

# ~~Cloyne Bylaws~~

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# **I. Member Obligations**

1. Members are required to perform faithfully, efficiently, and in a timely fashion, all work assigned to them under the workshift system.
2. All fees and fines must be paid in full by the corresponding deadline specified in this document, mandated by Council or the Facilities Coordinator, or else by the end of the contract period. Late fees may be assessed for failure to either remit payment in a timely fashion or make arrangements with the Facilities Coordinator in advance of the deadline.
3. Members must comply with all central level policy, all house by-laws, policies and standing rules, and must follow both the spirit and letter-of all policies relating to Substance-Free Academic Theme Housing.

# **II. Grievances and Contestations**

## **A. Cooperation**

1. If a member finds that someone is acting in a way that said member deems to be uncooperative or otherwise unacceptable, members are encouraged to approach one another and discuss their concerns. If an appropriate resolution cannot be reached or if a member feels uncomfortable about approaching another member, the member should seek the Community Coordinator, House Coordinator, another compensated coordinator, or another trusted member and voice their concern. Members' anonymity will be respected, except in cases where mandatory reporting requires coordinators to report an incident. If a member reports an incident in order to protect the wellbeing of themselves or another member in a drug-related incident, they will not be punished in any way for their report.
2. If a member is concerned with the performance of a coordinator, they are encouraged to voice their concern to the President, or other compensated coordinators to take appropriate action.
3. While cooperation is the best way to solve such problems, it is not always possible. If an appropriate resolution cannot be reached, the Grievance Procedure (below) exists when attempts at cooperation are unsuccessful or impossible. For serious infractions, it is suggested that the member go through the Central Level Grievance procedure or pursue legal action, if they are comfortable with doing so.

## **B. Rights and Rules**

1. Members have the right to file grievances. The filer of a grievance may withdraw the grievance at any time.
2. Members who issue grievances are to be treated anonymously unless they explicitly request otherwise.
  - a. Central level-sponsored moderation is recommended and available on request for any interpersonal conflicts. Members should be aware that the support of the Member Resources Supervisor at Central Office is always available to them.
  - b. Members have the right to challenge the work performance of any member, with or without an elected position, via the Grievance Procedure. Sanctions may include compensation reduction (when applicable), fines, additional workshift hours, workshift position change (when applicable) and recall (when applicable).

## C. Grievance Procedure

1. If the member wishes to remain anonymous, they can issue a grievance against an individual by informing the President or a trusted member of their grievance. The member initiating the grievance procedure should include all details of the situation for which they are initiating the grievance procedure. Using the House Bylaws and/or BSC Policy as a guide, they should suggest the appropriate recourse. The President or trusted member will then carry out the grievance on the member's behalf.
2. If the member wishes to go forward with his or her own grievance, or the member is handling the grievance on behalf of somebody else, then the member or the person acting in their stead must inform the individual under scrutiny that the grievance procedure has been initiated. If they contest the grievance, they can request that the President add the grievance motion to the agenda of the next council. If they do not contest the grievance, then the appropriate coordinators must be informed to handle any penalties. Grievances recommending member termination, probationary contract or Persona Non Grata (PNG) are automatically contested and must be brought to Council.

## D. Contestation Procedure

1. If somebody brings a grievance against you that you feel is unjust, try to work out the situation by talking to that person. If that fails or if the original filer of the grievance chooses to be anonymous, bring the issue to Council. The person who brought the grievance against you must request to add the grievance motion to the next Council agenda.
2. Council will discuss the case and determine what recourse, if any, is appropriate for the situation. If you feel the decision made by Council was unjust, you can appeal to the BSC Conduct Committee.
3. By resolution of Council, a member may be offered a conditional contract in lieu of house level termination. Violation of a conditional contract will result in house level termination. The member may appeal their termination in accordance with [AdCode XXVII](#).

## E. House Level Terminations

1. Serious offenses may result in house level termination pursuant to central level Policy Directory [Sec II.XXVII:D](#)

# III. Cloyne Council and Meeting Procedures

## A. Council

1. House Council is the governing body of Cloyne. All decisions made at Council are official and affect all aspects of living at Cloyne, as long as they are internally consistent, and consistent with BSC policy and any applicable laws.
2. All members currently holding a contract at Cloyne have the right to and are encouraged to participate in Council meetings. Central-level boarders are considered full members and are empowered to fully participate in house Council and elections. Quorum at any Council (including the Summer) must constitute at least 25% of contract-holding members in residence, rounding up (30 present of 101 total members constitutes quorum).

3. All house council meetings will be run under the BSC's "Pool Rules" parliamentary procedure, unless Council decides otherwise.
4. The President is the facilitator of Council meetings and must schedule and hold house meetings weekly during each UC Berkeley semester. As facilitator they must, to the best of their ability, allow for open exchange and conversation between house members, act in an unbiased manner to ideas brought by house members, and strive to allow all members space to participate fully in house decision-making.
5. The President must provide reasonable advance notice of all meetings and reasonable opportunity for all members to put items on the agenda.
6. With 25% of the house present and consent of 2 additional major coordinators, the President may call an emergency council meeting without prior notice. All decisions made in emergency council meetings are official (effective immediately), but must be reviewed and approved by simple majority at the next regularly scheduled council meeting.
7. The President is responsible for assuring that adequate minutes are taken at all house council meetings in accordance with central level policy **IV.I.1**. Within-72 hours after a given meeting, those minutes must be posted online on Cloyne's website.
8. As the facilitator of council, the President is responsible for assuring that other house coordinators abide by the decisions of council

## **B. Motions and Voting**

1. A motion is any proposal sponsored by a member and brought to a vote before the house council.
2. An agenda item is an item submitted for discussion at council. It must be submitted to the president at least 54 hours before council. A motion may be attached to an agenda item to be voted on at council with the reasoning behind the motion. If money is involved, you must include which account you wish to use, and detail how the money will be spent.
3. If a motion involves a budget request larger than \$150, then a hand vote must be conducted on the motion rather than a voice vote.
4. If a motion involves a budget request larger than \$500, then a detailed project proposal including a timeline, project leadership and research must be submitted for review at the coordinator meeting preceding the vote. The coordinator team may require a meeting with relevant BSC staff, such as the Head of Central Maintenance, or the Operations Manager before the project proposal goes to a vote at house council.
5. Council may decide, by a 2/3rds majority of votes cast, to forgo the 54 hour prerequisite for bringing a motion to council. The President must make all efforts to provide rationale to house members not present at council if such action is taken.
6. Any motion to amend the bylaws must be passed by supermajority (66%) at two consecutive meetings of council. Section 2.b.ii. above may still be used to waive 48 hours notice of the first discussion and vote on a bylaws change, however the second discussion must be held at a regularly scheduled meeting with at least 48 hours' notice.
7. A motion can be passed at council by a simple majority, which is simply more yes votes than no votes. Any motion involving more than \$500 requires a supermajority (66%) in order to pass.
8. A motion that passes funds from any house account is "live" for four months. In other words, the funds must be spent for the designated purpose within four months, unless otherwise stated in the motion.
9. If a house member requests, the house shall move to a heads-down vote, with two independent verifiers of the vote: the President and the House Coordinator.
10. If any member calls into question the impartiality of any independent verifier of a vote, that member may call for another coordinator to count. If no coordinator is deemed impartial by

said member, a member may be chosen (with a 2/3 majority vote counted by two members excluding the member who brought it to question) to count the vote.

11. Moving Items to online vote with simple majority (50% +1) of people voting in agreement to move online. All online votes shall be conducted as indicated in the elections procedure below, with approval thresholds adjusted to reflect the levels established in the bylaws for those motions. Any motion moved online must have its text available to all members.

## **C. Motion Update Procedure**

1. After a motion is passed at council that involves spending any amount of house funds to purchase a specific item(s) for the house, the sponsoring member must update the house on the motion's progress in accordance with bylaw below
  - a. For the purpose of this bylaw, the "sponsor" of a motion is the individual who originally brought the motion to council or the individual who agreed to be responsible for making and installing the proposed purchase.
  - b. The member who sponsored the motion must update the house (via listserv or announcement at council) once the purchased item has arrived and been installed at the house.
  - c. If the purchased item has not been installed (according to the scope of the original motion) within one week of the motion's passing, the sponsoring member must provide a status update to the house 7 days after the motion was first passed. The status update must include an approximate timeline of when the plan described in the motion will be carried to fruition. The sponsor must provide another update to the house when the plan is complete.
  - d. This procedure applies to discretionary coordinator budgets when the budget includes plans to purchase specific items.
  - e. It is the duty of the president to enforce this bylaw by issuing email reminders to sponsors when they fail to update the house.

## **D. Elections**

### **1. Calling Elections**

The method for electing coordinators is in accordance with BSC Bylaws **III.A.10**, and all elections are conducted by the house president unless otherwise determined by council.

- a. At the end of the spring UC Berkeley semester, for summer and for the following fall semester
- b. At the end of the fall UC Berkeley semester, for the following spring semester
- c. At the end of the summer UC Berkeley semester, filling vacancies for the following fall semester
- d. Nominations must be opened by the president by the end of week 11 of the contract period.
- e. Every semester, the President must conduct special elections to fill vacant officer positions if an officer resigns, is incapacitated, or is recalled; nominations open immediately. If a position is vacant at the start of a semester, nominations open on move-in day.

## **2. For All Elections**

- a. The president must post a nomination sheet on the day that nominations open.
- b. Nominations must be opened at least five days before candidate speeches and public discussion take place at the next council meeting; Nominations close after that council meeting.
- c. Nominees have 12 hours after the council meeting, in which election speeches and public discussion occur, to accept their nomination.
- d. If the Nominee accepts the nomination within the 12 hour window, and ballots were already released, the President(s) must notify the house and add the nominee to the ballot
- e. The president must run all elections with more than three nominees using the runoff method to prevent a tie.
- f. The president must open the election at a council meeting, with elections open within 12 hours of the meeting's conclusion.
- g. The President must close the election between 5-10 days later or when quorum is reached, whichever comes second.
- h. The President must remind members frequently during the polling period to vote.
- i. Results must not be tallied until the election is closed.
- j. The President must post the results within 48 hours after the election closes.
- k. The election results are valid only if the number of cast ballots (including blank ballots) meets a quota. The quota is majority of the Cloyne residents and boarders. A simple majority of Cloyne residents must vote in order for the election results to be valid.
- l. Every election will be run with a none-of-the-above option (and an abstain option). If "none-of-the-above" achieves the highest number of votes, no candidate will be elected into the position until another election is conducted.
- m. During the nomination process, the cap on the number of people that can fill a coordinator position can be temporarily overridden. This is achieved through a supermajority vote of 75% in favor during a major manager meeting or a simple majority vote during a council meeting with quorum, whichever occurs first. If there is any disagreement over the decision made, the nominees or any member may request a vote during council. The result of a council vote will supersede the decision made at a major manager meeting.

## **3. For All Elections**

- a. All special and regular elections must be conducted by electronic ballot.
- b. By a  $\frac{2}{3}$  majority vote of council, the regular election process may be expedited for replacing coordinators more than halfway through the term. This vote must be put on the council agenda before the deadline for submitting council agenda items.
  - i. In an expedited election, nominations are made at council, speeches are given, question and answer is conducted, an open discussion among the membership without the candidates present is conducted, and a hand vote is conducted to elect a new coordinator by simple plurality.

- c. By a  $\frac{2}{3}$  majority vote at council, council may vote to not fill a non-centrally mandated coordinator position more than halfway through the term. This vote must be put on the council agenda before the deadline for submitting council agenda items.

## **E. Votes of Confidence**

1. Quorum for VOCs shall be 1/2 of the house membership.
2. Cloyne will have two rounds of Votes of Confidences (VOCs) during each contract period (Summer semesters are expected to complete at least 1 round of VOCs and 2 rounds when deemed necessary by the members).
3. The method by which Cloyne conducts its VOCs is ultimately dictated by BSC Policy III. A. 6. Unit Level VOC Policy. If any individual numbered item below contradicts this policy, that item alone shall be considered null.

### **1. Fall or Spring VOCs**

- a. The first round of VOCs is to be completed by the end of week-7 of that contract period. The first round of VOCs must, at minimum, allow each member to give written feedback on each coordinator's performance and allow each member to vote for a recall on each coordinator and explain their reasoning why if they do vote for a recall. If a simple majority of the members that filled out VOCs vote for the recall of a coordinator, the result will be reported to Central Office immediately, and Central Office will initiate recall proceedings.
- b. The second round of VOCs will be completed at least seven days before the results must be submitted to the Central Office (by the end of Week 12 as of 2/4/2016)

### **2. Summer VOCs**

- a. When two rounds of VOCs will be conducted during the summer. The first round will be completed by the fourth week of the first contract period, and the second round will be completed by the third week of the second contract period. When one round of VOCs are conducted it will be completed by the 11th week of the semester.

### **3. Conducting VOCs**

- a. The House President will administer VOCs for all Cloyne coordinators. Council may appoint a separate Cloyne coordinator to conduct the VOCs for the House President by a simple majority vote.
- b. Votes of Confidence will be conducted through Central Office's online VOC system (or other modes deemed appropriate by the house—often Google Forms).

## **IV. Use of Space**

### **B. Quiet Hours**

1. Cloyne Court house-wide quiet hours are from 11 pm to 9 am on Sunday through Thursday and 1 am to 10 am Friday through Saturday. Noise loud enough to disturb someone who is inside their own room with the door closed or in a quiet study room with the doors closed is prohibited during quiet hours.

2. Members disturbed by noise during quiet hours may ask that the source of noise be reduced to an acceptable level or that associated activities be ceased if necessary. Members may also ask a coordinator to do this for them, in which case anonymity is to be maintained by default.
3. Members who violate quiet hours may be fined for failure to adequately respond to a complaint. Members may be fined and face additional disciplinary action for egregious or repeated violations of quiet hours.
4. In accordance with Cloyne's lease with the University of California, members are required to respect the Goldman School of Public Policy's (GSPP) Quiet Hours from 8 am to 5 pm on Monday through Friday. Residents of Cloyne should refrain from activities in the courtyard that would violate the GSPP Quiet Hours.
5. Members who, through their activities, violate GSPP quiet hours may be fined accordingly. Members will face additional disciplinary action for failure to reduce the source of noise to an acceptable level or cease associated activities when notified that they are in violation of GSPP quiet hours.
6. Activities loud enough to disturb someone in a designated 24-hour quiet study space are prohibited at all times during which that space is in use. The constraints and procedures of house-wide quiet hours as outlined above apply to these spaces whenever they are in use.
7. The following are designated 24-hour quiet study spaces:
  - a. Accessible study room (formerly The Chapel)
  - b. E3AB
  - c. Britney's Room (W3)

## **B. Bathroom Policy**

1. All members are responsible for maintaining the cleanliness of common bathrooms.
2. The Facilities Coordinator is responsible for creating and checking bathroom cleaning schedules.
3. Members will be assigned bathroom cleans on a rotation to be shared as equally as possible among floor residents.
4. Temporary bathroom cleaning shifts will be posted at the beginning of the semester. Completed temporary bathroom cleans will count as workshift at the discretion of the Facilities Coordinator.
5. Permanent bathroom cleaning shifts will be assigned within 3 days of room bids.
6. Members will be required to clean their bathroom twice during the week they are scheduled to clean their bathroom.

## **C. Bathroom Fines:**

1. Members who fail to complete a bathroom clean by the assigned completion time will be fined 1.5 hours at the workshift rate.
2. Members will be fined an additional 1.5 hours at the workshift rate per missed bathroom clean for the third and subsequent missed bathroom clean in a single term.
3. Members who have missed 4 or more bathroom cleans in a term will be issued a conditional contract requiring them to not collect any further bathroom fines in the term and not to exceed 2 missed bathroom cleans per term in the future.
4. Members will be informed of all missed bathroom cleans at each workshift fine date.
5. Make-up bathroom cleans will be compensated at the rate of .75 hours at the workshift rate per bathroom clean

# V. Coordinator Job Descriptions

## A. Shared Responsibilities:

1. All coordinators must decide on a discretionary budget for each coordinator (compensated and uncompensated) to be approved at council by the end of week 2. If the house votes against these discretionary budgets, the coordinators will proceed without discretionary budgets.
2. All coordinators must make reasonable effort to uphold the decisions of council, if the decisions comply with Cloyne or BSC policy and all relevant state or federal laws.
3. Coordinators should work together as a team. The general well-being of the house is their shared responsibility.
  - a. It is recommended that the coordinator team be divided into Community and Operations teams
  - b. Operations includes (but is not limited to) habitability, physical accessibility, emergency response and preparedness, and safety. Operations coordinators include House, Maintenance, Kitchen, Food, Workshift, President, and Waste Reduction.
  - c. Community includes (but is not limited to) anti-oppression, inclusion, community-building, and empowerment; this often gets manifested as events, workshops, house dialogues, and proposals that help improve the house climate. Community coordinators include Community/Theme, Food, Health, Social, President, and Academic Coord.
  - d. Community and Operations teams meet at different times in the same week, and occasionally all coordinators meet as a full coord team.
  - e. Other coordinators are encouraged to join and collaborate!
  - f. All Coordinators are expected to attend all Coordinator Meetings, according to their job descriptions.

## B. Attendance and Accountability:

1. Being absent for more than four weeks cumulatively during a Fall or Spring contract period or more than three weeks cumulatively during the Summer qualifies a compensated coordinator for immediate recall by the house, unless the absences are specifically approved by council beforehand. The president should keep track of absences and notify the house as soon as possible when a coordinator has reached the level for immediate recall.
  - a. An immediate recall requires only a simple majority vote by council and bypasses all normal recall procedures.
2. If a compensated coordinator is to be absent for more than three days consecutively, they must appoint a replacement or replacements to fulfill all of their duties and notify the house of this replacement by the time they begin their absence.
3. All coordinators create a timesheet per week to prove their minimum workshift requirement. These hours are reviewed at coordinator meetings to make a plan for coordinators that fall under this requirement. The plan could include up and down hours, and other forms of accountability.
  - a. [Implementation for Coordinator Down Hours](#)

## C. Coordinator Accountability - Removal of Coordinator:

1. Statement of intent: The purpose of this bylaw is to increase accountability of coordinators. These steps should be used in reference to the coordinator's ability to perform their duties; personal grievances or malice may not influence any decision-making.
2. Coordinators are expected to perform the duties outlined in the bylaws and assigned to them by Central Office, House Presidents, & Cloyne Facilities Coordinator.
3. Grievances against coordinators who are not fulfilling their duties appropriately should be expressed via VOC's or be communicated to the House President & Facilities Coordinator.
4. The Facilities Coordinator & or House Presidents may issue warnings to coordinators who are not satisfactorily performing their duties.
  - a. The first warning will be a verbal warning.
  - b. The second warning will be a written warning.
    - i. Following the second warning, the coordinator in question must write a specific plan, including a timeline, outlining how they will improve their performance.
    - ii. The coordinator in question must schedule a meeting with the Facilities Coordinator and/or House Presidents to review the plan.
    - iii. If the meeting (including presentation of the plan) is not held with the Facilities Coordinator and/or House Presidents within one (1) week from the time of the second warning, skip to point 3.
  - c. If after two warnings in the same semester performance has not improved, the Facilities Coordinator and House Presidents can decide together to remove the coordinator from their position. The Facilities Coordinator will work with House Presidents to appoint a replacement when appropriate. The House Presidents must then hold elections to fill the position.
  - d. If the House President is under review for removal, the Facilities Coordinator will instead consult with the House Coordinator at all points in the process.
5. The house may vote at council to issue a formal warning, which initiates part 4(2). A simple majority is required to pass a formal warning. If section 4(2) has already been initiated and a week has passed since the meeting between the coordinator and House Presidents/Facilities Coordinator, then the house may vote by a supermajority to remove the coordinator from their position, effective the date of council. *Before a member adds the warning or removal discussion to the council agenda, they must check with the House Presidents and Facilities Coordinator to verify if any of the above steps have already been initiated.*
6. The coordinator in question has the right to appeal the decision of removal within 10 days, at council. A simple majority is required to overturn the removal.

## D. Coordinator Drop-Outs

1. If a coordinator cancels their contract, drops out of a position, or otherwise is unavailable to perform the duties of their position for a time that appears to extend at least two weeks into the future, the following procedure will be followed:
  - a. If there are enough remaining coordinators in the position to satisfy the requirements specified by the Cloyne bylaws, the remaining coordinators will decide if they want to elect the spot vacated by the coordinator at the next coordinator meeting. If they want the spot filled, a nomination sheet will be posted within 48 hours, and an online vote will be opened 5-7 days after the nomination sheet has been posted to fill the position. This special election will be posted online in a place accessible to all members, and members will be explicitly reminded to vote via email. This special election will have a

quorum requirement of  $\frac{1}{3}$  of room-and-board house members, and will be open for one week.

- b. If there are not enough remaining coordinators in the position, and the position is mandated to be filled by Central, the President(s) will fill the position via a special election as outlined in (a).
- c. If there are not enough remaining coordinators in the position, and the position is not mandated to be filled by Central, a mandatory vote will occur at next council as to whether the house wants to fill the position. If a simple majority of council wants to fill the position, the President(s) will fill the position via a special election as outlined in (a). If not, the position will remain vacant until the next term.

## **E. Assistants**

1. Any position which assists a coordinator in performing their prescribed duties must be approved by council, unless the position is already prescribed in the bylaws.

## **F. Compensation for Coordinators**

1. Each compensated coordinator sharing a single position fully satisfies the weekly workshift requirement and split rent compensation.
  - a. The way the compensation is split should be decided amongst the coordinators sharing the position
    - i. If the coordinators in question disagree about how much compensation each of them should receive, house council may decide how the compensation is split by a  $\frac{2}{3}$  majority vote.
  - b. If no specific compensation split is designated, they will receive an equal amount of rent compensation. They will also receive an equal amount of rent compensation if neither they nor council comes to an agreement about how much each coordinator should receive
2. Each uncompensated coordinator sharing a single position gets a number of workshift hours per week equal to the amount of workshift compensation allotted to the position divided by the number of people in the position.

## **G. Holding Multiple Compensated Positions**

1. Any coordinator that goes over 100% room and board can have that amount applied to house-level rent charges including parking spots, closets, and member fees. This does not apply to fines. If the coordinator is over 100% room and board and doesn't have any of these fees, then council will approve how it should be allocated on a case by case basis.
  - a. [before Fall 2022 vote: No member may receive more than 100% rent compensation through house-level coordinator positions per semester.]

*Coordinator compensations and responsibilities may differ between their respective semester term and summer term roles.*

## **H. Compensated Coordinators**

### **1. House Coordinator** — Major Coordinator — *1 person*

The House Coordinator is responsible for ensuring the smooth operation of Cloyne Court, enforcing house and Central-level policies, and addressing issues as they arise throughout the term. The House Coordinator is additionally responsible for representing Cloyne internally and externally, overseeing house finances in conjunction with the Facilities Coordinator, orienting new members to house policies, ensuring smooth semester transitions, and mediating member conflicts.

#### Workshift Hours:

1. Fall and Spring: fully satisfies the weekly workshift requirement.
2. Summer: fully satisfies the weekly workshift requirement.

#### Compensation:

1. Spring 2024: \$2,458.21

#### Duties:

1. Assist with move-ins and start-of-semester duties including greeting new members, issuing keys, reporting no-shows, and conducting new member orientations.
2. Create emergency contact lists and house emergency plans.
3. Work with Habitability, Maintenance, and Workshift Coordinators to ensure the house's habitability and to complete room condition reports.
4. Order furniture in accordance with the BSC's contractual obligations to members.
5. Report to council about issues that affect the house.
6. In conjunction with the House Presidents, and Anti-Oppression & Community Coordinators, mediate conflicts between house members.
7. Facilitate communication between members of the house management team.
8. Report incidents as required by policy to Central Office.
9. Create and enforce a lockout system for the coordinator team to follow.
10. Organize the selling of parking spots as needed.
11. Assist the Facilities Coordinator with on-call duty rotation 2 days a month.
12. Manage the guest room's cleanliness and access.
13. Hold house-related coordinator meetings every 2 weeks with the following coordinators: Finance, Health, Mail (attendance is optional).
14. Organize, clean, and ensure accessibility of the furniture room.
15. Manage access to and upkeep of the photography room and meditation room.

### **2. Anti-Oppression & Community Coordinator** — Major Coordinator — *2 people*

There must be two Anti-Oppression & Community Coordinators. The Anti-Oppression & Community Coordinators are responsible for the implementation and oversight of the Substance Free Academic Theme and Core Values, according to the Theme House Charter. They are also responsible for serving as a resource and first point of contact for BIPOC, LGBTQ+, disabled, and otherwise historically

marginalized co-op members. Upholding anti-oppression as a practice holds its importance from a history of exclusion, racism, oppression and violence toward marginalized identities in Cloyne Court, UC Berkeley, and the Berkeley Student Cooperative (BSC). Anti-oppression as a practice could be but is not limited to being flexible and responsive to events, situations, and cultures as they arise in the house, mobilizing all folks to create a community free from harm. Past events being: identity-focused support circles, holding educational events, orientations, and workshops related to different axes of oppression for the wellbeing of all members of the community. This position requires initiative and focus around the house's theme programming with the help of the Academic Theme Coordinator, Social Coordinator, and Network & IT Coordinator. Additionally, the Anti-Oppression & Community Coordinators oversee the theme budget, community circles, and support the mediation of member conflict.

#### Workshift:

- Fall and Spring – fully satisfies the weekly workshift requirement.
- Summer – fully satisfies the weekly workshift requirement.

#### Compensation:

1. Spring 2024: \$3511.72 total (\$1,755.86 per person)

#### Duties:

1. Oversee the Academic Theme Coordinator, Social Coordinator, and Network & IT Coordinator to ensure successful programming that fits with [Cloyne's Theme Charter](#) and academic-themed environment.
2. Ensure Core Values events are offered regularly, whether by organizing events, offering out-of-house events, or supporting other coordinators' efforts.
3. Track Core Value hours and assess appropriate accommodations and fines.
4. Plan community circles, recruit facilitators, and find facilitators for identity-based circles with the intention of centering marginalized voices. Support and oversee the facilitators to ensure safe and accessible groups.
5. Work with the House Coordinator and Facilities Coordinator to enforce community agreements and BSC policies regarding the substance-free theme.
6. Assist the House Coordinator with move-ins and start-of-semester duties including greeting new members, issuing keys, reporting no-shows, and conducting new member orientations.
7. In conjunction with the Facilities Manager, House Presidents, and the House Coordinator, mediate conflicts between house members.
8. Report incidents as required by policy and their position as a mandatory reporter.
9. Maintain the contents of the house online services in conjunction with the Network & IT Coordinator.
10. Organize the Theme Budget with approval from the Finance Coordinator. Money can be allocated for community circles, the Substance Free and Academic theme, Core Value events, and coordinator budgets.
11. Must hold community-oriented meetings with the following coordinators: Academic, Network & IT, and Social every two weeks.
12. Must attend weekly manager meetings to discuss house-wide issues and report on community-oriented activities.
13. Maintain the MCC space to keep it accessible and welcoming, with the intention of centering BIPOC, disabled, trans, queer, and undocumented voices & experiences.

14. Hold community events to create solidarity and strong connections between BIPOC, disabled, trans, and undocumented Clones (think dinners, welcome events, movie nights, holidays, etc).
15. Serve as a voice to educate all Clones on issues related to racism, ableism, transphobia, anti-capitalism, etc.
16. Serve as advocates for folks experiencing interpersonal identity-related harms and oppression within the BSC: including but not limited to racism, ableism, transphobia, harassment, or gender-based relationship violence.
17. Collaborate with other Community-oriented coordinators to hold community mediations and restorative justice circles in the event of community harm.

### **3. House President** – Major Coordinator – *2 people*

There must be two House Presidents. The House Presidents are responsible for fostering a cooperative environment within their house. They oversee all coordinators, as well as coordinate and preside at all house meetings, elections, and votes of confidence. They provide conflict resolution and work to establish a safe space environment.

Workshift:

- Fall and Spring: fully satisfies the weekly workshift requirement.
- Summer: fully satisfies the weekly workshift requirement.

Compensation:

- Spring 2024: \$4389.66 (\$2194.83 per person)

Duties:

1. Maintain and enforce house Bylaws, keeping an updated version on-hand for the house membership.
2. Schedule, publicize, and preside at all council meetings, Major Manager meetings, and elections.
3. In conjunction with relevant house coordinators and outside resources, ensure that all required workshops, such as New Member Orientation, CRT Workshop, Consent-Oriented Workshop, and Harm Reduction Workshops are held.
4. Serve as the official representative of the house at all functions, including neighborhood dialogs; however, they shall not commit the house to any action or enunciate any policy not approved by the house membership or in contradiction with BSC policy.
5. Make and post an agenda at least 48 hours in advance of each house council.
6. Conduct mid-semester evaluations of all coordinators and end of semester VOCs, ensuring adequate follow-up with coordinators who are in violation of duties.
7. Supervise the Secretary in the completion and timely posting of the minutes.
  - a. Within 72 hours after a given meeting, minutes must be made available through an online medium.
8. Provide conflict resolution and work to establish a safe space environment.
9. The President is the facilitator of Council meetings and must schedule and hold house meetings once a week during Fall and Spring and at least once every two weeks during Summer.

10. The House Presidents must schedule and hold a Major Manager meeting once a week during Fall and Spring and at least once every two weeks during Summer.
11. As the facilitator of council, the Presidents are responsible for assuring that other house coordinators abide by the decisions of council.
12. Coordinators are expected to perform the duties outlined in the bylaws and assigned to them by Central Office, House Presidents, & the Facilities Coordinator.
13. The Facilities Coordinator and/or House Presidents may issue warnings to coordinators who are not satisfactorily performing their duties.
14. Manage member fees and uncooperative Fines.
15. Assist House Manager with Exit Documents.

#### **4. Workshift Coordinators** – Major Coordinator – *2 people*

There must be two Workshift Coordinators. The Workshift Coordinators are responsible for maintaining the general cleanliness and efficient functioning of the unit, and in conjunction with the Kitchen, Habitability and Maintenance Coordinators, maintain the overall habitability of the unit.

##### Workshift Hours:

- Fall and Spring – fully satisfies the weekly workshift requirement.
- Summer – fully satisfies the weekly workshift requirement.

##### Compensation:

1. Spring 2024: \$4914.42 total (\$2,458.21 per person)

##### Duties:

1. Enforce the BSC Workshift Policy (Policy Directory, **III.A.5**)
2. Assign:
  - a. Temporary workshifts at the beginning and end of the semester, as well as during break periods such as Thanksgiving and spring break.
  - b. Permanent workshifts
  - c. Other workshifts as deemed necessary
3. Ensure that workshifts are done promptly and thoroughly, fining members if necessary.
4. Maintain an accurate workshift record for each member and update this record weekly.
5. Enforce a consistent procedure for signing-off, circling out, or otherwise adjusting workshifts.
6. Remind members of upcoming fine dates two weeks in advance.
7. Begin termination proceedings in accordance with the Workshift Termination Policy. (Policy Directory, **III.A.3.5.E.iii**)
8. Track Coordinator hours submitted weekly via timesheets.
9. Must hold a meeting with the Habitability Coordinator once every two weeks.
10. Must attend weekly major manager meetings.
11. Lead a Dungeon crew (or assign permanent workshift) to clean and maintain the gym, John's room, and the free pile.

## **5. Kitchen Coordinator** – Major Coordinator – *Up to 2 people*

There must be two Kitchen Coordinators during Fall and Spring semesters. During the summer, there must be one Kitchen Coordinator. The Kitchen Coordinator(s) shall maintain city health standards in cooking, eating, cleaning, and storage areas. The Kitchen Coordinators must post signs and inform members of city health standards and methods of maintaining them.

Workshift Hours:

- Fall and Spring – fully satisfies the weekly workshift requirement.
- Summer – fully satisfies the weekly workshift requirement

Compensation:

- Spring 2024: \$4916.42 (\$2,458.21 per person)

Duties:

1. Make great attempts to pass all kitchen inspections from the BSC along with the Workshift Coordinator.
2. Read all kitchen and health inspection reports and correct violations promptly.
3. Ensure that enough utensils and flatware are available to serve all members.
4. Ensure that the house has enough cleaning and sanitation supplies.
5. Is responsible for directly overseeing 3 Intensive Kitchen Cleans per week during Fall and Spring semesters and at least 2 Intensive Kitchen Cleans per week during the Summer semester.
6. Meet with the Food Coordinators and WRM at least once every two weeks, to ensure that food is readily accessible and conforms with safety standards.
7. Must attend weekly Major Manager meetings and provide a joint report with Food Coordinators.
8. Post signs and inform members of city health standards and methods of maintaining them.
9. Purge fridges and freezers and remove any unlabeled and/or food over two weeks old.
10. Maintain inventory of kitchen equipment (tools and appliances) and make sure that there is a sufficient amount.
11. Manage the Leftover-Putaway crew.
12. Maintain and organize the kitchen closet.

## **6. Food Coordinator** – Major Coordinator – *2 people*

There must be two Food Coordinators. The Food Coordinators are primarily responsible for ensuring that enough food is available for all members, that food storage areas remain habitable, the food is safe and accessible, and that they do not exceed the food budget for the given semester.

Workshift Hours:

1. Fall and Spring: fully satisfies the weekly workshift requirement.

2. Summer: fully satisfies the weekly workshift requirement.

Compensation:

1. Spring 2024: \$4916.42 total (\$2,458.21 per person)

Duties:

1. Ensure that enough food is available for all members to eat 19 meals per week.
2. Conduct a food survey and supply the house with requested types of food (within reason, paying heed to budgetary constraints).
3. Maintain communication with Central Food Services.
4. Maintain communication with members about food waste.
5. Attend required trainings, including Food Certification Trainings.
6. Oversee all actions of the kitchen including menu planning, cooking techniques, and food quality control.
7. The Food Coordinators are responsible for creating and appointing cook crews and other food-related workshift.
8. The Food Coordinators must provide trainings in basic food safety (knife skills, cross contamination, and best pots room practices) to head cooks, in the beginning third of the semester.
9. The Food and Kitchen Coordinators should meet with all head cooks twice a semester (head cooks receive HI for this meeting).
10. Meet with the Kitchen Coordinators and Waste Management Coordinators at least once every two weeks, to ensure that food is readily accessible and conforms with safety standards.
11. Conduct routine purges in the walks-ins, dairy fridge, deli fridge, and pantry.
12. Submit crew hours for the week for both Food Stockers and any cook crew hours not already counted by head cooks.
13. Must attend weekly Major Manager meetings and provide a joint report with Kitchen Coordinators.

**7. Maintenance Coordinator** – Major Coordinator – *Up to 2 people*

There must be two Maintenance Coordinators during the Fall and Spring and one person during the Summer. The Maintenance Coordinators are responsible for maintaining Cloyne's habitability and functionality. They may appoint and oversee a maintenance crew. The Maintenance Coordinator(s) will coordinate with Central Maintenance, outside contractors hired by Central, and other coordinators and officials as necessary in the process of maintaining the house.

Workshift Compensation:

- Fall and Spring – fully satisfies the weekly workshift requirement.
- Summer – fully satisfies the weekly workshift requirement.

Compensation:

- Spring 2024: \$4565.24 total (\$2,282.62 per person)

Duties:

1. In conjunction with their maintenance crew, perform preventative maintenance, inspections and repairs.
2. Coordinate with Central Maintenance in requesting projects beyond the scope of the house maintenance crew, and assist Central Maintenance as necessary in their projects on the property.
3. Be present during the second habitability inspection of the term.
4. In conjunction with other house coordinators, prepare and submit any Board Approved Project requests first to the house council and then to Central Maintenance if approved.
5. Ensure that the house possesses a functioning system for receiving, coordinating and addressing maintenance requests.
6. Inform house membership of the maintenance request system and maintenance policies throughout the contract term.
7. Inform house membership of any maintenance projects that impact availability of house resources.
8. Be familiar with the central-level maintenance policies and habitability policies, and Board Approved Projects policies as in the Manager Resources and Section V of the Policy Directory.
9. Coordinate with the Workshift Coordinator to determine the number of hours to be assigned to the maintenance crew and who will work on the crew, if necessary.
10. Responsible for identifying and communicating potential HI projects to the Habitability Coordinator and the Facilities Manager.
11. Must attend weekly Major Manager meetings.
12. Must meet with the Workshift and Habitability Coordinators once every two weeks

## **8. Waste Reduction Coordinators (WRMs) – Minor Coordinator – *Up to 2 people***

There must be two Waste Reduction Coordinators during the Fall and Spring. During the Summer, this position should only be occupied by one person. The WRMs are responsible for minimizing the house's waste, making sure waste is allocated correctly, and informing house members on waste reducing practices. They can appoint and oversee a WRM crew. Waste includes landfill-destined items, recyclables, compostable items (city and garden), energy, water, reusable materials and electronic waste (e-waste).

### Workshift Hours:

- Fall and Spring – fully satisfies the weekly workshift requirement.
- Summer – fully satisfies the weekly workshift requirement.

### Compensation:

- Spring 2024: \$2282.62 total (\$1,141.31 per person)

### Duties:

1. Conduct an initial inventory of current house waste containers and replace as necessary: recycling bins (blue 1 & 2 bins), compost bins, trash receptacles.
2. Educate house members about in-house recycling, compost, and trash services, encourage waste reduction behavior through move-in orientation, presentations at council, flyers, posters, etc., as well as general principles of recycling and reuse for daily application.

3. Attend all WRM meetings and workshops as required by the Central-level Recycling Coordinator. If unable to attend, another house member may substitute. Failure to send a house representative will result in house fines.
4. Maintain levels and cleanliness of all recycle and compost bins in the house, with the exception of residential bathroom bins, which will be the responsibility of the bathroom cleaning shift.
5. Manage cleanliness of dumpsters and dumpster area and check that pick-ups are made on time and when needed.
6. Manage electronic and special waste areas and coordinate pick-ups with the Central-level Recycling Coordinator when necessary.
7. Outfit clear and understandable signs on or near all waste receptacles in order to ensure correct disposal of waste. These must maintain legibility for the duration of the semester.
8. Can conduct one house level or central level waste-reduction/conservation project.
9. Create and maintain exit documents, noting past, current and future problems, successes, etc., in order to facilitate a smooth transition with the subsequent WRM.
10. Must attend the house-related coordinator meeting hosted by the House Coordinator.

### **9. Network & IT Coordinator** – Minor Coordinator – *Up to 2 people*

The Network & IT Coordinator is responsible for ensuring the successful operations of the house's internet, maintaining Cloyne web servers (email list and website), and troubleshooting Cloyne hardware (printers, projectors, and TVs).

Workshift:

- Fall and Spring – fully satisfies the weekly workshift requirement.
- Summer – fully satisfies the weekly workshift requirement.

Compensation:

- Spring 2024: \$1404.7 total (\$702.35 per person)

Duties:

1. Keep the house computer system and network software up to date by applying security upgrades in a timely fashion.
2. Restore disrupted internet function in a timely manner.
3. Act as a responsible steward of Cloyne's servers and their data, using admin powers in a way that is transparent and cooperative at all times.
4. If needed, assemble an IT crew to assist with duties.
5. Attend network manager training and central-level meetings as required by the BSC.
6. Furnish timely, helpful responses to feedback about the speed and functionality of the house internet, web services, computers, and hardware.
7. Facilitate a smooth transition with the subsequent Network & IT Coordinator(s) by improving documentation and education.
8. Responsible for troubleshooting hardware issues throughout the common spaces of the house (i.e. projectors and TVs).
9. Maintain, help people use and/or understand, keep an inventory of, and improve common: printers and general electronics.
10. Supporting the communication and digital media for community-oriented coordinators.

11. Must attend community-oriented coordinator meetings hosted by the Community Coordinator.

**10. Board of Directors Representative(s)** – Major Coordinator – *2 people*

The Board of Directors of the BSC is composed of members elected by their unit and is responsible for overseeing the running of the BSC, the selection of Central Level Management, and the setting of all administrative, personnel, and operating policies. The Board has ultimate authority over all aspects of the BSC. Directors are legally bound to act in the best interest of the BSC as a whole, not those of their units.

Board Directors are responsible for communicating to Cloyne the actions of the Board and its committees, seeking member input in decision-making, and serving as a general liaison between Cloyne and the central level of the BSC.

Workshift:

- Fall and Spring – fully satisfies the weekly workshift requirement.
- Summer - Dependent on holding a summer contract. If not on SumCom, and a Summer Contract holder, then they may get up to 1hr of workshift/week. If on SumCom, they may receive 4hrs/week. For more information, see: [I.B. Committees - BSC Policy](#)

Compensation:

- Fall and Spring: *May* be compensated at the workshift rate (for details, refer to [I.A.1. Board of Directors \(BOD\) Member Job Description - BSC Policy](#))
- Summer: \$0

Duties:

1. Attend all meetings of the Board of Directors (or ensure a temporary alternate attends if elected Board Director is unable to do so).
2. Attend all meetings of at least one standing committee of the Board of Directors.
3. Attend Board training and/or goal-setting meetings at the beginning of each semester along with any additional meetings the BSC President may call.
4. Read and become familiar with key documents including the BSC Articles of Incorporation, By-Laws, Policy Directory, Procedure Policy, Personnel Code, and Administrative Code along with Board policies.
5. Attend Council or Major Manager meetings to report to Cloyne on the proceedings of the Board and its committees.
6. Actively seek out member input on policies that affect the membership.
7. Disseminate relevant documents (such as Board Packs and Board meeting minutes) to Cloyne.
8. Supply residents of Cloyne appearing and presenting before the Board of Directors with any and all information necessary to present their case.
9. Serve for fall and spring if living at Cloyne during the academic year; serve for all of summer if living at Cloyne during the summer.

## 11. Winter Break Coordinator

See section [III.A.3.xi](#) of the BSC's Policy Wiki for duties. As of Spring 2020, compensation is approved on an annual basis.

### I. Uncompensated Coordinators

#### 1. Academic Theme Coordinator — Minor Coordinator — *1 person*

The Academic Theme Coordinator is an elected position responsible for organizing academic-themed programs. The Academic Theme Coordinator will report to the Community Coordinator.

Workshift:

- Fall and Spring – fully satisfies the weekly workshift requirement.
- Summer – fully satisfies the weekly workshift requirement.

Compensation:

- Spring 2024: \$0

Duties:

1. Organize study night events.
2. Create outreach materials to publicize academic events within Cloyne, the BSC, and the UC Berkeley campus.
3. Organize outings to talks, lectures, readings, etc.
4. Publicize opportunities for academic advancement, such as writing contests, poetry contests/open mics, math or science competitions, opportunities for research, etc.
5. Supply the study rooms with blue books, pencils, erasers, note-cards, post-its, dry erase markers, and other supplies.
6. Serve as an academic resources point-person for the house by researching and compiling an academic resources guide with a summary of UC Berkeley student resources, such as the Student Learning Center, room reservation rules, LEAD Center resources, on campus tutoring, Open Computing Facility, etc.
7. Must attend community-oriented coordinator meetings hosted by the Community Coordinator.
8. Ensure the study rooms are routinely cleaned, this can be done by the coordinator themselves or through an assigned workshift..

#### 2.Social Coordinator — Minor Coordinator — *1 person*

The social coordinator will organize and publicize social events for the house.

Workshift Hours:

1. Fall and Spring – fully satisfies the weekly workshift requirement.

2. Summer – fully satisfies the weekly workshift requirement.

Compensation:

1. Spring 2024: \$0

Duties:

1. Plans events including but not limited to: field trip outings, board games, assassins, weekly house games like dodgeball, four-square, and basketball.
2. If the Social Coordinator wishes to collect social fees, they must pass the social fee at Council each semester. Use of the collected social fees will be determined by the Social Coordinator.
3. They will make and carry out plans for all inter-house social events.
4. The Social Coordinator will internally (within Cloyne) publicize social events.
5. Must host a social for New Member Orientation.
6. Must host a “Special Dinner” for the end of the semester.
7. Must host at least one social every 2 weeks.
8. Ensure that we are “out-of-house” ready for each semester, in accordance with Central-level policy.
9. Assist with any council approved social events hosted by the house.
10. Must attend community-oriented coordinator meetings hosted by the Community Coordinator.
11. Manage access to and upkeep of the social closet.

### **3. Secretary – Minor Coordinator – 1 person**

The Secretary will report to the House President. They will take minutes at council and major manager meetings.

Workshift Hours:

1. Fall and Spring: satisfies 3 hours of the weekly workshift requirement.
2. Summer: satisfies 3 hours of the weekly workshift requirement.

Compensation:

1. Spring 2024: \$0

Duties:

1. Attend all Councils and Major Manager meetings and take accurate meeting minutes.
2. Disseminate minutes within 72 hours of the previous Council via email and via an online medium specified by the House President and Anti-Oppression & Community Coordinators.
3. Take photographs of events and maintain organized photo albums with relevant identifying information on the Cloyne servers, and a physical version at the President’s discretion.
4. Seek members’ consent before photographing, recording, or otherwise documenting names or images in historical documents.

5. Compile a Cloyne History document for the house website noting their semester of tenure's relevant happenings.
6. Maintain the contents of the house online services in conjunction with the Community Coordinator.

#### **4. Mail Coordinator** — Minor Coordinator — *1 person*

The mail coordinator is responsible for organizing and distributing mail.

Workshift Hours:

1. Fall and Spring – fully satisfies the weekly workshift requirement.
2. Summer – fully satisfies the weekly workshift requirement

Compensation:

- Spring 2024: \$0

Duties:

1. Must sort mail daily.
2. Must keep a list of packages posted visibly.
3. Must designate office hours when members can pick up their packages from the mailroom. During office hours, packages must be protected by the Mail Coordinator.
4. Attendance to the house-related coordinator meeting is optional.
5. Can appoint a Mail Assistant to cover the two days of the week that they can't hold mail hours.
6. Mail coordinator must protect the mail with a baseball bat.

#### **5. Health Worker** — Minor Coordinator — *1 person*

The Health Worker is responsible for providing some basic health services to the house.

Workshift Hours:

1. Fall and Spring – fully satisfies the weekly workshift requirement.
2. Summer – fully satisfies the weekly workshift requirement.

Compensation:

1. Spring 2024: \$0

Duties:

1. Provide a well-stocked medicine cabinet that is open and accessible to the entire house. At a minimum it should include everything for basic first aid (bandages, gauze, etc.) as well as condoms & lubricant.

2. Attend BSC training for first aid, CPR, medical self-care, peer counseling, harm reduction, and health education.
3. Attend Health Worker meetings and alert the Health Worker Coordinator and/or educator about specific needs or concerns of the house.
4. Produce and post at least 1 original health tip per month.
5. Host or lead at least 2 workshops per semester, in collaboration with the Community & Anti-Oppression Coordinators. Creating health informationals to be placed at specified areas in the house.
6. Assist the Facility Manager and House Manager with quarantine logistics
7. Promote flu shot drives for the house and STI testing for members.
8. Must attend house-related coordinator meetings hosted by the House Manager.

## **6. Finance Coordinator** – Minor Coordinator – *1 person*

### Workshift Hours:

- Fall and Spring: 3 hours of workshift per week.
- Summer: 3 hours of workshift per week.

### Compensation:

- Spring 2024: \$0

### Duties:

1. The Finance Coordinator will help reduce overspending by:
  - a. Increase transparency about spending within the house by having a public, accessible spreadsheet concerning house-related expenditures.
  - b. Look at the monthly HABR and report spending to coordinators during coordinator meetings.
  - c. Advocate for cooperative wellbeing when finances are/will be overdrawn by other coordinators.
2. The Finance Coordinator will do this by:
  - a. Attending coordinator meetings and informing coordinators of where their spending is, whether they are under or over budget.
  - b. If a department is over budget, the coordinator will contact the House Manager, House Presidents, and relevant coordinator to inform them of the overage.
  - c. Attend coordinator trainings (especially finance).
3. The Finance Coordinator is NOT responsible for:
  - a. Creating and setting the budget.
  - b. Accounting, tracking where overages are from, etc.
    - i. After informing the relevant coordinator of the overage, it should be the relevant coordinator's responsibility to track down where the overage is from, whether or not the spending is justifiable, next steps (reducing spending or asking for more funds from House account, etc).
4. Must attend house-related coordinator meetings hosted by the House Manager.

## **7. Habitability Coordinator** — Minor Coordinator — *1 person*

The Habitability Coordinators is responsible for ensuring the house meets general Central-level habitability standards. This is accomplished through organizing various projects that extend beyond workshift jobs either individually or in conjunction with other coordinators: activities that are usually not routine but are considerably more time and labor demanding. Additionally, the Habitability Coordinator keeps track of all members' hours, and motivates them to finish their required hours by the end of the semester. The Habitability Coordinator must then submit fines for members who did not finish hours.

### Workshift Hours:

- Fall and Spring: fully satisfies the weekly workshift requirements.
- Summer: fully satisfies the weekly workshift requirement.

### Compensation:

- Spring 2024: \$526.76

### Duties:

1. In order to facilitate the completion of Habitability Improvement (HI) hours, the unit-level Habitability Coordinator and the Central-level Habitability Coordinator shall organize HI projects.
2. HI projects should include tasks which go beyond regular workshift, but do not involve construction or demolition. HI projects must contribute to Central-level habitability standards. Some example tasks include assisting with dump runs, deep cleanings, reorganizing entire rooms, painting, and landscaping projects.
3. Up to 25% of a unit's HI hours can go towards projects not directly related to habitability (including Community Improvement Projects). This amount may be increased up to 75% if , and only if, the unit has received a B or higher on the previous two habitability inspections at the discretion of the Operations Team.
4. The unit-level Habitability Coordinator shall levy fines on members for HI hours not completed by the end of the semester. The fineable rate cannot exceed the current workshift rate, but may go below the rate.
5. Complete mock inspections of Cloyne at least 1-2 times per week.
6. Must attend a meeting with the Workshift and Maintenance Coordinators once every two weeks.
7. Habitability Coordinator will manage a crew dedicated to the general upkeep of Cloyne gardens and landscape to ensure we reach habitability standards.

## **VI. Relationship Between Bylaws and House Policy**

- a. Any item of House policy that conflicts with House Bylaws, BSC Bylaws, or applicable state/federal laws is invalid.
- b. The House Policy has a certain purview, which is outlined in the section titles below. Any change to these section titles must be added to the bylaws (and thus requires a supermajority vote at two separate councils).
  - i. The section titles are as follows: House Website, Boarders, Guests, Move-ins, Move-outs, Room and Parking Assignments, Walls, Room Reservation Process for House Events, Home Improvement Hours, Common Space Furniture, Private Space, and Discussion Groups.

- c. Each item in the House Policy must be directly relevant to the section heading it is under.

## **VII. Fees, Fines, and Deposits**

- a. A member may be uncooperative fined by any other member
  - i. An uncooperative fine is a workshift or monetary fine that goes to the house account. The fine may be levied by informing a house coordinator, community coordinator or house president of the fine, at which point they will inform the member who has been fined.
    - 1. The fine may be contested at council, where a simple majority vote of members present is required to reverse the fine.
- b. Members will be assessed a fee for replacement of lost keys and will be billed for failure to return key at the end of the contract period.
  - i. \$20 fee for lost house key
  - ii. \$10 fee for room key
  - iii. \$10 fee for persistent non-compliance to mask/COVID policies

## **VIII. Severability**

- a. If an item of these bylaws or the house policy is in conflict with BSC policy, state, or federal law, that item alone is invalid and severed from the bylaws or house policy.