

Section 1 Introduction

1-A. Welcome to NASCO and Pacifico Coop.

The North American Students of Cooperation is an association of cooperatives throughout Canada and the United States. It started in 1968 with the vision to expand the cooperative movement across college campuses. In its recent history it has sought to assist and initiate student-housing ventures here in the Davis community and among other locations as well. The Pacifico Cooperative was started by the organization NASCO Community Ownership (NCO) with the aid of the Japanese Consumer Cooperatives funding and Allegre Apartments' land donation. When the construction was finally completed, Pacifico became the home to many students and non-students who sought a diverse place to build a community. After a period of time, DDC was no longer capable of keeping this property without the aid of an outside source. NASCO has now decided to help aid the future of Pacifico Cooperative by bringing management support and assisting with cooperative education and community organization.

1-B. What is a student housing coop?

Broadly speaking, a cooperative is a business controlled by the people who use it to their benefit. There are many types of coops: grocery, housing, arts and crafts, banking coops (called credit unions), and more. Because they are member controlled, every coop is different. However, they all share certain principles and ideals. These cooperative principles are accredited to a group of twenty-nine weavers who, in the year 1844, pooled their savings and opened the first successful consumer coop in Rochdale, England. Their vision has since been shared by thousands of cooperatives around the world. These adopted principles of cooperation help to organize a successful business. The Rochdale principles are:

- Voluntary and open membership
- Democratic member control
- Member economic participation
- Autonomy and independence
- Education, training, and information
- Cooperation among cooperatives
- Concern for community

As a member of Pacifico Coop, you are part of a worldwide student cooperative movement. You are also a member of NASCO. This federation of U.S. and Canadian student cooperatives highly regards the principles of educational training, shared community, and democratic control.

1-C. How is living at Pacifico different than living in an apartment?

As a resident at Pacifico, you are also a member. You have the ability to voice your own opinions and help set the policies that effect you while you are at Pacifico. By participating in the meetings with the Resident Council and Board of Trustees, you can make Pacifico a better place to live. At a cooperative, members share their resources with one another. By working and living together, the residents not only benefit financially, but also culturally with a diverse and enlightening experience as a member.

Section 2 Governance

2-A. Council Purpose and Powers.

The Pacifico Resident Council is the governing body for Pacifico Student Cooperative Housing and acts as a liaison to the NASCO-appointed Board of Trustees. (The authority of the Council is defined in the NCO Bylaws).

2-B. Council Composition.

At the first suite meeting of the Fall and Summer quarters, each suite will elect their Suite Manager by majority vote (see below). Each elected suite manager will serve on the Council, unless the members of the suite approve an alternative arrangement by majority vote. At the first Council meeting of that same term, each Councilor will have the opportunity to volunteer for one of the Council committees, and for non-executive officer roles.

Those positions that comprise the council's executive committee will be elected by the membership of Pacifico at large. The Executive positions are President, Vice-President, Treasurer, and Secretary. Non-executive officers of the Resident Council include Ombudsperson, and the Coordinators of: Membership, Social-Education (2 suggested), Workshift Manager, Food/ Supply (2 suggested), and Maintenance. Any Suite Manager may run for any non-executive role in the Council, and they will be affirmed by a secret majority vote by that Council session.

Council may also have 2 representatives from the Davis community at large, who are not current members of Pacifico, serve on Council in a voting capacity. These representatives should be chosen for their experience with cooperatives, or their skills in relevant areas, including but not limited to maintenance, finance, tenant law, or knowledge of the local municipal or county government. Many other student coops use their community representatives as a resource for learning about areas which affect the coop, or as a source of perspective from someone who is not currently residing at the coop.

2-C. Quorum.

Unless otherwise decided, quorum for voting formally is over 50% of the Council present at or telecommuting in real-time at the meeting, such that each members can hear every other member in real time. Council will have the opportunity to make decisions through votes conducted over email or by written petition if they choose to, or if Council members' schedules make it impractical to meet in person and have a quorum. If a meeting does not have quorum, it is suggested that Council members who are present discuss the issue and make those members who were absent aware of the results of the conversation, in order to make the eventual vote on the issue come about more quickly.

2-D. Election and Terms.

2-D-1. Floor/Council Elections. Suite Manager-Councilors will serve for six month terms or Council Sessions, and are elected within two months of the start of the UC Davis Fall and Spring Quarters. Nominations for each election happen one week before the vote on each floor.

Pacifico Student Housing Cooperative Policy Manual: Revised as of June 2008

2-D-2. Changeover of Council. Each Council Session is officially begun at that Session's first Suite Meeting, with the election of the Suite Managers. Even if not all Suite Managers are elected throughout Pacifico, the new Session will have been considered to begin and the incumbent Council Session's members relinquish their positions, privileges, and responsibilities. Each Council will serve until its successor session has been elected, and the term of each Council session ends only with the election of the next session.

2-D-3a. Emergency Governance. If the number of actively-participating Council members residing in Pacifico (meaning those who have been present and available at Pacifico for at least ten days in any two consecutive weeks) is at any time three or less, the Council Session is suspended and its powers and obligations temporarily suspended until such time as Council can reconvene with at least four members fulfilling the conditions above. During times of Emergency governance, the staff of Pacifico and the NCO board will be responsible for making governance decisions, and will be advised by the membership at large of Pacifico.

2-D-3b. In the event that Council is suspended, the Office Manager would direct the remaining Council members and the general membership in the efforts necessary to maintain the most important functions of Pacifico, including all normal Council business, excepting representation to the NCO Board. The Office Manager would have discretion to choose what business was critical to Pacifico's interests, and would be authorized to hire help from among the General Membership to make sure this business was accomplished.

2-D-4a. Nominations. Any currently-residing member of Pacifico Student Cooperative Housing who has not been given written notice of a violation of their lease who wishes to run for Suite Manager of the suite on which they live must do so at the first Suite Meeting of the respective term. Failing that, a Suite Manager will be elected from the options listed in ["**"], which are in order of mandated preference.

2-D-4b. In case of substantial disagreement or a Suite not knowing each other sufficiently, a majority of the suite present at that meeting may vote to postpone the vote by only one week.

2-D-5a. Ballots. The Suite will choose its Manager by secret ballot, to be distributed priorly by the Office Manager; however, any suite may decide by unanimous vote to not keep the vote secret, in which case no secret ballot is necessary and the vote for Suite Manager can be taken orally.

2-D-5b. The Office Manager will coordinate the elections by being responsible for making sure that a set of ballots are available to each suite with a sealable envelope and, if used, counting said votes and announcing the electee to the Suite within two business days.

2-E. Council Officer Descriptions.

2-E-1. Officers will be elected by and from the new Council at the first Council meeting following the Suite Manager elections. Unless otherwise stated, specific Council Officer duties may be delegated by that Officer, but they retain responsibility for that work's completion and its quality as though they had done it themselves.

2-E-2. The President by default publicly calls all Council meetings and drafts the agenda.

2-E-3. The Vice-President takes the President's role in the case that the President is unavailable to perform their duties.

2-E-4. The Treasurer works with the Office Manager to communicate financial information and context to the rest of Pacifico, from Council to the general membership. They should also periodically meet with Building Treasurers for mutual exchange of both information and review. They are not a signer on the Pacifico Operating Account, and they may not issue fines; this is the Office Manager's responsibility. A suggested way of communicating this financial information is by discussing the context of the monthly and quarterly financial reports sent by staff with the membership of Pacifico.

2-E-5. Secretary: The secretary records minutes at the council meetings and makes them available to the general membership, council, staff members, and NASCO staff liaisons within two days of the council meeting. To ensure that the minutes are accessible to as many members as possible, the minutes should be distributed to the membership mailing lists of Pacifico, and also posted physically in each floor of each building. The secretary also maintains from the minutes of the meetings an updated list of Active Commitments made by Councilors and checks their status at or after each Council Meeting.

2-E-6. Ombudsperson: The Ombudsperson impartially mediates conflict between general members when conflict cannot be resolved at the Suite level. The ombudsperson also checks the Office Mailbox and addresses all concerns forwarded to Council there and at the mailing list council@pacifico.coop. The ombudsperson also works to be aware of and mediate conflicts between Councilors and the general membership, and generally to represent Pacifico's membership to Council in this regard. They are also the default facilitator at Council Meetings.

2-E-7. Membership Coordinator: Communicates between the Membership Committee and the Council. The Membership Coordinator will fulfill the position by announcing, coordinating, and facilitating all Membership Committee meetings and organizing the Room Lottery. The purpose of Membership work is to recruit new members by advertising and outreach; assists with move-ins and move-outs, including assembling Welcome Kits and Member Packets. To this end, the Membership Coordinator will also be responsible for the planning for and facilitation of the annual New Member Orientation each fall, and for distributing the Pacifico Owner's Manual and Policy Manual to each new member throughout the year.

2-E-8. Social-Education Coordinators: Communicates between the membership, the Social-Education Committee, and the Council. The Social-Education Coordinators will fulfill the position by announcing, coordinating, and facilitating all Committee meetings, and by organizing Committee activities. Included in the purpose of Social-Education work is developing and maintaining:

- The cooperative culture at Pacifico
- Communications methods (particularly between the general membership and leadership),
- Member and alumni networks
- Social events, activities, and facilities.

2-E-9. Maintenance Coordinator: Communicates between the Maintenance team, the general membership, and the Council. The Maintenance Coordinator will fulfill the position by coordinating the collection of information on maintenance issues at Pacifico, and organizing maintenance team activities. Maintenance is concerned with the upkeep, repair, and improvement to Pacifico both indoors and on its grounds. The maintenance coordinator will keep maintenance request sheets posted on the first floor of each building, in order to allow the membership of Pacifico to make known any issues requiring the attention of the maintenance team. The Maintenance Coordinator is also responsible for seeing that a member of the maintenance team inspects the buildings at Pacifico frequently enough that each building is inspected at least 3 times per year.

Pacifico Student Housing Cooperative Policy Manual: Revised as of June 2008

2-E-10. NASCO Community Ownership Directors: Two elected members of the Council will serve as representatives to the NASCO Community Ownership Board. They will sit on the NCO Board as well as Council. This position will be elected from among Council at its first meeting of the Regular Session. If the position is inactive, insufficiently attended as defined in the NCO bylaws, or empty, then a new such election shall be held within one month for the duration of the term left until the start of the next Regular Session.

2-E-11. Food/Supply Co-ordinator: responsible for implementing and developing Pacifico's food and supply systems for those members who participate in meal plans. Members are likely to change their minds from time to time on what services they want provided them, so these systems must be flexible to their needs and wants. The FSC's main regular job is in maintaining the Central Supply Warehouse. The FSC is responsible for the following duties. They may delegate some of these jobs to Project Leaders or others, but ultimately they are responsible for:

- Receiving orders from Suite Managers and Building Maintenance/Supply Officers as to what supplies the various floors need.
- Organizing a regular time to meet with Suite Managers or their agents at the Warehouse to distribute supplies.
- Keeping an accessible spreadsheet of what supplies are ordered for future inventory planning.
- Stocking the Warehouse from suppliers, either by receiving deliveries or picking up orders when they arrive
- Maintaining the organization and cleanliness of the Warehouse.
- Facilitating the advertisement and practice of shared meal systems

2-F. Council Meetings

2-F-1. Council meetings will be held twice per month at a place (and if necessary, time) determined by the President in consultation with Council either by email or at the preceding Council meeting. Unless otherwise agreed upon, Council meetings will be once a month on a Sunday at 10AM and once a month on a Wednesday at 8PM.

2-F-2. The Council President will post notice of the meeting and send an email reminder with a current copy of the agenda to all Councilors at least one week prior to the scheduled meeting.

2-F-3. Any materials or agenda items that members, Council members, or staff wish to put on the agenda must be given to the president at least one week prior to the scheduled meeting. The Council President will compile and distribute any materials for the meeting at least three days prior to the scheduled meeting.

2-F-4. Additional agenda items may be added to the agenda after this deadline or at the meeting. Additional items added following the drafting of the agenda must be approved by council at the start of the meeting. Any items added less than 24 hours before the council meeting will be considered "New Business" and must be voted on either at a future meeting, or through a written/email vote following the council meeting, in order to allow Council members to give the issue consideration.

2-F-5. Agenda. The agenda will include a section to approve the agenda; to approve previous minutes; any items recommended by members, council members or staff; suite reports; a review of Active Commitments made by Councilors; and adjournment.

2-F-6. Meeting Process. The Ombudsperson will make sure that the meeting is facilitated, and may do so themselves when appropriate. The Facilitator is responsible first and foremost for ensuring that Council proceedings and Agenda are fair, accessible, and efficient. To this end the Facilitator reserves the right to bring the meeting to order and implement whichever rules s/he deems to be absolutely necessary to returning the meeting to a process of mutual communication, and also to end the meeting or item if it is clear that this is not achievable. Anyone may facilitate a meeting or item with the permission of the Ombudsperson or by a Council motion.

2-F-7. The secretary records discussion, decisions, commitments, and monitors the time of the meeting to try when appropriate to keep it within those suggested by the agenda. The secretary then distributes the minutes to all Councilors, Suite Managers, the Office Manager, and liaisons from NASCO within 48 hours of the meeting. Council meetings shall be no longer than two hours unless agreed upon by majority vote at the meeting.

2-F-8. To the end of making this time cap possible, Councilors shall be responsible for having read all Council communications more than 4 days old. If a Councilor will be out of email contact for more than 4 days, they must report it ahead of time or be considered temporarily out of contact with Council and will not be added into quorum for votes taken on matters which they have not priorly and substantially discussed. If contested this condition will be determined by a majority vote of Council.

2-F-9. All votes will be decided on the basis of simple majority of present Council members, unless decided otherwise by a majority vote of Council.

2-F-10. Council may vote on issues in writing or through email. Any motions proposed through these methods will include a date by which voting will be closed and votes counted. Votes cast on paper, rather than through email, will be left with the Office Manager or put through the office drop box, and will be turned over from the office manager to the Council President to be counted.

2-G. Suite Managers

2-G-1. Suite Manager Job Description. Suite Managers make sure that there is majority agreement and compliance among the suite in regards to the decisions made by the suite such as: acceptable noise, pets, desired extra supplies (both through the Central Warehouse and otherwise), and division of labor in regards to suite Workshifts. However, no decisions by the suite may supersede Pacifico or NCO policy. The Suite Manager is not exempt from suite Workshifts.

2-G-2. Suite Meeting Facilitation. The Suite Manager will call suite meetings (to be held every two months) by publicly announcing by email and suite postings, and other appropriate means. Unless otherwise agreed upon, the Suite Meeting should be held in the evening the same Sunday as a Council Meeting. The Suite Manager will be responsible for writing the agenda and posting it in the common areas at least two days before the meeting, and also facilitates the meeting unless otherwise delegated.

2-H. Management of the Building.

2-H-1. By the first Council meeting of the session, Suite Managers from the same Building will arrange among themselves how they wish to share responsibilities for the Building as a whole, including the Building Officer positions (Secretary, Treasurer, and Maintenance/Supply) and facilitation of Building Meetings.

Pacifico Student Housing Cooperative Policy Manual: Revised as of June 2008

2-H-2. Building Officers. Unless otherwise specially delegated, each of three Suite Managers for a Building will also take on one of three Building Officer roles.

2-H-2a. The Secretary is responsible for making sure that there are minutes for all Building Meetings posted appropriately within two days of the Building Meeting. Unless otherwise agreed upon by the rest of that Building's Suite Managers, the Building Secretary will call Building Meetings.

2-H-2b. The Treasurer is a signer on the Building Account and a member of the Finance Committee.

2-H-2c. The Maintenance/Supply Officer is responsible for making sure that their Building's facilities and utilities, including Internet access, are in good functioning and that the Building has all supplies it needs from the Central Warehouse. This includes communicating to the general membership on how to maintain and repair simple problems themselves. The holder of this position may delegate a co-M/SO to share their responsibilities and ensure access to help for members in need, but this second would not be a Building or Council Officer for any deliberative or administrative purposes.

2-H-2d. Building Meetings are held every two months, in between Suite Meetings.

2-I. Powers and Duties of General Members.

2-I-1. General Member Duties. General Members are obliged to elect, review, and hold accountable competent representatives and managers. Members are responsible for bringing forward any significant omissions of duty or complaints on the part of their governance through their Suite Manager if appropriate, and otherwise directly to Council or the Office Manager. Members must also do their part to stay informed of policies, events, charges, directives, and other coop business by attending Suite and Building Meetings and actively seeking out missed information from their Suite Manager or Building Secretary.

2-I-2. General Member Powers. Members may call a special Suite or Building Meeting by petition of 1/3 of the actively residing members of that Suite or Building.

2-I-3. Elected officer recall votes: Members may also petition by letter among themselves for a vote of no confidence against any officer at any level of the cooperative, which shall be decided by simple majority. The constituency which elected said officer will be the constituency which would be needed to recall the officer. For example, an officer elected at the Pacifico-wide-level would be recalled by the members who reside in said building, an officer elected at the suite level would be recalled by the members who reside on that floor. A single petition may ask for several different questions to vote upon, but each vote is taken not against the member's ability to hold any position, only a particular position. For instance, a Suite may vote against their Suite Manager's continued holding of that position, but if that member were to hold a different elected position, a vote would be needed to terminate that position as well, and the vote would need to be taken at the same level at which the second position was elected.

2-J. Committees

2-J-1. Committees. It is difficult for the entire Council to be fully involved in every project and aspect of Pacifico. In many cases, the Council will task a committee with considering different actions available to deal with an issue, and to recommend an action back to Council. In most cases, it is expected that Council will follow the course of action recommended by the committee in question. There will be some issues which are ongoing, and involved enough that there will likely always be a committee to deal with this issue, such as membership/recruitment. Committees are composed of some members by policy, but mostly by general member participation. Participation in any one Committee is not exclusive to any other, and general members do not necessarily need to remain with any one Committee for any set period, except where this would mean compromising a commitment made or by the member prior to the member's intended departure.

2-J-2. Committees have discretion within the bounds set by Pacifico and NCO policies and direction to advise the Council and members on their tasks and projects as they best see fit.

2-J-3. Project Leaders are members who have volunteered to head up specific projects or duties, with the approval and cooperation of the appropriate Council Co-ordinator. That Co-ordinator still retains responsibility for the completion and quality of work performed by the Project Leader. Project Leaders should be allotted as much autonomy and initiative as is practical and appropriate, but they enjoy no special rights over other general members and are finally under the direction of their Council Co-ordinator sponsor.

2-K. Transitivity of Positions.

Multiple Council and Building leadership positions can be held simultaneously by the same individual; in fact, this is the default case. Unless otherwise stated, positions are responsible for the completion of tasks in their purview, but the officer need not complete the task themselves. Each role may be separable by a viable, publicly-recognized special arrangement; for instance, as in the case above, there may not necessarily be trouble with a member being a Councilor despite their Suite Managership being problematic.

2-L. Officer Review

Should an elected officer in Pacifico not perform the duties required of them by their job description, the body which elected that officer have the right to hold an officer review to determine how to address the alleged poor performance of the duties of the office. The goal of an officer review is to make everyone aware of issues related to an officer's performance, and to come to a resolution. Ideally, this resolution will not be a removal of the officer from office, but a plan for how to improve performance or an improvement to the job description of the officer. In the event that no other option can be found, removal of the officer from the office is an option at an officer review.

2-L-1. The officer may be called to review by a written petition of at least 3 members of the body which elected that officer. Officers should only be called to review for non-performance of duties in the job description of that position, and the alleged issues being raised by the petitioners should be based on firsthand knowledge, rather than hearsay. In the case of Council members, a review may be initiated by a written petition of at least three fellow Council members, in addition to the body which elected the Council member.

2-L-2. The review will take place at the next available meeting of the body which elected the officer. The members will have the opportunity to discuss the issues they see with the officer's performance, and the officer will have the chance to respond.

2-L-3. The review will be concluded by outlining a plan for the officer to better perform their duties, by improving the job description to reflect the needs of the members, or by removing the officer from the office.

2-L-4. If the officer is removed from office, there will be an election held for the position by the next possible meeting.

Section 3 Membership

3-A. Membership Committee Purpose and Powers.

3-A-1. The Membership Committee is composed of the Membership Coordinator and any Project Leaders or other participating general members.

3-A-2. The Membership Coordinator is responsible for making sure that the Membership Committee, in cooperation with the Office Manager:

- Updates Council on the vacancy rate, in consultation with the Office Manager. The committee recommends and implements a recruitment plan to alleviate the vacancies, in cooperation with the Office Manager
- Organizes recruitment and marketing plans for the Summer, Fall, Winter, and Spring quarters. (Because the main time at which Pacifico begins new member contracts is the fall, special attention will be given to marketing over the summer and preparing new members in the fall.)
- Helps Council organize and host New Member Orientations
- Helps council compile New Member Packets for all new members
- New Member packets will consist of a Pacifico Owner's Manual, a map of the different suites of Pacifico, and a copy of the Pacifico Policy Manual
- Compiles, distributes, and records an exit survey for all non-returning members
- Conducts and organizes tours and move-ins
- Organizes Pacifico promotion at UCD's Housing Day and Reentry Day

3-B. Application and Eligibility Requirements for Membership.

3-B-1. Application Process. All interested applicants must complete an application for membership, which will be reviewed by the Office Manager. If an applicant qualifies, they will be offered a space or added to the wait list. An application fee will be charged, which will pay for a credit check on the prospective member.

3-B-2. Income Qualification. Due to our tax status with the IRS, approximately 80 of our residents at full capacity must qualify as low-income (receive a Pell Grant, or have family earnings below 50% of Area Medium Income).

3-B-3. Student Status Eligibility and non-student Members

3-B-3a. A student is deemed to be a full or part-time student, faculty, or staff, at any University or College.

3-B-3b. If the occupancy of Pacifico is below 70%, then up to 10% of the membership may be accepted as non-students. If the occupancy exceeds 70%, no more than 5% of the membership may be accepted as non-students.

3-B-3c. The Pacifico Resident Council may set criteria by which an applicant may be defined as a student for the purposes of membership at Pacifico, and will describe these criteria in this policy manual.

3-C. Room Selection.

3-C-1. The Office Manager will send out a survey the first week of February asking members to reserve their space for summer and/or fall. The reservation is not binding, it merely places a hold on that space.

3-C-2. To maintain priority status, continuing members must reserve their space for fall by UC Davis Housing Day.

3-C-3. Any space not reserved by the February deadline will be available to open room selection for current members.

3-C-4. To secure reserved spaces, continuing members are required to sign a contract by a deadline one week after the UC Davis Spring Quarter begins. Any spaces for which a contract is not signed by the April deadline will be available to open room selection.

3-C-5. At the start of the fall and spring quarters, a Room Lottery will be held with all current and incoming Pacifico members acting as participants to determine room placements.

3-C-5a. All participants in the Room Lottery will be given the opportunity to state first, second, and third choices for their room.

3-C-5b. All participants will be made aware of the price of rooms, which rooms will come available, and what the policies of each suite in Pacifico are, in order to make the most informed decision as to their preferences.

3-C-5c. All participants will be given a window of not less than 10 days in which to make their preferences known, and the Room Lottery display will be displayed in the Pacifico Office for that time.

3-C-5d. When more than one member expresses an interest in a room, the member who has the most seniority (in total time spent as a member at Pacifico) will be given the room. Each member will receive the room that is the highest in order of preference to them, excepting for rooms which are taken by another more senior member.

3-C-5e. All current and incoming members unable to participate in Room Lottery will be given a survey to help guide the Office Manager in assigning a room. In the event that a member is unable to get any of their most preferred rooms due to seniority, the Office Manager will make every effort to place them in a room which their preference survey shows to be compatible with their needs.

3-C-6. Wait list.

3-C-6a. Spaces will be assigned on a first-come, first-serve basis to those who have submitted an application.

Pacifico Student Housing Cooperative Policy Manual: Revised as of June 2008

3-C-6b. Applicants can choose to be put on the waiting list according to when their application was turned in.

3-C-6c. Priority is granted in the following order: Applicants who sign a 12 month lease; applicants who sign a lease less than 12 months; date application is received.

3-C-6d. If a space becomes available, the applicant with the highest priority will be notified. If the applicant does not reply within two business days, the next highest applicant will be notified.

3-C-7. Suite Organization

3-C-7a. Each floor of each building constitutes a suite.

3-C-7b. Each suite will start the term of the lease with one of several default policies on issues such as pets, noise, and the use of space, to better allow a broad range of potential members to enjoy their environment at Pacifico, .

3-C-7c. The residents of a suite may alter the default policies on noise or use of space in their suite by a unanimous vote of those living in the suite.

3-C-7d. Council will have the opportunity before each Room Lottery to alter the policy characteristics of the suites at Pacifico.

3-C-7e. In the case of a conflict of environmental requirements or personalities, a member will have the opportunity to request a move to a room in any other suite at Pacifico where there is a vacancy.

3-C-7f. It should be recognized that it is possible for the affairs of one suite to affect another. For this reason, loud suites should not be placed adjacent to quiet suites.

3-C-7g. It is recommended that there be no more than 5 pet suites, and no more than 4 loud suites at any time. It is also recommended that there be at least 4 quiet suites at any time.

3-C-7h. Cats, dogs, and other allergen-producing pets will at no time be allowed to enter a non-pet suite, in order to avoid contaminating that environment for those who have allergies or other aversions to pets.

3-C-8. Room Lottery

3-C-8a. The "room lottery" is the means by which members will be allowed to express their preferences for room selection for any available room at Pacifico..

3-C-8b. The room lottery will be held two weeks before the start of the fall quarter and two weeks before the start of the spring quarter.

3-C-8c. Prior to the room lottery, members will be asked whether they plan to stay in their existing room, or look to change rooms. Any room that is currently occupied by a member who does not wish to move is considered unavailable in the room lottery.

3-C-8d. At the start of the room lottery, a large display of all rooms at Pacifico will be placed in the Pacifico Office, showing the available and occupied rooms at Pacifico, and the policy characteristics of the suites, allowing members to make an informed decision about which room and suite will best meet their needs, and to mark first, second, and third choices for their preferred room. Members unable to be in the office during office hours may request a time to visit the office accompanied by a Council member, in order to better make their choice of room.

3-C-8e. If several persons request the same room, the room will go to the person with the most seniority.

3-C-8f. At the end of two weeks time, and before the new quarter, the results of the room lottery will be made public, allowing members time to arrange to move to their new room.

3-D. Room Reservation.

Rooms may be reserved only under the following circumstances:

3-D-1. Returning members reserve their room in February (as stipulated in section 2-C)

3-D-2. An applicant pays a security deposit prior to signing a lease.

3-D-3. A room will be held for an applicant for the period of time it takes to send out and receive back a lease electronically. This period shall be no greater than 48 hours, and the applicant must be notified of the reservation's expiration.

3-E. Membership Contract

3-E-1. The school year contract period goes from September 15th to September 14th.

3-E-2. The security deposit, membership fee, and first month's rent must be paid before a contract can be signed. A person cannot move in before a lease contract has been signed, and no lease will be signed until all deposits and fees are paid ,or a payment plan has been established by the office manager as laid out in policy 4-C-3.

3-E-3. Only the Office Manager is authorized to sign leases.

3-E-4. Room Changes: Room changes can only occur according to room availability (the room has to be available) and the member is liable for all additional charges of the new room.

3-E-5. Short-term leases. Contracts which are shorter than the standard 12 month lease will only be entered into if vacancies exceed the percentage annually budgeted for by the NCO board in the vacancy reserve (historically 10%) after September 1st. For all short-term leases, an additional monthly fee of \$25 will be charged.

Pacifico Student Housing Cooperative Policy Manual: Revised as of June 2008

3-E-6. Room Reassignments: Each member has a contract to live in Pacifico coop, and to pay a specific amount of rent, but not to permanently reside in any specific room. There are situations in which it may be appropriate for Pacifico's membership, Council, or staff to initiate a room reassignment. Some examples of times in which this process may be initiated by someone other than the member in the room may include, but are not limited to:

- resolving a personal conflict which would be resolved by a move
- resolving a conflict coming from the member not abiding by the policies of the suite
- consolidating two half-filled doubles

3-F. New Member Orientation.

New Member Orientation will be held the week after the first day of the UC Davis quarter. This mandatory Orientation will include a new and returning member education. The Council of the previous Session and its Social-Education members in particular will be responsible for the organization of an Orientation each quarter for both new and continuing/returning members.

3-G. Uncooperative Behavior

Examples of uncooperative behavior include, but are not necessarily limited to:

- 3-G-1. Failure to do work, including all mandated Workshifts, committee hours, quarterly cleaning, and work weekends.
- 3-G-2. Failure to attend mandatory meetings, including suite meetings, Building meetings, committee meetings, and orientation.
- 3-G-3. Abuse of Pacifico's property.
- 3-G-4. Infringement of other members' privacy or property, including unauthorized room entry or taking/stealing other people's food or possessions.
- 3-G-5. Any actions which constitute a significant threat to the health, safety, and welfare of coop members.
- 3-G-6. Smoking of any kind inside Pacifico buildings or within 20 feet of windows or doors.
- 3-G-7. Substantially and/or repeatedly disrupting other members' quiet enjoyment of the premises and related property facilities.
- 3-G-8. Possession of any illegal substance or property.
- 3-G-9. Possession of Firearms of any kind, or small arms which are prohibited by local laws

3-H. Interpersonal Conflict.

When an interpersonal conflict arises among Pacifico members, the Suite Managers of each of the affected parties are responsible for either mediating, delegating a mediation, or enlisting the Ombudsperson. The Suite Manager is also responsible for filing an Incident Report with the Office Manager of any incidents that may possibly accumulate into a substantial complaint against a member.

3-I. Contract Termination

- 3-I-1. Contracts can be terminated in the case of the member's death or serious illness.
- 3-I-2. If a member wishes to cancel their contract before the terms of their lease has expired, the member may do so providing the member fills the room.
- 3-I-3. A member's status may be reviewed by the Council, and the Council has the power to terminate the contract (see member review).

3-J. Member Review

All members are expected to abide by the Pacifico Lease and the Pacifico Policy Manual. If any member neglects to abide by the policies or behaves uncooperatively (see 3-G), he or she can be reviewed by the Council, and their membership may be terminated.

- 3-J-1. The member may be called to review by the Office Manager, the member's Suite Manager, any Council Member, or a petition of three members-at-large. Members should only be called to review for substantial or accumulated violations, and the alleged issues being raised by the petitioners should be based on firsthand knowledge, rather than hearsay.
- 3-J-2. Summary of Procedural Sequence:
 - Member notified they are under review.
 - Within 48 hours, written statements of complaints made available.
 - Within 72 hours after 2), reviewed member raises their first defense.
 - Within 48 hours after 3), second round of complaints (if any).
 - First meeting of review is conducted.
 - If there was a second round of complaint, reviewed member makes oral defense.
- 3-J-3. The reviewed member and Council must be notified of the review and its specific reasons by the Office Manager 7 full days before the council meeting at which their review will be conducted (referred to afterwards as the initial review meeting).
- 3-J-4. All of the subject matter to be brought against the member's continued membership will be presented in the form of written evidence, and will be made available to Council and the reviewed member within 48 hours of the review notification.
- 3-J-5. Anyone bringing forth evidence against a member's continued membership may request confidentiality of their evidence from Council. If so, Council will make an emergency vote by majority within 24 hours of the request to decide whether this evidence is to be kept confidential from the member under review. Otherwise, the member will have access to all written evidence brought to bear on their review.

Pacifico Student Housing Cooperative Policy Manual: Revised as of June 2008

3-J-6. Within 72 hours of the first statement of complaint, the reviewed member will then be invited to submit a written first statement of defense to Council addressing the evidence brought against their membership. The first statement of defense will be made available to the general membership upon request.

3-J-7. Council may choose to hear rebuttals to the members' statement of defense from the general membership. These rebuttals must be submitted within 48 hours of the submission of the first statement of defense.

3-J-8. If there was a second round of evidence given refuting the first statement of defense, then the reviewed member may submit a second, oral statement of defense at the meeting. Council then votes.

3-J-9. The violations of lease or policy which were deemed sufficient to receive a letter notifying the member that they risked lease termination must be stated in writing to the reviewed member and put on file with the Office Manager, to be made available only to Council as a whole and the Office Manager.

3-J-10. The member review proceedings will be audio-recorded by the Office Manager. These recordings will be held confidentially by the Office Manager and made available only to the NCO Board in case of an appeal.

3-J-11. The proceedings will be held publicly, except for Council's deliberation, for which only Council and the Office Manager will be present.

3-J-12. The member in question may request an appeal of the decision to the NCO Board, which may or may not choose to hear the appeal.

3-J-13. The terminated member is responsible for the rent of their room for the duration of their remaining lease payments to the extent allowed by California law.

3-J-14. If Council does not vote to terminate the membership in question, alternative resolutions may be considered, including restriction from leadership positions and work or obligations that would materially remedy the complaint/s.

3-K. Guest Policy

3-K-1. Guests of members must adhere to all policies, and procedures of Pacifico. Members are responsible for their guests' behavior.

3-K-2. All suite residents must be notified in advance (by email or a note posted in the common area) of a guest's stay.

3-K-3. Guests may sleep in common areas, but they must occupy the room of the member they are a guest of (they may not leave their belongings in the common areas or interfere with the daily events of the rest of the floor).

3-K-4. Guests can stay for up to six consecutive or non-consecutive days per month.

3-L Pet Policy

3-L-1. Dog Policy

3-L-1a. Dogs are only permitted to live in large single occupancy rooms or double occupancy rooms with the consent of a roommate;

3-L-1b. Only one dog is permitted per room;

3-L-1c. Dogs must be under 40 pounds;

3-L-1d. Dogs must be spayed/neutered and proof of vaccination must be supplied;

3-L-1e. An additional security deposit of \$200 is required.

3-L-2. Cat Policy

3-L-2a. Cats are permitted in any sized room;

3-L-2b. An additional security deposit of \$200 is required per cat;

3-L-2c. Cats must be spayed/neutered and proof of vaccination must be supplied;

3-L-2d. Only one cat is permitted per room.

3-L-3. Pets are only permitted in those suites which have been designated as allowing pets.

3-L-4. No pets are permitted in the first floor main kitchen areas of the buildings, nor in any part of Kyoto (A) at any time.

3-L-5. If the suite votes by majority that an animal must be removed, the owner (resident) has at the maximum two weeks to get rid of the pet.

3-L-6. Any pets which live perpetually inside of a tank or small cage (e.g. birds, lizards, fish, etc) may be kept in any room, so long as the cage is kept in the room of the member, rather than a common area, and the animal is not voted out by the process outlined in 3-L-5.

3-M. Double Rooms.

Members in double-rooms are not responsible for finding their own roommates, although they may attempt to recruit to their liking, under the Office Manager's discretion as normal. A single member in a double room may be moved to a room of the same type and price should there be two underfilled doubles.

3-N. Violence.

Pacifico Student Housing Cooperative Policy Manual: Revised as of June 2008

Any violence or the credible threat of violence or abusive behavior by a resident is grounds for eviction. Even if it is determined that a resident has not carried out behavior so extreme that it warrants immediate eviction, a resident with a history of uncooperative, abusive or violent behavior towards other residents or the property management staff will not be allowed to sign a lease for the following academic year. Please be mindful that you are living with a large group of people from a variety of backgrounds; they will have various habits, life experiences and cultural perspectives on what is correct. If someone makes you angry because they won't do things your way, try to relax, talk to your housemates, perhaps at a meeting talk about whether one of the policies needs more clarification to address the conflict. Living in a coop is about enjoying the process of working together, which means being very patient and spending lots of time talking and listening to your housemates. If you are frustrated with someone who has not responded to a request that they be more cooperative, share the frustration with an officer of the coop to try to find a solution.

Section 4 Finance

4-A. Finance Committee Purpose and Powers

4-A-1. The finance committee will be comprised of the four Building Treasurers, the Council Treasurer, and any Project Leaders or any other participating general members.

4-A-2. Finance Committee meetings will be called once a month (or as needed) by the Council Treasurer or by a facilitator elected by the committee or Council.

4-A-3. The Council Treasurer is responsible for making sure that the Finance Committee:

- Evaluate the current NCO budget for Pacifico and recommend changes for the future to the board
- Review the monthly actuals as sent out by staff each month to the Council email list;
- Communicate information from the board to the membership about the fiscal relationship of Pacifico to various other entities, including NASCO Community Ownership, lending institutions, etc.
- Maintain and revise a list of all fees and fines
- Review and advise on Building budgets and spending.
- Perform a quarterly reconciliation of each Building Account and, with the Food/Supply Co-ordinator, Pacifico's Food/Supply Account.

4-B. Budgeting

4-B-1. Rates for the coming fiscal year must be approved by the end of the second week of March, and must generate the revenue totals set out in the NCO budget for lease income.

4-B-2. The NCO/NASCO Properties board determines Pacifico's budget as part of their governance and oversight for Pacifico coop. The membership of Pacifico take the totals set out in the NCO budget for lease income and choose the way in which to distribute these costs which best represent the needs and wishes of the Pacifico membership.

4-C. Charges (rates, fees, fines, etc.)

4-C-1. There is a \$25 application fee to cover the cost of a background credit check.

4-C-2. The coop membership fee, security deposit, and pet deposit are non-recurring fees that must be paid before moving in. The security and pet deposits will be returned upon move out providing the member's balance is cleared and no damage has been done to the room.

4-C-3. The security deposit may be paid on a payment plan. At least half of the deposit must be paid upon move in, and the remainder may be paid in increments over the first two months of the member contract.

4-C-4. Supplies and their fees fall into several categories:

- Basic: Goods that are chosen, paid for, and made available Pacifico-wide in equal proportion and whose purchase is mandatory for all members.
- Building: Goods that are chosen, paid for, and made available among a Building.

Members shall be responsible for fulfilling payment to any and all charges accruing to them through their membership. At no time will the supply fee be less than \$10 per member per month in any building.

4-C-5. An additional recurring monthly fee is charged to supply furniture (as it is available). Furniture sets include:

- A desk
- A desk chair
- A bed
- A mattress

4-C-6. There will be a monthly lease charge due on the first of every month. There will be a five-day grace period until the 5th of each month, after which all those who have not paid their charges will incur a \$25 late fine.

4-C-7. The Council elects its representatives to the NCO Board to make suggestions to the NCO budget. The NCO board, by majority vote, approves the budget and any changes in monthly charges at the level of the whole coop.

Pacifico Student Housing Cooperative Policy Manual: Revised as of June 2008

4-C-8. A \$5 fine will be charged for all lost room keys. A \$250 fine will be charged for all master keys, due to the cost of replacing all locks effected by the loss of the master key.

4-C-9. Other Fines

4-C-9a. Missed Workshift Fine. Every member of the coop is responsible for completing a weekly Workshift (unless otherwise exempt). Workshifts are due weekly as determined by the member's Floor, or else by the Suite Manager. Failure to complete the Workshift on time will result in a \$10 fine. Every suite is responsible for the cleanliness of their Suite's common areas (floors, bathroom, kitchenette, common area, balcony, and stairwell). The Building is responsible for Building common areas (first floor common area, study lounge, and main kitchen). The Office Manager will regularly give tours to potential members of Pacifico, so it is important that they be presentable to a general audience, above and beyond any fines which may be given if the cleaning workshift is not done by the person responsible.

4-C-9b. Deposit Deductions. When people move out, the Office Manager or the Suite Manager will assess the condition of the room. If any cleaning needs to be done, the member moving out will be charged \$20 per hour for labor, which will be deducted from the member's deposit. The job will be made available to the general membership with payment equal to the move-out fine.

4-C-10. Fine Appeals: If a member feels they have received a fine in error, they may fill out a Fine Appeals Form (located in each Building Form Book and on the Pacificofolk account at docs.google.com) and submit it within a week of the fine's issue to President, Ombudsperson, or the Office Manager. By doing so, they will have asked to be put on the Council agenda to contest the fine in person. After hearing a brief statement from the member, Council may overturn their fine by a majority vote.

Section 5: Social-Education

5-A. Social-Education Committee Purpose and Powers.

The Social-Education Committee is composed of the Social-Education Co-ordinator/s and Project Leaders or any other participating general members.

5-B. Education & Promotion

5-B-1. New Member Orientations. Member Orientations will be given to all members within the two weeks of the start of the standard Pacifico lease. Member Orientations inform new and returning members of: active policies, procedures, governance, and the available Pacifico facilities; the New Member Orientation should also adequately prepare members for the decisions attendant before each Suite and Building at their respective first meetings of the session. The Member Orientation Committee will be composed of the Social-Education Coordinators, any participating general members, and if necessary, all Councilors. Members of this committee will plan, advertise, and conduct the Orientation, be present to answer questions, and may provide some type of recreation for the members. The Member Orientation Committee will be headed by the Social-Education Co-ordinator/s and assisted by the Membership Co-ordinator/s.

5-B-2. Publications & Flyers. Any communications from a Council or Building Officer should be posted on the interior boards. All members may post on common area posting boards, and all Council Members may as necessary post to any exterior doors or boards themselves. No social events not approved by the Council or General Membership may be advertised outside of the cooperative

5-B-3. Website. The Pacifico website (<http://www.pacifico.coop>) will be maintained and updated by an Internet Administration Subcommittee including the Membership Co-ordinator/s, Social-Education Coordinators, and any Project Leaders or participating general members.

5-C. Public Relations

5-C-1. On-campus presence at UC Davis. The Membership Co-ordinator is responsible for making sure that access is secured to appropriate outreach opportunities located on campus, such as UCD's Housing Day, Picnic day, Whole Earth Festival, Welcome Week, etc. The Membership Co-ordinator also make sure that the coop is well-represented in University documents and websites, especially in regards to continually replacing short-term international students.

5-C-2. CLA Club. The Cooperative Living Alliance (CLA) is an UC-Davis educational and social club geared towards cooperation and the exploration of available coop living opportunities in Davis and throughout the world. The purpose is to share and teach others what cooperative living is about. Also, CLA hopes to build networking resources with other diverse coops and nonprofit organizations. Membership is open to all people, students and non-students who are interested in cooperative living. There are no membership dues. The committee holds the responsibility to plan meetings and make such events know to the members of Pacifico and non-members alike. The will also manage the A-frame signs for the club at the various locations on campus and abroad. Club status must be renewed annually during the summer through the ASUCD organization on campus.

5-C-3. Press releases. All press releases made by the committee to any publications outside of Pacifico are subject to Council approval.

5-D. Events Planning

5-D-1. Activities Nights (salsa, movies, games, study hall, "Iron Chef" events, etc) Any member of Pacifico may present an idea for a social event to the committee in order to be funded and/or made publicly aware of to the general membership.

5-D-2. Educational Events. The members of the committee will provide information to the all residents concerning educational events (Westco, the annual NASCO Training Institute, etc.)

5-D-3. General Membership Meeting. The specific date and purpose for the next general meeting of all four Buildings, which will take place at least once per quarter, will be determined at each Pacifico general membership meeting.

Section 6: Maintenance

6-A. Maintenance Team Purpose and Powers

The Maintenance Team will:

- 6-A-1. Work with Pacifico officers and appropriate NASCO staff to set long-term goals (capital projects exceeding \$1,000) and to plan to achieve them
- 6-A-2. Draft and recommend maintenance policies to the Council to facilitate adequate maintenance of Pacifico Facilities
- 6-A-3. Be informed on non-supply maintenance spending in each Building
- 6-A-4. Perform routine fire safety evaluations
- 6-A-5. Organize work weekends to facilitate application of Community Hours and Projects for maintenance purposes
- 6-A-6. Attend to all maintenance concerns raised on maintenance request sheets in a reasonable time frame
- 6-A-7. Remain knowledgeable about all contracted services used for current Pacifico maintenance projects

6-B. Maintenance Spending & Reimbursements

6-B-1. Minor maintenance supplies not available through the Central Warehouse under \$50 can be purchased by any member of the Building with the prior approval of the main Maintenance/Supply Officer for the Building. All maintenance expenditures between \$50 and \$250 must be approved by the Council Maintenance Co-ordinator and at least one other Building Maintenance/Supply Officer. All purchases exceeding \$250 must be approved by Council as a whole.

6-B-2. In all cases, the purchasing member must make sure that a Maintenance Spending and Reimbursement Form, found in each Building's Building Book on each first floor, is signed and dated by the appropriate authorizing officer (as indicated above). Any reimbursement requests without pre-authorization may be reviewed by one of these same officers, but reimbursement is by no means guaranteed in this circumstance. The purchasing member will be reimbursed by the office staff in the form of a check. No check will be issued to any members without an itemized receipt for the purchase.

6-B-3. Major Maintenance projects (those incurring expenses over \$1,000) must be bid upon by at least three contractors. NASCO Community Ownership must approve the project and will pay the bill directly to the contractor.

6-C. Grounds-keeping

6-C-1. It is suggested that each Building be responsible for the maintenance of the planting area directly behind their Building. This does not include mowing the lawn, watering the grass, or garden upkeep, as the yard and grounds for Pacifico are an asset shared equally by all members of the cooperative. This responsibility can be designated to one individual, a group of individuals, or put as a weekly rotating Workshift, as to the discretion of the Building, and is intended purely to simplify the work of those members responsible for grounds upkeep.

6-C-2. The Maintenance Committee is responsible for monitoring the dumpster, conducting outreach to Pacificans and residents of Sharps & Flats about the trash policies, and recommending fines to the appropriate Suite Manager or the Office Manager for improper use of the dumpster.

6-D. Alterations (Painting room, common room)

6-D-1. Rooms may be painted as long as they are returned to the original color before the existing member moves out. Rooms may be painted at the expense of the member. By approval of the member assuming the room, rooms may remain the painted color provided it is a neutral color. If the incoming member elects to keep the outgoing member's paint scheme, they assume responsibility for the paint-job on the walls, excepting for normal wear and tear.

6-D-2. Permanent changes to any common area requires Building approval.

6-D-3. Members are liable and may be fined for labor and supplies to reverse any permanent, unapproved changes made to rooms or common areas.

6-E. Suite Checks

6-E-1. The Office Manager will be responsible for periodic Suite checks, including for cleanliness, damage, and fire hazards.

6-E-2. Any damage or uncleanliness will be reported and the suite manager will be responsible for assigning workshift hours to dealing with the problem.

6-F. Quarterly Clean

6-F-1. Quarterly Clean will occur once per quarter, or three month period. It will be a weekend-long cleaning event, and it is mandatory for all members, including Councilors and Building Officers. For the purposes of allocating Workshifts during Quarterly Clean, each Building is responsible for the land directly behind their Building, the piece of land and parking area directly in front of their Building, the interior of their Building, and the exterior of their Building. This event is implemented by the Council Maintenance Officer, who will work to coordinate a time that all four buildings can attend.

Pacifico Student Housing Cooperative Policy Manual: Revised as of June 2008

6-F-2. The Maintenance Committee will work with the Building Maintenance/Supply Officers and Suite Managers to compile a list of necessary tasks. This list will be posted in a common area of each Building.

6-F-3. Each member is responsible for completing the amount of work decided by a vote of the membership. Each member's Suite Manager is responsible for ensuring that each member has completed a task and report their to the Maintenance Committee.

6-F-4. Members also have the option of completing their task on their own time, in which case it must be checked by their Suite Manager. All tasks must be completed within two weeks of the originally-scheduled date for Quarterly Clean.

6-F-5. Failure to complete a Quarterly Clean task will result in a fine of \$10/hour missed. This fine will be reported to the office manager, unless the member appeals the fine to the Council to have it reversed.

6-F-6. In order to promote and reward participation, the Social Committee will plan, organize, and fund a social event during or after Quarterly Clean.

Section 7: Building Operations

7-A. Building Officers.

7-A-1. Building Officer Elections. Building officers shall be elected from among and by that Building's Suite Managers at or by the first Council Meeting of the session. They will also have the ability to delegate these functions to a general member, but as always, the Suite Manager originally holding the duty retains ultimate responsibility for the delegated work.

7-A-2. The positions to be filled for each building are:

7-A-2a. The Building Secretary is responsible for providing that Building Meetings are appropriately scheduled, announced, and facilitated. They also make sure that minutes for Building Meetings are properly recorded and posted, including attendance, agenda, motions, and decisions.

7-A-2b. The Building Treasurer collects monies and implements expenditures from their Building's account as authorized by the Building or Building Committee as appropriate, and also serves on the Finance Committee.

7-A-2c. The Building Maintenance/Supply officer is responsible for the general maintenance of their Building and for re-ordering and distributing needed Basic- and Building-Level supplies from the Food/Supply Co-ordinator. With the permission of their Building's other Floors, they may also order and distribute Floor-Level Supplies.

7-A-2d. If a Building's Suite Managers agree to do so, they may delegate Building Officerships to general members of that Building. Those Building Officers will then be full voting members of the Building Committee, but not of Council. The Suite Manger will remain a full voting member of the Building Committee.

7-A-2e. By the end of the second week of the Council Session, each Building's Suite Managers elect from among themselves which Building Officer position they each will serve, or whether to nominate the position to be delegated to a general member, with preference given to members of that Building. The nomination will be affirmed or not by that Building by majority vote. In the event of a tied vote, the Building will vote by majority at the soonest Building Meeting possible to fill the contested officer position/s.

7-A-2f. Each Building's Building Committee members are responsible for supervising and assisting each other in regards to both Suite and Building responsibilities. If a Building Committee member fails to adequately perform their duties as determined by a majority vote of Council, or if the position is vacant or inactive, all of the remaining Building Committee member/s must either (in order of preference):

- Request for another member residing in that suite run for the suite manager position.
- Assume the responsibilities of that Floor's Managership themselves
- Consult Council on how to best recruit or arrange a new Suite Manager, or
- Motion in Council for the appointment of a non-resident of that suite as its Suite Manager, with preference given to members residing in the same Building.

7-B. Suite Managers

7-B-1. Suite Managers are responsible for making sure that:

- The Suite has tasks which are dealt with through the Pacifico Workshift system, and warnings are distributed for incomplete Workshifts,
- Fines are posted for incomplete Workshifts, and the Office Manager is notified
- New members are welcomed to their floor, made aware of all Floor-specific policies and preferences, and given equal access to all Suite facilities (including cubby space, food storage, etc.).
- The Suite is informed of all relevant Pacifico policies, events and conditions.
- In case of interpersonal conflicts involving a member of their floor:
- Attempting to mediate the conflict, or else to put the concerned parties and the Ombudsperson in contact with each other.
- Making sure that an Incident Report is filed with the Office Manager if the incident may possibly accumulate into grounds for a Member Review;

7-B-2. If a Suite Manager is perceived to fail to fulfill their responsibilities to the Suite, the Suite can by majority vote elect a new Manager. If the suite fails to elect a new manager, then another Manager from that Building, the council, or the suite membership can call a Building meeting and by majority vote of the Building designate a new Suite Manager.

Pacifico Student Housing Cooperative Policy Manual: Revised as of June 2008

7-B-3. Suite Managers will not be exempt from Building Workshifts, but suite managers will get workshift credit for their role as suite manager.

7-C. Building Maintenance/Supply Officer

7-C-1. The Building Maintenance/Supply Officer will monitor maintenance requests for their Building left in the maintenance drop box, located on the door of the Maintenance Closet on the exterior of B-Building. Requests may also be submitted to Suite Managers or the Council Maintenance Co-ordinator. The Building Maintenance/Supply Officer will address the issue by obtaining and using maintenance supplies from the central Maintenance Closet, and/or by evaluating whether the problem can be fixed by members. If not, the officer will outsource the request by calling a list of known maintenance people or consult the Office Manager.

7-C-2. The Building Maintenance/Supply Officer will put in orders for bulk maintenance supplies and replenish supplies in the maintenance supply closet, under the direction and approval of the Maintenance Co-ordinator. The officer will have a key to the closet and is responsible for any tools borrowed out to members.

7-D. Building Treasurer

7-D-1. The treasurer will collect all monthly Building-specific fees, such as agreed upon supply fees. The treasurer will supply a receipt to members and track monthly payments.

7-D-2. The treasurer will cooperate with the office manager in monitoring all fines and coordinating the application of fines in order for those fines to be reflected on each member's monthly invoice. Any outstanding balance will be reported to the office staff when the member's contract is terminated.

7-E. Building Secretary.

The secretary will record minutes at Building meetings and then post them on all the floors no later than 48 hours after the meeting.

7-F. Kitchen Manager

7-F-1. The members who participate in a meal plan will popularly elect a Kitchen Manager. Under such a Meal Plan, the Kitchen Manager fulfills all of their obligation to the Meal Plan and to Building Workshifts (although not to Suite Workshifts) by being responsible for: maintaining the Meal Plan Workshift List; appointing two Shoppers for the duration of the Council Session; working and communicating closely with Shoppers; supervising the cooking of and cleaning after meals; checking menus for nutritional and overall quality; handling and, when appropriate, accommodating member input on meals.

7-F-2. Under alternative meal systems, each Building may have a Kitchen Manager whose responsibilities may include the above. Kitchen Managers are not Building Officers for deliberative or administrative purposes. The 1st Suite Manager of each Building will be responsible for making sure that these duties are fulfilled, either by themselves or by a delegate.

7-G. Building Officer Training

Building Officer training is mandatory and will be held within one week of the beginning of the Council Session. The Council of the previous Session and its Social-Education Officer in particular is responsible for making sure Building Officer training is conducted by the third week of the Session.

7-H. Building Officer Compensation.

All Building Officers in good standing will be exempt from Building and Community Hour Workshifts, although neither suite Workshifts nor Quarterly Clean.

7-I. Meal Systems.

Each Member may participate in meal plans offered by Pacifico. Those members who participate in meal plans will hold meetings each quarter to determine the level of services they want to provide through the meal plan, the items which will be placed on the Staple Foods list for purchase, and the level of services provided through Workshift involvement that will be required of meal plan participants. The Food/Supply Co-ordinator is responsible for implementing the various Food/Supply systems.

7-J. Workshift Requirements

7-J-1 Every member will be responsible for the number of hours of workshift which are approved by the membership of Pacifico (or Council) for the time that they live in Pacifico.

7-J-2 Council Members receive Workshift credit for sitting on Council and participating in Council meetings and discussions.

7-J-3 On a monthly basis, members who have neglected to complete their assigned tasks, or made satisfactory arrangements with the relevant officers will be recommended for a fine by the Pacifico officer relevant to the unfulfilled workshift requirement, and the recommendation will be accepted by the Office Manager. For each hour missed, the member will be fined \$10. This money is allocated to the Council's General Fund by the Office Manager. In the event that the workshift is completed by another member, that member can request that Council award the money from the fine to the member in order to compensate them for their time.

Section 8: Pacifico Facilities

8-A. Parking

8-A-1. Parking is reserved for members who pay a monthly parking fee. Each member who pays the fee will receive a parking permit. Members may pay their parking fees at once for the duration of the time they wish to hold a permit.

Pacifico Student Housing Cooperative Policy Manual: Revised as of June 2008

8-A-2. Guest Parking passes are available to guests of members for no longer than they are visiting or residing with a member.

8-A-3. The Office Manager is responsible for checking the parking lot on a weekly routine to ensure that non-members are not parking in the lot. A notice should be posted on any unauthorized vehicles. If the non-member continues to park, a tow company should be called to remove the vehicle.

8-A-4. If there is extra available parking, passes may be rented by the Office Manager to non-members for \$10 a month.

8-B. Building Security

8-B-1. All outside doors close and lock by default.

8-B-2. Only members of Pacifico, those otherwise sanctioned to do so by Council, or the Office Manager should have keys to open Pacifico facilities. Council members may not choose to lend or share their keys with other members who do not already have permission to bear that kind of key.

8-B-3. The Maintenance Committee should regularly check the locks to ensure that they are working properly (especially for the electronic locks). Replacement batteries are located in the Maintenance Closet, the auxiliary unit of B-Building.

8-C. Fire Safety

8-C-1. Members may not tamper with or disable fire alarms or extinguishers.

8-C-2. Flammable or combustible liquids are not permitted anywhere inside the buildings or the surrounding areas of the buildings.

8-C-3. All exits, stairwells, and passageways must be clear and accessible at all times.

8-C-4. In the event that a fire alarm goes off, Pacifico's fire alarm service provider will contact the Office Manager and a primary and secondary contact each from each Building's Suite Managers. It will be among the Maintenance Coordinator's duties to ensure that Pacifico's fire alarm service provider has correct and multiple contacts for each Building.

8-C-5. The Davis Fire Department's current policy is to issue a \$150 fine to Pacifico for each response to a false alarm.

8-C-6. Every common space and individual room must be equipped with an attached, workable smoke detector. Members of the maintenance team are responsible for ensuring that their detector is not removed from the wall and for replacing a battery if the detector ceases to work.

8-C-7. The Maintenance Co-ordinator is responsible for making sure that there are routine checks of fire equipment, including smoke detectors, fire extinguishers, and any potential fire hazards.

8-D. Keys

8-D-1. Each member will be given keys that will open their room, a key to all common spaces in Pacifico, a mailbox key, and a bathroom cubby key. No non-members may have copies of any keys, and no members may have any keys or copies thereof if not explicitly and currently authorized to them by Council as a whole. Unauthorized copying and/or distribution of keys is a serious violation of policy, as is retaining keys when no longer authorized to do so.

8-D-2. Loss of a room key, exterior key, mailbox key, and bathroom cubby key will result in a replacement fee of \$5/key.

8-D-3. One person in each Building should have a brown key which gives them access to all room doors in Pacifico not set to privacy, as elected by the Building at their first suite meeting of the Session. One resident member of Pacifico, in addition to the Office Manager, will have possession of a red key, which can access all rooms, including those set on privacy.

8-D-4. A list of all the members with master keys, their Building and Room number, email address, and optionally their phone number will be posted in a common area of each floor.

8-D-5. At the time of issue, any person who will be in possession of a master key (which is distributed by office staff) shall sign a key agreement, which stipulates the restrictions and responsibilities of master key use. The signed key agreement will be kept by the Office Manager.

8-D-6. At no time shall any person with possession of a master key misuse the key in any manner, including (but not limited to) entering a member's room without using the correct procedure (permission from the member or 72-hours notice, see 8-D-10), transferring possession of the key to another member, or any careless misuse. Any infractions of the master key use may be punishable, up to and including member review and termination of membership.

8-D-7. Any lost master key will result in a fee that will cover the expense of replacing all master keys and any administrative costs up to \$250.

8-D-8. In order to enter a member's room, the member must grant permission, or Building officers, Maintenance team members, or staff members must post a 72-hour written warning on the member's door detailing the reason for entry and the expected time of entry.

8-E. Furniture

8-E-1. Furniture sets shall be provided for an additional \$25 monthly fee to those members who request them.

8-E-2. A set shall be composed of one desk, one desk chair, one mattress, and one bed frame.

8-E-3. Leaving members may sell or donate their furniture to the Coop. The Office Manager will be responsible for seeing that a reasonable price, no greater than \$50, be assessed for the furniture.

Appendix A. History

NASCO Community Ownership, or NCO (originally Davis Campus Cooperatives) is a non-profit organization created in 1982 to provide low cost housing for students attending UCD. NCO opened its first student coops on Parkway Circle in 1988. NCO's Pioneer Coop and Kagawa Coop continue to operate at that location today, providing housing for twenty students. In 1988 (the same year the Parkway Circle houses were first occupied) NCO was visited by a delegation from the Japanese Consumer Cooperatives. That visit resulted in a partnership that gave birth to Pacifico Coop. With a commitment of \$400,000 from our Japanese partners, NCO was able to gain support for the Pacifico project from ASUCD and the Davis City Council. In 1998 we obtained an agreement by the developers of the Allegre Apartments to donate some land to NCO. Construction began in March of 2000, and after a whirlwind summer of building, the result is the first three of four buildings at Pacifico.