

Guide for Maize Pages and Center for Campus Involvement

1. Purpose and Mission
Please see Charter of the Michigan Branch of Telluride Association
2. Affiliations
Please see the Charter, and Section 1, Article One of the ByLaws
3. Process to become a member
Please see Section VI-VIII of the Michigan Operating Procedures
4. Process to remove members
Please see Section IV of the MBTA Standing Rules, and Section 3-5 of Article Four of the ByLaws
5. Leadership structure for the organization
Please see Article Five in the ByLaws
6. Process to select leadership
Please see Section 1-5, Article Five of the ByLaws and Section V of the Michigan Operating Procedures
7. Process to remove from leadership positions
Please see Section 7, Article Five of the ByLaws
8. Ratification Process
Please see Section 6, Article Three of the ByLaws
9. Diversity statement
Please see Section 2 of Article One of the ByLaws
10. "Undermining" statement
Please see Section 3 of Article One of the ByLaws

The Charter of the Michigan Branch of Telluride Association

The requirements for the establishment of a Branch of Telluride Association having been fulfilled, there is hereby established at the University of Michigan, Ann Arbor, a Branch of Telluride Association to be known as Michigan Branch of Telluride Association (MBTA).

Members of the Branch shall be currently enrolled University of Michigan students who have been granted preferment by action of the annual Convention of Telluride Association or by such committees as Telluride Association may appoint for this purpose from time to time.

Michigan Branch of Telluride Association shall have as its mission an exploration of democratic living and the development of intellectual life, practical work, and public service; the Branch shall express its mission through internal Branch activities and sustained projects in its surrounding community that explore the connections between intellectual inquiry and community service.

Telluride Association hereby grants to this Branch the following powers:

1. The authority to supervise, control, and regulate the conduct of its members.
2. The right to regulate and control the use of such, property of Telluride Association as is devoted to its use, including the expenditure of such funds as may be appropriated for its use by Telluride Association.
3. The authority to adopt suitable by-laws and regulations in the exercise of the powers conferred, but not such as are contrary to the Constitution, By-Laws, rules, or procedures of Telluride Association; and to enforce such lawful regulations as it may adopt by the imposition of fitting penalties for their infraction, including a recommendation to Telluride Association that preferment to the Branch be suspended or revoked.
4. The authority to carry out, under the aegis of Telluride Association, projects that contribute to public life in its surrounding community, provided that such projects shall be nonpartisan in nature, selected by the Branch as a whole, and subject to prior approval by Telluride Association.

But such powers are granted to it solely for the accomplishment of the following purposes:

1. The development in its members of habits tending to its intellectual growth, moral and practical sense, continuity of effort and purpose, and self-government, in accordance with the principles of Telluride Association as expressed in its Preamble and Constitution and as determined by Telluride Association in Convention assembled.
2. The securing of a just sense of financial responsibility in its members, leaving to the judgment of the individual alone the creation of personal debts, it being hereby expressly provided that the Branch shall in no case have or exercise the power of proration, nor shall the Branch advance funds to any member.
3. The promotion of harmonious relations with the University of Michigan, Ann Arbor, and the surrounding communities.
4. The protection and proper care of the property devoted to its use.
5. The nonpartisan furtherance of the commonweal in the communities surrounding the University of Michigan, Ann Arbor.
6. And in general the furtherance of the purposes of Telluride Association and the carrying out of its policies.

And the Branch is required to exercise its powers for the purpose of the accomplishment of the objects mentioned and shall be responsible to Telluride Association for the due performance of its duties in that respect.

All the powers hereby conferred upon this Branch shall be exercised by its members, and each shall have an equal voice in its meetings.

No action shall be deemed the action of the Branch unless it has been approved by a majority of all the members attending a duly-constituted meeting of the Branch, or unless it is the action of a duly-appointed committee, acting in accordance with Branch rules and policies; provided, however, that the Branch may not delegate to a committee the power to appropriate funds. The Branch may have such executive officers and organizational structures as may be provided in its By-Laws.

Telluride Association reserves the right to amend or revoke this charter in accordance with its Constitution, By- Laws, rules, and procedures.

In Witness Whereof, the Telluride Association has caused this instrument to be executed on its behalf by its President this 17th day of June, A.D. 2000.

TELLURIDE ASSOCIATION

By -----
President

THE BYLAWS

The Bylaws are the veritable Constitution of the House. Hence, as the highest body of law that the House has control over, it would behoove you to learn them.

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ARTICLE ONE

Section 1: The Michigan Branch of Telluride Association, MBTA, shall be governed in accordance with the charter granted it by the President of Telluride Association and by the Constitution and Bylaws of Telluride Association, and by the Telluride Association Rules and Procedures (TARP).

Section 2: MBTA is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status in its membership or activities unless permitted by university policy for gender specific organizations.

Section 3: Upon joining the organization, all members agree not to undermine the purpose or mission of MBTA.

ARTICLE TWO: DEFINITIONS

Section 1: The Michigan Branch (or MBTA) Governing Documents are the texts that detail the rights and responsibilities of the Michigan Branch and its members. This set of texts includes only the Charter, the Bylaws, and the Michigan Operating Procedures (MOPs).

Section 2: The Charter established MBTA as a residential division of the Telluride Association located at the University of Michigan - Ann Arbor.

Section 3: The Bylaws are the set of primary rules adopted by MBTA for the government of its members and the management of its affairs.

Section 4: The Michigan Operating Procedures (MOPs) are the set of established methods for conducting MBTA affairs.

Section 5: A House member is someone preferred by the House and the Telluride Association for the current semester who is in residence at the Telluride House.

Section 6: A quorum is a majority of House members, such that $x > h/2$ where h is the total number of House members. For example, in a thirty-person House, quorum is not reached until sixteen House members are present.

Section 7: A simple majority is a majority of a group's members, such that $x > g/2$ where g is the total number of group members. For example, a simple majority of a thirty-person House must be at least sixteen and a simple majority of a five-person committee must be at least three. During House meetings, unless otherwise specified in the MBTA Governing Documents, motions require a simple majority of voters to pass, such that $x > n/2$ where n is the total number of voters not abstaining. For example, a simple majority of a twenty-person House meeting must be at least eleven if no one is abstaining, but if two people abstain, a simple majority must be at least ten.

Section 8: A two-thirds majority is a majority of a group's members, such that $x \geq 2g/3$ where g is the total number of group members. For example, a two-thirds majority of a thirty-person House must be at least twenty and a two-thirds majority of a six-person committee must be at least four.

Section 9: Voting margins specified in the Bylaws and Michigan Operating Procedures are calculated from the votes of those present but not abstaining, unless otherwise expressly specified. For example, a unanimous vote is when all non-abstaining house members have the same vote.

Section 10: A House-elected official is a House member who has been elected, during a House meeting, to take on the rights and responsibilities of a specific set of tasks within the House, in accordance with the MBTA Governing Documents.

Section 11: A House Committee is a group of House members who have taken on the rights and responsibilities of a specific set of tasks within the House, in accordance with the MBTA Governing Documents.

Section 12: A House meeting is a gathering for all House members wherein House business is discussed and decisions are made in accordance with the MBTA Governing Documents.

Section 13: A closed meeting is a meeting that House members must be invited to attend.

Section 14: A review is a formal investigation, by the Michigan Branch Committee (MBC), of a House member's performance within the House based on the Telluride Association Terms of Scholarship and MBTA's internal standards of participation detailed in Article Eight of the Bylaws.

ARTICLE THREE: MICHIGAN BRANCH GOVERNING DOCUMENTS

Section 1: The MBTA Charter may not be amended by MBTA as it is a historical document set forth and amendable only by the Telluride Association itself.

Section 2: These Bylaws may be amended at any House meeting by a two-thirds majority.

Section 3: The Michigan Operating Procedures, hereafter referred to as MOPs, will govern the aspects of House life not covered by the Bylaws. MOPs will consist of three sections. The first section will be the MBTA Meeting Guide. This shall govern the transaction of business in all House meetings, except as modified by the Bylaws. In questions not addressed by the Meeting Guide, Robert's Rules of Order Revised shall be used. The second section of MOPs will be the MBTA Standing Rules. The House will place particular policies in this document (excluding policies governed by the Bylaws or MOPs section one). The final section of MOPs will be the MBTA Non-Binding Policies, which provides a place for the House to record all non-binding decisions, such as general "sense of the body" motions and project decisions.

Section 4: MOPs may be amended at any House meeting by a simple majority.

Section 5: The House is the ultimate interpreter of the MBTA Governing Documents shall a controversy about its meaning arise. House members may, by motion, bring an issue to the House requiring an interpretation of the MBTA Governing Documents. The House must then resolve any discrepancy in interpreting the MBTA Governing Documents by a simple majority.

Section 6: The Governing Documents will be ratified at the first house meeting during Annual Orientation, at the start of the school year, by a two-thirds vote of those present. Amendments in the ByLaws and MOPs will follow procedures described in Sections 2, 3 and 4 of Article Three of the ByLaws.

ARTICLE FOUR: HOUSE MEMBER RIGHTS AND RESPONSIBILITIES

Section 1: All persons currently enjoying preferment at Michigan Branch, hereafter referred to as House members, shall have the privilege of voting in all House meetings and engaging in all House activities. All House members have the privilege of moving any question and of debate thereon. Additionally, all House members shall have the privilege of voting on issues brought before their respective committees. However, all House members have the privilege of attending any committee meetings, excluding those meetings designated by the Advisory Committee (AdComm) as closed.

Section 2: Regular House meetings will be held approximately once every other week throughout the school year in accordance with the scheduling needs of House members. Emergency House meetings may be called at the request of AdComm or 1/5th of the

House. Attendance at all events assigned attendance points under MOPS Article X, Section 5 is mandatory. Additional house events can be made mandatory if called by AdComm and at least 1/4th of the house. All mandatory events – except Emergency House meetings and the first Pubspeak of each semester – must be publicized to the house via the listserv or Slack at least one week in advance in order to be mandatory.

Section 3: Any member who fails to attend a substantial number of required meetings, as defined in Bylaw 4:9, is liable to a penalty imposed by the House. In extreme circumstances, a member may be excused from regular attendance by submitting a plea to AdComm. AdComm would then investigate the circumstances, make a recommendation to the House, and the House would vote on the matter, needing only a simple majority to approve the plea. Furthermore, AdComm may excuse individual instances of absence at its discretion.

Section 4: If a House member feels another House member’s behavior is inappropriate to the point of meriting a review, the aggrieved House member may submit the other’s name to AdComm to recommend for review. A committee may submit complaints as a group but only with unanimous consent of its members. A committee may submit multiple complaints against a house member as long as the complaints pertain to different events. These complaints will weigh equally as complaints from individuals or committees will trigger a formal review. If three separate complaints are submitted against any individual’s name, AdComm will confidentially assure that the complaints are still outstanding amongst all people who submitted the name. If the complaints are still outstanding, AdComm will submit the name, but not the sources, to the Chair of the House for the aggrieving House member to be assessed by the House as quickly as time permits.

Section 5: Once a housemember has been chosen for review by the Michigan Branch Committee or whose review has been triggered based on Article Four Section Four or Article Eight Section Five of the Bylaws, the House shall conduct a review of the House member. Under no circumstance will the House review a House member without informing him/her beforehand that he/she will be subject to review and affording him/her a reasonable opportunity to offer his/her defense to the House. The assessment process shall proceed as follows:

1. The parties involved in the review triggered by the Michigan Branch Committee or Article Four Section Four shall submit written statements to the House and each other at least a week before the date of the scheduled review.
 - a. Parties Responsible for Statement Submission: The following parties are responsible for submitting statements:
 - i. The house member who is up for review
 - ii. Michigan Branch Committee, if the candidate has been chosen for review by the Committee,

iii. The house members/committee who filed complaints against the house member who is up for review, if the house member's review was triggered based on Article Four Section Four.

b. Content of Statements: Statements shall consist of two separate sections

.A summary of the facts that have led to review.

i. A summary of how these facts have made the party feel.

c. Failure to Submit a Statement

.If the House member who is up for review fails to comply with Article Four Section 5(1)(a) & (b), the House shall find that this house member waived the right to submit a written statement to the House.

i. If Michigan Branch Committee, Advisory Committee, or the house member/committee who filed complaints fails to comply with Article Four Section 5(1)(a) & (b), the review may not proceed and will be rescheduled by Ad-Comm. Failure to comply with Article Four § 5(1)(a) & (b) does not waive the grounds for review.

1. The parties bringing the house member up for review shall present their case against the House member, followed by a question and answer session moderated by the Advisory Committee, the duration of which will be equal to that of the defense itself and subject to extension by Robert's Rules of Order.

. If the house member has been chosen for review by the Michigan Branch Committee, the presenting party shall be an individual identified by the Michigan Branch Committee.

a. If the house member is up for review under Article Eight Section Five, the presenting party shall be a member of the Advisory Committee.

b. If the house member is up for review under Article Four Section Four, the presenting party shall be each member who filed a complaint against the house member who is up for review.

- 1) The House member under review will have unlimited time to present their own defense, followed by a question and answer session moderated by the Advisory Committee, the duration of which will be equal to that of the defense itself and subject to extension by Robert's Rules of Order.

1. 2) The House will candidly discuss the House member without the presence of the house member up for review, the individual identified by the Michigan Branch Committee, or the House members who filed complaints (not including individuals who filed complaints as a committee).

. Advisory Committee may, at its discretion, bring any of the absent individuals back before the House for additional question and answer sessions.

a. Advisory Committee, or a house member delegated by Advisory Committee, shall keep an anonymous record of comments.

1. Advisory Committee will facilitate a series of confidential votes by the house members present for the discussion.
 - 3) The House will have a confidential vote. The first vote will be whether to recommend the House member for probationary measures. Such probationary measures may include but are not limited to:
 - Increased minimum/expected levels of attendance
 - Increased minimum/expected levels of service hours
 - Increased participation in committee work (as an adjunct or full member)This first vote will use Yes/Weak-Yes/Weak-No/No voting format. The results of this vote (as well as the probationary measure(s) discussed) will be calculated in voting margins and recorded.

The second vote will be whether the House member should continue in the House, using a Yes/Weak-Yes/Weak-No/No voting format. The results of this vote will be calculated in voting margins and recorded.
 - 4) Advisory Committee will construct a report on the proceedings for MBC.

If an Advisory Committee member has filed a complaint under Article Four Section Four against the house member who is up for review, this Advisory Committee member must recuse themselves from all their responsibilities related to the facilitation of the review and the House Chair shall assume these responsibilities in their stead. This provision should not be construed to bar Advisory Committee members from participating in the review of a house member who is up for review under Article Eight Section Five.

Section 6: In accordance with Telluride Association policy, Michigan Branch will not discriminate against any person affected by MBTA activities “on the basis of race, color, creed, religion, national or ethnic origin, sex, sexual orientation or physical disability.” Additionally, Michigan Branch will not discriminate on the basis of academic interest, gender identity, age, or parental or marital status. The House may, but is not obligated to, provide housing for the dependents of House members or guests.

Section 7: The House shall hold its members responsible for respectful conduct at all times and shall expect similar conduct from its guests.

Section 8: All House members shall comply with the following rules regarding the expenditure of House funds:

- All expenditures must be accompanied by a receipt or equivalent documentation. Failure to obtain a receipt will result in a 5% deduction in the reimbursement.
- Receipts must be submitted no later than a week after the expenditure in order to receive reimbursement unless approved by the Finance Officer in advance. After one week, there will be a 5% deduction in the reimbursement for each late day.

- In the event that an expenditure exceeds the original BIRTed amount, the amount exceeded will not be reimbursed unless approved by the House via a BIRT at the next possible House meeting.
- If an expenditure exceeding the original BIRTed amount or unaccompanied by a receipt was paid for using a House check, the amount exceeded (or 5% deduction) must be remitted by the expender out-of-pocket unless waived by the House via a BIRT at the next possible House meeting. Failure to do so will result in a formal complaint to AdComm.
- Incidental costs, such as overdue fees, fines, sales taxes, or costs incurred as a result of improper treatment of House property, must be paid by the responsible party unless waived by the House via a BIRT at the next possible House meeting. Failure to do so will result in a formal complaint to AdComm.
- The application and enforcement of these rules will be left to the discretion of the Finance Officer in consultation with the Michigan Program Director and AdComm.

ARTICLE FIVE: HOUSE-ELECTED POSITIONS

Section 1: House elections will be held during the first House meeting of each term. A Michigan Branch Committee Liaison, a Cornell Branch Committee Liaison, an Employee Coordinator Apprentice, a three-member Advisory Committee, and a chairperson for each standing committee with more than two committee members will be elected at these meetings by secret ballot.

Section 2: At the first meeting of the House in fall term, the two Secretaries, House Chair, and the Employee Coordinator, and the two House Custodians will be elected in the manner described in Bylaw 5:1. Members should expect to hold these positions for an entire academic year.

Section 3: At the first meeting of the House in winter term the Finance Officer and the Recruitment Chair will be elected in the manner described in Bylaw 5:1. The Finance Officer should expect to hold this position for an entire calendar year.

Section 4: No member may serve in multiple House-elected positions at one time, except that a member may serve as both a Chairperson of one committee and in one other House-elected position. If elected to multiple concurrent positions, a member will take his or her first choice and cede the additional seat(s) to his or her most popular opponent(s).

Section 5: During the fall term, one TASS Alumni Development and Support (TADAS) Officer will be elected in the manner described in Bylaw 5:1. During the fall term, two TASS/TASP Application Officers will also be elected in the manner described in Bylaw 5:1. TADAS and Application Officers are excluded from the rule stipulated in Bylaw 5:3.

Section 6: If the candidate nominated for prepreferment and preferment Chair by the Recruitment Committee fails to receive a simple majority, an election will immediately be held for the position in accordance with Article I, Section D of the MOPs.

Section 7: All elected House officials outlined in the MBTA Governing Documents will report regularly on their plans and activities to the House. All House officials will also compose an end-of-the-term report to be posted in CTools.

Section 8: The House may at any time call a vote to remove a House member from their House-elected position. To do so, the House requires a two-thirds majority. Immediately after they leave office, the House must hold an election to fill the position.

Section 9: Should the position of MBC Liaison and TADAS Officer be held concurrently by the same House member, he or she will be excused from committee duties per the rule stipulated in Bylaw 7:3.

ARTICLE SIX: INDIVIDUAL POSITION MANDATES

Section 1: The Advisory Committee is charged to:

- 1) Assign House members to committees within a week of elections at the beginning of each semester and communicate this decision to house members and rusticators
- 2) review and give verdicts on emergency BIRTs, up to \$500, between House meetings, which must be reported to the Finance Officer as soon as possible and read aloud and recorded in the minutes of the next House meeting;
- 3) bring House members to the House for review based on review requests;
- 4) work with MBC, other House committees, and/or elected House officials to discuss and draft suggested revisions to TARP on behalf of MBTA, after said revisions have been approved by a sense-of-the-body vote in a House meeting; and
- 5) conduct a diversity and inclusion evaluation at mid- and end-of-year evaluations based on goals and criteria outlined in "Diversity and Inclusion Statement".

Section 2: The Finance Officer is charged to:

- 1) manage all House funds, making disbursements to authorized House members;
- 2) initiate, maintain, and close subscriptions to periodicals;
- 3) balance the budget every month;
- 4) maintain and organize receipts for all transactions;
- 5) introduce House members to House finance policies;
- 6) report the budget status at House meetings; and
- 7) submit an annual budget for the approval of the House, MBC, and TA.

Section 3: The House Chair is charged to:

- 1) schedule and run House meetings,
- 2) schedule prepreferment and preferment;
- 3) maintain good relations between the House and the community; and
- 4) Appoint an interim Chair to run House meetings if the elected Chair is unable to do so.

Section 4: The two House Secretaries are charged to:

- 1) keep track of House member attendance at mandatory events;
- 2) keep the records and minutes of House meetings;
- 3) maintain the house calendar;
- 4) update the MBTA Governing Documents in accordance with all governance BIRTs passed during the semester;
- 5) make non-substantive changes to the Governing Documents to maintain their integrity and readability
- 6) granting membership and/or access to t-riders email list serve, Slack and Canvas
- 7) ensuring that an appropriate person be temporarily delegated these responsibilities if the Secretary cannot fulfill it.
- 8) ensuring that these duties are split as fairly as possible between the two Secretaries, for example taking it in turns to take minutes during House Meetings and covering for the other Secretary should they require a break during proceedings.
- 9) ensuring that an appropriate person take minutes of House Meetings and takes attendance if neither Secretary can fulfil these duties.

Section 5: The Michigan Branch Committee Liaison is charged to:

- 1) represent the views and desires of the House to TA committees and during MBC discussions;
- 2) vote in MBC votes on important issues, like preferment; and
- 3) handle all formal communication between TA/MBC and the House.

Section 6: TASS/TASP Application Officers are charged to:

- 1) allocate the applications received by MBTA in an equitable manner;
- 2) set and enforce deadlines for the completion of application readings; and
- 3) familiarize House members with Telluride Association's current evaluation policy.

Section 7: The TASS Alumni Development and Support (TADAS) Officer is charged to:

- 1) reach out to TASS alumni on the Michigan campus to (a) get them involved in the work of the Telluride Association in the community and (b) encourage them to apply for residency at MBTA and/or for membership in TA; and

- 2) make herself or himself available year-round as a resource for any TASS alumni engaged in the processes of applying to college, for financial aid, for scholarships, or to MBTA; and
- 3) work with MBC, TADAS, Michigan Program Director (MPD), and Logistics Committee to schedule the annual TASS Alumni College Prep Weekend; and
- 4) assist in planning the activities of the weekend and act as an intermediary with community partners when needed; and
- 5) organize MBTA House members to get involved with the weekend activities.

Section 8: The Employee Coordinator is charged to:

- 1) serve as the official liaison between the House and employees to field concerns or requests and participate in employee hiring, dismissal, and/or disciplinary actions in conjunction with the Michigan Program Director and TA Personnel Committee; and
- 2) coordinate the acquisition of foodstuffs in the absence of kitchen staff; and
- 3) report needs for goods and services to appropriate staff
- 4) solicit feedback from House members concerning employee performance; and
- 5) keep highly sensitive employee matters confidential.

Section 9: The Employee Coordinator Apprentice is charged to:

- 1) Assist the Employee Coordinator in the acquisition of foodstuffs in the absence of kitchen staff; and
- 2) Contribute to the day-to-day management of MBTA employees; and
- 3) Help the Employee Coordinator to solicit feedback from House members concerning employee performance and to field concerns or requests from MBTA employees; and
- 4) Be privy to and help to keep highly sensitive employee matters confidential.

Section 10: The Custodians are charged to:

- 1) Perform all duties as stipulated by the Custodians Committee
- 2) Review background readings on asset allocation
- 3) Read financial statements from TA assets and trusts, ultimately participating in Custodian discussion

Section 11: The Financial Officer Apprentice is charged to:

- 1) Work with the Finance Officer to inherit institutional knowledge of of the responsibilities of Finance Officer
- 2) Will become the next year's financial officer if the Financial Officer does not plan to continue the position (or leaves the house) the following semester
- 3) If the Financial Officer Apprentice does not return the subsequent year, the Financial Officer will continue to hold the position during Orientation Committee's term

Section 12: The Cornell Branch Committee (CBC) Liaison is charged to:

1. Follow the procedures outlined in TARP IV.C.1 to select a CBC liaison,
2. represent the perspectives, best practices, and experiences of the House to CBC. Share notes with house about the perspectives, best practices and experience of CBTA House via a semesterly report and/or updates at House meetings
3. attend CBTA's preferment meetings each semester and construct a report of their visit to be read at the next MBTA housemeeting

Section 13: The Sustainability Steward is charged to:

1. Promote awareness of environmentally sustainable behaviours amongst house members. This can include but is not limited to
 - An understanding of our different waste disposal streams (returnables, recycling, landfill waste)
 - Energy and heat use behaviours
 - Limiting the use of disposables to the extent possible
 - Arrange guest speakers, advertise seminars, documentary screenings that are themed around sustainability in collaboration with EPComm.
2. Provide guidance on best practice for battery, pharmaceutical, electronics and other special wastes that may warrant alternate disposal to the returnable/recycling/landfill waste options.
3. Manage a re-use cabinet where house members may donate usable items to be used by other house members or to be donated to a charitable cause. Facilitate drop off of accumulated donations at the end of each term
4. Present a report to the house once a semester on house energy, gas use. Provide any historical data available for context and include this log in the end of year report so that a dataset builds up over time.
5. Develop one sustainability initiative per semester, that advances the House's sustainability goals and considers house members' needs

ARTICLE SEVEN: HOUSE COMMITTEE RIGHTS AND RESPONSIBILITIES

Section 1: Within a week after semester elections, AdComm will appoint members to committees for the semester, taking into account both House needs and House member preferences. The House reserves the right to revise committee appointments at any time.

Section 2: By the final House meeting of each academic year the Chair will form a Summer Operations (or Orientation) Committee (O-Com) by soliciting volunteers. Since there is no maximum number of members for this committee, anyone who volunteers will then assume the responsibilities of membership in the committee.

Section 3: All House members, excluding members of the Advisory Committee, House Chair, Employee Coordinator, and Finance Officer, must serve on at least one House committee. House members are eligible to serve on any committee and may volunteer to serve on an unlimited number of committees. If a House member wishes to serve on a committee she or he was not appointed to, she or he may appeal to AdComm for a change of appointment. AdComm may approve a change of appointment by support of a simple majority of its members. Alternatively, the House member may appeal directly to that committee for admission in addition to his/her initial committee appointment. The committee may accept the member with the support of a simple majority of its members.

Section 4: All committees outlined in the MBTA governing documents will report regularly on their plans and activities to the House. All committees will also compose an end-of-the-term report, directed by their committee chairs, to be posted in CTools.

Section 5: In order that the committee carry out recommended activities, these committees shall be authorized to act without the express permission of the House on matters which are routine or otherwise not open to serious objection, including, but not limited to, such actions as may require the disbursement of funds.

Section 6: In addition to the removal procedure for House-elected officials in Bylaw 5:6 available to the house as a whole, a committee may remove its Chairperson by a two-thirds vote of members. The committee may elect an interim Chairperson, who shall serve until the next House meeting. At the next House meeting, a new Chairperson shall be elected in the manner set forth in Bylaw 5:1.

ARTICLE EIGHT: RUBRIC OF STANDARDS AND EXPECTATIONS

SECTION 1: Attendance

All mandatory House events will be combined into one lump attendance calculation. The minimum, expected, and encouraged levels of attendance are as follows:

- *Minimum:* 75%
- *Expected:* 85%
- *Encouraged:* 100%

Level of Attendance: Housemembers not meeting the 'Minimum' attendance requirement at the end of each semester will be up for review. Housemembers not meeting the 'Expected' attendance requirement at the end of each semester will submit a report (minimum 150 words) to the house at the last house meeting of the semester explaining their absences. Housemembers meeting or exceeding the 'Encouraged' attendance requirement will be eligible for a reward (eg. dinner and a movie) as decided by the house at the last house meeting of the semester.

Categories of Excuses: “The following situations **will automatically excuse you from a mandatory house function. All other requests will be left to AdComm’s discretion to partially or fully excuse a house member from mandatory house function.**

- Required academic functions (i.e. classes, exams)
- Events directly related to career pursuits (i.e. job interviews, conferences, **special performances**)
- **Important life events:**
 - **Weddings**
 - **Births (i.e. baby shower, delivery)**
 - **Funerals/memorials**
 - **Graduations**
- **Emergencies (i.e. medical, financial, travel)**
- Religious and cultural holidays and observances
 - Here, ‘holiday’ is defined as a distinct event that does not recur more than once a month, though there can be more than one particular holiday in any given month. This is in contradistinction to ‘observances,’ which recur more than once a month.”
- **Inflexible employment scheduled before the mandatory house function is scheduled:**
 - **GSI discussion/lab section (office hours not included)**
 - **Work Study**

****Note:** The “minimum” and “expected” levels above are intended to make allowances for other personal and extracurricular activities.”

Required Documentation: All excused absence request must be accompanied by appropriate documentation that substantiates your request. House members requesting an excused absence shall explain why their request falls within one or more of the categories of excuses listed under “Categories of Excuses.” AdComm will inform the housemember of their decision via email.

Excused Partial Absences: In case of approved excused partial absences, the attendance points awarded to the house member will be calculated in the same way as the late attendance policy states with the balance points being considered excused.

Right to Appeal: House members are allowed to appeal any decision made by AdComm. Appeals must be submitted to AdComm within a week of receiving the excused absence decision. AdComm is responsible for notifying the House Chair to add the appeal to the agenda. Failure to appeal within a week of notification waives the house member’s right to an appeal.

Appeal Adjudication: During the house meeting in which a house member has appealed an excused absence decision made by AdComm, AdComm shall present this decision and the reasons for it to the house. The appealing house member shall present the reasons that she/he/they believes the house should overturn AdComm’s decision. House members shall then have the opportunity to ask questions of AdComm and/or the appealing house member. Both AdComm and the house member shall then excuse themselves from the house meeting, at

which point the house will, by simple majority vote through A Sense of the Body, decide whether to reverse AdComm's decision.

AdComm Excused Absence: If an AdComm member wishes to be excused from a mandatory house event, they must be recused from the vote and the House Secretary will step in as the third vote.

Transparency: At each house meeting, AdComm shall submit an anonymous list which includes the number of absence requests that have been approved or denied in its Committee Report.

SECTION 2: Committee Work

Each House member's committee performance will be assessed by his or her fellow committee members using a brief survey which will ask about a few key dimensions of committee work. Performance in each dimension may be poor, satisfactory, or exceptional. Numbers will be assigned to each of these three ratings, with exceptional performance weighted more heavily than poor performance. Each committee member must average (mean) a "satisfactory" rating to satisfy this term of scholarship. House officers (those who do not serve on committees) will be assessed in a similar way by the entire House; the relevant questions will be included on the standard committee survey as a special section. House members holding more than one position will have each position assessed independently. In sum:

- *Minimum:* Average "satisfactory" rating by committee members
- *Expected:* Average above "satisfactory" rating by committee members
- *Encouraged:* Average "exceptional" rating by committee members

SECTION 3: Direct Communication and Conflict Resolution

- 1) If a house member is offended by the actions of another house member, either personally or because the house member believes them to be detrimental to the community, the house member must communicate their concerns to their housemate either directly or through an informal facilitation with an AdComm member as the first step towards conflict resolution. The house members should engage in a constructive discussion to try and reach a common understanding. In the case of a member of AdComm assisting with open communication, a clear line of communication must be maintained between the housemates involved at all times.
- 2) AdComm members may, if asked by one of the conflicting parties, help facilitate the resolution of prolonged disputes.
- 4) Confidentiality is vital. Knowledge of the problem must be confined to as limited a group of people as possible (i.e., the persons involved and AdComm).
- 5) If the issue cannot be resolved through (or persists despite) direct or facilitated communication, the offended house member is encouraged to file a formal complaint to AdComm.

- 6) In the event a formal complaint is filed, both the confronting and confronted parties must write separate statements explaining the circumstances as they perceive them. AdComm will collect written statements and keep them on file. In the event of a review, these statements will be shared anonymously with the house at the discretion of the persons involved in addition to oral testimony.

SECTION 4: Service Work

All house members are charged with completing a total of 32.5 hours of community service per semester, with 50% of these hours dedicated to a house service project. Further, service work conducted by a group of six or more house members on a project that has not been pre-proposed may also count as house service. Project Development can alter these requirements at its discretion with house approval, in the form of a BIRT with a simple majority.

The **minimum**, **expected**, and **encouraged** levels of service will be calculated as percentages of the required 32.5 hours. They will be as follows:

- *Minimum*: 30 hours
- *Expected*: 32.5 hours
- *Encouraged*: More than 32.5

SECTION 5: Overall Participation

House members must meet "expected" or "encouraged" levels in at least one of the following categories: attendance, committee work, and service work. Having all minimum levels across these three categories at the end of a semester will automatically trigger an immediate review by the house, as outlined in Article Four, Section Five of the Bylaws. A finding by Advisory Committee that a house member has failed to comply with the terms of a probation resulting from a previous review under Article Four Section Five of the Bylaws will automatically trigger an immediate review by the house, as outlined in Article Four, Section Five of the Bylaws.

MICHIGAN OPERATING PROCEDURES

I. MBTA MEETING GUIDE

II. General Structure:

- Approval of Past Minutes: Approved by voice or hand vote (amended if necessary)
- Committee and Officer Reports: Representatives report business
- Old Business: Motions tabled from last House meeting are discussed and voted on
- New Business: New motions are discussed and voted on
- Project Forum: free-form discussions and presentations on service-related projects organized by the Project Development Committee's discretion.
- Approved Brainstorms: free-form discussions on any topic that are submitted to the Chair 48 hours prior to the meeting.
- Impromptu Brainstorms: free-form discussion on any topic that were not approved by the chair prior to the beginning of the meeting (each up to 5 minutes long, no more than 4 impromptu brainstorms per meeting)
- Comments, Suggestions, and Accolades: Commentary on the House meeting or House business
- Announcements: Anything House members want to let the rest of the House know about
- Adjourn: Motion to adjourn is presented and voted on

III. Motions:

- BIRTs, which stand for “Be It Resolved That,” are resolutions that are debated and voted on before the House; decisions made during House meeting must be in the form of a BIRT. There are two kinds of BIRTs, regular (BIRTs) and non-binding (Sense of the Body Motions). They consist of two parts:
 - Whereas: the rationale(s) for the resolution,
 - BIRT: the substance of the resolution and the debated/recorded language.
- A BIRT is brought to the floor by an individual sponsor. The Chair then allows questions to be made to the sponsor; these questions are for clarification only. Then the Chair moderates the debate on the motion with a speaker’s list while the Secretary notes the substance of the debate. The individual sponsor of a BIRT will have the opportunity to speak first in debate, though he/she will not automatically be given the opportunity to speak last. Afterwards a vote is used to approve or deny the BIRT; a secret ballot may be used upon request. Except for

instances outlined in Article 3 of the Bylaws or Robert's Rules of Order, motions shall pass by an assenting vote of a simple majority.

- During debate anyone may propose an amendment to the BIRT. Like the BIRT itself any amendment must be written down and read aloud. The sponsor of the BIRT decides if it is friendly or not. If the amendment is friendly it becomes part of the BIRT; if not, the amendment must be seconded, questioned, debated, and voted on by the House as a BIRT would. After the amendment is approved (or denied) discussion of the BIRT continues as before. Amendments may themselves be amended, ad infinitum, so beware.

IV. Procedural Details:

- All BIRTs, except those that would change the Michigan Branch Governing Documents, must be sent to the House Chair two days before the House meeting. After this deadline, any additional BIRTs may only be discussed if, during the House meeting, a two-thirds majority vote to add the BIRT to the agenda. BIRTs that would change the Michigan Branch Governing Documents shall be submitted to the House Chair and made public at least one week before the House meeting or shall not be considered. Changes to the governing documents cannot be brought as emergency BIRTs.
- Any House member can interrupt the flow of debate by putting their hand on their head, to be recognized by the Chair for two reasons:
 - Point of Order: when you have a procedural question or concern
 - Point of Information: to request answers and facts that are not debatable
- *Straw Poll*: A quick hand/voice vote to assess the House's opinion on something. Non-binding, hence not a substitute for a BIRT.
- *Suspension of Order*: At the Chair's discretion the rules of this Meeting Guide may be suspended to allow free-form discussion on something. Decisions arrived at by this method require a BIRT format to be approved (the Chair has to return to order).
- *Splitting a Motion*: At the Chair's discretion a BIRT that addresses two separate issues may be discussed as two separate BIRTs, and may be voted on as such.
- *Withdrawing a Motion*: At the sponsor's discretion, for any reason.
- *Speaker's List*: The Chair commonly keeps a 1st, 2nd, 3rd, et cetera, list, putting people's names under the 1st list the first time they speak, moving to subsequent

lists when they wish to speak again. The Chair proceeds down the lists, always recognizing people on the 1st list first. The purpose of the List is to assure the order of speakers and prevent domination by any one speaker or speakers.

- *Agenda:* The House Chair will create an agenda for each House meeting, with a time limit for each item on the agenda. This agenda will be publicized to the House before the House meeting.
- *Committee Reports:* Committee and elected officials reports will be submitted to the Secretary before the House meeting and will be contained in the minutes. If a committee or elected official has nothing to report they will inform the Secretary before the House meeting and it will be noted in the minutes. The Chair will recognize committee representatives and elected officials in the order in which they appear on the agenda. They will read the prepared reports and take questions that stem directly from the reports.

V. **Election Procedure**

- The incumbent (or previous occupant) shall briefly describe the position and tasks facing the position in the following semester.
- Nominations shall be solicited for each open position in the order laid out by the governing documents. Speeches and elections will proceed once all open positions have a number of nominees equal to or exceeding the number being elected. Candidates may be nominated for more than one position at a time.
- Candidates may give brief speeches. If a candidate has already been elected to a previous position, they may withdraw their nomination. If they do not withdraw and are elected to the position, they automatically resign their previously elected position.
- Candidates may be open to group questions, if the House wishes, depending on the sentiment of the House as determined by a vote prior to elections.
- House members shall vote for the position, with a simple majority necessary for election.
- If no candidate receives a majority vote, a first runoff will occur between either:
 - The candidate with the most votes and the candidate with the second most votes.
 - The candidates tied with the most votes.
 - The candidate with the most votes and the candidates tied with the second most votes.

- AdComm Elections: The “Election Procedure” will be followed for each of the three positions individually.
- Tiebreak Procedures
 - The Chair is in no way compelled to abstain during secret ballot elections.
 - In the case of a two-way tie in a runoff, no re-votes will be permitted. Provided neither party withdraws, the acting House Chair will perform a coin flip, with heads and tails designated by the Chair.
 - In the case of a tie between three or more candidates in a runoff, a number of scraps of paper equaling the number of candidates will be placed in a hat, numbered from “1” to the highest number necessary. Candidates will then draw the pieces of paper in the order in which they were nominated and the candidate choosing the lowest number will be eliminated and a runoff between the remaining candidates will occur.
- If a candidate resigns from an elected position within the same meeting as the election was held, the candidate with the next highest number of votes is elected. If the position is vacant due to resignation, an election will be immediately held to fill the position. If a House member resigns an elected position after the House meeting in which elections are held, an election will be held at the start of the next House meeting.

VI. Pre-Preferment Preparation Procedures

- Assignment of application readings
 - Each application will have exactly five readers. RComm will attempt to avoid assigning substantially similar sets of readings to any two House members.
- Application reading
 - House members who believe that their ability to objectively evaluate a particular application is compromised may attempt to switch readings. Such switches should be handled by the involved parties, and RComm should be notified of them in advance of the pre-preferment meeting. The deadline for such switches will be determined at RComm's discretion.
 - Each MBTA House member will create a numerically ranked list of the applications s/he has been assigned to read, along with a Y/WY/WN/N vote on each application. This information will be submitted to RComm. The deadline for receiving this information will be set by that committee, and the information will be compiled and distributed to the House at

large prior to the pre-preferment meeting. Any House member who expects to be absent for the pre-preferment meeting must submit comments to Recruitment Committee for each application assignment. Rcomm may choose to read these comments aloud at the Prepreferment meeting.

VII. Pre-preferment Meeting Procedures

- Main Speakers List
 - The pre-preferment chair will read the list of applicants aloud in alphabetical order. If any House member present wants to move to place a candidate on the slate of interviewees, that House member should indicate this when the candidate's name is called. Such motions will require a second. The moving House member will be placed on the main speakers list, and the secretary will note the name of the second. House members may only be placed on the speakers list once during this time, but they may second as many motions as they choose.
 - After all candidates' names have been called, the pre-preferment chair will then ask if any other House member wishes to be placed on the main speakers list for any reason. House members who have already appeared on the list may request to be placed on the second speakers list at this time.
- Motions
 - After the main speakers list has been compiled, the chair will call on the House members on the speakers list to make their motions. A House member may move to place a candidate on the slate, to remove a candidate from the slate, or to close the slate. Questions and debate will proceed according to usual meeting procedure. However, when the speakers list has been exhausted or the question has been called on a motion to add or remove a candidate from the slate, only the readers of the application will be called to vote. Absentee votes will not be counted. If the readers come to a tie, the assembled House members will vote to break the tie.
 - Motions to add or remove a candidate will be accepted, even if the voting House members have already voted against a motion to add or remove the same candidate..

- There is no limit to the number of candidates placed on the slate. RComm may recommend a certain number of interviews, but the House is not obligated to accept this recommendation.
- Motions to close the slate will be heard from House members on the main speakers list. Such motions are debatable and require a 2/3 majority of House members present.
- Interviews
 - RComm will schedule interviews in a manner of their choosing. However, should RComm choose to allow House members to sign up for interviews, House members must sign up for time slots to conduct interviews, rather than signing up to interview a specific candidate. Exactly four House members must be scheduled to attend each interview, with one House member designated to take a transcript and one House member designated to write the interview report. Any switching of interview times or duties should be handled by the involved parties, and RComm should be notified. Each interviewing House member will submit a Y/WY/WN/N vote at the end of the interview, to be recorded in the interview report. Any changes in votes that take place after the interview has ended but before the interview report is written must be noted on the interview report.
 - Interview reports must be submitted in a manner dictated by RComm.

VIII. Preferment Procedures

- Autoslating
 - Any candidate who has all positive interview votes and at least two "yes" interview votes will be added to the slate automatically at the beginning of the preferment meeting.
- Main Speakers List
 - The preferment chair will ask if any House member wishes to remove an autoslated candidate from the slate. Such motions require a second. House members who move to remove a candidate from the slate will be placed on the main speakers list.
 - Next, the preferment chair will read the list of remaining applicants aloud in order of rank. If any House member present wants to move to place a

candidate on the slate of referees, that House member should indicate this when the candidate's name is called. Such motions will require a second. The moving House member will be placed on the main speakers list, and the secretary will note the name of the second. House members may only be placed on the speakers list once during this time, but they may second as many motions as they choose.

- After all candidates' names have been called, the preferment chair will then ask if any other House member wishes to be placed on the main speakers list for any reason. House members who have already appeared on the list may request to be placed on the second speakers list at this time.

- Motions

- After the main speakers list has been compiled, the chair will call on the House members on the speakers list to make their motions. A House member may move to place a candidate on the slate, to remove a candidate from the slate, or to close the slate.
- Motions to add or remove a candidate will be accepted, even if the voting House members have already voted against a motion to add or remove the same candidate.
- While any number of candidates can be on the slate at any given time, House members may not move to close the slate when the projected number of House members for the following year exceeds 31. Moreover, in the fall and spring preferment cycles combined, at least three incoming first-year undergraduates must be preferred.
- Voting

The voting margins to add a candidate to or remove a candidate from the slate are as follows:

- If $\frac{2}{3}$ or more of House members are in favor of adding or removing an applicant, at least half of MBC must be in favor.
- If less than $\frac{2}{3}$ but more than $\frac{1}{2}$ of House members are in favor of adding or removing an applicant, at least $\frac{2}{3}$ of MBC must be in favor.
- If $\frac{1}{2}$ or fewer of House members are in favor of adding or removing an applicant, MBC must be unanimously in favor.

- On motions other than motions to add or remove a candidate, such as motions to call the question or close the slate, MBC will be included in calculating the voting margins.
- Motions to close the slate will be heard from House members on the main speakers list. Such motions are debatable and require a 2/3 majority for whose calculation house members and MBC shall constitute a single body.
- Waitlist
 - After the slate has been closed, the waitlist will be opened. House members may move to add candidates to the waitlist, remove candidates from the waitlist, or lock the waitlist. To add a candidate to the waitlist or remove a candidate from the waitlist, the voting margins will be the same as to add a candidate to or remove a candidate from the preferment slate. Motions to close the slate require a 2/3 majority for whose calculation house members and MBC shall constitute a single body. Motions to swap will not be accepted.
 - When the waitlist has been locked, House members may no longer move to add or remove candidates. At this time, the House will proceed to ranking the waitlist. After the waitlist has been ranked, motions to close the waitlist will be accepted.
 - Following the spring preferment meeting, the following waitlist policy will be enacted. If the number of preferred first-year undergraduate students for the following year drops below three, the first-year undergraduate students on the waitlist should be contacted in order of their waitlist rank. Otherwise, when the number of preferred non-rusticating House members for the following year drops beneath 28, candidates from the waitlist should be contacted. The candidates on the spring waitlist should be contacted before those on the fall waitlist, unless the house BIRTs otherwise. The House may also enact this waitlist policy if it wishes to increase the number of preferred non-rusticating House members for the following year beyond 28. This shall be done via a BIRT.
 - The fall and spring preferment wait lists will expire on the August 1 immediately preceding the next academic year. When candidates are placed on the waitlist, they will be provided written notice to inform them that they will remain on the waitlist until the aforementioned date, after which time their candidacy will expire if they have not previously been offered admission.

MBTA STANDING RULES

I. General House Regulations

- Mandatory House activities/events must be announced at least one week in advance.
- Excepting the Secretary and PubSpeak presenter and the use of technology by other house members to inform the current agenda item in the house meeting, the use of laptops, tablets, and mobile phones is not allowed during PubSpeaks and non-pre/ferment House meetings.
- Telluride House at the University of Michigan is a nonsmoking facility. Smoking is not allowed inside the building or on the second floor deck. Smoking is, however, allowed on the property.
- During both Fall and Spring House preferment cycles, all House members are required to read all applications of the applicants that receive at least 1 positive interview vote.
- Housemembers will be issued 1 exterior key and two keys to their room.
- The House attendance system includes:
 - 1 point for each pubspeak, faculty forum, and guest lecture;
 - 2 points for each House meeting;
 - 3 points for the first and last house meeting of every semester;
 - 3 points combined for House application readings/interviews for each cycle;
 - 4 points for each Pre-preferment meeting;
 - 3 points for orientation.
 - 5 points for each Preferment meeting; and
 - An appropriate number of points for other mandatory gatherings to be determined, before the event, by those who call the meeting, in consultation with the House Secretary.

- o 0.5 points for each non-mandatory house event with a maximum acquisition of ten percent of the total possible points for the semester. Attendance at non-mandatory events will be recorded by a sign in sheet which will be furnished to the House Secretary after the event for record keeping. Non-mandatory house events are defined in two ways: activities deemed non-mandatory but sponsored by any house committee other than Entertainment Committee and Gala Committee and activities sponsored by three individual house members with the approval of the Advisory Committee.
- o If a House member obtains an excuse from a mandatory event from AdComm, the House member receives zero points for the excused event, and the point total for the excused event will be subtracted from the House member's total number of points required for the term.
- The House policy of amending attendance numbers to reflect performance in other areas of mandatory House activity:
 - o Individuals may report, to AdComm, House members who have not fulfilled mandatory House activities fully or appropriately (for example, committee work, project work, interviews, and applications).
 - o AdComm will investigate the claim. As part of its investigation, AdComm must speak with the House member and offer them a full opportunity to express themselves. AdComm will take all available precautions to ensure the confidentiality of both the complaining House members and the affected House member. If the affected House member is a member of AdComm, the House member will not participate in AdComm for purposes of this procedure.
 - o If a unanimous AdComm finds that the House member did not fulfill her or his mandatory House activities fully or appropriately, AdComm may amend the House member's attendance number downward between 1-3 percentage points for each infraction. AdComm will meet with the House member, discuss their findings, and develop a plan to prevent future violations.
 - o Review of a House member will be triggered as specified in the Bylaws.
 - o When AdComm adjusts a House member's attendance number downward, the House member will have the option of appealing this decision to the House. At the next House meeting and upon the House

member's initiative, the issue will come before the House. AdComm will present their decision and the reasons for it to the House. The House member will then have an opportunity to speak on her or his behalf. The House will have the opportunity to ask questions of AdComm and the House member. Both AdComm and the House member will then excuse themselves from the House meeting, at which point the House will, by majority vote, decide to uphold, reverse, or modify AdComm's decision.

II. **House Committee Duties**

Events Planning Committee is charged to:

- 1) determine the entertainment and intellectual needs of the House;
- 2) internally select a Gala Chair (winter semester only);
- 3) internally select a Fall Party Chair (fall semester only);
- 4) schedule a series of public speeches to be given by House members throughout the year (at least one per person per year);
- 5) schedule presentations by faculty guests;
- 6) organize the faculty guest application process;
- 7) ensure good relations between faculty guests and the House;
- 8) share short-term faculty guest applications with the house, bring the vote for the short-term guest to stay to the soonest housemeeting, and schedule a presentation by the short-term guest if the vote passes;
- 9) To organize a Telluride Lecture Series in the winter semester; and
- 10) To have at most 20% of the house as its committee members.

Project Development Committee is charged to:

- 1) review and potentially adjust the current project development process;
- 2) plan a project proposal each fall term to provide an alternative to individuals' proposals;
- 3) act as liaison between community partners and house if applicable;
- 4) provide approved project proposals and reviews of existing projects to Michigan Branch Committee;
- 5) provide written reports of projects to submit to the house for review at the end of each academic year;
- 6) monitor the progress of the project(s) and House member participation in service;
- 7) oversee spending of the project cohesion budget and plan events, activities, mechanisms, etc. to encourage project cohesion; and
- 8) organize and lead the discussions related to service during Project Forum, which may include but are not limited to presentation of individual service projects, soliciting house member feedback on current house projects and discussing future house projects.

Recruitment Committee is charged to:

- 1) create advertisements to attract applicants;
- 2) arrange information sessions to recruit interested students;
- 3) organize the application and interview process;
- 4) manage the preferment process, and
- 5) nominate a prepreferment and preferment Chair for a single semester, subject to a vote of approval from the House

Summer Operations (Orientation) Committee is charged to:

- 1) revise, print, and distribute the House handbook;
- 2) make emergency decisions over the summer on behalf of the House;
- 3) write and present the MBTA annual report to TA Convention;
- 4) organize House orientation;
- 5) arrange summer mailings with any essential pre-move-in information;
- 6) organize the House sexual harassment seminar;
- 7) organize the first House meeting; and
- 8) organize and facilitate a diversity and inclusion training

The Logistics Committee is charged to:

- 1) Serve as liaison to the House for emergency services;
- 2) Create and maintain The Telluride House Emergency Procedures Manual
- 3) Coordinate the rooming schedule for TA and House guests;
- 4) Launder linens for official TA guests;
- 5) Maintain the Guestbook;
- 6) Photograph important House functions and organize photographs and supervise the taking of a house photo;
- 7) Update and maintain the "<http://www.telluride-house.com>" website;
- 8) Coordinate scheduling of House events such as House meetings, Pubspeaks, Preferment and Review.
- 9) Coordinate computer software and general supplies;
- 10) Maintain the house toolkit, which will be accessible to house members;
- 11) Keep keys to the maintenance storage room and boiler room, as well as guest keys;
- 12) Provide batteries for fire alarms so that house members can always have ready access (to be purchased by the office at the instruction of LogComm);
- 13) Check windows and doors to make sure they are closed and locked; and
- 14) Assign parking slots to house members and faculty during the academic year.
- 15) Maintain House video camera for all House activities (including recruitment) and
- 16) Keep signed copies of the House Van policy from anyone who wishes to use the House Van (if the House decides to have a van that academic year)

III. SHORT-TERM FACULTY GUESTS POLICY

An application for short-term faculty guests has been established and will be maintained by the Intellectual Affairs Committee. The application requires the potential guest to submit their CV and write a short statement of why they wish to stay at the house and how they intend to contribute to the intellectual climate.

The entire house will be responsible for reading the application of each potential guest and voting on whether the potential guest can stay.

Upon entering the House, the short-term faculty guest must sign a sexual harassment agreement.

During their stay, the short-term faculty guest must give a Faculty Forum that will be mandatory for housemembers to attend.

During their stay, the House reserves the right to dismiss the guest if the guest receives a formal complaint by any member of the House and the Advisory Committee sees dismissal as the appropriate conclusion. If dismissed, the guest will have 24 hours to vacate the House.

This policy requires guests to reside in the House for two weeks to two months, though exceptions may be made by the Intellectual Affairs Committee.

IV. REVIEW POLICIES

AdComm will designate four evaluation periods during each academic year, near the midpoint and end of each semester, in which AdComm will evaluate each House member's performance along the dimensions outlined in the Rubric of Standards and Expectations. If any House member should fall below the "minimum" level of performance in any category during any of the first 3 evaluation periods of the year, AdComm will meet with said House member (referred to as a "checkup") to be had before the next evaluation period, and only with a majority of AdComm present. During the checkup, AdComm and the House member will discuss the issues surrounding the House member's failure to meet performance expectations and suggest strategies for improving performance."

If a House member is below minimum requirement for any category under the Rubric of Standards and Expectations for two consecutive evaluation periods (not necessarily the same category), AdComm will raise that individual for House review at the next house meeting following that evaluation period.

Under no circumstances will a House member be reviewed if he/she has met the minimum level of performance in all categories when evaluated at the end of each evaluation period unless such a review is triggered by another procedural mechanism instituted in the governing documents.