

## Schedule of Relations in MCC

### **All Parties Agree To:**

- Act together in providing a cooperative, non-violent, and non-discriminatory living atmosphere.
- Conserve energy and strive for environmental responsibility.
- Abide by MCC Bylaws and Policies. (These are available online at [www.madisoncommunity.coop](http://www.madisoncommunity.coop).)

### **Each Member Agrees To:**

- Pay rent on time.
- Attend House meetings.
- Attend MCC Membership Meetings.
- Perform House-assigned labor (workjobs).
- Maintain the original condition of contracted rooms—normal wear and tear excepted—and not cause any damages to other House or MCC property.
- Be fully responsible for the actions of and damages caused by visitors and guests.
- Vacate House and MCC premises upon contract termination or when the House or MCC decides there are irreconcilable differences with the Member.
- Not create disturbing or excessive noise.
- Take care of pets.
- Avoid offensive or disrespectful behavior.
- Abide by House policies.

### **Each House Agrees To:**

- Pay equalized MCC costs.
- Perform minor maintenance and keep the house clean.
- Advertise for, screen, and accept new members.
- Assign rooms to members.
- Release members from membership contracts whenever appropriate, conditional upon approval by the Individual Issues Committee.
- Be responsible for costs incurred by vacancies.
- Collect contracts, fees, and deposits, and deliver them to the MCC office, or assign members to perform these functions.
- Collect member payments.
- Complete and submit monthly Treasurer's Reports and submit them on time.
- Furnish basic utilities, except private long distance telephone service.
- Provide members with working room door locks.
- Provide representatives to serve on the MCC Board and its committees.
- Have a clear and legal procedure made known to the members for determining whether a member is in default and how to initiate default proceedings.
- Return the value of security deposits to members in a timely manner.

### **Each Agent (Directors of the Board, Officers of the Board, Committees of the Board, and Staff) Agrees To:**

- Pay for major maintenance.
- Advertise for new members.
- Hold member deposits and contracts.
- Make house mortgage, insurance, and tax payments, refinancing as necessary.
- Provide training and education for members about MCC and co-ops.
- Purchase and develop new co-ops as needed or desired by the membership.
- Intervene and fulfill any House agreements or responsibilities, at the expense of the House, when the House is not fulfilling them, for as long as needed and no longer.

### **Please initial below:**

\_\_\_\_\_ I have read the above Schedule or Relations and agree to abide by it during my tenure with MCC.