

# **HER LIFEBOOK**

**Harriet E. Richards Cooperative House  
Policies and Procedures  
2022-2023**

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## CHAPTER 1: BACKGROUND

### ***A. LETTER FROM THE PRESIDENT OF THE HARRIET E. RICHARDS COOPERATIVE HOUSE***

Dear 2022-2023 HER House Members,

Welcome to the 95<sup>th</sup> year of the Harriet E. Richards House and cooperative living at Boston University! We are pleased to host you at our historical mansion and we hope you have the best of experiences living here.

The HER House was the first cooperative house in the United States of America, designed to help elevate the statuses of women who otherwise could not afford higher education. We honor this legacy today by providing low-income housing that facilitates the growth of friendships, as well as giving opportunities to gain leadership experience through participation on our Executive Board (E-board) and House committees. We aspire to continue honoring the many successful and important alumnae who have passed through our doors by welcoming a new generation of herlies. In order for us to truly continue this legacy, house members must abide by the policies and responsibilities in our Lifebook.

Incoming or returning members alike should take time to read our new and updated version of the Lifebook. It contains the amalgamation of HER historical rules as well as our own revisions for the facilitation of a better future. The Lifebook gives you the tools to understand your place in the house as a resident, E-board member, and member of a committee.

Any questions regarding the house, the Lifebook, or anything else can be forwarded to me via my email, [ortwerth@bu.edu](mailto:ortwerth@bu.edu). I am happy to provide a safe space for answers to questions or feedback for general comments.

Thank you for reading our Lifebook. I am sure an amazing future awaits us in the Fall 2022-Spring 2023 academic year at the HER House.

Warmly,

Margaret Ortwerth  
HER House President 2022-2023  
*CAS 2024 – Psychology & Political Science*

***B. LETTER FROM THE PRESIDENT OF THE HARRIET E. RICHARDS  
ALUMNAE ASSOCIATION (HERAA)***

Dear House Members,

The Harriet E. Richards Cooperative Alumnae Association has sustained a network of over 500 alumnae since its founding 86 years ago. Over these eight decades HERAA has tried to continually gather its alumnae with current House members and foster intergenerational discussions, career networking opportunities, showcasing of talents and expertise – and ultimately a celebration of our shared experience. HERAA’s work focuses on sustaining the history of the Cooperative’s impact on its residents and also ensuring the sustainability of the cooperative for many years to come.

As far back as 1928, when the House was first established, young women attending Boston University saw the Cooperative as their only means of affording college. For many of you, this idea still rings true. And while the rules of the House and roles of its members have undoubtedly changed over time, HERAA remains committed to supporting the continued legacy of the House and its alumnae. The Association is led by a volunteer executive board of HER alumnae who meet at the House monthly. We encourage you to attend our meetings. You can also bring issues of concern to your own E-Board members who can relay your comments to us.

HERAA’s primary role is to guide the House, ensuring it is run fairly and smoothly. A large part of a successful year in the House is the contributions current members make to build a supportive, cooperative community. This year, as in others, I hope you will strive to establish a House you’re proud to be a part of – one in which you not only participate on committees and carry out your daily House responsibilities, but also display positive attitudes toward the House, its members, and its role at the university.

HERAA can complement your work as we liaise with BU officials, maintain historical records, purchase and maintain furnishings and equipment, and sponsor awards and grants for House residents. Ultimately, the year’s success is dependent upon the actions and attitudes of each member. It is as members of the HER House that you each have the power to generate enthusiasm, involvement, and to foster fellowship and fun. Only as conscientious members will you succeed in improving your home and community and carry on the legacy of the hundreds of women who’ve lived here before you.

I hope you are looking forward to the coming school year as much as we are. We have much on our plate, rolling out new projects on mentoring and networking, but with your continued dedication to the Harriet E. Richards Cooperative House we know we can successfully collaborate on many endeavors.

If you have any questions or concerns, do not hesitate to contact me or any HERAA board member at [heralums.191@gmail.com](mailto:heralums.191@gmail.com). Best of luck this year!

Rebecca Martin  
HERAA President 2016-2017  
*COM 2007 – Communication*  
*CAS 2007 – International Relations*  
*HER House Resident 2006-2007*

### ***C. HARRIET E. RICHARDS HOUSE MISSION STATEMENT***

The mission of the Harriet E. Richards Cooperative House is to provide alternative, on-campus housing to undergraduate women and transgender individuals alike, with demonstrated financial need at Boston University.

### ***D. HISTORY OF THE HARRIET E. RICHARDS COOPERATIVE HOUSE***

The Harriet E. Richards Cooperative House, established in 1928, is one of the first cooperative dormitories in the nation. A residence for women who could not otherwise afford the cost of a university education, the House provided living arrangements at a nominal cost. The House members were expected to maintain the living quarters and cook for themselves. The House continues to be a model for many similar residences around the country.

The first Dean of Women, Lucy Jenkins Franklin, founded the House after she visited France in the 1920's and saw similar houses run by and for college women who could not afford the cost of university living. Fascinated by the cooperative concept, she brought the idea back to the United States where she started a cooperative for women here at Boston University. Originally located at 328 Bay State Road (the present site of the Boston University Law School), the HER Cooperative House represented the first women's dormitory on the Boston University campus.

Initially, Dean Franklin's good friend, Harriet Eliza Richards, contributed \$100 to get the House operating. In turn, the residents decided to name the House for its benefactress. The Hollander mansion (328 Bay State Road) was purchased with the many donations from Ms. Richards and money raised by the House residents. The money was given to Boston University to purchase the building. By accepting the money, Boston University agreed to be trustee of the Harriet E. Richards Cooperative House. Then, in 1940, the Cooperative House and all its new spirit relocated to 191 Bay State Road, a beautiful 19th century brownstone originally owned by a wealthy Boston lawyer. The brownstone was built in 1897 by architects Little and Brown for the merchant James Means, Esq. Highlights of the House include a French Room, oval paneled dining room with 14K gold accents, and a sitting room with four Greek columns and Roman frescoes with a glass atrium above.

For generations of women, the HER House has been instrumental in pursuing their undergraduate studies. By drastically reducing the cost of room and board, the HER House gives its members the ability to afford the cost of higher education, lifting a burden that all too often prevents bright young women from receiving an education. The HER House is unique among cooperative dormitories because of its commitment to cooperative living, which includes fostering a close community of women guided by selflessness, consideration, respect, understanding for others, as well as pride in the House.



### ***E. HARRIET E. RICHARDS ALUMNAE ASSOCIATION***

The Harriet E. Richards Alumnae Association (HERAA) is a non-profit incorporated organization dedicated to ensuring the continued existence of the Harriet E. Richards Cooperative House by advancing and protecting the shared issues and interests of HER alumnae and House members. A volunteer Board of Directors, consisting of a small number of alumnae located in the Boston area, leads HERAA, which meets monthly. The officers (President, Vice President, Treasurer, Clerk and Secretary) are elected at the Alumnae Tea in April and serve for one year. The Board's role is to liaise with Boston University officials, co-sponsor social events, publish an annual newsletter, and maintain historical records. By raising money from alumnae, the Board purchases and maintains furnishings and equipment, sponsors annual awards, and works with the House to meet additional needs that may arise.

The alumnae have been active in House affairs since the beginning. Because House members have been active in the affairs of the House for only a few years, the alumnae provide a long-term perspective and help maintain the traditions of the HER House.

The HERAA President (or a designated Board Member), in conjunction with the HERAA Board, shall also serve as an advisor to the current members of the Harriet E. Richards Cooperative House and the House Executive Board. These duties shall include advising on House Operations, providing mentorship and guidance in semesterly activities, and serving as an advisor for "cooperative-related" cases which have progressed beyond the jurisdiction of the House Executive Board and House Director. HERAA will meet monthly with the House President and House Director, and as needed with BU Administration.

The House President and House Director attend monthly HERAA Board Meetings. In the case of the absence of the House President and House Director at the Harriet E. Richards Alumnae Association meetings, the vacant voting seats will be filled in the following order: Vice President, Treasurer, Secretary, Clerk, and then Steward.

## CHAPTER 2: HOUSE MEMBERS

### A. MEMBERS

#### 1. Application Process

The application process is open to all Boston University full-time undergraduate women who have a 2.00 cumulative GPA and demonstrate financial need as determined by Boston University Financial Assistance. No woman may be restricted from applying because of race, religion, creed, nationality, language, sexual orientation, gender expression, age, or special need. Residence Life and Financial Assistance will verify financial need. Applicants will be admitted based on financial eligibility as determined by the Boston University Financial Assistance, submission of an application, and an interview by the Vice President and Vice President Committee. The Vice President and VP Committee will vote on admission based on criteria established by the House.

1. Applicants must submit their name, graduation year, and BU ID number to [her.cooperative@gmail.com](mailto:her.cooperative@gmail.com) to request determination of their financial eligibility by the Fall, Spring, or Summer deadlines.
2. Applicants will receive a response as to whether they are financially eligible after their financial aid has been processed. Eligible applicants must then submit an application to [her.cooperative@gmail.com](mailto:her.cooperative@gmail.com) within two weeks of receiving their blank application, unless a different time frame is deemed appropriate by the Vice President. All applications will be reviewed by the Vice President and VP Committee.
3. The Vice President will organize interviews to take place after the application deadline. Interviews shall be presided over by the Vice President and the VP Committee. After applicants are interviewed, the Committee will deliberate and vote on admission. Applicants must be accepted with a majority +1 vote by House members attending the interview. (Example: For 7 members, majority is 4 +1 = 5. For 10 members, majority is 6 +1 = 7). Friends or acquaintances of a new applicant may not participate in the interview for that applicant.
4. If there are more applicants than available spots in the House all applicants will complete their interviews, and the Vice President and the interview committee will select which applicants will be admitted into the House. If there are fewer applicants than available spots in the House, acceptance may be determined immediately after each interview. In the case of excess applicants, a decision may be made by the Vice President and Interview Committee to complete an initial application reading and offer interviews to the top candidates.
6. After eligibility has been reviewed, the application has been submitted, and an interview has been completed, the HER House Vice President will contact applicants within a week with a decision. If an applicant has been accepted, they must notify the Vice President of her decision to accept or decline within one week.
7. If the applicant accepts admission, the decision will be forwarded to Residence Life and Financial Assistance. HER House semester rent will be displayed on the StudentLink and House members abide by the same policies and deadlines of Student Accounting Services for paying the bill. The details of the move-in for new members will be established by the House Director and the Office of Residence Life, with advising from the President and Vice President according to house needs and schedules.

## **2. House Director Selection Process**

1. The House Director must be a woman attending Boston University as a full-time graduate student.
2. All House Director Applicants will go through the Resident Assistant application and selection process.
  - a) After submitting an application to Residence Life, the Area Director of Bay State Road Residences will identify candidates interested in the House Director position and will forward names and contact information of applicants to the Vice President. All candidates will be interviewed by the Vice President's/Interview Committee, formed in the Spring semester. The purpose of the Vice President's/Interview Committee is to provide the House's thoughts to the Office of Residence Life. Hiring a House Director is ultimately the decision of the Area Director of Bay State Road.
3. House Director contracts are for one year, June 1st to May 31st, unless otherwise specified by Residence Life. Contracts can be renewed with Residence Life approval.

## **3. Membership**

Members will be allowed continuous membership provided that they:

1. Prove cooperative in work, conduct, and spirit
  - a. A House member will be considered cooperative in work, conduct, and spirit by:
    - i. Completing all assigned duties respectfully and in a timely manner
    - ii. Being considerate of their emotional impact on the House
    - iii. Supporting a culture of learning and continuous growth
    - iv. Maintaining a willingness to offer and receive help
    - v. Contributing to, participating in, and strengthening the community
    - vi. Being considerate and respectful of other House members' identities, beliefs, and bodies- this includes, but is not limited to, respecting and using the pronouns that house members use for themselves, respecting differing political and religious views, and fostering inclusivity throughout the house
2. Maintain a 2.00 cumulative grade point average and full-time student status
  - a. Academic progress will be checked each semester by the Residence Life Office. If a member's GPA falls below a 2.00 cumulative average, they will be placed on academic probation for one semester (as per BU policy). If their cumulative GPA does not improve to at least a 2.00 GPA the following semester, dismissal or forfeiture of residence within the House is possible (as per BU policy).
  - b. Any House member placed on academic probation by the University will face possible forfeiture of House membership. Any House member who is placed on academic suspension by Boston University must vacate the HER House immediately.
3. Remain aligned with the conditions of financial need as determined by the Office of Financial Assistance.
4. Do not reside elsewhere for more than one semester, except in the event of a leave of absence from Boston University or study abroad

- a. Membership will be terminated when a House member decides to reside elsewhere for more than one semester, except during a leave of absence from Boston University or study abroad experience.
  - i. **REMEMBER: The House officers will make every effort to accommodate returning House members in good standing, however, due to the need for rent income and chore/activity participation, no vacancies will be held for more than a semester.**

#### **4. Leave of Absence Policy**

The House operates successfully due to established duties assigned and performed by a full House, as well as a yearly operating budget that accounts for a full House of incoming rent. Students wishing to leave the House for study abroad or on an approved leave of absence should comply with the following requirements.

**Steps for a Temporary Leave of Absence from the House: Any student wishing to return to the House following an approved leave of absence must comply with the following:**

- For reasons other than study abroad, e-mail the House President, House Director, and Vice President explaining the reason and dates for their leave of absence in order to save their membership in the House. The House member should complete this process as soon as they know they will be taking a leave of absence.
- Students wishing to return during a Spring Semester can do so if there is a vacancy; however, vacancies are not guaranteed and are dependent on the number of new member applications and capacity.
- If the House member leaves the House for more than three consecutive semesters, that House member forfeits their spot in the House. If the House member would like to return to the House, their acceptance will be determined by completing the full application process again.

#### **5. Re-admittance to the House**

Should the number of returning House members in a semester outnumber the available vacancies, priority placement will be given to the House members in good standing with the most seniority (number of semesters in the House, graduation year). If all other seniority is equal, the returning students should re-apply to the House Vice President Committee, and preference will be given to the individual(s) who have demonstrated the most commitment to the HER House and its purpose.

## ***B. HOUSE MEMBER RESPONSIBILITIES***

### **1. Responsibilities of House members include, but are not limited to:**

1. Making the House the first non-academic priority
2. Completing chores as assigned by the clerk
3. Cooking the specified number of meals per the academic year as designated by the Steward
4. Prompt payment of rent, fees, and fines
5. Optional participation in new applicant interviews while residing in the House
6. Attendance, active participation, preparation, and clean-up for all mandatory events
7. Active participation in other House events
8. Maintaining respect of other members and their personal belongings
9. Positively contributing to the well-being of the House and its members
10. Attendance at House meetings and mandatory social events is **required** for the duration of the event
11. Filling out a Personal Assessment Form at the end of the fall semester and reviewing it with the House President and House Director
12. Adherence to policy as set forth in the HER House Lifebook and Boston University Lifebook. **If the HER House Lifebook and Boston University Lifebook are in contradiction with each other, the Boston University Lifebook is the ultimate guideline for policy enforcement**
13. Participate on at least one committee for the academic year. Placement on a committee can change each semester depending on availability, House member preference, and President discretion

## ***C. MEMBER REVIEWS***

Each House member will complete a Personal Assessment Form at the end of each fall semester under the discretion of the House President. At the beginning of the spring semester, the President and House Director will schedule a meeting with each House member to review individual strengths and areas of improvement in terms of House member responsibilities. Each person will have the opportunity to express concerns, ask questions, and give comments. A signed Personal Assessment Form by the member, President, and House Director confirm all parties are witness to, understand, and pledge to the stated intentions. Personal Assessment Forms will remain in each member's respective file located in the President Google Drive. They, as well as officer records, may be used as evidence in the case that a House member's good standing is called into question.

## ***D. CONDUCT REVIEW***

If a House member continually violates House rules and regulations or her conduct is questioned by the House, they may be subject to disciplinary action and/or eviction. The President and House Director will attempt to resolve the matter with the House member. If the behavior continues, a second meeting will take place with the President and House Director. If the conduct of the House member persists, the House member, President and House Director will meet with Residence Life and/or HERAA to determine final action, which may result in judicial action and possible termination of the HER Residence License Agreement.

## **CHAPTER 3: ELECTED HOUSE OFFICERS**

### **A. OFFICERS**

There are five officers: President, Vice President, Secretary, Clerk, and Steward. Officers must be House members in good standing (i.e. meeting or exceeding all House member responsibilities and requirements set forth by the HER Lifebook). President and Vice President are full year positions, unless certain circumstances arise (see voting and eligibility section). In the absence of the President, the highest-ranking officer shall preside (after the President: Vice President, Secretary, Clerk, Steward).

Note: The House Director serves as an advisor to the HER Executive Board.

#### **1. President**

The responsibilities of the President include, but are not limited to:

- a) Leading, holding and planning all House and House Executive Board meetings
  - b) Appointing temporary committees as necessary
  - c) Leading, holding and planning elections
  - d) Acting as a liaison to and meeting with Residence Life
  - e) Assisting the House Director, HERAA and any necessary committees, ensuring that declared structural renovations are performed and conditions of House furniture are maintained yearly
  - f) Acting as an objective, confidential mediator to conflicts or problems which arise in the House with the House Director and any affiliated House officer
  - g) With other House officers, monitoring the compliance of House members to stated rules and regulations
  - h) In August, issue a proposed budget for the upcoming fiscal year with the BU Shared Business Office (BU fiscal years run July 1-June 30)
  - i) Serving as a liaison with the House Director to the BU Shared Business Office, including requesting updates on House financial accounts at least twice a semester and managing requests for extensions on rent
  - j) Issuing at the last House meeting of each semester and summer a complete list of expenditures to date
  - k) Acting as an advisor to executive board officers
  - l) Attending all Harriet E. Richards Alumnae Association meetings
  - m) Having executive decision over all House matters, not including safety or maintenance
- Note: the Renovations & Lifebook Review Committee, E-Board and Residence Life can veto or override any contested Presidential decision.
- n) Taking attendance at mandatory events
  - o) Maintaining and updating an official House President Google Drive folder that includes schedules, activities, responsibilities, and additional important items for each subsequent officer and term of office

#### **2. Vice President**

The responsibilities of the Vice President include, but are not limited to:

- a) Assisting the President in all matters deemed necessary
- b) Serving as the President in the absence of the President, including over academic

breaks, vacations, etc.

- c) Scheduling and organizing all interviews with new House member and House Director applicants
- d) Providing the House Director with e-mail and contact information for newly accepted members so the House Director can coordinate move in days and times with new members
- e) Acknowledging all birthdays, illnesses, deaths
- f) Setting up common calendar for French Room reservations and updating as necessary the semester's calendar of events (activities, House meetings, official move-in and move-out dates)
- h) Orienting new House members to rules and activities of the House as well as assigning new members to rooms
- i) Coordinating setup and clean-up for House Retreats, Fall Faculty Welcome, Winter Party, Alumnae Tea, and any other event the Vice President chooses to hold
- j) Presiding over room drawings, in conjunction with the House Director
- k) Maintaining and updating an official House Vice President Google Drive that includes schedules, activities, responsibilities, and additional important items for each subsequent officer and term of office.

### **3. Secretary/Treasurer**

The responsibilities of the Secretary/Treasurer include, but are not limited to:

- a) Managing receipts and meeting with Residence Life each month to assess reimbursements
- b) Recording and posting minutes of the E-Board and House meetings
- c) Publishing agendas for monthly House meetings
- d) Keeping the mail table in order and forwarding mail of alumnae
- e) Coordinate with HERAA to maintain historical records of the House and lists of alumnae
- f) Recording contact information of graduating seniors before the Senior Supper event for HERAA's records
- g) Advising the Public Relations, Activities, Lifebook & Renovations, and any ad hoc committees
- h) Reviewing and approving committee timelines and minutes
- i) Seeing that all committee work is organized into Google Drive folders
- j) Seeing that all necessary forms and attendance sheets are completed
- k) Writing appropriate or necessary letters, cards, or notes to contacts
- l) Attending to the general financial business of the House, including all fees and fines
- m) Informing and updating all officers and committee heads about their budgets for the semester, as determined by the House President and the BU Shared Business Office
- n) Maintaining and updating an official House Secretary/Treasurer Google Drive folder that includes schedules, activities, responsibilities, and additional important items for each subsequent officer and term of office

### **4. Clerk**

The responsibilities of the Clerk include, but are not limited to:

- a) Assigning cleaning duties to House members, including weekly chores, weekend

chores, bathroom rotations, and any other duties the clerk deems necessary

b) Monitoring completion of stated duties and assigning a “job jar” chore for those who miss 3 points of chores in a semester

c) Coordinating and managing the All-House Clean

d) Arranging any donations after All-House Clean

e) Maintaining the House’s inventory of cleaning supplies and toilet paper

f) Ensuring all weekend chores, including bathrooms, are completed before Alumnae Tea in the spring. Foyer, French Room, and Dining Room chores must be completed the day before Alumnae Tea and no earlier.

e) Maintaining and updating an official House Clerk Google Drive folder that includes schedules, activities, responsibilities, and additional important items for each subsequent officer and term of office

## **5. Steward**

The responsibilities of the Steward include, but are not limited to:

a) Stocking the freezer and pantry with staple items

i) Staple items include basic food groups and accommodate all dietary restrictions and allergies, but are not necessarily tailored to all preferences.

b) Working with the weekly shoppers to ensure that the weekly shopping is done in a timely fashion

c) Ordering and keeping a steady supply of staple food and cleaning supplies in the House in conjunction with the Clerk and BU Shared Business Office, including coordinating a bulk order of House staples at least once a semester

d) Keeping within weekly and semester bulk food budgets

e) Maintaining and updating an official House Steward Google Drive folder that includes schedules, activities, responsibilities, and additional important items for each subsequent officer and term of office

## **6. House Director**

The responsibilities of the House Director shall match Resident Assistant (RA) responsibilities as outlined in the BU Resident Assistant Contract, and shall also include duties specific to the HER House. The House Director is an honorary member of the House and is entitled to all House member privileges.

Duties specific to the HER House include, but are not limited to the following:

a) Serving as an advisor to the executive board

b) Acting as an objective, non-voting member during House elections, including working with the House President to count votes and assisting the House President with mediating elections

c) Attending to all maintenance problems, including upkeep of appliances and working with Residence Life to serve as a liaison to Boston University’s Facilities Management & Planning

d) Being available for objective, nonpartisan advice if a problem arises which cannot be solved or mitigated by the involved members of the House

e) Relaying safety standards and codes to House members, including fire safety and



evacuation information as well as communicating all BU Lifebook Residence Life policies and procedures

- f) Holding all warranties for appliances, recording dates of purchases, and working with HERAA to keep a log of all repairs done to the House.
- g) Ensuring inventory control of House property, which includes doing Room Condition Reports at the beginning and end of the school year and updating the inventory log at the end of the spring term
- h) Meeting with the Office of Residence Life monthly with the House President
- i) Attend all HERAA meetings
- j) Coordinate check in and check out procedures with each House member, which includes:
  - a. Coordinating appropriate check in and check out dates with the Area Director of the Bay State Road Residences
  - b. Communicating check in times to new House members and facilitating the check in process, including working with new members to complete the appropriate Residence Life key agreements and Hall Registration Cards
  - c. Issuing new House member keys, collecting keys from House members moving out of the House, and ensuring proper storage and documentation of keys in the HER House binder located in the Office of Residence Life for the Upper Bay State Road Residences
  - d. Communicating check out times with House members moving out of the House. Coordinating a check out meeting with House members moving out of the House to ensure that the member has deep cleaned their room and removed all of their belongings from their room/common spaces
- k) Fulfill all chores and responsibilities assigned by the Clerk (weekly chores, bathroom chores, etc.)
- l) Maintain and update an official House Director Binder that includes schedules, activities, responsibilities, and additional important items for each subsequent officer and term of office

## ***B. OFFICER ELECTIONS***

**1. No officer may serve in the same position twice consecutively.** This does not apply if there is only one other candidate running for the position or if the officer is elected past the halfway point of the position's term.

### **2. Semester vs. Year-Long Officers**

Semester positions (Clerk, Steward, and Secretary) begin the first day of the semester, while yearly positions (President, Vice President) begin after the last House meeting of the academic year.

### **3. Only two officers may be elected during the summer**

These offices are that of the Secretary and Clerk/Steward. The Secretary responsibility will include forwarding mail and any Secretary responsibilities that may arise. The Clerk's responsibilities will include both the Clerk and any Steward responsibilities that may arise. Summer officer elections will take place at the last House meeting of the academic year.

Officers will be decided upon a volunteer basis in this order:

1. Current officer holding position
2. Incoming officer
3. Other current E-Board members
4. Incoming E-Board members
5. Whole House

#### **4. Election Protocol**

- a) Elections for full year officers shall be held annually at the last House meeting before the end of the academic year
- b) Candidates for year-long positions (President and Vice President) must be a member of the House for at least two semesters and must have held a previous office or been head of a committee; in the case that no one can run for the yearly positions because they lack the eligibility, the yearly officer elections shall be opened to anyone who has lived in the House for 2 semesters and will be residing for the entire academic year of term in the House
- c) Elections for offices held for one semester shall be held semi-annually in December and April at the last house meeting of that semester
- d) Candidates for positions other than year-long positions must be a House member for at least one semester
- e) Members living abroad who wish to run for a semester position must send a written statement of intent which will be read at the election meeting
- f) Members studying abroad for a semester but who fulfill eligibility requirements may run for year-long positions
- g) At the last House meeting, the outgoing senior class will elect its own class agent, who will work with HERAA to keep account of the members' addresses in their graduation class
- h) Graduating members may not vote for any positions for the following semester/year, and members going abroad may not vote for semester long eboard positions for the semester they will be away. However, all must be present to contribute to deliberations.
- i) Officers will be elected by blind vote
- j) House members who are studying abroad for a semester and will be returning to the House the following semester have the right to cast an absentee ballot for officer elections by sending an e-mail to the President.

### ***C. OFFICER REVIEWS***

House members shall review all Officers and the House Director by the third House meeting of the Fall and Spring semester. The President will send out E-Board Evaluations (see President Google Drive folder) which shall be discussed by the E-Board and used to assess and evaluate goals and directions.

### ***D. OFFICER REPORTING***

To ensure effective communication and operation in the House, House members are encouraged to discuss perceived problems first with the person(s) directly engaged in the problem. If no resolution develops, all parties concerned should see the officer to which the realm of the problem lies (i.e. for chore problems, see the Clerk). The President and/or House Director should be contacted for consultation if the problem persists.

## CHAPTER 4: HOUSE FINANCES AND EXPECTATIONS

### *A. RENT POLICY*

**1. Rent will increase each academic year by the same overall percentage that Boston University increases room & board.**

2. Rent is paid each semester; rent is set at the same rent increase from the previous year as applies to the rest of Boston University.

3. Summer rent is determined by the number of weeks of the summer session at the same rate as the per week price for the regular term for House members. Summer Executive Board members will receive a discount off the House members' rate. Summer rent for pull-in guests is determined by Boston University Administration, with discount for HER House alumnae.

a. Notice of intention for summer residence must be given to the House Director, President, and Vice President via Google Form by:

i. Preferred deadline: April 14, 2023

ii. Hard deadline: April 21, 2023

4. All deadlines, restrictions, and rules that are relevant to paying rent in a timely manner abide by the Boston University requirements (see

<https://www.bu.edu/studentaccountingservices/your-bill/payment-deadlines/>)

5. E-board officers will be charged a prorated amount for the Fall and Spring semesters that is equivalent to one month free for rent during the term of which they are serving.

See <https://www.bu.edu/studentaccountingservices/your-bill/payment-deadlines/legal-notice/> for the Boston University legal notice regarding failure to pay outstanding balances.

## **CHAPTER 5: ROOMING POLICIES AND PROCEDURES A.**

### ***MOVE IN & MOVE OUT***

House members may move into the House at a date specified by Residence Life and the House Director. Move in and move out schedules will be similar to and based on the schedule set by BU Housing, and both Summer and Fall move in and move out dates will be discussed at the last House meeting of Spring semester. All communication regarding move in and move out should occur directly with the House Director. **When leaving, the House member's forwarding address should be left with the Secretary.**

**1. Check In Procedure:** House members will work directly with the House Director to schedule a time to pick up their keys and move into the House.

**2. Check Out Procedure:** House members are responsible for cleaning their rooms (taking out the trash, wiping down all pieces of furniture, dusting all surfaces, sweeping and mopping, removing any tape or material used to hang things on the walls, wiping down the walls and baseboards) and removing all personal belongings from their bedroom and all common spaces. Before leaving the House, House members must schedule a check out time with the House Director. The House Director will ensure that all belongings have been removed from rooms and common spaces and will check to make sure that the room has been cleaned. **Failure to remove personal belongings and clean after final move out date results in a \$75 fine and forfeiture of the House member's belongings.**

### ***B. HOUSE PROPERTY***

House property is to remain in the House. Under no conditions should House property be removed from the premises. Gifts donated to the House become House property and are subject to the aforementioned policy.

**Note: No nails or screws should be used to hang items on bedroom walls. Only materials that will not damage the walls upon removal should be used to hang items (i.e: command strips, poster mount stickers, painter's tape etc.). No additional items may be hung or placed on walls in common spaces without the approval of the House Director, President and HERAA.**

#### **1. Furniture**

The House will provide a bed frame, mattress, desk, dresser, chair, and wardrobe or closet. House members are not allowed to move furniture between rooms. All furniture found in the room upon check in must still be there upon check out for future House members occupying that space. **House members may not bring in any additional furniture without the approval of the President, House Director, and Residence Life.**

#### **2. Key and Room Condition Policy**

Room keys are distributed to all House members at the Office of Residence Life in Towers or through the House Director. Should a House member lose their key, they will be charged for the cost of a lock change and key replacement, as determined by Residence Life and Housing. Failure to return keys upon check out may result in a lost key and lock change charge. Should the House member lose their front door key, they will be charged for the cost of a lock change and for the cost of a key replacement for all possible members in the House.

### ***C. ROOM CONDITION REPORTS & CHARGES***

House members will need to fill out a room condition report upon check in. The House Director will issue room condition reports to assure that damages already present in the room are accounted for. Room condition charges will be assessed if House members damage rooms during occupancy. The Office of Housing at Boston University in conjunction with the Office of Residence Life will determine a dollar amount based on an estimate of what it will cost to repair the damages. Upon check out, the House Director will assess damages and discuss them with the House member(s) who are responsible.

### ***D. MAINTENANCE REQUESTS***

Ask the House Director to contact Boston University's Facilities Management & Planning (FM&P) to repair, replace, or update something in a room or common area by submitting a Maintenance Request through a google form that will be given to House members by the House Director. For non-emergency requests, allow up to three weeks for FM&P to respond. If FM&P does not respond within three weeks, the House member who submitted the request should follow-up with the House Director. Note: For emergency facilities requests, contact the House Director and the President before calling the emergency facilities line. **Do not contact FM&P unless it is an emergency and both the House Director and President cannot be reached.**

### ***E. ROOM SELECTION***

Room selection for the following academic year and the summer occurs at the last House meeting of the school year and is presided over by the Vice President. Academic year room selection occurs first. Summer room selection occurs second. The only room a member is guaranteed to have is the one they currently reside in.

If a House member chooses to move rooms, choice is first based on House seniority, then number of semesters on e-board, the number of semesters as committee chair, then BU seniority (year of graduation). In the case of equal seniority, a draw may be performed.

## **1. Room Selection in Presence of Leave of Absence**

House members neither gain nor lose House seniority during a leave of absence, provided that they have abided by the leave of absence policy (Chapter II.) With Presidential and Vice Presidential notification, another House member may be appointed to do room selection for a House member abroad or who is on a leave of absence. House members may not claim their previous rooms if they are not occupying the room at the point of room selection. If a leave of absence is taken for a semester, that semester does not count toward House seniority. Summers do not count toward House seniority. If a House member moves in mid semester, the whole semester counts toward House seniority. Semesters abroad do not count towards House seniority.

## ***F. ROOMMATES***

In keeping with the cooperative spirit of the House, all new members will be given a roommate(s) who they do not know their first semester in the House in order to build community. After their first semester in the House, they may choose their roommate(s).

### **1. Roommate Conflicts**

It is important to the well being of the House that conflicts do not affect the daily operations and cooperative spirit of the House. This carries through from personal spaces to common spaces. House members are encouraged to practice active communication with any individuals who they are in conflict with to avoid escalating the situation. In the event that direct communication does not work, the members should contact the House Director/RA, the president, or the vice president based on preference for assistance. However, the president and vice president reserve the right to pass responsibility to the RA at their discretion for more serious conflicts. Except in extreme circumstances, the House Director/RA will make the final decision regarding any necessary room changes or other accommodations.

## ***G. SUMMER ROOMING POLICIES***

During summer room selection, first priority will be given to present House members. Incoming new House members and pull-ins will be on the same level of second priority. Lastly, alumnae will be offered a room if space is available. The present House members may select to remain in their current room; then room selection is based on House seniority. In the case of equal House seniority, BU seniority will be considered. BU seniority is based on year of graduation. In the case of equal seniority, a draw may be performed.

### **1. Pull-Ins**

A pull-in is a BU student, non-House member, and non-HERAA member who lives with a House member during the summer. A pull-in must identify as a woman. Pull-ins must abide by HER House policies and House member responsibilities. Pull-ins are the House member's guests and the House member is responsible for the guests' actions within the House. A House member pulling someone in is required to live with their pull-in for at least one summer session.

## ***H. STORAGE SPACE***

House members may store their belongings (no more than 4 medium sized boxes) in the designated storage areas on the 400 and 500 level floors while they are a member of the House. However, all possessions must be in boxes clearly labeled with name, year of graduation and contact number. Note that House members store at their own risk. The House is not responsible for damaged or stolen goods. House members must remove all personal belongings from the House, including the storage rooms, at the time of check out. Storing the belongings of non-House members is not allowed. Failure to comply with this regulation will result in the forfeit of any remaining items.

House members may store personal belongings in one of the designated storage areas if they meet the following criteria:

1. All belongings must be in sealed containers with labels including:  
     NAME  
     CONTACT INFORMATION  
     EXPECTED GRADUATION DATE
2. No food items may be stored
3. All stored materials must fit in a designated shelf/drawer
4. Additional materials cannot be stored on the floor of the storage room

Storage of personal effects at the HER House during a leave of absence or study abroad is prohibited. Students with large quantities of goods should pursue alternative storage options outside the House. **Students may not store personal items in a bedroom unless they are a current resident of that space.**

**No personal items may be stored in the hallways or in common spaces.**

## ***I. THE DONATIONS PILE***

At the end of each semester and summer term, many House members may have personal items they wish to donate or put “up for grabs.” Due to dangers in rodent and insect infestation, as well as the need to maintain a clean common space, an “up for grabs” pile will be allowed on a limited basis at the end of each term, but cannot exist past the duration of 72 hours. Each term, the Clerk will outline the timeline and deadline for the pile. During that time, House members may add or remove items from the pile. At the deadline, the Clerk must ensure the removal/donation plan is completed. This may be a Job Jar, All House Clean, volunteer job, calling a company to pick up the remaining items, or some other disposal plan. Unless a removal plan has been decided, House members may not dispose of personal items in the common areas.

The Pile may only be implemented by the Clerk and House Director. House members wishing to dispose of used items at other times should use the dumpster behind the House or find a donation box in the city. House members moving out of the House are responsible for ensuring their discarded items are not left in the HER House, or they may be subject to a fine.

## **CHAPTER 6: CLEANING DUTIES AND EXPECTATIONS**



## ***A. CLEANING DUTIES***

Based on the guidelines below, the Clerk sets cleaning duties and policies at the beginning of each semester. The Clerk shall explain the semester's jobs, expectations, and point system at the first House Meeting of each term, in addition to updating the Chore Description Binder each term. Each House member is responsible for reviewing the chore descriptions and policies at the start of each semester and will be held accountable to the expectations set forth by the Clerk.

### **1. Redlights**

Redlights are mandatory tasks that must be completed by all House members present in the kitchen at the time when the redlight is called. These tasks include unloading the dish sanitizer, unloading bulk orders, and unloading food shopping. Specific chores, such as: Afternoon Kitchen Patrol (AKP), Nightly Kitchen Patrol (NKP), and Clear are required to call a redlight for the dishwasher. Redlights are also required of House members in the kitchen when food shoppers arrive with items. All items must be unloaded, labeled, and put away in the proper place. The one who initiates the Redlight as a part of their chore does not receive a point for participating. A redlight may be called at any time, not just during specific chores. All House members who are in the kitchen any time that a redlight is called are required to participate. Redlight points are tallied about every month and the member with the most redlight points of that month will be recognized at the discretion of the Clerk.

## ***B. CHORES***

Each House member is assigned 4 points worth of chores per week. Points are distributed across weekday and weekend chores at the discretion of the Clerk. The Clerk will assign each House member to chores based on the House member's availability, preference, and seniority.

### **1. Weekday Chores**

House members will usually have 1 or 2 weekday chores, worth a total of 2 points. These duties include assisting the cook, clearing the table after dinner, washing pots and pans, kitchen patrol, and other chores. Each chore description is posted in the kitchen Chore Binder and takes approximately 30-45 minutes to complete. Weekday chores will usually be assigned on a semester basis. When the chore is completed, it is the House member's responsibility to initial the duty sheet posted in the kitchen to signify that the job has been done. Failure to initial the duty sheet will result in points towards a job jar.

### **2. Weekend Chores**

Weekend chores are assigned on a rotational basis to each House member. House members on the E-Board and the House Director are not required to complete weekend chores. These duties are to be completed between Friday morning and Sunday night. Weekend chores are established by the Clerk and may include cleaning the foyer, the French Room, the Dining Room, the stove, etc. Each chore description is posted in the Chore Binder in the kitchen. Weekend chores take 1 to 2 hours to complete. When the chore is completed, it is the House member's responsibility to initial the duty sheet posted in the kitchen to signify that the job has been done. Failure to initial the duty sheet will result in points towards a job jar.

### **3. Food Shopping**

Food shopping is a non-rotating weekend chore assigned by the Clerk. Food Shopping, either at Haymarket or Market Basket (or any location the House sees fit) is worth 3 points and is assigned on a semester basis. Food Shopping must occur every weekend, including the weekend before the semester begins and any weekends before the semester resumes after a break. Because Food Shopping must be done more often than other weekend chores and takes more time to complete, Shoppers may be exempt from certain rotational duties, such as Friday/Saturday NKP, at the discretion of the Clerk.

In the case of online Food Shopping in place of a Food Shopping chore, the responsibility to compile and submit orders falls on the Steward. The Steward must help put away all food orders, along with the help of anyone in the house when the orders arrive.

## ***C. ROTATIONAL DUTIES***

### **1. Friday and Saturday Nightly Kitchen Patrol**

Friday NKP and Saturday NKP are assigned on a basis determined by the Clerk. This chore description is posted in the Chore Binder and takes approximately 45 minutes to complete. When the job is completed, it is the House member's responsibility to initial the chore sheet posted in the kitchen with time and date to signify that the job has been done. If the House is at membership capacity, Friday NKP and Saturday NKP may be added into the weekend chore rotation at the Clerk's discretion.

### **2. Bathrooms**

All bathrooms in the House, excluding the bathroom in the House Director's room, are cleaned weekly. House members will be assigned to clean the bathroom in the suite, or another bathroom at the discretion of the Clerk, on a rotational basis. Rotations are posted in each bathroom to indicate who is to clean the bathroom each week. This chore description is posted in each bathroom. When the job is completed, it is the House member's responsibility to initial the bathroom chore sheet to signify that the job has been done.

### **3. Compost**

The House composts all food scraps and food waste. Compost is collected in a designated compost bin in the kitchen and taken to the compost machine in 100 Bay State dining hall each day. Taking the compost to the dining hall will be assigned to the Clear chore.

## ***E. CONSEQUENCES FOR NOT COMPLETING CHORES***

### **1. Points**

If a House member fails to complete an assigned duty, a point penalty will be given to that person. All chores are assigned a point value by the clerk at the beginning of each semester. For example, cook's assistant is worth two points, so failure to complete cook's assistant would result in a penalty of 2 points toward a job jar. Points do not carry over from one semester to the next. Note: It is every House members' responsibility to initial chore sheets after completion of a job within the time frame as set by the clerk at the beginning of each semester. If the House member does not initial, the Clerk may assume that the chore was not completed.

### **2. Job Jar**

Penalty points are cumulative during a semester. When a House member reaches a certain point penalty value set by the clerk, they will receive a Job Jar duty assigned by the clerk. Job Jar duties include deep cleaning a specific portion of the House that is not usually cleaned during weekday or weekend chores (ex: mopping the front porch, cleaning out the front closet, etc.) Once the Job Jar duty has been completed, the person's penalty point count will return to zero. Job Jars should be completed within a timeframe designated by the Clerk. Failure to complete the first job jar will result in a disciplinary meeting with members of the eboard. A fine cannot be substituted for a Job Jar in the case of failure to complete chores. Accumulating two Job Jars by penalty points in a semester will result in further disciplinary action.

## ***F. CLEANING SUPPLIES***

Cleaning supplies and equipment are kept in the pantry, broom closet, front closet, and bathroom cabinets. Cleaning supplies are organized by the Clerk at the beginning of each semester. Paper towels and toilet paper are stored in the pantry. House members should notify the Clerk when cleaning supplies and equipment are missing or running low. It is the Clerk's responsibility to keep all cleaning supplies in stock. This includes but is not limited to: House laundry detergent; dishwasher detergent and soap; vinegar; baking soda; surface cleaner; bathroom cleaner; sponges; toilet paper. Cleaning equipment includes but is not limited to mops, brooms, vacuums, rags, and towels.

## ***G. DISHES AND UTENSILS***

House members must wash any dishes, cups, or utensils before placing them into the sanitizer. The sanitizer is unable to remove sticky and greasy foods (i.e. cheese, etc). Please remember that the dishwasher gets heavy use and needs to last multiple runs each day. Pots, pans, tupperware, cooking utensils, and cutting boards should be washed by hand. All House members are responsible for washing their own dishes immediately after use. When something is placed in the drying rack, the House member must dry and put away another item in the drying rack of equal “value” (ex: placing a frying pan and putting away the coffee pot). Used dishes should never be left in common areas. House dishes should not be stored in bedrooms. House tupperware should be prioritized for storing House food, and should be returned promptly if used for the storage of personal food.

## ***H. MAIL***

When the mail is received in a bundle each day, it should be brought in by any House member who sees it, and then separated into the appropriate mailboxes by the Secretary. Do not take anyone else’s mail, including magazines and catalogs. All mail addressed to the Harriet E. Richards House should be placed in the President’s mailbox. Any bills or census forms addressed to the House should be placed in the House Director mailbox.

## ***I. RECYCLING***

The House recycles newspaper, paper, cans, cardboard, plastics, bottles and glass. All Recyclables can be placed in the appropriate bins in the kitchen. Personal recycling should be taken immediately to the recycling bins outside. Cans and bottles must be rinsed out before being placed into the recycling bins.

## ***J. CONSERVATION***

Out of respect for the environment and the House budget, be conservative with all House resources and utilities. Lights in all common areas and bedrooms should be turned off when not in use. Do not leave stereo, computers, heaters, fans, or other appliances on when not in use. Do not open windows when the heat is on. Notify the House director immediately if there are any problems with windows, leaky faucets/showers, etc.

# **CHAPTER 7: COOKING DUTIES AND EXPECTATIONS**

## ***A. MEALS***

### **1. BREAKFAST & LUNCH**

The House provides some staples and limited amounts of breakfast and lunch food, as the budget permits. House members are ultimately responsible for providing their own breakfast, lunch, and Friday/Saturday dinners.

## **2. DINNER**

Dinner is cooked Sunday through Thursday and served at 6pm in the kitchen on all nights except Sunday. Sunday night dinners are held in the dining room. All House members are highly encouraged to attend dinner because it serves as a time to build community in the House. House members who cannot make it to dinner because of class, work or other commitments may opt to sign up for a “Late”. A “Late” is a saved portion of that night’s dinner, prepared by the cook’s assistant, labeled with the dinner item and the number of Lates for that date and placed in the refrigerator. House members who do not sign up for Lates may not take food from the Lates, even if they miss dinner. Once a Late portion has been taken, the House member must change the number of lates that was labeled on the container to one less so others know how much has been taken. Any Late that is still available at noon the next day is considered Leftovers (Lovers) (see below).

### ***B. COOKNIGHTS***

Each House member is required to cook dinner for the House 3 times a semester, though the number of cooknights per House member may change at the discretion of the Steward. The Steward will assign all cooknights at the beginning of the semester and House members may switch cooknights amongst themselves. House members should submit their cooknight ingredients and budget to the Steward before the second House Meeting (or a week before their cooknight if it falls before the second House Meeting).

Cooknight ingredients should not include bulk order or House food. Cooknight budgets are established in the beginning of the semester by the Steward and the President based on House occupancy. Cooknights should meet the dietary restrictions of all House members and should include enough food for all House members to have a reasonable portion. Note: Pots and pans can only be left for cleaning if the cook prepares the dinner on the same day as it is served. If the cook prepares dinner on a day other than it is to be served, they are responsible for washing their own pots and pans.

### ***C. LEFTOVERS (LOVERS)***

Leftovers from dinner may be eaten by any House member at any time. Cooknights are not required or expected to have leftovers. Leftovers are commonly referred to as lovers.

### ***D. GUEST MEALS***

House members may have free guests for their own cooknight, provided there is enough food. Otherwise, guest meals are \$2.50 each and should be recorded on the guest food list. House members may only have guests for someone else's cooknight if they receive the permission of the cook. The cook may deny additional guests if there is not enough food. Money for guest meals should be given to the Secretary at the following House Meeting.

## **CHAPTER 8: FOOD EXPECTATIONS**

### ***A. BULK ORDER***

At the beginning of each semester, the Steward will order food in bulk from a supplier/store selected by the Steward and the BU Shared Business Office. This includes frozen fruits and

vegetable, canned goods, spices that are to be used for cooking dinners, and other items as selected by the Steward. The Steward will survey all House members for food preferences and dietary restrictions in order to make a sensible purchase. All food is placed in the pantry, fridge, or freezer. Some of the food is also dated for rationing purposes. Rationed and dated food may not be opened early. Some items will not be reordered once they are eaten.

### ***B. WEEKLY SHOPPING***

Weekly food shopping will either be assigned by the Clerk as a chore or accomplished by the Steward through use of online shopping services. The decision over which method to use will be made before the beginning of each semester. In the case of a food shopping chore, produce will be purchased at Haymarket, while other items will be purchased at Market Basket. The Steward will create weekly shopping lists for cooknight ingredients and other House food, as the budget permits.

### ***C. PERSONAL SHELVES***

Every House member is entitled to some shelf space in the personal shelf section of the pantry for storing all personal food. This shelf will be marked with each House member's name. All items must be labeled with the House member name and the date that it was put there. Do not remove items from others' personal shelves.

### ***D. HOUSE INGREDIENT USAGE***

If a House member uses House ingredients to bake/cook for a non-House organization, they must leave at least half of the finished item in the kitchen for House consumption. All other food made for guests or other organizations should be paid for by the House member cooking, not the House.

### ***E. FRIDGES AND FREEZERS***

The right side fridge and freezer is reserved for House food and cooknight ingredients. The fridge and freezer on the left is reserved for personal food and surplus House food. Fridge temperatures should remain between 35 and 38 degrees Fahrenheit. Freezer temperatures should remain between -10 and 0 degrees Fahrenheit. In the event that fridge and freezer temperatures are outside of the aforementioned ranges, House members should alert the House Director.

### ***F. FOOD STORAGE***

ALL FOOD STORED IN THE HOUSE IS REQUIRED TO BE IN AN AIRTIGHT PLASTIC BIN TO PREVENT PESTS.

## **CHAPTER 9: HOUSE EVENTS AND PARTICIPATION EXPECTATIONS**

### ***A. HOUSE MEETINGS***

1. The House shall meet as a group once a month at a day and time decided by everyone at the first House meeting of the semester.
2. The President will preside over the meetings.

3. Each officer will give a report.
  4. Voting matters shall be taken by a blind vote.
- Notes: The House Director does not vote; they help the President count votes.
5. Each committee chairperson will give an update on committee matters.
  6. General announcements and discussion may be made by House members after each E-Board member finishes their bullet points.
  7. All meetings will demand the following protocol:
    - a) No non-House related books/materials/technology. House meetings are not a forum for doing homework or studying
    - b) No talking when someone else has the floor
    - c) No late stragglers or early leavers, unless a prior arrangement has been made with the President or House director
  8. House members are encouraged to bring a writing instrument and date book to meetings
  9. If a House member desires to be specifically on the agenda, consult the President at least 48 hours in advance.

## ***B. SOCIAL FUNCTIONS***

As part of the HER community, House members will partake in many social functions during the academic year. The following starred items indicate a mandatory event.

**1. First Supper\***---Traditionally held the first night of class, the First Supper is one of the few times that the entire House will be at dinner. The E-Board will prepare dinner and welcome the new House members.

**2. House Retreat\***---Held either the first or second weekend of the fall semester, this activity is a single day or weekend trip geared at ice breaking and fostering a sense of partnership and team building among House members.

**3. All House Clean\***---At the beginning of each semester, all House members participate in a 4-hour+ cleaning project. This usually takes place on a weeknight during the first week of class starting at 6pm until the task is completed. The clerk will provide dinner before All House Clean and a snack (usually a dessert) after it has been completed. Each person is assigned to clean one area of the House, and then the Clerk will provide dinner after the All House Clean for all House members. When a person finishes their assigned duty, they should move on to help others until all of the cleaning is completed.

**4. Fall Faculty Welcome\***---This is a chance for House members to get to know their faculty as well as many University officials in a less academic setting. It is usually held on a mid-October to mid-November evening, and each House member is *required to attend and participate* in either the preparation, cooking, or clean-up of the event. The recipes used for this event are collected into the annual Fall Faculty Welcome Cookbook. This event is organized by the Vice President and their Committee.

**5. Open Mic Night\*** --- The Activities Committee organizes an Open Mic Night each semester where the House hosts a fundraiser for a charity of the House's choice, and invites the Boston



University community to sing, dance, speak poetry, play music, and show off their talents at the HER House. This event has traditionally been combined with Eat for Equity, but it is up to the discretion of the Activities Committee whether they wish to do so. All House members are required to *participate* in either the preparation, cooking, or clean-up of the event. *Attendance is optional but encouraged.*

**6. Eat for Equity\*** --- As a tradition that began in the House, the Activities Committee organizes an Eat for Equity event each semester where the House hosts a fundraiser for a charity of the House's choice inviting the community to learn about that charity. All House members are required to *participate* in either the preparation, cooking, or clean-up of the event. *Attendance is optional but encouraged.*

**6. Winter Party\***---During the festive holiday season, the House celebrates by giving optional “Secret Snowflake” gifts to other House members and decorating the foyer with a tree, ornaments and lights. Members may group together to purchase larger gifts for the House.

**7. Alumnae Tea\***---This is the largest gathering of HER Alumnae each year. The Tea provides an opportunity for current House members to hear the history of the House from those who lived it. It is also the time when graduating House members are inducted into HERAA and the Miss Cooperative and Emma Sleeper awards are given to the most upstanding House member and Graduating Senior (as voted by the House). *Mandatory participation and attendance.*

**8. HERAA Meetings**---Our very active Alumnae Association holds monthly meetings. All House members are encouraged to attend and participate. *Mandatory attendance for the House Director and President.*

**9. Senior Supper\***---This is a party given by the underclassmen for the seniors every spring, thanking them for all their House contributions, wishing them future good luck, and letting them know they will be missed. It is coordinated by the other non-graduating House members and generally held during the last week of school. House members graduating in the fall will be included in senior supper at the end of the previous spring semester. No senior supper will be held in the Fall. *Mandatory participation and attendance for underclassmen.*

**10. Senior Dinner**--- If they choose to, seniors may choose a day to cook a meal for their families that are in town for graduation. The families can then get a feel for the House and all the great meals we have enjoyed as HER House members. Typically, this meal would be funded by the seniors, not the House.

### ***C. CONSEQUENCES FOR NOT ATTENDING MANDATORY EVENTS***

Attendance at House meetings and mandatory social events is **required** for the duration of the event. In the event of scheduled class hours, religious reasons, or an emergency, excuse from mandatory events is automatically granted. Each House member may be excused from one mandatory event during the term for causes outside of scheduled class hours, religious reasons, or an emergency without penalty (provided the President approves). To be excused from an event in any case (except in an emergency), House members must provide a written excuse and obtain permission from the President 48 hours before the event.

If a House member does not provide a written excuse and obtain permission from the President 48 hours before the event and/or the House member is inexcusably absent therefore missing all or part of a House meeting or mandatory social event, they will receive the following penalties:

**FIRST OFFENSE:** \$25 fine or a job jar\* (given by the House Clerk) plus a meeting with the House President

**SECOND OFFENSE:** \$50 fine and meeting with the House President

**THIRD OFFENSE:** Disciplinary meeting and/or possible eviction from the HER House

\*In the event that a House member chooses to do a Job Jar in lieu of a fine, failure to complete this chore within an established amount of time will result in a \$50 fine.

## **CHAPTER 10: HOUSE COMMITTEES AND PARTICIPATION EXPECTATIONS**

### ***A. COMMITTEE GUIDELINES***

Each committee is formed at the beginning of each year. All House members are required to participate on at least one Committee each semester per academic year. Committee participants are responsible for the existence and maintenance of a committee. Committee membership is a semester-long commitment and should therefore be taken seriously. All committee heads are elected semesterly by House members during one of the first House meetings of the fall

semester. The head of each committee is responsible for making sure the committee runs efficiently and pursues originally specified purposes. Failure to serve on a committee during the academic year will result in a \$50 fine. Failure to demonstrate adequate service to one's committee (if deemed necessary by the Executive Board and Committee Chair) will be the same as not serving on a committee at all: a \$50 fine.

## **1. Committee Chair**

The responsibilities of the committee head include:

- a) Creating a timeline of set goals to accomplish for the semester
- b) Meeting with the Secretary each month to ensure the committee is accomplishing its goals
- c) Planning meetings: Meetings should be held at least once a month. Two committees cannot meet at the same time on the same day. Meeting times should be posted on the HER House Slack page and via e-mail.
- d) Creating and planning an agenda for monthly committee meetings
- e) Running the meetings according to proposed agenda
- f) Being prepared to update the rest of the House members on committee progress (i.e. current issues, projects, events) at each House meeting
- g) Appointing a member of the committee as note-taker
- h) Completing all appropriate forms, attendance sheets, timelines, etc.
- i) Maintaining an organized committee binder with copies of all materials (i.e. committee agendas, minutes, poster originals-updated, changes to policies, etc.)
- j) Taking attendance at meetings and excusing absences at their discretion
- k) Delegating work to participants to involve everyone in the committee
- l) Forwarding meeting minutes and attendance to the Secretary
- m) Keeping track of budget with the Secretary
- n) Keeping track of the progress of delegated work

## **2. Committee Participant**

The responsibilities of the committee participant include:

- a) Attending all meetings unless excused by the committee chair
- b) Participating at committee meetings
- c) Making a substantial time commitment to the committee
- d) Being able to give time outside of meetings to help accomplish the goals of the committee
- e) Completing tasks assigned by the committee chair

## ***B. LIFEBOOK & RENOVATIONS COMMITTEE***

### ***Renovations Committee Mission Statement:***

The members of the Lifebook & Renovations Committee are dedicated to planning, organizing, and strategizing creative and cost-efficient ways to renovate, modernize and improve the quality of the living environment, while maintaining the historic integrity of the HER House. The committee is also responsible for the review of the HER Lifebook annually and making any recommendations or appropriate changes to the HER Lifebook with House majority vote, as well as Residence Life and HERAA approval.

The chair of this committee will adhere to this Lifebook and is responsible for adding Amendments when necessary. The chair should update and make changes to the Lifebook, while still maintaining the authenticity of the original document. The chairperson is responsible for ensuring an annual update of the Lifebook.

The chairperson of this committee should also take note of any and all problems concerning general areas of the House, personal rooms, furniture and other structural concerns of the House. The chairperson is then obliged to bring forth these concerns to the House Director and devise creative and cost-effective ways to remedy them.

When necessary, it will be important to meet with HERAA. The alumnae association will be better able to address concerns of the House and financial questions concerning future projects. All large-scale, long-range future projects involving renovation or restructuring of the House should be consulted thoroughly with committee members, the House director, and HERAA.

### ***C. PUBLIC RELATIONS COMMITTEE***

This committee is responsible for publicizing the HER House and its public events, such as Eat for Equity and an Open Mic Night. In the past, this has been accomplished via email, flyers, a website, word-of-mouth, BU advertising, social media, etc. This committee will also host Open Houses throughout the year. This committee is also responsible for managing the House's social media accounts and working with the HERAA alumnae responsible for the House website in order to make site updates or blog posts. This committee should also take responsibility for maintaining a list of names and emails from interested women undergraduates at all public HER House events in order to reach out to them in a later time. It is also important for the committee to connect with all resources, such as the Student Activities Office and the Brownstone Residence Hall Association. Through additional efforts, the committee should come up with new and creative ideas to promote the events and the House to the BU Community, but especially the undergraduate woman population of BU.

### ***D. ACTIVITIES COMMITTEE***

The Activities committee promotes fun and relaxation for House members throughout the hectic year. The committee generally plans activities throughout the semester based on their discretion. This committee is responsible for planning and presiding over Eat for Equity and Open Mic Night. Some examples of additional activities held are ice cream socials, movie night, trips to Walden Pond, murder mystery dinners, ice-skating trips, and various community service events.

### ***E. VICE PRESIDENT'S COMMITTEE***

The Vice President's Committee is presided over by the Vice President. This committee is responsible for planning and organizing Fall Faculty Welcome, Alumnae Tea and the Holiday Party. The members of this committee are also responsible for sitting in on all potential new House member interviews and may be required to sit in on all potential new House Director interviews.

### ***E. INCLUSIVITY COMMITTEE***

The Inclusivity Committee is an optional committee for House members. This Committee is dedicated to providing the house with workshops, informative readings, and any other tools/spaces to make the House inclusive to all current and potential members. Because this committee is optional, members of the Inclusivity Committee must also be a part of another Committee of the House. Additionally, this is the only Committee that may be chaired (or co-chaired) by an E-Board member.

## **CHAPTER 11: COMMON AREAS POLICIES AND EXPECTATIONS FOR BEHAVIOR**

### ***A. ADHERENCE TO BU POLICIES***

*In addition to all the policies, rules and regulations set forth in this document, the HER House Lifebook, HER House members must adhere to all Boston University policies as set forth in the BU Student Lifebook. If the HER House Lifebook and Boston University Lifebook are in contradiction with each other, the Boston University Lifebook is the ultimate*

*guideline for policy enforcement. Here is a link to the BU Student Lifebook, for reference:*  
<https://www.bu.edu/dos/policies/lifebook/residential/>

## **B. COMMON AREA POLICIES**

It is expected that common areas will be kept clean and free of dishes, personal belongings, and trash. It is important to help maintain a clean environment by either picking up before leaving a room or by leaving the area looking better than it was found. HERAA spends significant amounts of money refurbishing common areas, so it is our job to respect the policies and behaviors that will keep them clean and presentable.

The House Director and Clerk may use their judgment in requiring additional actions on the part of House members to remove or clean personal and/or House items in order to meet safety and cleanliness standards.

### **1. Butler's Pantry**

Located on the second floor off the foyer/dining room, the Butler's Pantry contains some of the House's archives including HER and HERAA documents, former social function invitations, cookbooks, photograph albums, membership files and address files. Most of these archives can also be found in various spots within the House, particularly in the bureaus placed in the Dining Room, Foyer, and the 2nd floor. There is also an assortment of novels, nonfiction books, old textbooks, class notes, and career planning pamphlets and brochures on the bookshelves for HER House members and alumnae to enjoy. However, all material found in the Butler's Pantry is property of the House and must stay in the Butler's Pantry at all times.

There is a House printer available for use by members at 10 cents per sheet.

Note: The Butler's Pantry is not a storage facility. House members may not store personal property there.

### **2. Functions of the French Room & Dining Room**

The French room is primarily used for watching TV, studying, and taking naps. The French room also serves as a guest room for House members' friends and families. The dining room is primarily used as a place to eat dinner, then used as a meeting place for HERAA meetings, followed by use as a study room.

### **3. Reservations**

House members may reserve the French room for overnight guests. To do this, mark the reservation Google calendar as far in advance as possible specifying the room that is to be reserved, time and House member name. House members that reserve these rooms for activities that include non-House members must abide by the guest policy and House members assume responsibility for any damage their guests cause to the House. Guests should never be left alone in the French Room or any other areas of the House, and should be escorted at all times by the House member who is responsible for them. Having guests over to the House is a privilege, not

a right. Note: the Dining Room may not be reserved from 6pm-8pm Sunday through Thursday, as House dinners will occur there. During study periods the Executive Board may also prohibit reserving the Dining Room to allow all the use of it for studying purposes.

#### **4. Kitchen**

House members, in addition to their assigned kitchen duties and weekend chores, are expected to help keep the kitchen tidy. Each House member is responsible for washing the dishes they use and for putting them in the dishwasher. The dishwashing machine is only a “sanitizer” and all House members should wash their personal dishes by hand before putting them into the dishwasher. Do not leave dirty dishes or pots and pans for the person with the “pots & pans” chore. Each House member must wash their dishes as soon as they are done using them. Continuous disrespect of this policy may result in a fine.

#### **5. Bike Room**

House members may store their personal bike in the bike room, located in the basement of the HER House. House members are allowed ONE (1) bike in the bike room. Non-House members, including House alumnae, storing their bike in the HER House bike room is strictly prohibited. When returning to the House with their bike, House members must promptly return their bike to the bike room. Leaving a bike in the front or back hallway is a fire hazard and is prohibited. Bikes should never be stored in the front closet, a bedroom, a common space or a hallway.

If a House member decides to study abroad or take a leave of absence, they may either break-down their bike and properly label and store it in a storage room, transfer ownership to a House member who does not already have a bike in the bike room, or store the bike elsewhere until the House member returns as a House member.

### ***C. GUEST POLICY***

The HER House is subject to the BU Residence Life Guest Policy. All guests must be escorted. If a House member would like to host an overnight guest, they must consult with their roommate(s) and suite members (who share their bathroom) in advance and determine whether this is acceptable to all parties. Each House member has an equal right to their room and consideration of roommates/suitemates is appreciated. Guests may stay up to 3 nights. If a guest is spending the night, the House member responsible for the guest must post a picture and a brief description of who the guest is on the HER House Slack channel.

Note: if the doorbell rings, answer the door. If it is a non-House member looking for someone in the House, do not let them in unescorted. Have them wait outside and contact the House member they are looking for.

**If a guest is sleeping in a common room, the House member must sleep in the same room with them.**

**Any guest under the age of 18 must be approved through the House Director, who will seek approval through the Office of Residence Life. Due to Massachusetts state law, no guest under the age of 6 is allowed to stay in the House due to lead paint.**

**A House key should never be given to any non-House member. It is the House member's responsibility to be at the House when guests arrive and arrangements must be made to lock the door anytime they leave the House.**

#### ***D. NOISE POLICY***

Be considerate of fellow roommates and other House members. Please see that stereos/TV volumes are kept to a reasonable level. Noise level in each room/suite should be worked out between roommates/suitemates. The piano may not be played after 10PM each night (5PM during study periods). House members must adhere to all University policies regarding quiet hours.

#### ***E. ALCOHOL POLICY***

Please see Boston University's Student Lifebook. HER House members are to be in adherence with **all policies** as outlined in the BU Student Lifebook. Alcohol is not allowed in any open door common space, including both personal and house kitchen cabinets, fridges and freezers.

#### ***F. SMOKING POLICY***

There is no smoking (of any kind) in the HER House. Historical preservation concerns and Massachusetts state law necessitate this.

#### ***G. WINDOWS, FRONT & BACK DOORS & KEY POLICY***

**Safety is our first concern.** All windows and doors must remain locked unless being used at the moment and a House member is present. Windows in common areas must not be kept open overnight.

1) All House windows must be locked in unoccupied rooms. If first or second floor windows are left unlocked and the room is unoccupied, the person responsible will be subject to a \$25 fine. All House members should frequently check windows to ensure they are locked.

2) It is essential that House members make sure that the front door and rear door are shut tightly and locked upon entry and exit from the House. If a House member witnesses another member leaving the front or back door unlocked or propped open, they must report the incident, including time and date, to the President. The President will issue the \$25 fine for leaving the front or back door unlocked. If a House member loses the front door key, please notify the House Director immediately and the House member may be subject to fines as determined by Residence Life and Housing.



## ***H. FIRE SAFETY***

**1.** House members are responsible for knowing the meeting point, in the event of a fire alarm. If a House member hears the fire alarm, they should leave the building immediately through the nearest and safest exit and go to the meeting point. This information is posted by the front door of the HER House and will be given during the first House meeting of the semester.

**2. Trash** --- Personal trash should not be kept in the hallways or common areas. Any trash in hallways is not only unsanitary but serves as a serious fire hazard and could impede a quick exit from the building. Please be considerate of the safety of fellow House members. All trash must be disposed of in the dumpster located behind the building. Do not empty personal trash in the kitchen or pantry garbage cans!

**3.** Please see Boston University's Student Lifebook. HER House members are to be in adherence with **all policies** as outlined in the BU Student Lifebook.

## ***I. DRUG and ALCOHOL POLICY***

Please see Boston University's Student Lifebook. HER House members are to be in adherence with **all policies** as outlined in the BU Student Lifebook.

# **HARRIET E. RICHARDS COOPERATIVE HOUSE/BOSTON UNIVERSITY RESIDENCE LICENSE AGREEMENT FULL 2022/2023 ACADEMIC YEAR**

I, the undersigned student, agree to become a contributing member and resident of the Harriet E. Richards Cooperative House for the full 2017/2018 academic year. I acknowledge receipt of the 2017/2018 HER Cooperative House Lifebook and my responsibilities to uphold and comply with the policies therein. I hereby agree to comply with the terms and conditions set forth in this Agreement and in the documents incorporated within the Lifebook, as well as with any subsequent revisions hereof authorized by the members of the Harriet E. Richards Cooperative House and Boston University.

I agree to be responsible for reading all such documents and revisions and knowing their contents. I understand and acknowledge the receipt of copies of this Residence Agreement and the Harriet E. Richards Cooperative House Lifebook. Rent for the Fall 2022 and Spring 2023 academic semesters will be charged to my Boston University account on a semester basis and will be due on the time decided by Boston University, unless otherwise noted by the House President.

Should I wish to decline housing within the Harriet E. Richards Cooperative House for the spring semester for the purposes of an academic leave of absence or acceptance into a BU internship or study abroad program, I will submit a formal letter requesting release from this academic year Residence License Agreement, per instructions within the Lifebook. I acknowledge that failure to meet the financial and/or cooperative responsibilities required with membership (as outlined within the Lifebook and following pages of this document) may result in the termination of my membership and residence within the Harriet E. Richards Cooperative House.

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Printed Name: Last Name First name Middle Initial*

**Expected Grad Year: 20**\_\_\_\_\_

**BU Student ID#:** \_\_\_\_\_

**Cell Phone Number:** (\_\_\_\_) \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Permanent Address:** \_\_\_\_\_

**Emergency Contact Information:**

\_\_\_\_\_  
*Name, Phone #, Relationship*

\_\_\_\_\_  
*Street Box/Apt. #, City/Town State Zip Country*