



ICC Austin

Cooperative Housing for Students, Not for Profit

Policy Type: Executive Limitations
Policy Title: B – Global Executive Constraint
Last Revised: **April 9, 2013**

The staff shall not cause or allow any practice, activity, decision, or organizational circumstance that is unlawful, imprudent, or in violation of commonly accepted business and professional ethics and practices, or in violation of the Cooperative Principles.



ICC Austin

Cooperative Housing for Students, Not for Profit

Policy Type: Executive Limitations
Policy Title: B1 – Financial Condition and Activities
Last revised: **April 9, 2013**

With respect to the actual, ongoing financial conditions and activities, the staff shall not cause or allow the development of fiscal jeopardy or material deviation of actual expenditures from Board priorities established in Ends policies.

The staff will not:

1. Allow operations to generate an inadequate net income.
2. Allow liquidity (the ability to meet cash needs in a timely and efficient fashion) to be insufficient.
3. Allow solvency (the relationship of debt to equity) to be insufficient.
4. Incur debt other than trade payables or other reasonable and customary liabilities incurred in the ordinary course of doing business.
5. Acquire, encumber or dispose of real estate.
6. Allow tax payments or other government-ordered payments or filings to be overdue or inaccurately filed.
7. Allow late payment of contracts, payroll, loans or other financial obligations.
8. Use restricted funds for any purpose other than that required by the restriction.
9. Allow financial record keeping systems to be inadequate or out of conformity with Generally Accepted Accounting Principles (GAAP).
10. Operate without an adequate reserve fund used to facilitate the funding of the repair, renewal or replacement of the co-op's capital assets.



ICC Austin

Cooperative Housing for Students, Not for Profit

Policy Type: Executive Limitations
Policy Title: B2 – Business Planning and Financial Budgeting
Last revised: **April 9, 2013**

The staff shall not cause or allow business planning and budgeting to deviate materially from the Board's Ends priorities, risk financial jeopardy, or fail to be derived from a multiyear plan.

The staff will not:

1. Create plans or budgets that
 - a. Risk incurring those situations or conditions described as unacceptable in the Board policy "Financial Condition and Activities."
 - b. Omit credible projection of revenues and expenses, separation of capital and operational items, cash flow, and disclosure of planning assumptions.
 - c. Would result in default under any of the Cooperative's financing agreements or cause the insolvency of the Cooperative.
 - d. Have not been tested for feasibility.
2. Provide less for Board prerogatives during the year than is set forth in the Governance Investment Policy.



ICC Austin

Cooperative Housing for Students, Not for Profit

Policy Type: Executive Limitations

Policy Title: B3 – Asset Protection

Last revised: **July 17th, 2014**

The staff shall not allow assets to be unprotected, unreasonably risked, or inadequately maintained.

The staff will not:

1. Allow equipment and facilities to be inadequately insured or otherwise unable to be replaced if damaged or destroyed, including coverage for any losses incurred due to business interruption.
2. Allow unnecessary exposure to liability or lack of insurance protection from claims of liability.
3. Allow deposits or investments to be unreasonably risked.
4. Allow inadequate security of premises and property, including that of the members and the co-op.
5. Allow data, intellectual property, or files to be unprotected from loss, theft or significant damage.
 - a. Allow improper usage of members' personal information.
6. Allow purchasing that is uncontrolled or subject to conflicts of interest.
7. Allow lack of due diligence in contracts.
8. Operate without an inventory of assets which is regularly updated, including tracking of any asset initially valued over \$2000 and its current condition.
9. Allow damage to the Cooperative's public image.



ICC Austin

Cooperative Housing for Students, Not for Profit

Policy Type: Executive Limitations
Policy Title: B4 – Membership Rights and Responsibilities
Last Revised: **April 9, 2013**

The staff shall not allow members to be uninformed or misinformed of their rights and responsibilities.

The staff will not:

1. Operate without a policy on member relations, including rights and responsibilities as co-op members and as tenants.
2. Allow any member to be treated inequitably, unfairly, or disrespectfully.



ICC Austin

Cooperative Housing for Students, Not for Profit

Policy Type: Executive Limitations
Policy Title: B5 - Staff Treatment and Compensation
Last revised: **July 16, 2015**

The Executive Director shall not treat staff in any way that is unfair, unsafe, or unclear.

The Executive Director will not:

1. Operate without written personnel policies that:
 - a. Clarify rules for staff.
 - b. Provide for fair and thorough handling of grievances in a way that does not include the Board as a participant in the grievance process.
 - c. Are accessible to all staff.
 - d. Inform staff that employment is neither permanent nor guaranteed.
2. Cause or allow personnel policies to be inconsistently applied.
3. Provide for inadequate documentation, security and retention of personnel records and all personnel related decisions.
4. Establish compensation and benefits that are internally (within ICC Austin) or externally (comparable to similar staff duties and qualifications at similarly-situated organizations) inequitable.
5. Change the Executive Director's own compensation and benefits, except as his or her benefits are consistent with a package for all other employees.



ICC Austin

Cooperative Housing for Students, Not for Profit

Policy Type: Executive Limitations
Policy Title: B6 – Communication to the Board
Last Revised: **April 9, 2013**

The staff shall not cause or allow the Board to be uninformed or unsupported in its work.

The staff will not:

1. Submit monitoring reports that are untimely or inaccurate, or that lack operational definitions and verifiable data directly related to each section of the policy.
2. Report any actual or anticipated noncompliance with any Board policy, along with a plan for reaching compliance, in an untimely manner.
3. Allow the Board to be unaware of relevant legal actions, media coverage, trends, public events of the Cooperative, or internal and external changes.
4. Withhold his/her opinion if staff believes the Board is not in compliance with its own policies on Board Governance Process and Board-Management Relations, particularly in the case of Board behavior that is detrimental to the work relationship between the Board and the staff.
5. Deal with the Board in a way that favors or privileges certain Board members over others except when responding to officers or committees duly charged by the Board.
6. Fail to supply for the Board's consent agenda all decisions delegated to the staff yet required by law, regulation, or contract to be Board-approved.
7. Fail to provide to the Board the co-op's annual Budget and quarterly financial data in a timely manner.



ICC Austin

Cooperative Housing for Students, Not for Profit

Policy Type: Executive Limitations
Policy Title: B7 –Board Logistical Support
Last Revised: **April 9, 2013**

The staff shall not allow the Board to have inadequate logistical support.

The staff will not:

1. Provide the Board with insufficient staff administration to support governance activities and Board communication.
2. Allow the Board to be without a workable mechanism for official Board, officer or committee communications.
3. Allow Board Directors to be without an updated copy of the Policy Register and the Bylaws.
4. Provide inadequate information and notice to members concerning Board actions, meetings, activities and events.
5. Allow insufficient archiving of Board documents.



ICC Austin

Cooperative Housing for Students, Not for Profit

Policy Type: Executive Limitations
Policy Title: B8 – Emergency Executive Director Succession
Last revised: **July 16, 2015**

To protect the Board from sudden loss of Executive Director services, the Executive Director shall not have less than one other staff member sufficiently familiar with Board and Executive Director issues and processes to enable her/him to take over with reasonable proficiency as an interim successor.