Elsworth House Constitution

Amendments passed with 2/3 approval of membership

Article I – Name

This organization shall be known as Elsworth Cooperative House (David Bowie Memorial Cooperative)

Article II – Membership

1. **1.** Prospective members shall become members upon full payment of their dues and shares and upon signing a membership agreement. Members must also become full members of the MSU SHC and agree to obey its policies and procedures. A member is considered to be in good standing with the House as long as they are less than 30 days behind on their rent.
2. **2.** Any person wishing to become a member of Elsworth Cooperative House must first tour the house along with attending a house meeting and dinner. Once a prospective member has done a tour, dinner, and meeting, the current members of the house will vote to approve or deny each interested member. If even just one person chooses to deny the member and has a valid reason such as behavior that contradicts with the outlined values and norms of the haus, the member will not be approved to sign a contract for Elsworth/Bowie Haus.
3. **3.** No person shall be denied membership in the House on the basis of race, creed, gender, sexual orientation, or any State or Federal protected status.
4. **4.** No one may live in Elsworth Cooperative House without first signing a valid contract, except temporary guests of members of Elsworth, who must abide by the guest policy as outlined in Article IV of this constitution.
5. **5.** New members will be charged a membership fee and a house share. The share will be returned to a member in a timely manner after he/she no longer resides in the House. An account will be considered closed when all costs are paid, including fines, rent, and room damages, and when the member’s room and/or house keys have been returned. Any outstanding debts will be subtracted from the house share.
6. **6.** Members are required to sign full contracts. Members who join after the beginning of the school year will pay the complete membership fee, but other charges will be made proportional to the amount of time left in the year.
7. **7.** Members are required to:
    1. **a.** understand and promote the purpose of the House as outlined in the SHC Articles of Incorporation.
    2. **b.** take an active part in the affairs of the House.
    3. **c.** attend House meetings.
    4. **d.** maintain House facilities.
    5. **e.** obey all rules and policies, values and norms that the House sets.

Article III – Expulsion

1. **1.** Expulsion should be treated as a last resort measure in any situation. Expulsion proceedings should be pursued only after the Vice-President of Membership has been notified and all other attempts to deal with the issue have failed.

2. **2.** Reasons for expulsion include:
    1. **a.** continued nonperformance of House duties.
    2. **b.** malicious destruction of House or members' property.
    3. **c.** use of violence, force, or threats, including harassment as described in Article IX, against House members or guests.
    4. **d.** nonpayment of money owed to Elsworth
    5. **e.** continuous violation of House rules.
    6. **f.** discrimination against any person.
    7. **g.** violation of city, state, or federal law.
3. **3.** The accused member shall be personally notified both orally and in writing of the charges citing appropriate grounds for expulsion and shall be given a chance to respond at a House meeting before an expulsion vote is cast. Both oral and written notification must be approved by a majority of House members.
4. **4.** An expulsion vote may only take place at a scheduled House meeting where ⅔ of the membership currently residing in the house is present (⅔ of the total membership, 14 members), following the posting for one week of signed charges citing appropriate grounds for expulsion. These charges must include specific details of the alleged violations, along with the name of at least one witness.
5. **5.** Upon passage of the motion to expel, the person expelled shall be given 24 hours to indicate when, within no more than seven days, he/she will be leaving. If the person refuses to leave the House, the Membership Officer shall ask the SHC Vice-President of Membership to initiate formal eviction proceedings in court.
6. **6.** During the eviction proceedings, the rights of the expelled member shall be scrupulously protected by the House members.

Article IV – Guest Policy

1. **1.** A guest may stay in a resident's room for up to two weeks. After two weeks, the guest must be voted on and pass with quorum (half of membership +1) or move out.

1. **2.** A guest may stay in the common room for up to three nights, the membership is to be informed of the guest through facebook, groupme, or other social media outlet. A guest staying longer than three nights will need approval of a majority of members. This can be accomplished by either a vote at a House meeting or a social media post.

1. **3.** A guest may stay and attend house meetings in their entirety until open floor discussion, any guest, potential housemates, significant others of housemates are expected to leave the room for this part of house meetings.

Article V – House Officers

1. **A. Jobs Manager**
    1. **1.** The Jobs Manager is elected at the first House meeting at the beginning of MSU's fall semester for the rest of the contract period.
    2. **2.** The Jobs Manager must propose a work schedule to the House at the first House meeting of each MSU semester. The schedule should take into account the number of members present in the House for that semester and should be considerate of members' school and work schedules.
    3. **3.** The Jobs Manager ensures that every member is properly trained in performing their

House jobs and duties.

4. **4.** The Jobs Manager is responsible for issuing warnings and fines (to be voted on at the first House meeting of each MSU semester) to members who fail to perform jobs or who perform jobs poorly.
5. **5.** The Jobs Manager works with the Facilities Officer to organize “Work Week” and issues fines to members who fail to participate.

1. **B. Meeting Facilitator/House Secretary**
    1. **1.** The Meeting Facilitator is elected at the first House meeting of each MSU semester.
    2. **2.** The Meeting Facilitator is responsible for calling and facilitating House meetings in accordance with this document. The Meeting Facilitator is to post an agenda at least 72 hours in advance of regularly scheduled meetings. In the case of an unscheduled emergency meeting, the agenda must be posted at least 24 hours in advance. Any member may call for the Meeting Facilitator to hold an emergency meeting of the House. Any member may add items to meeting agendas.
    3. **3.** House meetings will be run according to a simplified Robert’s Rules of Order. The Meeting Facilitator should attempt to encourage relevant discussion, facilitate organized problem solving, and demand that disputes be settled with civility.
    4. **4.** If the Meeting Facilitator cannot attend a House meeting, the Jobs Manager will chair the meeting.
    5. **5.** Quorum is ½ + one of current House membership. If quorum is not achieved in a regularly scheduled meeting, the Meeting facilitator must reschedule a new meeting within one week.
    6. **6.** The Meeting Facilitator is responsible for issuing fines (determined by vote at the first House meeting of each MSU semester) to members who fail to attend a meeting without a valid excuse.
    7. **7.** The Elected Scribe shall record the minutes of all House meetings and post them in a common area. The posted minutes are to be read and initialed by any members who failed to attend the meeting. Any correction to these minutes will be corrected at the next House meeting.

1. **C. Board of Directors Representative**
    1. **1.** The Board of Directors Representative shall be elected at the first meeting of the House during the MSU fall semester for the duration of the contract period, insofar as possible.
    2. **2.** The Board of Directors Representative will represent Elsworth House at the Board of Directors meetings of the SHC, and is charged to act in the best interest of the House and the corporation. Any fines assessed to the House due to non-attendance at these meetings will be charged to the Board of Directors Representative’s account.
    3. **3.** The Board of Directors Representative will post a copy of the report from each Board meeting in a common area of the House in a timely fashion for review by House members.
    4. **4.** The Board of Directors Representative will report on Board meetings at House meetings and obtain the vote or opinion of House members on issues of the Board that will require the Board of Directors Representative to vote.
    5. **5.** The Board of Directors Representative will fulfill any other duties as assigned by the SHC Articles of Incorporation or by the Board of Directors.

1. **D.** Facilities Officer
    1. **1.** The Facilities Officer shall be elected at the first meeting of the House for each MSU semester.
    2. **2.** The Facilities Officer is responsible for seeing that all House duties which involve

general Facilities are done in a proper fashion that promotes good stewardship of the House.

3. **3.** The Facilities Officer will keep track of all House Facilities work and repairs and report any irregularities to the SHC Vice-President of Physical Development or to the SHC Facilities Employee/Coordinator.
4. **4.** The Facilities Officer will report on work accomplished, work required, Facilities problems with the House, and information from Physical Development Committee meetings.
5. **5.** The Facilities Officer will attend all SHC Physical Development Committee meetings. Any fines assessed to the House due to non-attendance at these meetings will be charged to the Facilities Officer's account.
6. **6.** The Facilities Officer will notify the SHC Facilities Employee/Coordinator of any Facilities problems which the House is unable to resolve within its own budget and labor/skill pool.
7. **7.** The Facilities Officer will consult with the House treasurer to determine the size of each MSU semester's Facilities budget.
8. **8.** The Facilities Officer will prepare, with the Jobs Manager, a "Work Holiday" list of general improvement tasks for the House by the second House meeting of each semester, and set a timetable for their completion. If a job must be completed by a specified time, the Facilities Officer must justify this date.
9. **9.** The Facilities Officer is responsible for all House tools, including loaning them to and collecting them from members. The Facilities Officer must take an inventory of all House tools at the beginning and end of each MSU semester.
10. **10.** The Facilities Officer must keep a Facilities log that records all of the work done and repairs made to the House.
11. **11.** The Facilities Officer must inspect and take inventory of every room's condition between occupancies.
12. **12.** The Facilities Officer must complete any other duties assigned by the Physical Development Committee or the SHC Articles of Incorporation.

1. **E.** Membership Officer
    1. **1.** The Membership Officer shall be elected at the first House meeting of each MSU semester.
    2. **2.** The Membership Officer will strive to ensure that the House operates at full membership capacity (21 members). During those times of the year when many contracts expire, this may require advertising and extensive correspondence with out-of-town prospective members. This will require cooperation with the SHC officers.
    3. **3.** The Membership Officer will see that prospective members meet the qualifications for membership and understand costs and responsibilities.
    4. **4.** The Membership Officer will organize a new member orientation packet for new members within one week of their arrival. This packet shall include a copy of the Elsworth Cooperative House Constitution, the MSU SHC Code of Operations/Articles of Incorporation, a list of House duties, and an information sheet/welcome letter.
    5. **5.** The Membership Officer will coordinate room changes among members.
    6. **6.** The Membership Officer will attend all SHC Membership Committee meetings. Any fines assessed to the House as a result of non-attendance at these meetings will be charged to the Membership Officer's account.
    7. **7.** The Membership Officer will report to the House during House meetings about the happenings of SHC Membership Committee meetings. The Membership Officer will get the House's input on decisions being made at the SHC Membership Committee meetings.
    8. **8.** The Membership Officer will make certain that all members have keys for their room and for the House. The Membership Officer must keep a complete and easily identifiable

duplicate set of keys in cooperation with the Facilities Officer.
9. **9.** The Membership Officer will be responsible for any other duties assigned by the SHC Membership Committee or the SHC Articles of Incorporation.

1. **F.** Education Officer (Meeting Facilitator)
    1. **1.** The Education Officer shall be elected at the first House meeting of each MSU semester.
    2. **2.** The Education Officer is responsible for representing the House at meetings of the SHC Education Committee and reporting back the House any important information. Any fines assessed to the House as a result of non-attendance at these meetings will be charged to the Education Officer's account.
    3. **3.** The Education Officer is responsible for reviewing and updating the House constitution, as needed.
    4. **4.** The Education Officer is responsible for writing articles for the SHC newsletter, the Pine Press.
    5. **5.** The Education Officer is responsible for ensuring that members are educated in the principles of this House and this Organization.
    6. **6.** The Education Officer is responsible for any other duties assigned by the SHC Education Committee or the SHC Articles of Incorporation.
2. Meeting Facilitator
    1. **1.** The Meeting Facilitator is represented by the education officer
    2. **2.** The Meeting Facilitator is responsible for calling and facilitating House meetings in accordance with this document. The Meeting Facilitator is to post an agenda at least 72 hours in advance of regularly scheduled meetings. In the case of an unscheduled emergency meeting, the agenda must be posted at least 24 hours in advance. Any member may call for the Meeting Facilitator to hold an emergency meeting of the House. Any member may add items to meeting agendas.
    3. **3.** House meetings will be run according to a simplified Robert's Rules of Order. The Meeting Facilitator should attempt to encourage relevant discussion, facilitate organized problem solving, and demand that disputes be settled with civility.
    4. **4.** If the Meeting Facilitator cannot attend a House meeting, the Jobs Manager will chair the meeting.
    5. **5.** Quorum is ½ + one of current House membership. If quorum is not achieved in a regularly scheduled meeting, the Meeting facilitator must reschedule a new meeting within one week.
    6. **6.** The Meeting Facilitator is responsible for issuing fines (determined by vote at the first House meeting of each MSU semester) to members who fail to attend a meeting without a valid excuse.
    7. **7.** The Meeting Facilitator shall record the minutes of all House meetings and post them in a common area. The posted minutes are to be read and initialed by any members who failed to attend the meeting. Any correction to these minutes will be corrected at the next House meeting.

1. G. Kitchen Steward (House shopper)
    1. **1.** The Kitchen Steward will be elected at the first House meeting of each MSU semester.
    2. **2.** The Kitchen Steward will take inventory of food and related supplies as necessary and procure sufficient quantities so that semesters may begin and end with reasonable meals and minimal rancor.
    3. **3.** The Kitchen Steward will work with the House cooks to arrange for appropriate menus for meals with due consideration for dietary foibles and preferences of the membership.
    4. **4.** The Kitchen Steward will order the food and work with the purchasing agents (House shopper) to arrange smooth pick-up or delivery of supplies. This requires knowledge of

the current inventory of food and leftovers.
5. **5.** The Kitchen Steward will work with the House treasurer to set up budgets for food and supplies.
6. **6.** The Kitchen Steward will prepare a shopping list for the purchasing agents (House shopper) of both food and supplies.

1. **H.** Interim Coordinator
    1. **1.** The Interim Coordinator for the transition to the next SHC contract period will be elected at the last House meeting of the contract period (usually the last House meeting of the MSU summer semester). The Interim Coordinator should be a member that is returning for the next contract period. The Interim Coordinator will collect all House and room keys from leaving House members and keep track of all keys not turned in. The Interim Coordinator will provide the House treasurer a list of all House members who have not turned in their keys so that they can be charged accordingly.
    2. **2.** The Interim Coordinator will be responsible for giving House and room keys to all new House members at the start of the next contract period.
    3. **3.** The Interim Coordinator will set the agenda for and facilitate the first House meeting of the new contract period.

Article V – Financial Obligations and Member Responsibilities

1. **1.** Each member shall be assessed a proportional amount of the House expenses each term. Expenses include, but are not limited to, food, rent, operating costs, and repairs.
2. **2.** It is mandatory for each member to have paid 1/3 of their room and board by the first week of every month. Those who present valid reasons for not paying may be exempted by the treasurer. Those who neither pay nor present valid reasons may be evicted from the House.
3. **3.** No rebate will be given for missed meals unless approved by the House.
4. **4.** Any member who does damage to the House as a result of gross negligence shall reimburse the House for the expense of the repair.
5. **5.** Every member must read and follow all posted items.
6. **6.** All pets must be voted on before they are allowed to stay in the House, the animal must pass with quorum (half membership +1). If a member wants to bring an uncaged animal into the house, the house must first vote to allow the animal to come stay for one week, after one week the house will re-vote on the animal, must pass with quorum. Fish and small caged animals are exempt from this rule.
7. **7.** If the House is operating with a meal plan, all members must participate in the House meal plan unless the House votes to release a member from the responsibility at the beginning of each semester.
8. **8.** The nature and amount of fines given by the House or House Officers must be discussed and voted on at the first House meeting of each MSU semester.

Article VI – Seniority

1. **1.** Seniority in the House is determined by the date a member contract is signed to the Elsworth Cooperative. In the event that two or more members signed on the same day, the member who first contacted Elsworth’s Membership Officer has seniority.

Article VII – Member Rooms and Parking

a. Member room picks are determined based on seniority by the date a member contract is signed to Elsworth Cooperative.

i. Before the end of each contract period, the Membership Officer must allow all future members of Elsworth house in order of seniority to choose their member room for the following contract period.

ii. Returning members have the right to retain their member room for the coming contract period.

iii. In the event that a member signs after another but moves in in the season before (I.e, summer and fall), the senior room pick will belong to the person who moves in first.

b. In the event that a member wishes to release their contract, they will be responsible for finding a replacement for their Member Room, as opposed to any existing vacancy member space. Until the replacement member has signed a contract, the departing member is responsible for paying house charges.

c. In the event that a member signs after another but moves in in the season before (I.e, summer and fa

Article VIII – Work Duties

1. **1.** Before the work schedule is made, the duties of each job are to be posted by the Jobs Manager and remain posted throughout the contract period.
2. **2.** The manner in which the work is distributed must ensure that each member does approximately the same amount of work for the House. Jobs should be distributed at the first House meeting of each MSU semester.
3. **3.** Each member of the House must accomplish four/five hours of general improvement work per semester.
4. **4.** Officer positions will be filled by majority House vote.

Article IX – Harassment Policy

1. **1.** Harassment is any kind of behavior towards a person which impairs their full enjoyment of the benefits, climate or opportunities of the Elsworth Cooperative House and the MSU SHC. This definition includes sexual harassment. Harassment may include (but is not limited to):
    1. **a.** malicious remarks or behavior toward another person. This could include:
        1. 1) discriminatory behavior – for example, when harassment is in an active form such as pinching, caressing, touching, vandalism, etc.
        2. 2) discriminatory verbal or written insults including, but not limited to, discriminatory, offensive, or obscene remarks. For example, the writing or speaking of derogatory names or comments that refer to an individual’s race, creed, ethnic origin, gender, sexual orientation, etc.
    2. **b.** explicit verbal threats where an individual’s personal safety is put in jeopardy by the language of another. For example, “I will hit you if…” “You had better… or else…” “If you do not do what I say, I will hurt you”.
    3. **c.** physical intimidation, including manipulative or otherwise inappropriate behavior. Intimidation includes offensive advances (e.g. sexual proposition) or inappropriate

behavior (e.g. touching, kissing, caressing). This includes action with or without threat of punishment for non-compliance and with or without the promise of reward for compliance.
    4. **d.** unreasonable invasion of a person's privacy, including taking photos, recording video or audio, or otherwise gathering personal information without warning or consent with full disclosure.
    5. **e.** any act of vandalism towards a person or their property.
    6. **f.** assault, including any type of physical violence.
2. **2.** Any member, guest, or employee who feels that he or she is being harassed by another member, guest, or employee of MSU SHC has the option and right to utilize the following procedures to ameliorate the situation.
3. **3.** The complainant may bring the details of the harassment to the Meeting Facilitator and Membership Officer and have a meeting including the parties of the Meeting Facilitator, the Membership Officer, the alleged victim, and the alleged perpetrator.
4. **4.** The alleged victim may approach the alleged perpetrator and discuss the problem with that individual.
5. **5.** The two parties of the complaint may choose a mediator, of which both approve, to facilitate a meeting between the alleged victim and the alleged perpetrator. If this is not possible, the SHC Vice-President of Membership will mediate or appoint a mediator. This can include the selection of a mediator from outside of the organization.
6. **6.** The allegation is documented with the SHC Vice-President of Membership. This documentation is to be confidential and the SHC Vice-President of Membership is the only person to have access to this information.
7. **7.** The alleged perpetrator of harassment is to be given a period of time to adjust his or her behavior. The time is to be determined by the parties that attend the meetings discussed in this Article.
8. **8.** If the alleged perpetrator adjusts his or her behavior within the allotted time, with the satisfaction of the alleged victim, then the case is closed with documentation remaining on file.
9. **9.** If the alleged perpetrator does not adjust his or her behavior within the allotted time, according to the alleged victim, then the alleged victim may:
    1. **a.** bring the alleged harassment complaint to the House Membership Officer and have a meeting, including the parties of the Meeting Facilitator, the Membership Officer, the alleged victim, and the alleged perpetrator.
    2. **b.** approach the alleged perpetrator to discuss the problem.
    3. **c.** agree with the alleged perpetrator on the selection of a mediator to facilitate a meeting between the alleged victim and the alleged perpetrator.
10. **10.** The actions of the alleged perpetrator are to be documented with the SHC Vice-President of Membership a second time. This documentation is to be confidential and only the SHC Vice-President of Membership is to have access to these files.
11. **11.** After this second allegation, the House must have a meeting within one week, with the option of having the SHC Vice-President of Membership facilitate.
12. **12.** Both the accuser and the accused have the option to appeal to the SHC Membership Committee.
13. **13.** Sanctions against the alleged perpetrator will either be fines or evictions, taking into consideration the outcome of the SHC and House meetings or the private meetings of the parties to the complaint.

Article X – "Party" Policy

1. **1.** All house parties must be voted on and approved at a house meeting by at least a 2/3 majority.

    1. **a.** A house member voting yes shall enjoy full privileges enjoyed as a host of the party as well as shared responsibility of any damages, fines, legal action, or any other negative ramifications resulting from the party.
    2. **b.** A house member voting no or abstaining to vote for the party will be expected not to participate in the party unless otherwise approved by a house vote. These members will also be exempt from any shared responsibility as described in article 1.a.
2. **2.** A party is subject to be stopped or cancelled at any moment due to medical, legal, or any other situations where the welfare and safety of the house and its members is at risk.
    1. **a.** n the event that any legal or dangerous situation arises as a result of a housemate or housemate's friends, the house shall discuss the consequences for said behavior at the following meeting.
3. **3.** A party shall be defined as an official house gathering that is voted on by the house members as described in article 1. This status requires that house members recognize and follow the specific traits and responsibilities described in this section of the house constitution.
4. **4.**Due to legal and safety reasons, the preferred distribution of alcohol will be BYOB (bring your own booze).
5. **5.** If Elsworth House and its members decide to throw a party they as a house must elect a "sober rep", this member will refrain from "substances" for the evening, making themselves available to handle escalating situations, mediating of any kind, any situation someone who is under the influence is not able to handle alone.
    1. **a.** In the event the fire alarm goes off the "sober rep" is to be the person to talk to the fire department, likewise the "sober rep" is also the person who needs to talk to the police in the event they show up.
6. **6.** Any hard copy or electronic invitations must only be made available in a private or a secret setting. Any distribution of the party information or description to public forums is strictly prohibited. Examples include open facebook events, coffeehouses, or campus billboards.
7. **7.** Only PRIVATE events on facebook, only physical things being wristbands and flyers.
8. **8.** The house members who vote to participate in the party must participate in the set up, clean up, and security of the party.
    1. **a.** The Jobs Manager shall create a signup sheet in order to designate which jobs are to be completed before, during, and after the party as well as which participating house members are responsible for specific tasks.
    2. **b.** Any participating member who does not complete their specific duty as defined by the Jobs Manager shall receive a fine of $10.

Article XI - Consent

1. **1.** Consent is active agreement between two parties

Article XII - Voting Norms

1. **1.** (at house meeting) ⅔ approval of members attending the meeting is the standard when voting on anything
2. **2.** A blind vote can be called under sensitive topics.

Article XIII – Amendments

1. **1.** Amendments to this document require 2/3 approval of House membership.

2. **2.** Amendment proceedings must be preceded by at least a two week viewing period during which amendments can be proposed by any member. This period is to be announced at a House meeting.
3. **3.** Voting on amendments to this document can take place at any House meeting attended by at least 2/3 of membership (the amount required for amendment approval). All members, whether or not present at the House meeting, must have the opportunity to vote on changes.

Article XIV - House Values and Norms

1. **Elsworth House values are as followed and may be changed by a ⅔ vote of the house. Elsworth and its members value:**
    1. **a.** Diverse Opinions and Perspectives
    2. **b.** Respect
    3. **c.** Open Communication
    4. **d.** Honesty
    5. **e.** Friendliness
    6. **f.** Being cooperative
    7. **g.** Being an active participant in our community
    8. **h.** Cleanliness
    9. **i.** Being Eco-Friendly
    10. **j.** Consent
2. **2.** Our norms are derived from our values and should be discussed at every first house meeting of the year. It is important that all members and their guests follow these norms and they must be posted in common spaces for constant reference. -
    1. **a.** Open and Honest Communication
        1. **i.** Use I statements
        2. **ii.** Be proactive in your communication, not reactive.
        3. **iii.** Don’t make assumptions, communicate clearly
        4. **iv.** Conflict? Try to work it out one on one (Face to face) first
        5. **v.** Conflict you can’t solve by yourself? Go to your membership officer or education officer for resolution
        6. **vi.** Don’t talk about other house members behind their back
        7. **vii.** Don’t be passive aggressive
        8. **viii.** Step up - Step back
        9. **ix.** All house norms and rules apply to social media use.
    2. **b.** Consent!
        1. **i.** Ask for consent when touching someone or their property, eating their food, or entering their room
        2. **ii.** No one is static, ask each time
        3. **iii.** Educate yourself on each others boundaries
        4. **iv.** Smoking in common areas? Ask your housemates in that room first
        5. **v.** Don’t be a bystander
        6. **vi.**Don’t post pictures of other housemates on social media without their consent or any pictures that would be found in violation of the constitution.
    3. **c.** Respect!
        1. **i.** All members are treated equal
        2. **ii.** Hold visitors to same standards
        3. **iii.** Include everyone
        4. **iv.** ALWAYS respect your housemates (THIS IS YOUR FAM)
    4. **d.** Be Eco-Friendly

    1. **i.** Conserve resources
    2. **ii.** Recycle!
    3. **iii.** Turn lights/TV off when you're the last one leaving the room
5. **e.** Cleanliness
    1. **i.** Do your jobs to the best of your ability
    2. **ii.**Leave everything better than you found it!
    3. **iii.** You don't have to have the job to do what has to be done (take initiative)
6. **f.** Spread positivity
    1. **i.** If you need to vent - ask first
7. **g.** Actively participate in our family
    1. **i.** Be a part of house events
    2. **ii.** Help foster a sense of home/family
    3. **iii.** Put in the effort to make a happy healthy home
    4. **iv.** Have an emotional investment in the house
    5. **v.** Honor Bowie traditions
8. **h.** No cigarettes in the house

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