

ICC Austin

**Minimum Contract Length Policy**

As approved by the Executive Director, and incorporating all changes through:

**June 1, 2017**

## Revision History

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Date	Author(s)	Summary of Changes
August 8, 2013	Donovan	Policy creation
Sept 5, 2013	Donovan, Thogersen, Newcomer	Adjusted to fit Room Allocation Policy
July 29,2014	Thogersen, Lassiter, Saad	Language tweaks; removed unrelated material
July 2015	Lassiter, Thogersen	Language tweaks; changed summer term to 30 days
June 2016	Thogersen	Changed minimum contract signing to full semester from full academic year

## Review History

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Date	Reviewed by
June 2016	Thogersen, Lassiter, Hill
May 2017	Thogersen, Lassiter, Khalil, Hegar

## External Cross-references

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Section(s)	Policy/Section Referenced

## **Introduction**

ICC Austin requires a substantial commitment from individual members to maintain and operate the houses. Teaching the ICC Austin responsibilities to new members is essential to well-run houses, and takes time. Because ICC Austin is not well-equipped to provide transient housing, and because short-term members often disrupt house function, ICC Austin maintains a minimum contract length policy.

The policy is intended to balance the need to provide flexibility in the summer to maximize occupancy with the need to have houses filled with a stable, invested membership.

## **Definitions**

- A “contract” is an executed Member Resident Agreement.

## **Policy**

1. Contracts signed for the academic year must be for the entire or remaining semester term.
2. Contracts signed for the summer term must be for at least one month (30 days).

## **Procedure**

1. The Membership Director will ensure that member contracts are for a term no less than the minimum contract length.