



# *Martha Cook Building*

## *Resident Handbook* 2010-2011

*"It must be a college home, inspiring cultured courtesy, sincere friendship, devoted service, integrity of character, industry, self-reliance, sound scholarship, and an appreciation of the finer things of life"*

*– William C. Cook*

## IMPORTANT PHONE NUMBERS

**Martha Cook Building:** Area Code 734  
Front Desk: 763-2083  
Fax: 764-9918  
Director – Marion: 763-2084  
763-5759 Apt.  
358-4969 Cell

**Dining Services:** 763-2085  
Manager – Kris Smak  
Supervisor – Virginia Perri  
Chef – Gary Marquardt

**Facilities:** 763-5552  
  
Custodian - Geneva Brown  
Custodian – Jerry Wells  
Maintenance – Jessie Orosco: 615-3286

**ARD** – Emma Lawton: 565-6626  
353-656 Cell

**Assistant R.A.** – Kerith Asma 353-0417 Cell

**MCPA** – Lauren Seale: 565-6801

**FIXIT (Room and Building Maintenance Request): 763-4948**

**Campus Security: 763-1131**

**Emergency: 911**

**Entrée Office (for lost or stolen M-cards): 763-4632**

# *Martha Cook Handbook*

## **Table of Contents**

<b>The Martha Cook Building</b>	<b>1</b>
<b>The Martha Cook Building Staff and Resident Staff</b>	<b>1</b>
<b>The Honor Code</b>	<b>2</b>
Definition of Violations	3
House Policies	3
Consequences of Violations	4
<b>The University of Michigan Alcohol Policy</b>	<b>5</b>
Other Drugs and Controlled Substances	5
<b>Important Rules</b>	<b>6</b>
Escort Policy	6
Male Visitation	6
Quiet Hours	6
Building Hours	6
<b>Rules to Live By</b>	<b>6</b>
<b>Useful Areas of the Building</b>	<b>7</b>
<b>First Floor</b>	
Main Hallway	7
Gold Room and Red Room	7
Sparking Room	7
Elevator	7
Dining Room	7
Cookie Corner	7
<b>Basement</b>	
Computing Site	8
Vending Machines	8
Laundry Room	8
Bike Room	8
Recreational Room	9
<b>Residential Floors</b>	
Libraries	9
Kitchenettes	9
<b>Quick Reference</b>	<b>9</b>
<b>Your Room</b>	<b>10</b>
Vacuum Cleaners	10
Maintenance	10
Room Decorations	10
Storage	10
Telephone	10

<b>Room and Board Payments</b>	<b>11</b>
<b>Martha Cook Building Scholarships</b>	<b>11</b>
Anne E. Shipman Stevens Scholarship	11
<b>Edwina</b>	<b>12</b>
<b>Building Services</b>	<b>12</b>
The Front Desk	12
Lost and Found	12
Keys	12
Mail	13
Overnight Guests	13
Cots	13
First Floor Guest Room	13
<b>Dining Services</b>	<b>14</b>
General Policies and Guidelines	14
Take-away Meals	14
Dress Code	14
Guests	15
Sit-Down Dinners	15
The Martha Cook Grace	15
Late Dinners	15
Buffets	16
Sick Trays	16
Borrowing Equipment	16
Special Food Needs	16
<b>Room Drawing</b>	<b>17</b>
Pre-Room Drawing Procedures	17
April Room Drawing Procedures	18
December Room Drawing Procedures	18
Policy on Old Residents Returning to MCB	18
Policy on Officer Rooms	19
Priority Point Basis	19
<b>Martha Cook House Board</b>	<b>20</b>
<b>Martha Cook Constitution</b>	<b>22</b>
<b>Martha Cook By-Laws</b>	<b>25</b>
<b>Important Numbers</b>	<b>28</b>

## **The Martha Cook Building Staff**

**MARION Law – Director:** Marion’s office hours are 7:30 a.m. to 4:00 p.m. Don’t hesitate to pop in on the spur of the moment if you have a problem or just want to visit. Telephone – 763-2084

**KRIS SMAK – Dining Service Manager:** Kris’ office is located in the kitchen, just on the left when you walk in. Dining Service office hours are 7:30 a.m. to 5:00 p.m. Please see Kris as early as possible to arrange for take-out meals or other requests. Telephone – 763-2085

**VIRGINIA PERRI – Dining Services Supervisor:** Dining Services Supervisor’s office area is also in the kitchen, adjacent to the Manager’s office. Please see the Supervisor regarding student employment and any Dining Service needs. Telephone – 763-2085

**JESSIE OROSCO – Martha Cook Mechanic:** Jessie takes care of maintenance in the Building. Call FIXIT (763-4948) to report any maintenance problem and the message will be relayed to Jessie for attention.

**GENEVA BROWN AND Jerry Wells – Martha Cook Custodians:** Geneva and Jerry , along with Jessie, are on hand Monday – Friday from 7:30 a.m. to 4:00 p.m.

## **Resident Staff**

**EMMA LAWTON, ASSISTANT RESIDENT DIRECTOR:** Emma’s room is located at the south end of the second floor, room 231. Stop by if you need help or information about the Building or campus. Please feel free to come by for any reason whatsoever.

**LAUREN SEALE, MULTI CULTURAL PEER ADVISOR:** Be on the lookout for information from Lauren on multi-cultural events on campus and for the programs she will organize especially for Martha Cook residents.

**KERITH ASMA, ASSISTANT R.A:** Kerith is on duty every other week. You will find duty signs posted on the outside of the Front Doors and in the lobby on the Front Desk Service Window.

## **THE HONOR CODE**

Those who live here at MCB are given a great deal of freedom and corresponding amount of responsibility for their actions, with the hope that they will emerge with independence and maturity from this unique experience in group living. Inherent in this responsibility is an attitude of consideration and respect for each member of the group.

Residents are expected to observe rules and regulations set up by both the University of Michigan and the MCB Handbook. Witnesses to any violation can remind the offender of her obligation or report the offense to the Director or the ARD. Prompt payment of all meal accounts for guests, proper dress at all times, and responsible adherence to the visitation hours and procedures are all a part of the Honor Code.

Observance of general residence hall etiquette; considerate use of the showers and baths; respect for property in the refrigerators; leaving the TV Room, bathrooms, and kitchenettes clean and orderly; and respecting quiet hours help to create a harmonious and comfortable atmosphere.

It is requested that during the year each resident serve the house in some manner, as a member of a committee, on a house team, or in some campus activity. In addition, each woman in the house is required to complete a "house service" which consists of one of the following, once per term: serving Friday tea, collecting papers for recycling, helping at exam snacks, or carrying out other unspecified service duties. Also, attendance at one All-House Meeting per term is required.

## **House Policies**

Repeated violations and failure to abide by the House Policies are subject to review by the Building Director. These violations include those which violate University policy or the policies of the Martha Cook Building.

### **I. Definition of Violations**

#### **A. Offenses (1A through 5A may result in instant loss of lease)**

1. Theft
2. Substance Abuse – alcohol and other drugs
3. Harassment
4. Assault and Battery
5. Weapons or other dangerous chemicals

#### **B. House Policies**

1. All-House Meeting Attendance
2. Dining Room Etiquette
  - a. Dress Code
  - b. Silverware and Dish Removal
  - c. Ensure payment for all guest meals
3. House Service
4. Male Visitation Hours
5. Quiet Hours
6. Escort Policy
7. Preservation of Building property, fixtures and furnishings

### **II. Consequences of Violations**

#### **A. Federal Offenses will be referred to the University**

#### **B. House Policy violations will be dealt with as follows:**

1. Each reported violation will be investigated by the Director or the ARD.
2. If a violation is verified, an initial verbal warning will be given to the resident, followed by a written incident report.
3. After a second violation, the Building Director will speak the resident and sanctions may be levied by the Director.
4. A third violation of policy will result in a written notice from the Building Director and Sanctions levied.
5. After the fourth violation, the Building Director reserves the right to require the resident to re-apply for residence or to terminate her lease.

Depending on the severity of the violation, any situation may be handled immediately by the Building Director.

**IT IS UNDERSTOOD THAT, BY APPLYING FOR RESIDENCY AT THE MARTHA COOK BUILDING, RESIDENTS HAVE VOLUNTARILY CHOSEN TO ACCEPT AND ABIDE BY THE POLICIES OF CONDUCT OF THE BUILDING. THEREFORE, IT IS ANTICIPATED THAT THE ABOVE GUIDELINES WILL NOT REQUIRE ENFORCEMENT.**

**Sanctions have been drawn up which may be levied against offenders. Sanctions will be assigned at the discretion of the Building Director.**

The following infractions will result in appropriate reparations issued by the Martha Cook Building Director. Continued repeated offenses will result in several sanctions being issued. Please note that you are responsible for the conduct of your guests.

Infractions include:	Verbal Warning	Written Warning	Sanction
Smoking in the Building			X
Breaking male visitation hours	X	X	X
Having a male spend the night		X	X
Violating the Escort Policy	X	*	X
Being disruptive (i.e. loud stereo)	X	X	X
Bikes in the hallway	X	loss of bike room privileges	
Violation of honor code			X
Violation of computer room policies	X	loss of computer room privileges	
Removing food, plates, etc. from kitchen	X		X
Kitchenette left in disorder	X	*	X
Violation of dress code		-- will not be served meal --	
Late for sitdown dinner		-- will not be served dinner --	
Alcohol violation	Refer to DPS		
Disorderly conduct			X
Endangerment			X
Fire Safety			X
Destruction of property			X
Pets in the room	X	pet must be removed immediately	
Illegal Electrical Appliance	X	appliance must be removed immediately	
Recklessly pulling fire alarm		X	X
Failure to comply			X

\* Initial verbal warning will be followed by a written notice acknowledging verbal warning.

**The following violations will result in an immediate loss of lease:**

- Possession of drugs or controlled substances
- Harassment
- Assault and Battery
- Weapons or dangerous chemicals
- Theft

Sanctions will be assigned at the discretion of the Building Director. Sanctions\*\* will include the following:

- Assisting with Dining Services*
- Attending a University-sponsored program*
- Performing a pre-approved community service*

\*\*This information is subject to change & additions, depending on the severity of the conduct.

## **THE UNIVERSITY OF MICHIGAN ALCOHOL POLICY**

University Housing policies with respect to alcohol consumption in its residence halls are as follows:

1. In the State of Michigan, the legal age for purchase and consumption of all alcoholic beverages is 21. Michigan laws and regulations and Ann Arbor City ordinances govern the sale, possession, consumption, and distribution of alcoholic beverages. Students at the University are not exempt from such laws and statutes.
2. Alcohol may not be consumed or dispensed in any public area of the residence halls, including hallways, corridors, dining rooms, concourses, lobbies, lounges, recreation rooms, TV lounges, stairwells, and bathrooms. Exceptions may be made only in those halls where the majority of residents are over twenty-one, and then only in designated locations and under specific circumstances.
3. Intoxication will never be accepted as an excuse for misconduct or for infringement upon the rights of others. Residents are entitled at all times to a secure and reasonable living environment. Penalties, assessment or replacement costs, or other disciplinary actions (up to and including lease termination) may be assessed or taken against the residents involved in any instances where alcohol is determined to be a factor in destruction of property, in public disturbances, or in serious noise infractions.

### **SOCIAL FUNCTIONS AND ALCOHOL POLICY**

1. Residents planning functions, individually or in groups, must follow the appropriate Housing, Building, or house procedures to register the event.
2. No House Council funds or funds generated by house dues may be used to purchase any kind of alcoholic beverage. House Councils that violate this regulation will forfeit their charters to operate in the residence hall.
3. Sale of alcohol is prohibited anywhere in a University residence hall. State law restricts alcohol sale and the charging of alcohol-related cover charges to state licensed establishments. Therefore, no money may be collected at any social gathering or other event for the purchase of alcohol.

This policy outlines the fundamental standards of acceptable behavior regarding the consumption of alcohol within the residence halls. It is also the intent of University Housing to encourage individual, responsible decision-making regarding alcohol by (1) stressing moderation, safety, and individual accountability for those who choose to drink; (2) fostering an atmosphere free of coercion for those who choose not to drink; and (3) providing information and comprehensive educational programs on alcohol and other substances throughout the academic year by professional and resident staff in each hall.

### **OTHER DRUGS AND CONTROLLED SUBSTANCES**

The use or possession of illegal drugs or controlled substances in violation of federal, state or local law is prohibited in the residence halls. If any student who lives in a residence hall engages in the sale or purchase of any illegal drugs or controlled substances, the University will terminate that student's lease.

# IMPORTANT RULES

## Escort Policy

All guests, male and female, **must be escorted** throughout the Building **at all times**. Please **explain our procedure to your guests**. They may call you from our lobby phone so that you can come down to greet them. When your guests leave, you must escort them to the door.

## Male Visitation

Men are permitted in the public rooms on the first floor and basement at any time. The men's restroom is located in the basement to the left as you face the elevator. Men are permitted in residents' rooms from:

11 a.m. to Midnight	Sunday through Thursday
11 a.m. to 2 a.m.	Friday and Saturday

## Quiet Hours

Quiet hours are maintained from 11 p.m. until 8 a.m. During Study Days and Exam Week, quiet hours are continuous except for meal times. Baths are not to be taken in the tub-showers during quiet hours.

## Building Hours

The Front Doors are locked 24/7. Please use only the front door for entrance and exit. Residents are responsible for carrying their ID cards at all times, especially when they are out after closing hours. The only ways to gain entrance are by:

1. Scanning your ID Card
2. Calling your roommate.
3. Calling the on-duty staff member.
4. Using the exterior phone (or your cell) to call Campus Security (763-1131)

## Rules To Live By

- Be considerate of other residents when playing your radio or stereo.
- Do not use electrical appliances in your room. (Use the kitchenettes.)
- Conserve energy by turning off the radiator and lights when not in use.
- Do not use nails, scotch tape, or double-sided mounting tape on the walls or doors.
- Read the fire drill instructions posted on each floor.
- Do not bring pets into the Building.
- Follow the Michigan State laws regarding the use of alcoholic beverages.
- Be extremely careful when microwaving popcorn and when using an oil treatment on your hair, because the heat and smoke resulting from these activities have, in the past, led to the fire alarm being activated.

# USEFUL AREAS OF THE BUILDING

## FIRST FLOOR

### Main Hallway

The main hallway is in full view upon entry into the Building. The hallway is a pleasant place to visit with guests. As such, in this area, as well as in other public areas of the first floor and basement, proper attire is required. "Proper attire" excludes bathing suits, pajamas, bath robes, slippers, curlers, and other such bedroom apparel. Only clothing and footwear that can be worn outside are allowed.

Upholstered couches and wooden benches are available for seating along the hallway. Please do not place coats and book bags on the upholstered couches – use the wooden benches for this purpose.

Also located in the main hallway is a large table where events, notices, and sign-ups pertaining to the Building are displayed. Residents should check this table regularly. Residents wishing to post an item on this hallway table must first contact the Director, the House Board Secretary or President for permission.

### Gold Room and Red Room

The Gold Room and Red Room are wonderful for entertaining. However, refreshments are not permitted in these areas, except for special occasions. Resident inquiries about reserving either of these rooms for group functions should be directed to the Building Director.

The Gold Room houses the Building's prized art case Steinway piano. The piano is available for resident use; please practice discretion when playing it and take appropriate care in its treatment (i.e., do not place anything on top of the piano or bring food or drink close to its vicinity). Hours for playing the piano are 10 a.m. to 11 p.m. During exams, the piano may only be played during mealtimes.

Due to fire Code restrictions, the fireplaces may not be used.

### Sparking Room

Connecting the Red Room to the Gold Room, the Sparking Room is a charming little nook conducive for studying and holding more private conversations. The Sparking Room additionally contains a collection of Martha Cook Annuals and the Building's yearbooks.

### Elevator

The elevator is located between the Gold Room and the Dining Room. On their way to and from the elevator, residents should not cut through the corner of the Gold Room, as this will wear a path in the carpet. Also, please show courtesy to others by not holding up the elevator on a floor for an extended period of time (e.g. while having conversations, buying a soda, picking up laundry, etc.). If there is a problem with the elevator, please notify the person on duty and/or the Front Desk as soon as possible.

### Dining Room

The Dining Room is located on the south side of the first floor. For more information regarding Dining Services and Dining Room policies, please consult page 14 of the handbook.

### **Cookie Corner**

The Cookie Corner is located at the entrance to the pantry, near the south stairwell. The Cookie Corner houses a series of bulletin boards: the first is the Cookie Board, where information about the Building and other campus activities is posted. A second board, used for postings pertaining to religious clubs or activities, is located in the adjacent stairway. Finally, the Multicultural Peer Advisor's bulletin board, with information about multicultural efforts and events around campus, is located here, opposite to the Cookie Board. Residents wishing to post information on the Cookie Board or religious board must first obtain permission from the House Board Secretary or President. Personal messages such as "For Sale" or "Help Wanted" signs should be posted on the Personals Board, located in the basement recreation room.

## **BASEMENT**

### **Computing Site**

The computing site is located in the basement, at the foot of the north stairwell. It houses Dell/PC compatible computers, Macintosh computers, one scanner, and one laser printer. A typewriter is also available in the computing site for resident use. Residents have 24-hour access to the computing site. Residents are limited to 2-hour use. When a resident's two hours are up, she should call the next person on the waitlist. If there is no one waiting, she may continue to use the computer. The following rules apply to the computing site:

- Food and drink are prohibited.
- Guests are not allowed in the computer room; non-residents may not use Martha Cook computers
- Radios, Walkman's, personal CD players, and Ipods may only be used with headphones.

A complete set of rules is posted in the computer room. Please note that there are severe penalties, up to and including loss of computer privileges for the year, for infractions of computing site rules.

If a resident experiences a problem with either the computers or laser printer in the computing site, she should contact the Front Desk in order to inform either the Office Manager or the Senior Office Assistant of the problem.

### **Vending Machines**

Soda and snack vending machines are located in the basement, at the foot of the north stairwell, across from the computing site.

### **Laundry Room**

The Laundry Room is located on the west side of the hallway, between the computing site and the recreational room. It is equipped with washers and dryers, a clothesline, and an ironing board. Residents may pay for laundry using either quarters or credit from their Entrée Plus account, which may be purchased and stored on their M-Cards. Change may be obtained from the Front Desk during office hours; please note that there is a \$3.00 limit on quarters. Courtesy permits that, after waiting 15 minutes, a resident may carefully remove another resident's clothes from the washers or dryers and place or fold them on top of the machines.

### **Bike Room**

Contained within the Recreation Room is the Bike Room, which has spaces for several bikes. Bike forms must be filed with the Office Manager upon move-in. Bikes should have an Ann Arbor license and a lock, and should be insured. No key deposit is required, but there is a \$7.00 charge for each key lost. Bikes are not to be left in the entryway or hallway and may not be stored in resident rooms.

## Recreational Room

The Recreation Room is located in the basement, across from the elevator. The Rec Room houses a TV that is available for the use of all residents. Residents may reserve the television for up to three hours per week, or for the duration of a single program, whichever is longer. Residents may not, however, reserve the TV for the same time each week. Residents should consult the TV reservation guidelines posted on the bulletin board for information about and instructions on reserving the TV. In general, residents should practice the Building's general policy of respect and consideration in matters pertaining to the TV.

A piano, designated especially for practice, is also available in the Rec Room. The Rec Room may be reserved for piano or music practice. In such a case, the *entire* room will be reserved and no one will be allowed to watch TV without the permission of the individual who is practicing. The room may not be reserved for music practice for times after 8 p.m. The same rules and regulations apply to the Recreation Room for music practice as apply for TV usage.

## RESIDENTIAL FLOORS

### Libraries

Libraries are located at the north ends of the second and third floors. These are quiet rooms, reserved primarily for studying. The libraries may, on occasion, though, be reserved for group meetings. Arrangements for group meetings should be made through the Building Director.

### Kitchenettes

Kitchenettes may be found on the north ends of the second, third, and fourth floors. Each kitchenette is equipped with a sink, refrigerator, microwave, and ironing board. Locks have been installed on many of the refrigerators to help protect food theft. The combination to the refrigerator on a resident's floor may be obtained and signed at the Front Desk. Please be aware, however, that all food is stored at a resident's own risk. Any food kept in the refrigerators should be wrapped and labeled. These facilities are for everyone's use, so residents should be courteous by keeping them clean. Trays and dirty dishes should not be left in the kitchenettes. **As Martha Cook dishes and utensils are not allowed upstairs, sanctions may be levied against residents leaving these items in the kitchenettes.**

## QUICK REFERENCE

COMPUTING SITE	Basement, to the right of the North stairwell
COPY MACHINE	Front Desk
DRINKING FOUNTAIN	Cookie Corner, by the pantry
FAX MACHINE	Front Desk (Fax # 734-764-9918)
IRONING BOARD	Kitchenettes and Laundry Room
MAILBOXES	Basement, in the Recreational Room
MEN'S RESTROOM	Basement, next to elevator
MESSAGE BOARD	By the Office Assistant window in the lobby
PIANO (for practice)	Basement, in the Recreational Room
SODA/CANDY MACHINES	Basement, near North stairwell
REFRIGERATORS	Kitchenettes
TELEVISION	Basement, in the Recreational Room

## **YOUR ROOM**

### **Your Room**

Your room will be clean when you arrive. Rooms are cleaned before Fall term, but it is your responsibility to keep your room clean during the year. Each room is provided with a rug, bed, desk, bookcase, dresser, mirror, wastebasket, tea table, floor lamp, and recycling bin. Please make sure all furniture is intact when you check out at the end of the year. Please protect furniture during the year; the furniture is wooden, not plastic or Formica. In the spring, charges will be made for damage to the rooms or furniture. Services charges will be levied for rooms left in an untidy condition.

Windows should not be left open while you are away. When windows are open, make sure the catch is fastened tightly, so windows will not blow shut and crack the panes of glass. Keep window screens closed to keep bugs and bats outside. Open windows by pushing the bottom bar, not the glass panes. Refer to the *Community Living Handbook* for further window information and policies.

### **Vacuum Cleaners**

A vacuum cleaner can be found in the janitor/trash closet of each floor.

### **Maintenance**

Anything out of order, such as leaky faucets, clogged drains, loose drawer pulls, etc, should be reported for repair. Call FIXIT (763-4948) 24 hours a day to place a repair notice in the Martha Cook maintenance work log. The FIXIT website also provides additional information and an online fixit request form at <http://www.housing.umich.edu/fixit/index.php>.

### **Room Decorations**

Please do not use glue or other permanent adhesives to hang posters or pictures. Use Removable Mounting Squares, which can be purchased at the Front Desk as well as local bookstores. The Front Desk also has a small supply of "S" hooks to hang items from the moldings. You will be charged for damage you cause to the walls. Refer to the *Community Living Handbook* for additional policies.

### **Storage**

Storage of personal property is limited and will be accommodated as space allows. The Building does supply some summer storage for residents returning to the Martha Cook Building in the Fall. Each student is allowed to store a maximum of three items (boxes) as space allows. All items for storage should be labeled with the resident's name, room number, and home address.

### **Telephone**

**\*\*Telephone problems can be reported at 763-2000 or at <http://www.itcom.itd.umich.edu>**

If you expect to have phone repairs, please inform the Front Desk. When IT-COM arrives to service your phone, a staff member will escort them up to your room if you are not home.

\* The IT-COM Business Office at 763-2000 handles telephone charges, service, and payment questions

\* To setup voice mail using your personal phone number (provided to you by the University) log on to <http://www.message.umich.edu> or [www.itcom.its.umich.edu](http://www.itcom.its.umich.edu) or dial 936-5000

## ROOM AND BOARD PAYMENTS

Room and Board payments are included on your tuition invoice from the University.

The policy of the Building regarding Room and Board refunds in case of illness or withdrawal is in accord with that of the University and is stated in the Martha Cook Building Lease. It is important to note that there is a penalty for early lease termination, as stated in Clause 2 of the lease: "If you graduate, withdraw, or have the permission of the Governors to terminate this lease in December, the cost of the lease for the Fall Terms will be 65% of the entire lease amount." For residents graduating early who have lived in the Building for three or more Fall or Winter terms, this penalty is waived. The Building also reserves the right to change the price of Room and Board. Refer to the *Community Living Handbook* for additional information including Additional Optional Charges.

Residents are to leave the Building within 24 hours following the last day of exams. Exceptions may be made for those receiving degrees.

## MARTHA COOK BUILDING SCHOLARSHIPS

A resident may receive these scholarships more than once, and may receive them concurrently. The total cannot exceed room and board rates.

### ANNE E. SHIPMAN STEVENS SCHOLARSHIP

Martha Cook Room and Board scholarships are financed by investment income generated by the Anne E. Shipman Stevens Fund, established by the Board of Governors in 1937, and the Martha Cook Alumnae of Ann Arbor Minority Award, established in 1987. The generosity of many former residents continues to make scholarships available to Martha Cook residents. The number and size of scholarships awarded vary from semester to semester.

Anne E. Shipman Stevens, one of the first Building governors, continued her relationship with the Building throughout her life. In 2000, a substantial bequest was received from the estate of Miss Elizabeth Thompson ('30) significantly increasing the scholarship fund's ability to help meet resident needs. In 2006, the Martha Cook Alumnae of Ann Arbor merged into the overall Alumnae Association and, in 2007, as the Board of Governors accepted responsibility for their scholarship funds, it affirmed its commitment to support and encourage a broadly diverse Building community.

Eligibility to receive a Martha Cook Room and Board scholarship is based on the following criteria:

- Financial Need (40%)**
- Commitment to the Building and Community (35%)**
- Scholarship (15%)**
- Interview (10%)**

An applicant must have lived in the Building for at least one full term, must be a full-time undergraduate or graduate student in both the current term of interviewing and during the upcoming semester for which she is applying for a scholarship, and must be available if called for a scholarship interview. Former recipients of a scholarship grant-in-aid may re-apply but are not guaranteed an award.

## **EDWINA**

Internationally renowned artist and MCB alumna, Edwina Jaques (BFA '70, MFA '75), designed and donated the statue in the foyer for the Building's 90<sup>th</sup> anniversary in 2005. She said "I envisioned a statue which would represent the diverse nature of the Martha Cook woman who challenges the University world, bringing a modern outlook to education, yet also celebrates the gentle heart of such a woman and recognizes the womanly arts that bind our past and future". The Board of Governors selected the name, *Edwina*, in honor of the sculptor and because its meaning, rich and valuable friend, embodied the relationships amongst all Cookies.

The ivory and gold leaf hearts attached to the cord skirt represent donations to the Martha Cook Annual Fund or the Capital Fund\* from our alumnae, friends, residents and their parents. Each has a special, personal message or name on the back. The giving and signing of hearts as remembrances is a new MCB tradition, and everyone is welcome to take part.

\* The Martha Cook Building Annual Fund is an expendable fund supporting critical Building needs and special projects or initiatives to sustain MCB and its programs. The Capital Fund is an expendable fund used for critical and immediate construction needs. Monies held in these funds are gifts of MCB's alumnae and friends and are entirely separate and distinct from room and board funds intended for the daily operations of the Building.

## **BUILDING SERVICES**

### **The Front Desk**

The Front Desk is open seven days a week, from 9 a.m. to 10 p.m. Monday-Friday, 10 a.m. to 10 p.m. Saturday, and 11 a.m. to 8 p.m. Sunday. The office and intercom phones are for incoming and business calls only.

Services provided at the Front Desk include: guest meal tickets, guest cots, lost-and-found, fax transmission and photocopying. Loan items, including iron, umbrella, and tennis racket, are available on a check-out basis. For your convenience, there are also items for sale: stamps, blue books, envelopes, pencils, and Removable Mounting Squares.

### **Lost and Found**

**See the Front Desk for a list of lost-and-found items.**

Residents are reminded that money and valuables are brought into the Building at their own risk, and the Building assumes no responsibility for them.

### **Keys**

If you lose your keys, you may purchase a new set for a NON-REFUNDABLE charge of \$7.00 per key. If you lock yourself out of your room, the OA will loan you a spare key, which must be returned within one hour. After-hours lockout assistance can be requested two times during a contract period without being assessed a service charge. Beginning with the third request, and each subsequent time thereafter, a service charge of \$5.00 will be assessed. Residents who lose their keys or have them stolen will be responsible for any and all charges, including charges for replacement keys for their

roommate/suitemate and replacement locks. Please review information provided in the *Community Living at Michigan Handbook*.

### **Mail**

Mail is received daily and is distributed to individual mailboxes. Residents' mail should be addressed to:

Martha Cook Building  
906 South University Avenue  
Ann Arbor, Michigan 48109-1195

Room number is not necessary. No money will be advanced by the Front Desk for trunks or packages sent C.O.D. Cash for these may be put in envelopes, with your name and the amount written on the outside, and left at the Front Desk. **The Building assumes no responsibility for valuables left at the Front Desk.**

If you receive a parcel or envelope that will not fit in your mailbox, the OA will place a pink slip in your mailbox to notify you when a package arrived for you. You may pick up your parcels at the Front Desk during business hours.

### **Overnight Guests**

Residents may obtain cots for female overnight guests who plan to stay in residents' room. Please be considerate of your roommate and do not plan for lengthy guest stays. The Building Director must be advised of guest stays more than three days. Cots may be secured through the Front Desk (during business hours) and through the Assistant Resident Director (after hours). Please request your cot before 3 p.m. on the day needed. After 3 and on weekends, you may request a key from the Front Desk and pick up the cot yourself.

### **Cots**

Cots are \$5.00 per person for the first night; and \$2.00 for each subsequent night.

## **DINING SERVICES**

The Martha Cook Building has many rich traditions that bring residents together at meal times. In September, all new residents are welcomed at a special dinner in their honor. Throughout the year, friends and faculty are invited as guests to dine with the residents. In December, the annual Messiah Dinner hosts the guest soloists after the final performance of Handel's Messiah in Hill Auditorium. University officials, Deans, and other guests are escorted by residents throughout the evening. A short musical program is presented by residents following the dinner. Thanksgiving and holidays in December are celebrated with special buffets for residents and guests. Martha Cook wait staff and House Board members are recognized at dinners in their honor each spring. A birthday celebration takes place every April 1<sup>st</sup> in memory of Martha Cook. Graduates are honored at the final sit-down of winter term, and a commencement lunch is offered to them and to their families on graduation day.

### **General Policies and Guidelines**

- Hours-of-operation signs are posted by the entrance to the pantry serving area; on the Dining Service Board located by the pantry in the stairwell and on each floor next to the elevator. Please note the serving hours for 2007-2008.
- There are times during the school year where the meal hours change, example: during exams and before Breaks. These hours will also be posted by the pantry serving area.
- All meals are served in the pantry/dining room area, and residents are expected to eat in the dining room (or on the terrace in nice weather).
- A variety of food is served at each meal. All meals include a least one vegetarian entrée, along with a variety of meatless side dishes. Nutritional signs, when available, are posted with each food item. Those signs that sport the M-Smart Logo are especially healthy and nutritious. Use them as a guide to good eating.
- No trays, dishes, silverware, or glasses are to be removed from the dining room.
- Carry out of food is limited to a cookie, a piece of fruit or an ice cream cone.

### **Take-away Meals**

Meal hours have been extended at lunch and dinner, hopefully eliminating some of the need for “to-go meals”. However, if you cannot return to Martha Cook during the new meal hours you may pack a “to-go meal” at breakfast from 7-9:30 a.m., Monday-Friday. If you have other special needs please ask one of the management staff and we can work with you to accommodate your schedule. When you use this option you will sign for your lunch or dinner. In doing so, you forfeit the privilege of going through the serving line during that meal. Residents are reminded to abide by DS policy and the Martha Cook Honor Code when using this option. Violators of these policies may be sanctioned.

### **Dress Code**

Residents are asked to come to the dining room dressed for class. Slacks, jeans and informal clothing are permitted at all cafeteria-style meals. Sleeping attire is not permitted at any meal. Shoes must be worn in the dining room and pantry. Shorts, jeans, sweats, and tank tops are not permitted at special dinners. A guideline for special dinners, such as faculty dinners, is that special dress code applies. Please come dressed in nice slacks or a skirt and blouse or sweater. If you invite a guest to dine with you, please inform them of our dress code.

### **Guests**

Your guests are welcome to dine with you; however, you must purchase a meal ticket at the Front Desk prior to coming into the dining room. Please give the paid receipt to one of the full-time servers or supervisors. We regret that we cannot accommodate residents from other halls using Entrée Plus cards at this time.

Paid guests may be invited to regular buffets, Sunday breakfast and dinner and weekday lunch. Exceptions include friends and faculty dinners and special dinners such as the Dinner for New Women, the Dinner for Graduating Women, and the Messiah Dinner.

### **Sit-Down Dinners**

Sit-down dinners are served once a week. Just before 5:15 p.m., the head waitress opens the doors to the dining room, allowing residents to enter. Residents are asked to fill the four large tables first, before filling the surrounding smaller ones. When the Director and ARD enter the dining room, residents stand and, on cue from the Chorister, sing grace.

The Martha Cook Grace:

*Oh Power of Love, all-knowing, tender, ever near  
Our thanks for bounty now we render, gathered here,  
Oh guard our friendship's circle ever,  
See that naught its firm bonds sever,  
From year to year.*

Although late arrival at sit-down is discouraged, residents arriving as late as 5:25 p.m. may be seated by the special tables near the doors. Similarly, those residents needing to leave after the main course (at approximately 5:45 p.m.) may leave as dishes are being cleared. Please keep early departures to a minimum, especially for our special dinners.

The Director and ARD will signal the end of the meal by rising and/or leaving the dining room around 5:45 p.m.

An old MCB tradition for requesting tea and/or coffee after dinner is summarized by the following motto: **Tip for tea**. Place your teaspoon, aligned parallel to the edge of the table, at the upper edge of your place setting. If you would like tea, *tip* your teaspoon over so that the bowl of the spoon faces downward. If you would like coffee, rest your teaspoon on the table with the bowl of the spoon facing upward.

### **Late Dinners**

Late dinners will be served to any resident who can not attend sit-downs. This meal will be served cafeteria style after the dining room tables are cleared. On regular nights this will be approximately 6:45p.m. after sit-down dinners. Late dinner service for residents will remain open until 7:45 p.m. Dinners will include a meat and vegetarian entrée and the same accompaniments that were served at the sit-down meal. You may dine in or request a paper plate to go.

### **Buffets**

Special themed buffets are served twice a week from 5 p.m. to 7 p.m. in the dining room. If you need a dinner after 7 p.m., please plan to pack a "to-go meal" during breakfast service hours.

### **Sick Trays**

You may obtain a sick tray if you are ill and cannot attend regular meals. Call the Dining Service office at 763-2085. Please call before the start of lunch or dinner, or between 8 a.m. and 9 a.m. if you need a tray for breakfast. You will be asked to fill out a form to select the available options. Sick tray items will be served on disposable paper products. You may also have a roommate or friend pick up your meal for you.

### **Borrowing Equipment**

Students requesting to borrow items from the kitchen or pantry must receive permission from Dining Services management. You will be asked to sign for the item and indicate an expected return date. No items are to be taken outside the Building. Students are responsible for any lost, stolen, broken, or unreturned items.

### **Special Food Needs**

If you have any food allergies, we would like to be notified of your allergies. We will try to work with you to help you select the right foods. A Nutrition Specialist is on staff at Residential Dining Service and is available for assistance in this area.

If you do not eat a certain food because of religious reasons, please come see us in the Dining Services office, and we will accommodate your needs in this area.

Special diets are not normal function of this department. We try to serve a variety of foods rich in protein, a varied selection of carbohydrates, and limited amounts of fats. But it is up to the individual student to make healthy food choices. The expertise of the RDS Nutrition Specialist is available to any MCB resident who wants extra help with food selection.

Comments and suggestions are always welcome via the comment box in the dining room or in person to the Dining Services supervisor or manager. We encourage you to let us know what foods you like and dislike.

## ROOM DRAWING

**RESIDENTS ARE RESPONSIBLE FOR CHECKING ALL LISTS POSTED AT THE TIME BELOW, AND FOR REPORTING ANY PROBLEMS TO THE JUDICIARY CHAIRWOMAN IMMEDIATELY.**

At the close of each term (early December and early April, respectively), room drawing is held to assign rooms to returning residents for the following term, or in the case of winter room drawing, for residents who wish to change rooms. Rooms are assigned on a priority basis based on class level and prior-term residency at MCB. Any rooming issues not covered below will be dealt with by the Judiciary Chair and the Director.

### **I. Pre-Room Drawing Procedures**

- A. All rooms are to be reassigned for the Fall.
- B. For the Spring Term only, and only if it is possible due to Building maintenance projects, residents remaining in the dorm will have the option of remaining in their old rooms without going through the room drawing (providing the floor they live on will be open Spring Term). Such residents must attend the general room drawing to sign their leases.
- C. Three weeks before the general room draw, floor charts and copies of room-drawing rules and procedures will be distributed to all residents. Within the following week, a question-and-answer period will be held to explain the room-drawing process and alleviate confusion. The Judiciary Chairwoman will also be available throughout the room-drawing process to answer residents' questions.
- D. A sign-up sheet for returning residents will be posted three weeks before the general room draw.
- E. Two weeks before room drawing, the priority of all returning residents will be posted. Sign-up sheets will be available at this time. Residents signing the single-suite list must sign up in pairs. It is also best for residents signing the doubles list to sign up in pairs. The priority points for single-suites and doubles will be based on adding together the priority points to determine room-order choice.
  1. Even if you do not think you have the priority to get the type of room that you want, it is best to sign the list. Due to the unpredictable nature of the room-drawing process, it is in residents' best interest to sign their names on the list for any room type they desire, no matter how remote their chances of getting it are.
  2. During the weeks leading up to the room drawing, residents should be considering roommates and suitemates for the Fall term. It is possible for a returning resident to room with a new resident, but the returning resident will then take part in the new resident room draw, while retaining her priority points.
- F. The sign-up lists will be taken down and completed at noon the week before the room draw. The following day, they will be reposted for residents' approval. It is imperative that all changes are made through the Judiciary Chairwoman. Any corrections not initialed by her will be disregarded. This will become the final list. It is the responsibility of the resident to take

advantage of all of the resources available regarding room drawing before this point.

Knowledgeable sources include: The Judiciary Chairwoman, the ARD, and the Director, as well as attendance at the question-and-answer session.

## **II. April Room Drawing Procedures**

- A. During the general room drawing, the names on the single-suite list will be run through FIRST. A reminder: priority points will be based on the points of pairs being added together
- B. If a pair does not make it into a single-suite, they will be ranked on the doubles list according to their priority.
- C. Doubles will be assigned to pairs of residents first. Half-open rooms will be given according to priority.
- D. A “Better Doubles & Singles” list will be posted after the official room drawing. Residents may sign these lists if they are dissatisfied with their newly drawn room. Over the summer, the Director will use these lists to upgrade room selections as vacancies occur.

## **III. December Room Drawing Procedures**

- A. Five days before the winter room drawing, a separate drawing will be held for residents already in singles and single-suites who wish to change their rooms. This will be done in order to stabilize the “whole suite” situation. A list will then be posted stating the number of open rooms and the final priorities of residents who wish to enter the drawing to change rooms for Winter term.
- B. In a double, if a resident’s roommate leaves at mid-year, and if there is another resident who would like to live with her, the two should write a note to the Judiciary Chairwoman with both their signatures specifying the room in which they will be living. This procedure is done to alleviate possible roommate conflicts. All changes must be made before the final list is posted.

## **IV. Policy on Old Residents Returning to Martha Cook**

- A. Old residents who have previously left the Building but are planning to return to the Building the following term must inform the Building Director by March 1 (or October 1 before the term of desired residency). This will leave adequate time for the Judiciary Chairwoman to conduct an organized and fair room drawing.
- B. In the case of an old returning resident not meeting this deadline, her name will go to the bottom of the current rooming list. She will, however, maintain her old priority for subsequent room drawings and the “Better Doubles/Singles” list.

**V. Policy on Officer Rooms**

- A. All Officers are guaranteed a single-suite.
- B. Officers choosing to live in a single-suite select their roommates. However, they must choose to live with someone who has been a resident for at least one term.
- C. The President is able to choose first for fall and spring term rooms. After the President chooses a room, the Multicultural Peer Advisor will choose a single room.
- D. The other officers will choose their rooms according to their priority within the single-suite drawing.
- E. In the case of a vacancy election, the officer cannot be guaranteed a single-suite.

**VI. Priority Point Basis**

- A. One Point for each college year.

Freshman	<25 credit hours	1 point
Sophomore	25-54 credit hours	2 points
Junior	55-84 credit hours	3 points
Senior	>85 credit hours	4 points
Graduate	>120 credit hours	5 points
- B. Add one and one-half points for each term at MCB (including the current term). Do not count spring term residency.

## **MARTHA COOK HOUSE BOARD**

The Martha Cook House Board meets every week. All residents are welcome to attend the meetings where all-house business is discussed. Following are descriptions of the ten House Board positions:

### **President**

The President oversees all House Board functions, from individual to collaborative efforts. She runs the weekly House Board meetings and coordinates activities and functions of the Board in accordance with the Building Director, Governors, and Alumnae. She also organizes various Building activities throughout the year, including Welcome Week, fundraisers, all-house votes, parties, and other events.

### **Vice-President**

The Vice President serves as the Social Chairwoman and contact person for the majority of the MCB events, especially those events that are sponsored by the House Board. These events include special meals, dances, and Building outings. The Vice President publishes a social calendar at the beginning of each semester to notify the residents of upcoming activities and events.

### **Secretary**

The Secretary is responsible for recording the minutes of all House Board meetings; publishing and distributing the Cookie Sheet, a weekly newsletter for residents; and maintaining the hallway table and public bulletin boards. The Secretary approves material displayed in these two areas. Residents who wish to post information or fliers should contact the Secretary in order to obtain permission (if she is unavailable, the President may also be contacted).

### **Treasurer**

The Treasurer is responsible for collecting house dues, managing the Martha Cook Student Organization account, and allotting funds generated from house dues to the House Board and to Martha Cook residents for social events and/or other worthy causes. She is responsible for creating a budget each semester and maintaining a record of all transactions.

### **Service Chairwoman**

The Service Chairwoman is responsible for ensuring that all residents sign up for and complete their house services. In order to fulfill this responsibility, and in order to plan exam snacks for the end of each semester, she works in close coordination with the Tea Chairwoman and Dining Services.

### **Tea Chairwoman**

The Tea Chairwoman is responsible for coordinating Friday-afternoon teas. For each tea, she designates a theme, meets with Dining Services to plan a menu, and communicates with the Service Chairwoman to make sure that all residents assigned for house service that week perform their duties.

### **RHA (Residence Hall Association) Representatives**

The RHA Representatives serve as delegates for the Building to the Residence Hall Association. They attend weekly RHA meetings, where they, along with representatives from other residence halls, discuss and vote on diverse issues regarding the community, environment, and student life within the residence halls.

### **Ethnic Council Chairwoman**

The Ethnic Council Chairwoman is responsible for cultivating and promoting the many cultures and traditions present among the residents of the Building. Her main means of accomplishing this task is through the organization of International Tea, an annual celebration open to the entire University community, in which residents perform various cultural pieces and showcase tables representing different countries of the world.

### **Judiciary Chairwoman**

The Judiciary Chairwoman is responsible for coordinating the Winter and Fall Room Draws and for organizing the Dessert for New Women, which takes place in the spring. She also serves to maintain the website of the Martha Cook Student Organization.

### **Historian**

The Historian is responsible for documenting information about Building residents and events, especially through photography. She compiles, formats, and produces the MCB Annual, a yearbook that aims to represent the entire Martha Cook community and to summarize the MCB experience for that year. Additionally, she prints and distributes the MCB Cookbook that is presented as a gift to graduating residents.

# **MARTHA COOK CONSTITUTION**

## **ARTICLE I: NAME**

- A. The name of this organization shall be the Martha Cook Student Organization.

## **ARTICLE II: PURPOSE**

- A. The Purpose of this organization shall be:
  - 1. To represent the residents to the Director and to the Board of Governors;
  - 2. To create a sense of unity and fellowship among the residents;
  - 3. To promote and maintain the highest standards of University life;
  - 4. To regulate all matters of student conduct not falling under the jurisdiction of the Director, together with those, which may be referred to it by the Director.

## **ARTICLE III: OFFICERS**

- A. The officers shall be President, Vice-President, Secretary, Treasurer, Judiciary Chairwoman, Service Chairwoman, 2 RHA Representatives, Historian, Ethnic Council Chairwoman, and Tea Chairwoman.

## **ARTICLE IV: HOUSE BOARD**

- A. The officers shall constitute the House Board. This Board shall have legislative and executive powers subsequent to approval by the Director and the Board of Governors. Subsequent action taken by the House Board is subject to consultation with the Director and further consultation with the Board of Governors.
- B. At least six members of the House Board must be present in order to constitute a quorum.
- C. No business shall be conducted without a quorum.
- D. Each officer will be required to attend all House Board meetings and mandatory House Board events, not to exceed four per semester which include Welcome Week, Holiday Caroling and Brunch, and Alumnae Spring Tea in addition to other events as determined by the President. If an emergency should occur and the officer cannot attend the meeting, she will be excused. Each officer will be permitted four “excused absences” and two “unexcused absences” per year of service. All excused absences must be approved of by the President in advance, otherwise the absence will be marked as “unexcused” unless special circumstances need to be considered. The officer must remain present for the entire meeting for her to be considered present. A partially attended meeting is recorded as an “absence”. Officers who refuse to comply by these rules will be subject to recall as stated in the constitution.

## **ARTICLE V: ELECTIONS**

- A. The annual election of the aforementioned officers, who meet the qualification of having lived in the Building a minimum of one semester, shall be held in the Winter term of each academic

year on a date set by the Director and President. The President shall announce this date no less than 28 days prior to Election Day.

B. The newly elected officers shall take office at the traditional Turnover Dinner.

## **ARTICLE VI: RECALL, RESIGNATION AND VACANCY OF ELECTED OFFICERS**

### A. Recall

1. Any resident with a petition of at least 33 percent of the House may place a House Board officer up for recall.
2. A 2/3 majority of those voting in the House shall be required to pass a recall.
3. A House Board officer may be recalled if she exceeds her limit of excused and unexcused absences unless special circumstances need consideration. The President shall announce the name of the officer in violation at a house Board meeting after consultation with the Director to determine whether or not to have the House vote in a recall election.
4. If a recall is successful, the President and House Board shall follow the procedure established under Article VI, Section C: Vacancy Election.

### B. Resignation

1. Any elected office must submit a written resignation to the House Board two weeks prior to the requested date of resignation.
2. In the event of an emergency, when the written two-week notice cannot be given, the President shall have the power to appoint a temporary replacement, if necessary.
3. In the event that the President leaves office, the Vice-President will automatically assume the office of the President. The new president shall have the full powers of the office.

### E. Vacancy Election

1. Within 24 hours of submission of the written resignation, the procedure for a vacancy election shall commence under the auspices of the President.
2. The procedure shall include the following.
  - a. Announcement of the forthcoming election.
  - b. Opening of the nominations
  - c. Submission of written platforms by the candidates
  - d. House vote by ballot
3. The above section shall also apply to a vacancy on the House Board created as a result of a recall vote.

### F. Temporary Vacancy of an Office.

1. Any vacancy shall be filled by appointment by the President, after consultation with the Director, the ARD, and other House Board members. If the President leaves office, the Vice-President shall assume her position and fill any vacancies by appointment.
2. In the event that an officer must vacate her position for a medical, familial, or other reason, the legitimacy of which shall be determined by a majority of the present elected members of the House Board, she may resume her position upon her return, if she so desires. If an appointed member has been filling in, she will then relinquish her position to the elected party. If the Vice-President temporarily assumes the role of the President, the Vice-President resumes her elected office and the appointed (non-elected) officer relinquishes her position to the elected officer.

## **ARTICLE VII: ABSENCE OF THE PRESIDENT**

- A. In the case of the President's absence from any House Board meeting, the House Board officers shall have the right to preside in the following order: Vice-President, Secretary, Treasurer, Judiciary Chairwoman, Service Chairwoman, RHA Representatives, Historian, Ethnic Council Chairwoman, and Tea Chairwoman.

## **ARTICLE VIII: AMENDMENTS TO THE CONSTITUTION**

- A. After consultation with the Director and subject to the approval of the Board of Governors, this Constitution may be amended by a 2/3 majority of the voting House. Proposed amendments must be posted at least one week prior to the vote.

## **ARTICLE IX: RESPONSIBILITY**

- A. All residents are responsible for knowledge of the contents of this constitution and of all actions taken at any House Board meeting.

## MARTHA COOK BY-LAWS

### ARTICLE I: NOMINATIONS

- A. Fourteen days prior to Election Day, the residents of the Martha Cook Building shall be notified of a list of the elected offices to be filled.
- B. No one shall become a candidate for any office unless she has been previously nominated for that office. Nominations for all officers must be made according to the following guidelines.
  - 1. By filling out a nomination slip that includes the nominee's name and position being nominated for, as well as the nominee's room number, phone number and the signature of the nominator.
  - 2. Any resident may be nominated for more than one office, provided she complies with the requirement of Article I, Section B, Number 1, but no resident shall nominate a candidate unless she has received the consent of the proposed candidate.
- C. Nominations shall last one week, unless a position has one candidate or less upon which the President can decide to close all nominations or to keep those positions with one person or less open for an extended period of time.
- D. Nominations may be withdrawn with the consent of the nominee.
- E. Once Nominations start, the President shall post a list of those accepted nominations daily. The list of candidates shall be posted until Election Day.

### ARTICLE II: CAMPAIGNING

- A. On a date designated by the President, each candidate shall present to the President a written petition stating her qualifications and what she proposes to do, if elected, to further the interests of the Martha Cook Student Organization and the Martha Cook Building. These petitions are to be typewritten and include a picture of the candidate; they will be posted in the main hallway until Election Day. Failure to present a petition will disqualify the candidate. Exceptions with sufficient cause may be made by appeal to the President, subject to approval by the House Board.
- B. Campaign Signs
  - 1. Campaign Signs should not exceed half of an 8 ½ x 11 sheet of paper. Signs should clearly state the candidate's name and the position that she is running for. Campaign signs will not include trademarks of the Building, such as the Building logo.
  - 2. All campaign signs must be approved of and signed by the President before they are posted around the Building. Failure to receive the President's approval will disqualify the candidate.
  - 3. Candidates must receive another resident's permission before she puts her campaign signs outside of that resident's door. Candidates cannot ask current House Board members to display their campaign signs.

4. All campaign signs must be posted with masking tape to preserve the integrity of the Building.
- C. Candidates will not solicit residents' votes by going door-to-door throughout the Building.
- D. Speeches.
1. Three or four days before Election Day all candidates shall be introduced to the House assembled. Candidates for all offices shall present their positions.
  2. Speeches shall be limited to three minutes and should the total amount of time for speeches exceed two hours, the delivering of speeches shall be divided among two days following reverse succession thereby ending with the speeches of those seeking the position of President.
  3. Following the speeches, all candidates may be questioned on their positions.

### **ARTICLE III: ELECTIONS**

- A. The following ballot system shall be used:
1. For elections of the President, Vice-President, Secretary, Treasurer, Service Chairwoman, Judiciary Chairwoman, 2 RHA Representatives, Ethnic Council Chairwoman, Tea Chairwoman, and Historian, the preferential ballot system shall be used.
  2. The balloting shall take place in a manner specified by the House Board.
- B. The following procedure for counting the ballots shall be used:
1. Ballots shall be viewed and counted by the Ballot Committee, which shall comprise of the President, Vice-President, and the ARD and MCPA representing the Building Staff unless any of these positions are filled by residents seeking election or re-election to the House Board. If this is the scenario, then the void of that member will be filled accordingly by: current Senior House Board officers not seeking re-election; current House Board officers not living in the Building the following year; then current House Board officers not seeking re-election but living in the Building the following year.
  2. The winning candidates shall be determined by a plurality of the votes. No majority is required.
  3. In the event of a tie, there shall be a run-off between the candidates in the deadlock. The run-off election shall be set up by the President with the advice and consent of the House Board.
  4. Candidates will be notified whether they were elected or not that same evening by a letter accompanied by at least the President, and if she so chooses, member(s) of the Ballot Committee.
- C. On the day of Elections:
1. Candidates may not stand by the election site, unless they themselves are voting, which upon completing this act will move immediately out of the area.
  2. Candidates may politely remind their fellow residents to vote, but can say nothing more regarding the Election.
- D. The Election will be considered null and void if less than one-third of the current population of the Building votes.

### **ARTICLE IV: COMMITTEES**

- A. Committees shall be appointed by the President as necessity requires.

#### **ARTICLE V: HOUSE DUES AND HOUSE BILLS**

- A. At the beginning of the year, each woman who will be a resident for the entire year will be charged House dues. Women who live in the Building for only one term will be charged half amount.
- B. If a resident breaks her contract during the Fall Term for medical, academic, or marital reasons, she shall have her Winter Term dues returned to her. If a resident moves out under any other circumstances, she shall forfeit her House dues. Consideration will be given to any other reason deemed sufficient by the House Board. Once a woman has lived in the Building for any part of a term, her dues for that term shall be forfeited.
- C. Each term's estimated social budget must be approved by the House Board and the Director. All House Bills must be authorized by the President, Treasurer, or the House Board.
- D. Any contract involving House Board funds must be approved by the House Board.

#### **ARTICLE VI: AMENDMENTS**

- A. After consultation with the Director and the approval of the Board of Governors, these By-laws may be amended by a majority vote of the House. Proposed amendments must be posted at least one week prior to the vote.

#### **ARTICLE VII: PARLIAMENTARY AUTHORITY**

- A. The rules contained in the current edition of *Robert's Rules of Order* shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these By-laws and any special rules of order the organization may adopt.

#### **ARTICLE VIII: MISSED HOUSE SERVICE**

- A. If a resident fails to do her house service on the day she is scheduled, she must speak to the Director or the Service Chairwoman within 5 days of the absence to explain why. If the absence is excused (sickness, emergency, etc.), the resident would simply sign-up for a new house service. If the absence is unexcused (resident forgot, it wasn't convenient schedule conflict that the resident didn't resolve ahead of time by getting a sub), the resident must pay a fine equal to the amount of House Dues\*\*\*. (Residents receive a reminder notice the week of their service and are also reminded in the weekly House Board minutes.)
- B. If a resident still has not done a house service by the last exam day of the semester, she will be fined an amount equal to that of House Dues.
- C. In the case of both scenarios, the fine will be reviewed, determined, and issued by the Director.

\*\*\*All fine money goes to the House Board to help support activities for all residents. The dollar amount of the fine is subject to a vote of each year's House Board. Failure to pay the fine results in a hold credit of the amount of the fine placed on the resident's account.

## **ARTICLE IX: RESIDENCE HALL ASSOCIATION**

- A. At the end of March the current President and RHA Representatives, along with the newly elected President and RHA Representatives, will meet with members of the RHA Executive Board to determine the re-affiliation requirements for the Martha Cook Student Organization.