

# Standing Rules of COUCH

Updated September 3<sup>rd</sup>, 2007

Per the COUCH Bylaws, Standing Rules are defined as any policy related to Section 3.3, which states:

**3.3 Specific Powers of the Board.** The Board shall have sole power to:

- a) authorize the purchase, sale, mortgage, transfer, rental, or acceptance of real property on behalf of the corporation with approval of a Special Meeting;
- b) accept gifts on behalf of the corporation;
- c) borrow money and issue promissory notes or bonds of the corporation for the repayment thereof, and to mortgage, pledge, or otherwise grant security interests in any and all property of the corporation, both real and personal, as security for debts and undertakings of the corporation;
- d) purchase or sell personal property incident to the purchase or sale of real property;
- e) control and administer any funds which the Board may establish;
- f) authorize the purchase of personal property or enter into any contract, in the name of the corporation, for the administration of the corporation; and
- g) authorize the assessment of all members or co-ops to meet the estimated expenses involved in managing the corporation.

***SR 1. Associate houses (November 22, 1998):***

The Associate House Fee shall be \$2/person/month, payable monthly, quarterly or annually.

***SR 2. Member Assessments***

***SR 2.1. Membership fee (April 18, 1999):***

Membership in COUCH shall require a one-time fee of \$20.

***SR 2.2 Security Deposits (October 6<sup>th</sup>, 2002)***

COUCH requires that at least \$50 of the security deposit and the COUCH membership fee be paid at the time of the contract signing. The security despoit shall be paid in full by 30 days prior to the beginning of the contract period, or at the time of move-in if the contract is signed less than 30 days prior, unless a COUCH Treasurer-approved payment plan has been put into effect.

***SR 2.3. Member assessment procedures (August 18<sup>th</sup>, 2002; October 6<sup>th</sup>, 2002)***

All checks from the members shall be received by the COUCH Treasurer from the house treasurers by the 3rd day of the month. House treasurers will submit checks to the COUCH Treasurer at least weekly until such time as all checks for the month have been paid.

***SR 2.4. Member payments (October 6<sup>th</sup>, 2002)***

All payments to COUCH shall be by check, cashier's check, or money order.

***SR 2.5. Member arrears (October 6<sup>th</sup>, 2002)***

If a member shall owe more than \$100 for more than 15 days, COUCH may require signature of a COUCH Treasurer-approved payment plan, or may begin eviction proceedings after 5 days notice.

### ***SR 2.6 Budgeting of houses (March 16<sup>th</sup>, 2003)***

COUCH co-ops shall be considered separate projects for budgeting purposes, with room charges based on the actual expenses incurred for the purchase, maintenance, and operation of each house. Exceptions may be made as situations warrant.

### ***SR 2.7 Budgeting of NASCO Properties houses (March 16<sup>th</sup>, 2003)***

Brooks Co-op and Harvest House shall be considered a single project for budgeting purposes, with room charges set at \$3895/month for Brooks and \$3613.50/month for Harvest for August 15<sup>th</sup>, 2003 – August 14<sup>th</sup>, 2004, and with Brooks room charges being 52.6% of the total billed from NASCO Properties starting August 15<sup>th</sup>, 2004. Brooks Co-op and Harvest House shall be viewed as separate projects for budgeting purposes once debt service costs for Harvest House become less than or equal to those for Brooks Co-op.

### ***SR 3. Travel Reimbursement (November 26, 2000)***

COUCH-related travel expenses (such as going to the NASCO Institute) shall be reimbursed. Members driving their own cars for such purposes shall be expensed at the rate of 5 cents/mile (to cover gas on a fuel-efficient car).

### ***SR 4. Parliamentary procedure***

#### ***SR 4.1. Voting eligibility on parliamentary matters (December 8<sup>th</sup>, 2002)***

On parliamentary matters (discussion or tabling of items, facilitation, the agenda), all Board members in good standing, not just those eligible to vote on policy, may vote.

#### ***SR 4.2. Voting procedure on parliamentary matters (December 8<sup>th</sup>, 2002)***

A vote of yes by 1/3 of the Board is sufficient to force consideration of an issue and put it on the agenda. A vote of yes by 1/3 of the Board is sufficient to replace the meeting facilitator, for a particular agenda item.

### ***SR 5. Staff***

#### ***SR 5.1 Staff conflicts of interest (December 8<sup>th</sup>, 2002)***

Paid staff shall not also be house representatives to the COUCH board.