

PHOENIX HOUSE CONSTITUTION

Date of last revision: 1/10/04

PHOENIX HOUSE MISSION STATEMENT

Phoenix House shall strive to ...

- maintain an Open Membership Policy.
- promote Tolerance for a safe, peaceful living space.
- encourage Diversity of membership.
- participate in Community-Building activities to benefit our neighborhood.
- promote an Environmental Conscience to minimize impact and cut costs.
- educate all members thoroughly.
- provide a high-quality housing alternative
- encourage personal responsibility within the house

In addition...

All members are encouraged to acquire new skills that will benefit them as individuals and contribute to the cohesiveness within the house.

REGARDLESS OF HOUSE SENIORITY

ARTICLE I: **MEMBERSHIP CONDITIONS**

1. Prospective members shall become members upon full payment of their house dues and loans, signing a membership agreement and establishment of residence within the House, IN THAT ORDER. Members must also become members of the Student Housing Corporation and obey its policies and by-laws. All of these conditions must be completed before membership is valid.
2. Any person who agrees to fulfill the conditions of the House contract shall be eligible for membership. No person shall be denied membership on the grounds of race, creed, sex, gender, sexual orientation, marital status, age, or political preference.
3. Members are required to sign contracts that coincide with the Student Housing Corporation contract dates, unless otherwise approved by the house and the SHC Board of Directors. All members who join after the beginning of the contract date will pay the complete membership fee and share, but other charges will be made proportional to the amount of time left in the school year. Members leaving before

their contract expires are financially obligated to pay the monthly member assessment and the advertising costs to fill their position. This obligation does not expire until a replacement signs a contract.

4. Members who pay their house dues will be considered 'members for life', but only current residents under contract will be considered 'current members' and allowed to vote on all matters.

ARTICLE II: **MEMBER RESPONSIBILITIES & DUTIES**

1. Members are required to:
 - (1) understand and promote the Phoenix House Mission;
 - (2) take an active part in the operation of Phoenix House;
 - (3) promptly pay rent
 - (4) attend all House meetings;
 - (5) make proper use of House facilities;
 - (6) actively participate in physical upkeep of the house;
 - (7) obey all rules and policies that Phoenix House sets;
 - (8) abide by the Roommate Bill of Rights as follows:
 - A. Each roommate has the right to privacy and equal use of the room.
 - B. Each roommate must try to respect the other's desires regarding lights, noise and room use in general.
 - C. A roommate must obtain explicit permission from his/her roommate to have an overnight guest in the room each day s/he has such a guest.
 - D. All doubles are considered non-smoking rooms, unless both roommates agree to smoke.
2. Attendance at house meetings is mandatory. Members may be excused from House meetings by submitting written notice to the House Coordinator 24 hours before any regular House meeting. Excuses should explain as much detail as necessary. All excuses must be approved by a majority vote of total current membership. Each unapproved excuse shall be considered an unexcused absence.
3. Any unexcused absence from a Regular House Meeting calls for a House vote on expulsion proceedings. The member may be expelled by a majority vote of total current membership. If a member misses a third meeting in a contract period without an excuse, the necessary vote for expulsion will drop from majority vote to 1/3 vote of total current membership. The House Treasurer shall be responsible for immediately taking steps to evict expelled members.
4. Members are required to perform a maximum of 5 weekly credit hours of work duty, assigned soon after the first House meeting of each term. Each member must also complete a 3 hour blocks of general house improvement during each of Phoenix House's Work Holidays (See Article VII XI). Work duties and general improvement are required as part of the member's contract in keeping with the cooperative principle of keeping costs down by substituting labor for capital. During summer session, hours will drop to 3 hr's/week of work duty. The summer Work Holiday will be held one time for a 4 hour period.

5. If a house member wishes to prematurely break their membership contract, it is the member's responsibility to find a replacement. This responsibility will end on the date the replacing member contractually begins his/ her lease. Any 'potential' new member must meet all Phoenix House membership conditions.

In the case of a double room vacancy the 'potential' new member must be OK'd by the remaining roommate. Any objections must be written out and submitted to the membership officer.

SPECIAL NOTE: If a person breaks their contract they may have to fill a space in another room due to seniority-based room selection.

ARTICLE III: **HOUSE MEETINGS**

1. Attendance at all house meetings is mandatory for all 'current members.' (See Article II.2 for exceptions)
2. The House is governed under this constitution. The House is empowered to make day to day decisions and policies as long as they do not conflict with this constitution, the Student Housing Corporation Code of Operations, By-laws and/ or decisions of the SHC Board of Directors. Decisions will be made by majority vote at House meetings as defined in this Article. A quorum of 'current members' must be present for voting to take place, except at special House meetings as described below.
3. At the first House Meeting of each term the House shall offer input on a schedule of the term's House Meetings. A schedule will be posted within a week of that first meeting for the whole term. The House - Coordinator still must post the meetings agenda 5 days before each meeting.
4. Quorum is defined as 50% plus one of current members of the House. Motions passed at regular House meetings with quorum shall be binding on all members, guests, and visitors to Phoenix House. Quorum will not be required for emergency meetings due to lack of quorum at regular House meetings.
5. Emergency Meetings are defined as regular House Meetings (i.e. are mandatory) that are not on the beginning term schedule. Any member along with the House Coordinator may call an Emergency Meeting. In the event that the inability to raise quorum has impaired the House's ability to address issues, the House Coordinator may call a special House meeting by posting the agenda and giving seven days notice. The House Coordinator should make every effort to pick a time that is amenable to most members. If quorum is not reached through these efforts, then a 2/3 majority vote of those voting members present will be sufficient to pass motions. Motions passed at an Emergency House Meeting may be overturned by a simple majority at subsequent Regular House Meetings where quorum is reached, in order to avoid abuse of special meeting voting rules.
6. The first Regular House meeting of a contract period must be held within ten days of the move-in date. This date is to be set at the last meeting of the previous contract period.
7. Any member with meeting facilitation experience may facilitate the first meeting of the semester.
8. **THE FOLLOWING ITEMS WILL BE ON EVERY HOUSE AGENDA:**
 - a. ROLL CALL
 - b. APPROVAL OF MEETING EXCUSES

- c. COORDINATOR REPORTS
 - i. House Coordinator
 - ii. Education Coordinator
 - iii. Treasurer
 - iv. BoD Representative [BoD motions]
 - v. Membership Coordinator
 - vi. Steward
 - vii. Jobs Coordinator [jobs performance]
 - viii. Maintenance Coordinator
- d. RENT INQUIRY
- e. FINE APPEALS
- f. OLD BUSINESS
- g. NEW BUSINESS
- h. MEMBERS' PRIVILEGE

- 9. House meetings must not last longer than 3 hours, unless the meeting is extended by a 2/3 vote of members present. The Agenda should include a 10 minute break for lengthy meetings.
- 10. Whoever chairs the meeting should encourage relevant discussion, facilitate organized problem solving, and demand that disputes be settled with civility. Robert's Rules of Order or Formal Procedures may be invoked if these conditions cannot be met otherwise.
- 11. The facilitator will not vote, except to break a tie. The facilitator still counts toward reaching quorum

ARTICLE IV: **HOUSE OFFICERS**

- 1. The House Officers shall consist of the House Coordinator, Education Coordinator, Treasurer, Jobs Coordinator, Maintenance Coordinator, Steward, Membership Coordinator, and the SHC Board of Directors Representatives. As often as possible, these positions should be filled by experienced co-ops. The Treasurer and BoD Representatives ~~may~~ should be elected for the entire school year. All members of Phoenix House will benefit from continuity and experience in these positions.
- 2. Officers must be elected for each term at the First House Meeting of the semester. Job descriptions must be made available to all members from the day of move-in. Phoenix House Officers will be elected by a majority vote. Officers must serve until they are replaced or no longer reside in the house, to ensure harmonious operation of the House. This extends responsibilities to cover all periods between house meetings and over breaks/vacations.
- 3. Any officer may be recalled by a majority vote if the issue is announced on a meeting agenda. The officer in question may not facilitate the meeting. All recall votes shall be anonymous.
- 4. All House Officers will prepare a written report for each house meeting. The report should include happenings at any meetings they have attended, the current situation of any house activities that they over see (i.e. Membership Officer should report on Vacancies, Jobs Coordinator on Job performance and

finer issued, etc.). The reports should be posted on the meetings board 24 hours before the meeting for members to read.

5. HOUSE COORDINATOR

- a. The House Coordinator (HC) shall call House meetings in accordance with this document. A notice of a House Meeting must be posted 5 days prior to the meeting time in visible places. In addition, The Meeting's AGENDA must be posted at this time for additions by Phoenix House members. The Agenda will be closed to additions 72 hours before the meeting. The Agenda is to be posted on the 'Meetings section' of the House Cork Board.
- b. At the first House Meeting the HC will ask the House for input on a schedule of the term's House Meetings. A schedule will be posted within a week of that first meeting for the whole term.
- c. The HC is to understand the definition of harassment and must work with the Membership Coordinator in fulfilling the obligations of the procedure if the need arises.
- d. The HC will call and facilitate all house meetings. S/he will post an agenda 5 days prior to the meeting for members to add to.
- e. Record the House meeting minutes, type them in a consistent format for future reference and post them on the 'Meetings section' of the House Cork board. Minutes should include all motions and vote tallies and relevant discussions. They must also include a roll call of members present. They must be posted within 48 hours.
- f. Take roll call at the house meetings and record unexcused absences.
- g. The secretary is to keep the minutes of the house meetings in a three ring binder. This folder is to be kept in the house files to ensure a comprehensive history of what has happened at house meetings. Failure to do this will result in a fine.
- h. Report to the House any excuses submitted 24 hours before the meeting.
- i. Track the number of unexcused absences in the house minutes and report the amount at house meeting.

6. EDUCATION COORDINATOR

- a. The Education Coordinator (EC) shall be responsible for educating the members about life in a co-operative, as well as Phoenix House history
- b. The EC shall also be responsible for attending all Education meetings or sending a substitute. Any fines for not attending will be charged to their account.
- c. The EC will also be responsible for contributing to or coordinating the contributions of Phoenix house to the Pine Press.

- d. The EC will help the House Coordinator and Membership officer to resolve any disputes among the membership.
- e. The EC shall also be responsible for reviewing the House Constitution at the beginning of each term and suggesting any changes that they feel fit to the membership for approval at the second meeting of the term. If no changes are to be made the constitutions then the current constitution should be approved at that meeting, or input should be taken from the membership if they don't approve. The EC will continue to present changes at the meetings until the membership approves them by a 2/3 majority.

7. JOBS COORDINATOR

- a. The Jobs Coordinator (JC) is in charge of making sure that all house jobs are done on time and properly.
- b. The JC is responsible for maintaining and updating the Job Descriptions and Weights posted in the house. A new version of this document should be posted 5 days prior to the first house meeting of each term. A current copy should also be kept in the Phoenix House Documents Book.
- c. The JC will take suggestions from members of what jobs they would like and not like to do at the first meeting of the term. The suggestions should include the days of the week that members would be available for daily jobs like kitchen work. The JC shall then post job assignments no more than 3 days after the first meeting. (Members that cannot attend the first meeting can leave there suggestions ahead of time)
- d. The JC is responsible to post when jobs will be checked and fine accordingly. The JC may warn or fine members at his/her discretion when a job is not done correctly. If a member fails to do the job the member will be fined. (Fine amount is indicated in ARTICLE IX: FINES}
- e. The JC is responsible for ensuring new members know how to do their jobs, when to do them and what the repercussions will be if they fail to do them.
- f. The JC is to inspect the house once a week for cleanliness and potential problems. The HJC is to record all inspections and post them on the 'Jobs section' of the House Cork Board.

8. MAINTENANCE COORDINATOR

- a. The Maintenance Coordinator (MC) is responsible for the maintenance and upkeep of the physical House.
- b. S/he must keep a complete set of duplicate keys.
- c. It is the MC's job to see that all House duties that involve maintenance are done in a proper fashion. The Jobs Coordinator will be notified of any negligence and s/he may issue a warning. Further negligence will result in a fine.

- d. The MC shall determine the need for all maintenance supplies. The MC shall be authorized to spend House maintenance funds with prior consent given by the treasurer of any purchases over \$30. Taking care not to deplete the semester's budget.
- e. S/he shall keep track of all House work and repairs and record these in the House maintenance log and report any irregularities to the SHC Executive Vice-President or SHC Physical Development Coordinator.
- f. S/he shall make sure that all SHC Physical Development Committee meetings are attended. Any fine due to non-attendance will be charged to his/her account. A report of actions must be given at each house meeting.
- g. S/he shall have primary responsibility for notifying the SHC office of any maintenance problems which the house is unable to solve within its own budget and labor pool.
- h. S/he must establish a hierarchy of contact persons to cope with problems in the absence of the Phoenix House MC.
- i. S/he shall consult with the SHC and House treasurer on the amount of each semester's maintenance budget before the house passes the budget.
- j. S/he shall train the House members to do minor preventative maintenance, which the building and appliances need regularly.
- k. S/he will be responsible for coordinating at least one (and no more than two) work holidays each semester. A list of activities for the work weekend must be presented at a house meeting prior to the work weekend. The house coordinator will also need to be present and confirm that all members participating the work weekend, or make other arrangements. Anyone that does not participate will be fined.
- l. S/he must prepare for the Fire and City inspections. Hours, which go beyond regular work hours, will be credited to work improvement hours. This entails attending the inspection dates with city officials and taking the initiative to bring the house into compliance.
- m. S/he shall see to it that all of the Smoke Detectors and Fire Extinguishers in the house are in proper working condition, and that the house has the proper distribution of them.
- n. S/he shall inform the membership of and post an emergency fire escape plan in a common area.
- o. The MC shall keep a log of the house furniture and it's condition. This will be updated each time someone checks out. Major damage to a piece of Phoenix furniture shall be charged to the members account.
- p. The MC shall also inspect rooms each time someone moves out and keep a record of there condition.

9. HOUSE TREASURER

- a. The treasurer shall formulate the term budget immediately after the first House meeting of each term, using input from the Steward and Maintenance coordinator and the SHC Executive Director. This formal budget will be posted for approval by a membership referendum. The Budget will pass by referendum if 2/3 of the current house membership sign in agreement
- b. S/he is responsible for collecting rent checks from all and turn them into the SHC office on the first of each month.
- c. S/he must pay all House bills by the due date.
- d. S/he must keep a check register and update the expense tracking sheets after each check is written or receipt is received.
- e. S/he shall reconcile the House checkbooks within one week of receiving bank statements.
- f. S/he shall make the House records available to any member who wishes to see them. This includes posting a copy of the semester budget on the bulletin board. The treasurer must also make the records available to the SHC bookkeeper and treasurer .
- g. S/he shall serve as financial spokesperson for the House when dealing with banks, utility companies, suppliers or the SHC office.
- h. S/he shall serve on the SHC Finance Committee and attend each meeting or send a substitute. Problems with the House books or House members' accounts must be brought up at finance committee meetings, along with a ledger of all member accounts. The house treasurer shall be responsible for any fines imposed upon the house due to negligence in attending committee meetings.
- i. The treasurer should post member balances ~~twice~~ once a month, to ensure peer pressure on past due accounts, and to demonstrate that rent is being collected and accounted.

10. HOUSE STEWARD

- a. The steward shall be responsible for the cleanliness and smooth operation of the kitchen and providing a well-balanced meal plan. This involves making sure ~~that cooks, purchasers, dishwashers and kitchen general improvement~~ that all kitchen workers understand their job and do them punctually and thoroughly.
- b. The steward must notify the house of any warnings and fines administered.
- c. The steward shall propose an amount for a total food allocation to be voted on as part of the semester budget. Further, the steward's primary concern should be keeping within the house food budget.

- d. The steward shall contact other house stewards to coordinate any money-saving, joint bulk purchases.
- e. The steward will supervise the purchase of non-food kitchen supplies and other non-food consumable goods (dish-towels, toilet paper, lights, etc.) and will assist the purchaser in putting them away.

11. **MEMBERSHIP COORDINATOR**

- a. The Membership Coordinator (MeC) has primary responsibility for the on-going effort of keeping the House full to capacity. The importance of this task cannot be overemphasized. The entire year is a critical time for membership.
- b. The MeC must see that prospective members meet the qualifications for open membership and understand costs and responsibilities. They should also schedule and conduct tours for perspective members whenever possible. (However any member can give a tour to a perspective member).
- c. S/he shall attend all SHC Membership Committee meetings to learn and share knowledge of how to find new members. S/he may send a substitute to the meetings, but will be charged for any fines resulting from non-attendance.
- d. The MeC must put member's names on the appropriate mail slot. S/he is responsible for insuring each new member has a copy of the house constitution and any other documents that may be useful in orienting a new member.
- e. Also, the MeC is responsible for keeping and updating the Phoenix House Documents Book containing these documents: List of House Officers, Phoenix House constitution, Student Housing Corporation Code of Operations and By-Laws, Jobs Descriptions, Meeting Minutes and any other documents that may be useful to the Phoenix membership.
- f. S/he shall make certain all members have room and House keys.
- g. The MeC is to be aware of any policies enforced upon the house. (i.e. pet policy, guest policy, harassment policy) this person is to know and understand the policies as it is in their job description to assist the SHC Vice President of Membership (VPM) in implementing them.
- h. The membership person is to understand the definition of harassment and must work with the House Coordinator in fulfilling the obligations of the procedure if the need arises.
- i. The MeC is also responsible for scheduling room picks and keeping track of house seniority as laid out in Article VI.

12. **SHC BOARD OF DIRECTORS REPRESENTATIVE**

- a. The SHC Board of Director Representative (BoD Rep) shall vote for Phoenix House at all SHC BoD meetings. House members are encouraged to attend board meetings at there discretion.

- b. The BoD Rep is to post the BoD packs before the meetings in a visible place. They are to bring as much attention to them as possible so that more members of the house will read them.
- c. S/he will also sit on one of the SHC standing committees and pay any fines assessed the House for non-attendance of any SHC meetings.
- d. S/he is considered to be a director of SHC and is charged to act in the best interests of the House and SHC.
- e. The BoD Rep will put every effort into getting the memberships input on all SHC issues.
- f. Sign any corporate documents.
- g. The BoD Rep will also be familiar with the SHC Code of Operation and By-Laws. They will be a reference for issues members have with SHC and their policy and practices.

ARTICLE V: **FINANCIAL OBLIGATIONS**

1. At the first House meeting of each term, the House shall offer input on the budget to be created by the treasurer. This budget should include all expected expenses; utility bills, SHC expenses (assessments), house reserves, food/supplies and a maintenance budget.
2. A term's budget may be enacted by referendum within one week of the first term meeting. If it is not approved by 2/3 of the House during this week, a House meeting is called automatically for the seventh day after the first House meeting.
3. All house reserves are not subject to member refund. Reserves can only be spent on house improvements approved by 2/3 current members. Any improvement must include three written estimates to be presented at the house meeting. Any member may present a proposal to the house for reserve spending.
4. Any member maintaining a \$50 or more balance will be placed on the House Meeting Agenda for a 'Rent Inquiry'. The member will explain their situation and negotiate a payment agreement before the meeting is adjourned. (Payment agreement must be approved by a simple majority)
5. Any failure to meet the terms of the payment agreement will be grounds for eviction. The treasurer will call a special house meeting to discuss the member's failure to meet the terms of the payment agreement. This meeting will count as a Rent Inquiry. A 2/3 vote is necessary to evict in such a case.
6. If a member comes up for 'Rent Inquiry' TWO times during a contract period they will be notified that they will be evicted the THIRD time they come up for 'Rent Inquiry'. On this third Rent Inquiry, a 100% vote of current membership is the only safety net for this member to continue living at Phoenix House.
7. If any member fails to meet the terms of the payment plan and had signed a contract for an additional period, it will automatically become null and void. A house vote will not be required.

8. The House must be fully reimbursed for any damage resulting from the conduct of any member, or member's guest. The responsible member/host will be fined, if necessary, to cover the cost of the damage. The amount will be set at a regular House meeting and added to the account of the responsible party.

ARTICLE VI: **ROOM ASSIGNMENTS**

1. The Membership Coordinatoar shall adhere to the following guidelines in assigning rooms to new and old members:
 2. Room selection will be based on seniority.
3. There are a possible five (5) points to be achieved each calendar year at Phoenix:
 1. Fall semester (2)
 2. Spring semester (2)
 3. Summer semester (1)
4. Seniority will be determined by the following:
 1. Signing contracts by Phoenix Deadline
 2. Accumulated semesters at Phoenix
 3. Date and time of FIRST contract to Phoenix

NOTE: If a member has not resided in Phoenix for more than one semester consecutively then the member's seniority will be determined by accumulated semesters and the signing date and time of the contract in question-NOT the first contract.

5. If a current member does not sign their contract by the Phoenix deadline, the member will be "bumped" behind those current members that do sign by the deadline, regardless of accumulated points. A member that misses a deadline will be at the bottom of the seniority list for that particular contract period only. Seniority will be retabulated at the next contract and members will be readjusted.
6. The Deadline for Fall will be one week before room picks are done and Summer Deadline will be move out day for Spring Term.
7. Fall seniority will begin being tabulated on April 1st. After this day the ORDER of the seniority list for fall may not change. The list may only change in number due to members releasing from contract. Remaining members will then be bumped ahead accordingly. Not even a past member with accumulated points may disrupt this order after April 1st.
8. Fall room picks will be done before May 1st. Once room picks are done NO ONE can change rooms, anyone that signs after this point will have to fill in an empty spot. People with more seniority may NOT move into a single if it becomes available after room picks are done.
9. New room picks will NOT be done for changes in membership in January. Only people that want to move from a single to a opening in a double, or those who were in a double and lost there roommates will be permitted to move. All other moves, i.e. from a single to a single, from a double to single with no roommate change must be approved by the House Membership, or the House Officers if quorum can't be had.

10. Once a member has moved into a room s/he cannot be "bumped" out of that room unless that member does not sign his/her contract by the Phoenix deadline of the contract in question. Because all rooms in Phoenix are singles during the summer, members MUST switch rooms in the fall according to fall seniority .
11. A member receiving a NASCO internship or participating in AMERICORPS during the summer semester or a member who is chosen to be a model co-oper in an SHC house will be able to use this as a Phoenix house living credit because cooperation among cooperatives is encouraged. Credits are not awarded for "just being a member" of another co-op.
12. If two persons lay claim to a double they previously shared, the person with higher seniority remains in the double.
13. A member in a double will be given every opportunity to choose their roommate without regards to seniority.
14. Parking assignments will be made at the same time as room picks, they will also be based on house seniority. Members should however make an effort to park behind roommates or people with similar schedules whenever possible.

ARTICLE VII: PAINT / DECORATION POLICY

1. Members have the right to decorate their rooms however they like. If the room is a double both members must agree on the decorations. If conflicts occur the Membership Officer will mediate and find a solution.
2. Members may not decorate or paint any public part of the house, this includes halls, bathrooms, kitchen, living room, etc. If a member wants to decorate a public area they must first get permission from the membership at a house meeting.
3. Any decorations or painting in a public place that is deemed offensive by any member must be removed. Refusal to comply will result in action under the harassment policy.
4. The house will vote on any member that paints their room. If the house deems that the paint is outrageous or inappropriate the member will be required to repaint their room to a neutral color before moving out or pay a \$50 fine. The vote should occur prior to mid-semester to give the member plenty of time to repaint. If the member pays the \$50 fine the money will be kept in the Phoenix account until another member moves in and decides to paint the room. The money will then be used to buy paint and supplies, all extra money will go into the house budget.

ARTICLE VIII: HARASSMENT POLICY

ALL HOUSE MEMBERS WILL ABIDE BY THE SHC CODE OF OPERATIONS HARASSMENT POLICY.

ANY FORM OF HARASSMENT TOWARD ANY OTHER MEMBER, OR GUEST, IS GROUNDS FOR IMMEDIATE EXPULSION.

ARTICLE IX: GUEST / PARTY POLICY

1. Definitions: Guest – One or two friends of a member
Group – A gathering of people in a member's room that are remaining quiet and not disturbing other members
Party – A gathering of people initiated by a member in a common area or their room where drinking, music, dancing, or loud noises may occur.
House Party – A gathering involving several members of the house and a large # of people
2. Members must notify all members of Phoenix that they will have a guest using the facilities and/or hanging out in the common areas when the member is not present.
3. If a guest is to stay for more than 4 days, the host must get a referendum vote by house members. (Referendum = Going door-to-door and getting signatures that indicate your guests is welcome). In addition, the host must put a notice on the chalkboard informing those members not personally informed that they have a guest in the house.
4. The host will be charged \$8/ day for the guests room and board after the seventh consecutive day.
5. If a guest stays for less than 7 days/semester the charge to the host is waived. Guests who stay for more than 7 days/semester accrue charges from the first day they began staying at Phoenix.
6. A day will be defined as sleeping over and/ or using any house facilities.
7. Guests will not be allowed to sleep in any common area unless every house member is made aware of and approves this act. Any dissent will be anonymous by written notice to the House Coordinator or Jobs Coordinator. Any concerns should be directed to the host at the next house meeting.
8. As per the SHC Code of Operations no person may stay in the house for more than 31 days as a guest. With house approval the guest may become a member and sign a contract.
9. A gathering that will not continue after 11:00pm on weekdays or 1:00am on weekends does not need to be announced to the house.
10. Gatherings past the above times need to be approved by a referendum at least 48 hours in advance. Also an announcement should be put in the house board.
11. Parties must be approved by a house vote, either at a house meeting or by referendum at least a week in advance. If there are major objections to the party the issue is to be taken up with the Membership officer and the House Coordinator.
12. All house parties must be voted on at a meeting and have a written tally of ALL members' knowledge of the party. Members that will not be present or participating in the party may be released from liability by submitting the issue in writing to the Membership Officer at least 24 hours in advance.

13. Fines for not following this policy may be levied by a vote at a house meeting. Any member may initiate the call for fines. If they wish to do it anonymously they can ask the House Coordinator to add it to the agenda.

ARTICLE X: **FINES and PENALTIES**

1. Any member may initiate the fines procedure. These positions will administer fines in Phoenix House: Jobs Coordinator, Maintenance Coordinator, Steward and the House Coordinator
2. The above four officers will be responsible for monitoring each other and the other house officers. If a house officer is not completing their job they will be fined. A second offense will call for a vote by the house to recall the officer.
3. Fines are allocated to those members who are 'without a doubt' guilty of neglecting their house jobs or not attending house meetings.
4. Fines will be in the amount of \$10 and will be added to their monthly total.
5. All fines collected will be funneled into a fund to buy items at the membership's discretion.
6. All members have the right to explain their circumstances at a house meeting if they feel they are innocent. A majority vote is needed to repeal a fine.
7. Members that miss a work holiday will be fined \$25. The Maintenance Officer may allow them to make up the time, in lieu of a fine, if they have an acceptable reason for missing the Holiday.

ARTICLE XI: **JOBS POLICY**

1. Any fine will count as a 'foul'. A member may only get one foul a week per job.
2. If a member accumulates TWO fouls, s/he will be notified by the house that a THIRD foul is grounds for immediate expulsion. After a third foul, a two-thirds vote is necessary for a member to retain the right to live in Phoenix House
3. Fouls can only accumulate per specific House job.
[example: a person can have 5 fouls and not come up for expulsion because that member has three jobs. 2 of those jobs have two fouls and the third job has one foul]
4. If a member does not do any weekly cleaning jobs (i.e. bathrooms, living room, hallways and recycling) the member will be fined accordingly and given 24 hours to finish the job. If still not complete the member will be fined repeatedly until the job is finished.
5. If a member does not do a dish or floor / counter shift the member will be fined, the next dish or floor / counter doer may receive half the fine from the previous member on completion of all dishes.

6. Special Arrangements may be set up in advance with the House *and* Job Coordinators if a member is to be away for an extended period of time.

ARTICLE XII: **DRUG POLICY**

NO USE OF ILLEGAL DRUGS ON PHOENIX HOUSE PROPERTY

NO ILLEGAL DRUG TRAFFICKING ON PHOENIX HOUSE PROPERTY

ARTICLE XIII: **AMENDMENTS**

1. This constitution may be amended by a two-thirds vote during a house meeting which has quorum present. (Quorum is equal to 50% plus one of the current membership.)
2. Any amendments which pass shall-be posted immediately and brought to the Vice-president of Education in the SHC office.

ARTICLE XIV: **SCOPE**

This constitution supercedes all previous constitutions and all policies at variance with it. Except where delimited in this constitution, the membership is generally empowered to make all decisions and policies on house matters.