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## 2.03 Operational Committees

### **2.03.01 - MEMBERSHIP COMMITTEE**

The Membership Committee shall consist of the membership officers of each Household and the Vice President of Membership.

1. **a.** The Membership Committee shall be responsible for:
  1. **i.** Giving tours of the Houses to potential members and assisting them through the membership process.
  2. **ii.** Organizing and executing membership drives.
  3. **iii.** Organizing publicity campaigns, advertising, posters, and presentations to outside groups.
  4. **iv.** Assisting the Vice President of Membership in formulating the Membership Budget as part of the annual SHC budgeting process.
  5. **v.** Working to establish and maintain a tolerant and cooperative atmosphere for any member.
  6. **vi.** Hearing the appeals of referred or expelled members and rejected potential members.
  7. **vii.** Hosting the All-Member Events at least each fall and spring semester.
    1. **1.** The date for the event should be chosen by the third Membership Committee meeting each semester.
    2. **2.** The Membership Committee will assign each House duties for the All-Member Events. These duties will be assigned one month before the All-Member Event.
    3. **3.** If a House fails to fulfill its assigned All-Member Event duties, as defined by the Membership Committee, each member of the House will be fined \$5. These fines will be distributed to either the House hosting the party or the All-Member Event budget, as decided by the Vice President of Membership.

### **2.03.02 - FACILITIES COMMITTEE**

The Facilities Committee shall consist of the facilities officer(s) of each Household, at least one Board representative, the Maintenance Coordinator, and Vice President of Facilities.

1. **a.** All Houses shall have an elected Facilities Officer who shall have the following responsibilities:
  1. **i.** The Facilities Officer is responsible for managing upkeep and maintenance of the house, in conjunction with the Vice President of Facilities and Staff.
  2. **ii.** Communicating upkeep, maintenance, and development concerns and projects between the membership of their Household and the Committee and Staff, in line with Physical Development Funding Guidelines.
  3. **iii.** Being familiar with the operational systems of their household - gas, water,

- electric, etc, including all valve shut-offs.
4. **iv.** Accompanying if possible the Vice President of Facilities or Maintenance Coordinator on all necessary inspections of their House.
  5. **v.** Attending all Facilities Committee meetings. In cases that the Officer is unable to attend, they may send an alternate, or be excused from their attendance by the Vice President of Facilities.
  6. **vi.** Managing the keys to rooms in the house. The Officer must keep at least one spare room key for each room in the House, and ensure that these keys are available as needed by Officers and Staff. In cases where a member loses one of their keys, they must charge that member for the cost of copying a replacement and/or changing the lock set.
  7. **vii.** Notifying house members when it is necessary for inspection or construction workers to enter their individual rooms.
  8. **viii.** Notifying the Vice President of Facilities of the presence of uncaged pets in the House.
1. **b.** The duties and responsibilities of the Facilities Committee shall consist of:
    1. **i.** With staff, ensuring that SHC properties are maintained to City of East Lansing Housing and Fire Safety Codes
    2. **ii.** With staff, ensuring that the maintenance budget and labor is allocated in a fair and equitable manner.
    3. **iii.** Assisting in the formulation of the corporate maintenance budget (see Maintenance Budgeting Policy).
    4. **iv.** Developing and recommending the expenditure of allocated funds from the corporate facilities budget to the Board. Ensuring that the Development budget is allocated in a manner consistent with the long-term vision of the Membership and the Organization.
    5. **v.** Providing feedback to the Board of Directors on the status of facilities, the status of their maintenance, and the development of assets to, in the form of a triannual report.
    6. **vi.** Overseeing and tracking major construction and development projects.
    7. **vii.** Recommending funding for projects submitted by the SHC Houses or the Vice President of Facilities to the Board.
    8. **viii.** Recommending funding for projects submitted by the SHC Houses or the Vice President of Facilities to the Board.
    9. **ix.** Operating and arbitrating the Facilities Grants program.
    10. **x.** Creating and revising policy in order to cooperatively facilitate the maintenance and development of SHC properties.
    11. **xi.** Organizing and implementing the annual all-member work holiday.
    12. **xii.** Developing and delivering maintenance education and training to the membership in general.

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