

Fenwick Weavers Village House Constitution & Bylaws

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Fenwick Weavers Village House Constitution

Article I: Purpose

The purpose of Fenwick Weavers Village shall be as follows:

- A. The provision of cooperative non-profit and economical living facilities for its members
- B. The promotion of cooperative ideals as exemplified by the Rochdale Principles and as adopted by the 1966 Congress of the International Cooperative Alliance

Article II: Membership

- A. The membership shall consist of all those living in Fenwick Weavers Village under contract with the Berkeley Student Cooperative. The term 'House' shall be used to refer collectively to all the members of the Fenwick Weavers Village.
- B. Obligations of the Members
 - a. To abide by the rules of the House created by council, to maintain and promote a cooperative environment and comfortable living for all members.
 - b. To actively participate in the maintenance and management of the House
- C. Rights of the Members
 - a. All Membership rights specified in the BSC Constitution, By-Laws, Administrative Code (Ad Code), and contract/lease agreement.
 - b. To participate and vote in House Council as provided by Article III of this Constitution
 - c. To have full access to all common areas of Fenwick Weavers Village as provided in the policies of Fenwick Weavers Village.
 - d. Every House member must attend at least two House Council meeting per semester or be fined two (2) Central Level Work-shift Hours.
 - e. Pursuant to the BSC By-Laws, the Council (defined below) may, by two-thirds vote of all members present, expel any member following due notice and hearing.

Article III: Organization

- A. The members collectively shall have ultimate authority over operation of the House. A vote of the membership is considered an expression of the will of the members
- B. The council is the governing body of the House
 - a. The council consists of all members in attendance at a Council meeting.
 - b. Officers of the Council shall be President, who chairs the meeting, and a Secretary, who takes and posts minutes.
 - c. The Council shall meet bi-monthly on Mondays at 6:30 PM (or at an hour established by the house counsel on the first meeting) so that Council meeting weeks alternate with those of Rochdale Village during periods under USCA contract.
 - d. Ten percent of the House membership shall constitute a quorum.
 - e. If the President is unable to chair originally scheduled council meeting, the Council shall elect from its membership a substitute to chair the meeting.*
 - f. Special meetings may be called by the President or by a petition of twenty percent of the House. Special meetings must be chaired by the President or President's designee.
 - g. No member may be forced to leave a Council meeting while he/she is being discussed
 - h. A house policy passed by Council shall remain in effect until changed by a simple majority of Council, except where otherwise provided.
 - i. For the sole purpose of dealing with termination of membership under section III.D.2 of the BSC By-Laws, the President shall elect five members from those attending the first House Council meeting of each semester to serve as the House Council.
 - j. Only this body may vote to terminate members from the USCA.
- k. Vacancies in the House Council shall be filled by selecting members by lottery from those attending a regular House Council (as defined in B.1 and B.4 of this article) meeting.

- C. House President: The President's main duty is to uphold and properly represent the decisions made by Fenwick Council. The President will act as house leader and properly represent Fenwick at any meetings with: the house management team, member of the greater BSC, as well as Central Office.
- a. The President duties include but are not limited to:
 - Chairing all Council Meetings, and convening emergency meetings as needed
 - Preparing and setting agendas for all Council meetings, as well as delegating tasks to coordinators as needed
 - Conducting all Fenwick Weavers Village and BSC elections at Fenwick
 - Acting as a liaison among Council, Managers, Members, and the BSC Central Level administration
 - Representing Fenwick Weavers Village to all non-BSC bodies and associations
 - Supervising all Fenwick employees and elected personnel on behalf of Council
 - Executing all Fenwick Weavers Village contracts and licenses (excluding lease agreements) in conjunction with the Facilities Manager
 - Supervising the Facilities Manager by ensuring that all Council policies are implemented and questionable practices are referred to Council for consideration
 - Enforcing these Constitutions and By-Laws, and any Council resolutions
 - Representing Council and making executive decisions when required
 - Assisting Management in the office for a minimum of 7 hrs per week.
 - Assisting Management with the lockout/quiet hours/security pager.
 - b. The president is allowed to break ties, but may not vote otherwise.
 - c. The president is supervised by Council, and is allotted 10hrs per week. [amended Spring 2012]
- D. BSC Board of Representatives:
- a. Shall have terms of one year.
 - b. Shall have terms as follows: One starting in Fall, one starting in Spring (elected Spring and Fall, respectively).
 - c. Board representatives shall be compensated 5hrs per week of demonstrated Board work. Additionally, they shall be compensated hourly for any house-related work completed. [amended Spring 2012]
 - d. The second-highest vote-getter in the Board Representative election shall be the second alternative Board Representative.
 - e. A BSC Board Representative who, at the end of any semester, has accepted an offer to transfer to another BSC House must immediately resign from office.
 - f. A new election shall be held to complete the term of any representative who resigns.
 - g. There shall be a separate election for the post of Administrative Committee Representative. The elected Administrative Committee Representative shall have a term of one year and shall serve as the alternative Board Representative.

Article IV: Elections

- A. House elections of officers shall be by secret ballot (as detailed in section F. of this article)
 - a. Exceptions shall be if the position is not filled by secret ballot count. In this case, a hand-count at the first Council of the respective semester may be done unless a secret ballot is requested by the Council.
 - b. If a position becomes vacant during the course of the semester, elections to fill this position must take place at the next Council meeting and may proceed by hand-count unless otherwise requested.
- B. House votes will be by hand-count, unless otherwise requested by any person in attendance at the council meeting where the vote will take place. Should anyone request it, votes will be conducted by secret ballot.
- C. All House members may vote.

- D. Each member shall have one vote.
- E. Initiative, referendum, or recall proceedings may be used to enact any measure or remove any elected officer from office. Such initiatives, referendums, or recall proceedings may be proposed by a petition signed by twenty percent of House members, or by a two-thirds vote of Council.
- F. House elections shall be held during the fourteenth week (or at times as established by the House Council) during the fall and spring semesters to select managers and officers for the Spring and Fall semesters respectively. Summer managers and officers shall be elected during the Spring semester election.
 - a. For each position, voters will only vote for one candidate OR opt to abstain.
 - b. The candidate with the greatest number of votes AND a minimum of 10 votes for each position shall be elected.
 - c. Elections for any unfilled positions shall be held at the first council meeting of the following semester provided that at least 20 residents are present to vote.
 - d. A simple majority of those voting is required for the passage of any measure except the amendment of this Constitution.

Article V: Management*

- A. Apartment Manager—the efficient and responsive management of Rochdale and Fenwick is ultimately the responsibility of the Apartment Manager.
 - e. S/he shall be hired by the USCA Hiring Committee and USCA Operations Manager, and is directly supervised by the FWV and RV Presidents with the guidance of the USCA Operations Manager.
 - f. The detailed responsibilities of the Apartment Manager shall be described in a job description included in the apartment's Operation Manual. Among his/her duties, which can be delegated, the Apartment Manager shall be responsible for:
 - Maintaining the apartment's fiscal health and disbursing funds as needed, according to Council policies.
 - Upholding the apartment's check-in/check-out policies.
 - Ensuring the apartment's security.
 - Supervising Assistant Managers and all apartment employees.
 - Settling disputes between co-ops.
 - Enforcing USCA and apartment's rules, contracts, policies, etc.
 - Acting as liaison between the apartment and C.O.
 - Keeping the apartments in good repair.
 - Being on call. 24 hours a day. If s/he will not be available at a certain time, s/he must ensure that an assistant manager is available.
 - g. The Apartment Manager shall live in Rochdale, though s/he is not a member of either complex and cannot vote or make motions at Councils or in elections.
 - h. In exchange for his/her services, the Apartment Manager shall receive:
 - 40 hours compensation each week.
 - Benefits detailed in the BSC EA Contract.
 - By the 12th week of each academic term, the Apartment Manager's job performance shall be evaluated by a committee of Council members and the FWV and RV Presidents. The performance review shall consist of FWV and RV resident surveys, a Town Hall Meeting and interviews with pertinent C.O. staff. The committee convening during the fall shall evaluate the performance for the summer and fall semesters. With the assistance of Central Office, if necessary, the committee will assess the effectiveness of the manager's

performance; determine any changes in policy, and award a raise and bonus or recommend dismissal. A bonus of 0-5% may be awarded; however, a bonus of 5% should only be awarded in exceptional circumstances. After the Apartment Manager's first year of service this committee shall award a raise of up to 10%. After the second year and each year thereafter, this committee shall award a raise of up to 5% until a cap of 41% of the base salary is reached. The evaluation report shall be confidential and submitted to a closed-door session of each Council consisting of evaluation committee members, the Apartment Manager, and elected/hired apartment officials only, to protect the rights of the employee. Such Councils shall consider any recommendations forwarded by the evaluation committee.

- i. Council, the Operations Manager, or a committee empowered to do so may issue a warning letter for reasons stated in section (G). Such a warning letter shall detail those aspects of the Apartment Manager's job performance that is deemed unsatisfactory. If the manager's job performance does not satisfactorily improve within ten days or the time prescribed in the warning letter, whichever is more, then Council may debate the merits of dismissing the manager.
 - j. When debating the dismissal of the Apartment Manager, a FWV and RV joint Council, in closed session, shall debate the recommendation, field input from members and C.O., and discuss the issue with the manager. A two-thirds vote of the Council present along with a majority of each complex shall be necessary for dismissal. The decision may only be appealed to the Personnel Appeals Committee of the BSC. Grounds for dismissal shall be an inability or refusal to adequately perform the duties described in the Operations Manual, mismanagement or embezzlement of funds or property, or negligent behavior.
- B. House Manager: is responsible for overseeing the day to day running and safety and security of Fenwick.
- a. They shall be hired by the BSC Hiring Committee and BSC Operations Manager, and is directly supervised by the FWV and RV Presidents with the guidance of the BSC Operations Manager.
 - b. The detailed responsibilities of the House Manager shall be described in a job description included in the apartment's Operation Manual. Among his/her duties, which can be delegated, the House Manager shall be responsible for:
 - Check-ins, check-outs and maintaining a thorough inventory check of all the apartment units.
 - The FHM supervises all other managers along with the House President.
 - S/he handles problems that arise such as lockouts and member disputes.
 - The FHM works with Central Office (CO) on matters concerning Fenwick.
 - The FHM must attend all house meetings and is responsible for seeing that the directives of Council are carried out.
 - The FHM will work closely with the Apartment Manager who will provide extensive support and training on all aspects of the job.
 - The FHM is required to work at least 75% of hours in office; these hours must be regular, but should reasonably accommodate the FHM's schedule.
 - The FHM is expected to be on call for emergencies. The FHM is responsible for training an incoming FHM.
 - The House Manager may not simultaneously hold the position of either President or Work-shift Manager.
 - In addition, the House Manager is responsible for the finances of the apartment. S/he oversees the checking account, savings account, and House account at Central Office. S/he

calculates and collects the debt from members and deals with any debts the house might owe.

Specifically, the House Manager is responsible for:

- Making bank runs when needed for deposit of key deposits, coin deposits, etc.
- Paying all bills the house has and coordinating the matters with Central Office.
- Using figures for house budget and other fines or charges submitted by the House and Work-shift Manager, calculate member's house bills and collect if necessary.
- VCR, vacuum cleaner rental fines, lockout fines, etc.
- Dealing with collection of PG&E bills still owed and related matters
- Balancing any house checking and savings accounts and issuing checks to managers as needed.
- Updating signature cards for any checking & savings accounts at the beginning of each semester
- Responsible for filling out Petty Cash Reimbursements and coordinate with Central Office when necessary.
- Responsible for setting up an account at a copy place, updating the debts in that respect.
- Keep track of FWV financial situation and make reports to council
- Emptying the laundry and soda machines.

c. In exchange for his/her services, the House Manager shall receive:

- 21 hours compensation each week.
- Parking in the Rochdale parking garage, paid for by Fenwick [amended Spring 2012]
- Benefits detailed in the BSC EA Contract.

C. Work-shift Manager is primarily responsible for assigning and supervising Fenwick member work-shifts as well as updating work-shift fines.

- a. The Work-shift Manager may not simultaneously hold the position of either President or House Manager.
- b. S/he is responsible for staffing the Rochdale/Fenwick office at least three days per week (this may include Saturday) and working closely with the Apartment managers.
- c. S/he must be on call by pager for at least one day per week to handle non-office-hour emergencies (lock-outs, quiet hours, etc.)
- d. S/he assists with check-ins and check-outs
- e. S/he must attend all House Council and Management meetings and assist with various duties assigned by the Apartment managers
- f. In exchange for his/her services, the Work-shift Manager shall receive:
 - 10 hours compensation each week.

D. Waste Reduction Manager: The Fenwick Waste Reduction Manager's primary duty is promote waste reduction throughout the property in a safe and environmentally sustainable way. The WRM is directly supervised by the House Manager, and is hired in-house through the House Manager, President, and Facilities Manager. The WRM position is allotted 5 hours per week to be compensated at the workshift rate. WRM duties specifically include:

- a. Taking out recycling and compost bins for pick-ups, and scheduling extra pickups as necessary. This includes scheduling pick-ups for soft and hard plastics, scrap metal, e-waste, and free-pile overflow through the central level Waste Reduction Coordinator (recycle@bsc.coop).
- b. Ensuring that recycling and food compost bins are properly labeled and sorted, and that recycling/e-waste areas are clean and clearly outlined.
- c. Educating members about in-house recycling and compost services through presentations at Council meetings.

- d. Collaborating with the Rochdale WRM to increase recycling and reuse efforts across the Fenwick/ Rochdale property, as well as maintain the Recycling and sustainability board across the Rochdale/Fenwick office.
 - e. Conducting two unit-level waste audits during the semester: one at the beginning, and the other during the end. The results of which are to be presented to Council.
 - f. Conducting one waste reduction/ conservation project per semester.
 - g. Attending all mandatory WRM meetings during the semester or sending a substitute in lieu.
 - h. Managing a BSC email account in a consistent basis (fenhm@bsc.coop).
 - i. Maintaining a “living” google document to serve as a resource for future WRMs. (existing document)
 - j. Ordering recycling/composting supplies in conjunction with the Facilities Manager.
 - k. Every aspect of the WRMs job should be done sustainably, and with goodwill towards the world and others. The WRM is encouraged to work with charities, and to promote self-sustaining practices. Finally, the WRM should also serve as a knowledgeable resource on waste reduction for all Fenwick residents [amended spring 2012].
- E. The Fenwick Garden Coordinator’s (FGC) primary duty is to ensure the maintenance of Fenwick’s green spaces and Davis Park. The FGC averages 5 hrs/week and is compensated at the workshift rate. The FGC is either elected through a ballot vote or through Council as outlined in Article IV. The FGC is directly supervised by a member of Management with the oversight of the President. The FGC’s duties include, but are not limited to:
- a. Maintaining the flowers, plants, grass, and shrubs in Davis Park and Fenwick, the Haste and Dwight entrances, and the greenery along Dana, including trimming, pruning, harvesting, and watering as needed.
 - b. Developing, presenting, and completing at least one project per semester that will improve the green spaces and the quality of life of Fenwick residents.
 - c. Contacting the Rochdale Garden Coordinator on a weekly basis to discuss ideas, budget proposals, execute any joint projects, and to make arrangements for the maintenance of Davis Park.
 - d. Contacting Management weekly to discuss potential projects, provide project updates and a list of tasks that residents can do for their landscape requirement, and to consult for any help in completing all projects in a timely manner.
 - e. Attending all Council and Coordinator Meetings, and providing Council updates on projects at every meeting.
 - f. Managing an average budget of \$1,300 that includes shared expenses with Rochdale.
- F. Elected Managers shall be chosen by House Council elections as detailed in Article IV. Section
- a. The following positions shall be elected at the beginning of the semester by the House Council
 - President
 - Secretary
 - Waste Reduction Manager
 - Gardening coordinator
 - Social Manager
 - Health Worker
 - (5) Council Members
 - (2) Board Representatives
 - b. All elected officer’s terms shall be one semester, unless otherwise provided. All elected positions shall be filled the semester previous to the beginning of their terms.
 - c. All elected managers must attend every Council meeting of their term, or they will be fined one (1) central level work-shift hour.
 - d. Compensation
 - The House shall set compensation for all managers. Rates of this compensation may only be changed effective the succeeding semester. This applies to the rate of compensation, and not to the compensation of any individual officer or manager.

- The following guidelines shall be used for compensation:
 - Management will be paid hourly according to the wages explained in their respective job descriptions.
 - Via a timesheet system, each manager is responsible for logging in the hours they work and describe their activities in the timesheet in order to get compensated.
 - All managers must still abide by the Fenwick Weavers Village work-shift Policy and fulfill the same amount of work-shift hours as do all residents.
- All elected managers shall be allocated hours and compensated in accordance with their job descriptions, which will be kept up to date and on file in the Rochdale/Fenwick office under the care of the Apartment manager at all times.
- No manager will be compensated for more hours than officially allocated in their job description.
- e. At the end of every semester, members will be asked to complete Manager Evaluations in order to gauge how well each manager served the community of Fenwick.
 - These Manager Evaluations will serve primarily as an aid to the membership in order to determine whether or not they would like to elect the same person for that management position again and it can help the respective managers learn what they can do to improve Fenwick [amended Spring 2008].

G. Impeachment of Elected Management

- a. Petition of 20% of total house members and signatures must be brought forth to House Manager or House President.
- b. Management then validates the petition and presents it at the next Council meeting.
- c. An impeachment committee shall be formed at the first Council meeting upon the completion of validation of the signatures the week following the notification.
 - Peach Comm. shall consist of five council members plus House Manager
 - Peach Comm. shall elect the chair at the first meeting.
 - Peach Comm. shall investigate the raised allegation against the elected officer being impeached and report back to council in the following meeting.
 - Council then must approve the impeachment procedures by simple majority.
- d. Management initiates voting the day after council has approved impeachment procedures.
- e. An absolute majority of Fenwick membership is required for impeachment and removal from office.
- f. In the event of a vacancy normal election procedures shall be followed.

Article VI: Amendments

- A. An up-to-date Constitution and House Policy must always be posted and made available to members.
- B. The Constitution/Bylaws/Job Descriptions may be amended only if the following steps are followed:
 - a. Written notice of the proposed change must be posted in high traffic areas around Fenwick four days before the proposal is presented at council.
 - b. The proposal must be presented at council and must pass by a 2/3 majority of those present at council.
 - c. Following the council meeting, every apartment and common area must be posted with details of the proposed change. In addition to this, every member will be emailed the same information. Also, the contact information of the individual making the proposal will be included in the proposal. The purpose of this step is to allow the entire membership to give input on the proposed change.
 - d. The proposal must be presented at council, once again, and must pass by a 2/3 majority of those present at council.
 - e. The change passes upon successful completion of these steps.

FENWICK WEAVERS VILLAGE HOUSE BYLAWS REVISED Fall 2014 [Dates in brackets indicate the term in which changes were made]

Fenwick Weavers Village House Constitution

1. Council Attendance

House Council meetings are every two weeks. Every Fenwick resident is required to attend the full duration of at least two house meetings per semester. A two (2) hour work shift fine per meeting missed will be assessed to those who fail to comply. [Spring 2015]

a) If a resident doesn't complete their 2 council requirements they will be fined \$26 for each council they did not attend (a total of \$52 for both).

i) Exceptions will be made for residents who provide proof that they can't make it to council meetings.

ii) If the resident can't pay the fine for the councils they missed, they will be allowed to make up the fine by attending additional council meetings the following semester. [Spring 2015]

2. Davis Park

The gate in Davis Park will be unlocked. [Summer 1981]

3. Courtyard

The courtyard and barbecue are for Fenwick residents and their guests. Please be courteous when using the area by picking up any garbage and keeping the noise level down. Normal Fenwick quiet hours apply.

4. Hot Tub

a. The hot tub area is for the use of Fenwick residents and their guests. Please be courteous when using the area by picking up any garbage, keeping noise down, and replacing the hot tub cover after use. Normal Fenwick quiet hours apply. Additional rules as necessary to maintain a clean, safe, quiet hot tub may be set by the Hot Tub Manager and posted in the area.

b. Furthermore, to address concerns about noise and interest of safety, the use of alcohol, amplified sound, and electric devices (with exception of electrical devices as required by a disabled resident, such as an electric wheelchair) within the hot tub is prohibited. Violation of this policy shall be punished according to the same schedule as, but separate from, violation of the quiet hours policy (see below).

c. The Hot Tub Manager will have secondary responsibility, after the House Manager, for enforcing this policy and for enforcing the quiet hour's policy in the area of the hot tub only. [Spring 1997]

5. Key Deposits

A resident who loses a key and wishes a replacement, or who does not turn in his or her keys upon checkout, shall pay a \$75.00 key fine (\$50 for room key and \$25 for gate key). The House Manager shall keep track of how many keys each person has accepted. [Fall 1997]

6. Locks (Re-keying, Lock-outs, etc

The House Manager shall keep track of how many people move in and out of each apartment. It shall be up to the Maintenance Manager to determine when locks shall be re-keyed. The House Manager is responsible for keeping records of how many people move in and out of each apartment. [Summer 1981]

7. Quiet Hours/Noise Policy and Fines

- a. Quiet hours shall be 11PM-10AM Sunday Through Thursday nights, and 1AM-10AM Friday and Saturday nights. Quiet hours mean that a resident or guest should not generate any noise audible within the residents of any neighbor, within or outside Fenwick.
- b. The quiet hour's policy shall be enforced as follows: Residents within Fenwick concerned about a violation must first attempt to contact their neighbor to abate the noise. Should that attempt fail, residents should page the House Manager Directly for intervention.
- c. When the House Manager intervenes, he or she should investigate to determine if in fact the quiet hours policy has been violated. Should the House Manager be unavailable at the time of the incident, a message should be left in his or her voice mailbox on the house phone line. The House Manager has then 48 hours to investigate the incident. Should immediate intervention be required when the house manager is unavailable, the Rochdale House Manager should be contacted.
- d. 1st Violation: Warning, 2nd Violation: 2nd Warning except if this violation happens the same night as the 1st violation, which will result in a \$50.00 fine. 3rd Violation: \$50.00, 4th Violation and any thereafter: \$50.00 fine and at Management's discretion, resident may be placed under a conditional contract.
 - Enforcement of the quiet hour's policy shall be responsibility of the House Manager. The Hot Tub Manager also has secondary responsibilities for enforcing this policy within the hot tub area only.
 - Extreme noise is prohibited at all times. People who might create unreasonable noise should check with their neighbors, within or outside Fenwick, beforehand. [Spring 1997]

8. Work-shift Fines

Work-shift fines shall be twice the current work-shift rate per hour down. Missed work-shifts (not approved by the Work-shift Manager) shall be fined double the hours to be compensated.

9. Fire Drills

Fenwick has two fire drills a semester, and EVERYONE must evacuate their apartments. Residents are instructed to exit via the Haste Street Gate and Dwight Street Gate. You will then proceed to the blockades located on the corner of Dwight and Dana. All residents present during the drill must participate. Those deliberately avoid fire drill procedures (resist participation in the drill) will be assessed a \$25 fine. You will be fined for not participating.

10. Manager Mid-Semester Review

Fenwick President will conduct mid-semester review for the Fall and Spring semester and managers will be subject to a referendum if necessary. [Fall 2003]

11. Smoking Policy

Smoking is not allowed inside the apartments unless all residents agree on this matter. Smoking outdoors close to any openings like windows or doors is not allowed unless all residents affected agree to this matter. Fines are as follows: first offense: party affected need to talk/warn other party about the matter and make clear that smoking is a problem; second offense is a warning from the manager; third offense is a \$50 fine; fourth offense is subject to termination of BSC membership leading to eviction due to uncooperative behavior. [Spring 2004]

12. Also note sections on Parties, Parking, Keys and Re-keying policies and council attendance in reference to fines.

13. Guests

- a. No guest may stay in an apartment if any roommate objects. People may have guests for one week, with one additional week allowed if approved by House Council. Two weeks is the absolute maximum (per the BSC Administrative Code). [Spring 1981]
- b. Warning: ** There is a \$500 fine for subletting or having long term guests**

14. Parties

- a. Residents who decide to have a party MUST first notify all neighbors, within or outside Fenwick, no later than 72 hours before the date of the event. Notice must be placed on the laundry room door and interior of both gates. Parties shall be confined to an apartment and not spill into common areas. [Spring 1997]
- b. All parties must abide by Fenwick quiet hours, 10 PM on weekdays and 1 AM on weekends. Regardless of the hour, any party can be broken up for excessive noise/vandalism. The apartment throwing the party is responsible for any damage to Fenwick or its residents; this includes fines levied by either Central Office or by local authorities. Roof access is denied to partygoers. [Fall 1996]
- c. You must adhere to BSC party policy as well. If your party will have more than thirty, (30) guests, you must get it approved by House Council and take proper security precautions. [Spring 1994]
- d. Violation of the party policy shall be punished according to the same schedule as, but separately from, violation of the noise policy. [Spring 1997]
- e. You must complete and submit a Private Party Agreement form to Management at least 72 hours in advance. [Fall 2008]

15. Hiring (By Managers)

The House Manager may hire people as needed at his or her discretion. Preference is given to hiring for work-shift credit, and money as last resort. The House Manager shall be responsible for reporting hiring(s) to House Council as soon as they occur.

16. Room Bids (within apartments)

Considering disputes over the allocation of rooms within individual apartments, the room “bids” will occur as follows: residents remaining in the same room from Fall to Spring or Spring to Fall have first priority; in the case of Fall, when the resident from Spring does not want the room, the Summer resident has next priority; finally, if neither of the above applies seniority in the BSC will be used, with the BSC application number being used to break ties. Active points supersede all inactive points. A member’s points are inactive for the first four (4) weeks in the apartment, upon which time they become active. [Summer 2003]

17. Scholarship Policy

Fenwick Scholarship for AB540/Dire Financial Need Students

To aid students who find themselves in dire financial circumstances, such as AB540 students, who cannot afford living at Fenwick while contemporaneously paying full University tuition. It is our duty as members of the BSC to provide assistance to students who wish to join and continue being part of our organization but face this extreme economic hardship. This scholarship thus fulfills this duty and mission statement.

General information:

- a. The scholarship will be offered to three Fenwick residents per semester/summer session. The scholarship will only be offered to Fenwick residents. During summer only residents who will be staying the whole summer will be eligible for the scholarship.
- b. Applicant is not required to submit a social security number.
- c. The money used for the scholarship will come from the house account.
- d. Fenwick will offer up to 3 scholarships, depending on the demand of scholarships and availability of funds in the house account.
- e. Each scholarship will cover 1/3 of the four-bedroom rent rate.
- f. The scholarship program may be temporarily suspended if there are insufficient funds in the house account.
- g. Advertisement for the scholarship should be done through the Fenwick newsletter, NMO, Council and/or flyers posted around the apartment premises.
- h. The scholarship program will continue indefinitely until council determines to not offer it.

Selection Process

- a. The committee reviewing the scholarships at the beginning of each semester will consist of:
 - The President, and 3 persons appointed by the council who are knowledgeable about AB540/Financial Aid Issues. Work-shift credits will be given to 3 Fenwick residents.
 - The 3 persons in the committee will be selected, upon nomination and election, at the first council meeting of the respective term.
- b. The application will consist of a few general questions and a 500 word-max essay along with a 250 word essay chosen by the president. The applicants will also be required to submit a copy of their "Award Summary" (Located in bear facts under the financial aid tab) to verify financial need status.
- c. Scholarship applications will be due on the day of the second council meeting
 - Applications must be emailed to the President in a Google Document. The applications can be dropped off in a designated box, email or via fax at any time before the second council meeting located in the Managers Office.
- d. The President is responsible for collecting all applications, storing them in a locked and secure location and making copies of the applications for use by the committee.
 - The President must white out the names of all applicants in the copies to retain anonymity and all names will be replaced by a number that would correspond to their name.
 - The President will be the only one to know the names of the applicants.
 - The committee will select the winners and the President will notify all winners.
 - After applicants have been selected and have been notified, the Facilities Manager must destroy all applications to protect the identity and personal information of the applicants.

landscaping

- e. Scholarship committee will meet in between two council meetings to elect the recipients.
- f. The President will inform elected scholarship recipients via email and/or phone call by the third council meeting.
- g. Facilities Manager will be responsible for notifying bookkeeping about rent credits given to recipients Semesterly. [Updated Fall 2014]

18. Fall and Spring Work-shift & Responsibilities

- a. Fenwick residents must complete eight (8) hours of work-shift per academic contract period. These eight (8) hours must be comprised of at least one hour of landscaping, and one hour of recycling.
 - There are four (4) work-shift deadlines throughout the contract period: two (2) hours must be completed by the first deadline, four (4) hours must be completed by the second deadline, six

- (6) hours must be completed by the third deadline, and eight (8) hours by the final deadline. Deadlines are to be determined by management.
- b. All members must attend two (2) full council meetings per academic period.
 - c. Missed work-shift deadlines shall result in a fine equal to the work-shift rate per hour missed.
 - d. Incomplete work-shift hours/unpaid work-shift fees at the end of the contract period will be doubled (e.g. if you miss all work-shift hours and the two required council meetings then you will be fined for thirty-two (32) hours).
 - All work-shift fines must be paid or worked off by the end of the following academic contract period. (Fall fines need to be taken care of before the end of Spring; Spring fines must be taken care of before end of the Fall semester; Summer fines must be taken care of before end of Fall Semester) DISCLAIMER: All fines may need to be paid upfront and may be reimbursed if you choose to work the hours off.
 - e. Members shall not “pay out” their workshift for any semester including summer.
 - i. Members with extenuating circumstances may be considered for an exemption. The individual can present their situation to management or to a council member, the individual’s case will be presented during council by management or a council member for final approval. The individual’s identity will be kept anonymous in council.
 - ii. Any exemption must be presented before the first Workshift deadline.
 - iii. If your case is not approved by council the first time, you can appeal your case during the next council meeting with at least 48 hours notice. [Fall 2015]
 - f. Residents who are recognized under “BSC Work-shifters and Disabilities (VI.A.4)” are responsible for completing all eight (8) hours of work-shift per academic semester. These residents can meet with management for that contract period to discuss any work-shift arrangements, but this must be done prior to the first work-shift deadline.

19. Summer Work-shift & Responsibilities

- a. There are two contract periods per summer, each with two work-shift deadlines.
- b. Members holding a contract for both periods, the full summer term, must follow the work-shift policy as outlined in “Fall and Spring Work-shift & Responsibilities” of these by-laws.
- c. Members holding a contract for only one summer period are responsible for:
 - Completing four (4) hours of work-shift, which must include at least one hour of recycling or landscaping.
 - Attending one full council meeting before final work-shift deadline for their contract.
- d. Following work-shift policy according to “Fall and Spring Work-shift & Responsibilities” (§3-6).[Fall 2010]

20. Recycling Work-shift

All Fenwick Residents are required to complete at least 1 recycling shift. [Fall 2006]

21. Work-shift Failure and Termination

Any resident who has not completed a minimum of three (3) hours of work-shifts by the end of the semester will be sent before a termination committee. [Fall 1987]

22. Seniority Points (Losing Thereof)

If a member is down 50% of their work-shift hours or more hours at the end of the semester or summer, his or her point for that semester will be withheld. Ample warning will be given to those in danger of losing their point. This is in addition to the double fines for the hours not completed. [Fall 1985]

23. Managerial Guidelines XXII. BSC Training Workshops

All managers and officers must attend BSC training workshops. [Fall 2002]

24. House Manager Fines

If the House Manager leaves during the beginning or end of his/ her term and subsequently does not work on check-ins or check-outs, then one-fourth (1/4) of his or her total compensation is forfeited. The House Manager may appeal to House Council to remove the fine if extenuating circumstances exist. [Summer 2003]

25. Purchase Order Cards

The limits will be \$50.00 for the House Manager and Work-shift manager, \$100.00 for the House President and \$200.00 for the Maintenance manager. [Summer 2003]

26. Use of Funds by Officers/Managers

The House Manager, Maintenance Manager, Work-shift Manager, and President shall be allowed to spend funds without the approval of House Council only for items directly related to their daily operations and directly related to their position and this shall not exceed \$200.00 for the Maintenance manager, \$100.00 for the House President, and \$50.00 for all other positions. All other spending must be approved by House Council. All money spent must be reported to House Council. Positions other than the four listed above may not spend House funds without approval of House Council. Violation of these provisions is considered a violation of Fenwick Weavers Village House Constitution Provision C, Section 3, and Article III. [Summer 2003]

27. Community Emergency Response Training

Every hired and employee (excluding Council members) must be CERT (Community Emergency Response Team) or CPR and First Aid trained in order to better prepare Fenwick for emergency responses. All employees have the option to be compensated at their current pay rate or be given work-shift credit for attending the training. The money to compensate employees will be taken from their already allotted payroll budgets. Non- employees may also attend a CERT of CPR and First Aid training for up to four hours or work-shift credit. All trained employees and members must be active members of the Fenwick emergency preparedness plant and response team. All employees only need to be trained once at the beginning of their tenure as an employee of Fenwick. Fall 2008)

28. Late VOC's

- a. IF a VOCs review does not occur within same semester as the work that was done, the President automatically loses his or her 40% comp.
- b. Only residents in the relevant VOC semester may cast votes for a late VOC. No residents who did not live during the semester I which the VOC happened or should have happened may vote for a previous semester's VOC.
- c. No Past VOCs may be reviewed after the first Council meeting of the following semester. (Summer 2006)

29. Procedure/Motions

All motions must be posted in the laundry room forty-eight (48) hours before the Council meeting where it is to be heard and must include the name of the House Member(s) making the motion. [Spring 1988]

30. Previous Notice is required to make changes in these policies

Previous notice is defined as a notice posted on the laundry room door and Dwight/Haste gates seven (7) days prior to the House Council at which these motions are to be discussed. [Spring 1996]

31. END BYLAWS