internet. Royal member Michael Bluejay retiles the second floor bathroom floor.

* Information found at the Austin History Center by ICC General Manager Howard Lenett in Nov. 2001.

** From the plaque: "Jason Wisniewski was raised in Bay City, Michigan, and received his bachelor's in Music Composition at the University of Michigan. He got his first taste of co-op life in a comfortable house called Stevens in Ann Arbor, where he served as Trustee and Chair of the Organizational Review Committee. An internship at the Women's Co-operatives brought him to Austin, Texas in the summer of 1994. He lived at the House of Commons for three months and at Royal for two years. During this time, he took the positions of ICC Education Officer and Trustee/Labor Czar at Royal. Many of his housemates considered him to be one of the fathers of the house.

"Jason was one of the greatest listeners and confidants many of us have ever known. He had a quiet demeanor and a hearty laugh. He liked ballroom dancing, Polka, peanut butter and chocolate chip taquitos, and the Simpsons. His foremost love was music and he was versatile on keyboards, the accordion, bass, and guitar. He fronted a band amongst fellow Royalites and inspired the creation of tunes such as 'Repeal the Helmet Law'. A connoisseur of beer, Jason invented and perfected numerous recipes -- the most amous being his Coffee Cream Stout.

Jason died early Sunday morning, October 27, of medical complications. His presence will be missed by all who knew him. He was a musician, a philosopher, a leader, and an integral part of royal and ICC. Above all, he was a friend."

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.

1940'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 Darrell 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 them off campus in 1999, at which point they became Student Heritage Houses). 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, with 100% financing.

But ICC paid far too much for the properties, and couldn't pay its bills even with 95% occupancy. A few years later the real estate market collapsed, and with a glut of housing, ICC couldn't maintain good occupancy, and then it *really* couldn't pay its bills. 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.)

The experiment with the apartment complexes set ICC back 25 years, financially.

Today, ICC owns six houses, and rents two more (HoC from NASCO Properties, and Avalon from a local landlord).

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.

2000-01: Times of Change

Following the Rules

The Coordinating Officer (Cody Koeninger, from HoC) discovers that for years we haven't been putting member fees into a Development Fund, as required by our bylaws. The board resurrects the Development Fund.

Staff Controversy

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 to *leave* and do 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.

Arrakis burns down

Over the winter break, two members put some toast in a faulty toaster at Arrakis and leave the house. When the toast doesn't pop up, it likely catches fire, catching the

wooden cabinet above it on fire, which spreads through the whole house. The house is gutted and vacant through 2001, until late in the year the board finally approves a plan for rebuilding the house.

Staff: Keeping it in the Family

In 2000-01, we hired new staff with strong ties to ICC. Billy Thogersen of HoC became Facilities Manager, Tyra Robertson (formerly of Royal) became Membership Director, and Howard Lennet became General Manager, with his office at New Guild being the room he'd lived in as a freshman in 1973!

Loan Refinancing

ICC refinances its mortgage in order to free up some cash in the short term to compensate for the loss of Arrakis. The bank releases four of our houses from the note, marking the first time ever that ICC has ever owned any of our houses free and clear. (Of course, the debt on the two houses that are still pledged is around \$750,000, but who's counting?) We now totally own Arrakis, Helios, New Guild, and Seneca, while we have a mortgage on French House and Royal. (Avalon and HoC, of course, are leased.)

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?

Vegetarianism

by Michael Bluejay, 1998

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 at least at some points in their lives. (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 1971 America, 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 (an early ICC co-op) 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 significant 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 HoC'er 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 volume, 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 \$100 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 food portion of your contract (~\$105/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 Royal Co-op. 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. • (being rebuilt)
- 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) 476-2667

<http://www.shhi.org/>

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.)

..... 9901 N. Capital of Tx Hwy. • 343-5550

Index

- AC (air conditioning) 3
 address, Royal..... cover
 addresses of other co-ops 2
 air conditioning..... 3
 alcohol policy, ICC 12-13
 application process 21
 Arrakisco-op 2
 Austin co-ops 55
 Avalon co-op 2
 basic house procedures 3-4
 bathrooms, cleaning 23
 beds 3
 board of directors, ICC 2
 board representative, ICC 32
 boarders..... 18
 bonus, net revenue 14
 cars (parking & towing) 9
 cast iron care 31
 cleaning up after yourself 3
 cleaning, kitchen 5
 clothing-optional policy 8
 co-ops, other icc co-ops 2
 combination, door (security) . 11
 creepy people 7
 deposit, pet 9
 deposit, security 12, 14, 21, 55
 dinners 3
 discretionary funds 14
 door combination 11
 drug & substance rules 8
 education officer 35
 electrical emergencies 7
 emergencies 7
 faux pas 18
 features of the house 1
 financial information 14
 fire extinguishers 12
 food 5, 6, 7
 French House co-op 2
 furniture 3
 giving tours 21
 guests 18
 guest meals 18
 guff, defined 23
 Helios co-op 2
 history, Royal 46-47
 history, ICC 48-50
 house meetings 15-17
 house procedures 3-4
 housemate problems 7
 ICC 2
 ICC staff salaries 2
 introduction 1
 Jackson instructions 31
 keys 3, 8
 kicking visitors out 7
 kitchen 5-6; 30-31
 kitchen managers 35-37
 labor see "love"
 layout, where the rooms are .. 1
 long distance..... 4
 love, overview 23
 love positions, hours per job. 24
 Love-In..... 25
 Love Maker 34
 love bites (penalties)..... 25
 love, party love 25
 love problems 7
 love, special projects 25
 love, swapping positions..... 25
 love descriptions 26-45
 bathrooms..... 23
 board rep 32
 commons cleans 27
 compost 27-28
 dinner clean 30
 dinner cook 30
 education officer 35
 fast food 26
 food buyer..... 26
 garden 27
 grounds & sun deck 28
 kitchen 30-31
 kitchen managers 35-37
 laundry room & basement 27
 love maker 34
 lunch clean..... 30
 maintenance officer 37-40
 office helpers 26-27
 pool maintenance 41-45
 postmaster 26
 recycling..... 28-29
 secretary..... 26
 security & conservation 27
 shopper see "food buyer"
 trash..... 28
 treasurer 33-34
 trustee/membership.... 32-33
 mail 4
 maintenance 7
 maintenance officer 37-40
 mattresses 3
 meals 3
 meat, no meat policy 8
 meetings 15-17
 membership 18
 membership review 19-20
 membership, revocation 19
 minutes, meeting minutes..4, 16
 mission statement 1
 moving in 3
 moving out 55
 NASCO guests 18
 net revenue bonus 14
 New Guild co-op 2
 noise 8
 non-discretionary funds 14
 officer job descriptions..... 32-40
 officer meetings 15
 open membership policy 18
 parking 9
 parties..... 9
 party love 25
 pesticides 9
 pets 9-10
 pet charges 9-10
 phone numbers of other coops2
 phone numbers, Royal 4
 phones, long distance 4
 phones, in your room 3
 phones, voicemail 4
 plumbing emergencies 7
 policies 7-13
 policy, changing house 7
 pool 41-45
 postal mail 4
 probation, member 19
 problems, dealing with..... 7
 quiet hours 8
 recycling 10
 rent 3, 14
 revocation of membership 19
 roof 10
 room layout 1
 rooms, priority & switching .. 11
 roommate problems 7
 Royal House Co-op 2
 save plates 3
 security 11
 security deposit .. 12, 14, 21, 55
 Seneca Falls co-op..... 2
 seniority 11
 smoking 8
 solving problems 7
 special love projects 25
 staff salaries, icc 2
 storage 11
 switching rooms 11
 telephones see phones
 thermostat settings 11
 toilet paper 11
 tours 21
 towing 9
 treasurer 33-34
 trespassers 7
 trustee/membership officer 32
 vegetarianism 51-54
 voicemail 4
 voting at meetings 15
 website address..... cover
 Wheatsville membership 11