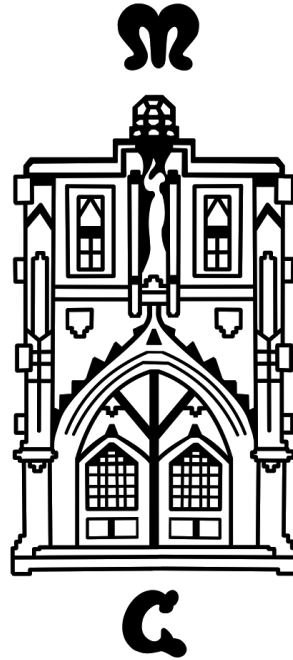




STUDENT LIFE  
HOUSING  
UNIVERSITY OF MICHIGAN



# MARTHA COOK HANDBOOK 2017-2018

# **TABLE OF CONTENTS**

**Welcome**

**History**

**Honor Code**

**Staff**

**Front Desk**

**Facilities**

**Michigan Dining**

**Security**

**Housing Student Conduct and Conflict Resolution Process**

**Building Tour**

**Martha Cook Scholarships**

**MCB Program**

**Room Assignments**

**Martha Cook House Board**

**Resources**

**In Closing**

## **WELCOME**

Congratulations for choosing University Housing and Martha Cook Building (known as MCB) as your home while attending the University of Michigan! This handbook will provide you with an introduction to the benefits, responsibilities, and expectations of Martha Cook residents “Cookies”. The Martha Cook Building was opened in 1915 to serve as a home for women attending the University of Michigan. It has been described as one of the most beautiful college residences in the United States. For over 100 years, Martha Cook has provided a place where lifelong friendships are made, traditions are passed on, and community is cherished.

## **HISTORY**

The Martha Cook Building first housed women students in 1915 after New York lawyer William W. Cook (1880), a Michigan alumnus, donated the building. New York architects York and Sawyer designed this building as well as the university Law Quadrangle, one of Cook's later donations. In honor of his mother, Martha Walford Cook, William Cook began donating funds in 1911 for the construction of a womens' dormitory on campus. It was a significant emblem of the University's commitment to attracting women to campus, and was the first women's dorm at Michigan.

The building's exterior is designed in the popular Collegiate Gothic mode. Above the main entrance is a statue of Portia, described as “Shakespeare's most intellectual woman.” The interior of the building was designed by the Hayden Company of New York and is meant to recall Gothic and early Renaissance times. The furnishings in the main rooms are from the Elizabethan and Jacobean periods.

There are two female statues in the main hallway, one is a full-size replica of the “Venus de Milo” and the other is “Edwina” which was created by one of the building's alumni. In the Red Room is a portrait of Martha Walford Cook (1828-1909) painted by Henry Caro Delvaille. While in the Gold Room, over the Angell fireplace is a bust of William Cook. Also located in the Gold Room is Mr. Cook's specially commissioned Steinway from 1913.

Samuel Parsons, a prominent landscape architect and long-time superintendent of Central Park, designed the garden in 1921. Paul Sutterman's statue “Eve,” which is located on the north end of the garden, was a fiftieth anniversary gift from the building's alumnae.

## **THE HONOR CODE**

Those who live at MCB are given a great deal of freedom and corresponding amount of responsibility for their actions, with an outcome that they will emerge with independence and maturity from this unique experience in community living. Inherent in this responsibility is an attitude of consideration and respect for each member of the group and community.

Residents are expected to observe the established community standards. Martha Cook is dedicated to the development of Martha Cook residents create a harmonious and comfortable atmosphere.

It is encouraged that during the year each resident serve the house in some manner, as a member of a committee, on a house team, or in some campus activity.

In addition, each woman in the house is required to complete a “house service” which consists of serving tea on Friday once per term. If a resident is unable to fulfill this obligation due to academic or other justified conflict they will be asked to carry out another service duty. Attendance at one All House Meeting per term is required.

## **STAFF**

### **HALL DIRECTOR (HD)**

The Hall Director is a professional-level staff person and essential to the core mission of University Housing. The Hall Director supervises the Resident Student Staff, serves as advisor to the House Board, and is available as a resource to all residents. The Hall Director provides leadership to the residential operations in a way that maintains a positive, multicultural, and learning-centered community.

### **COMMUNITY CENTER MANAGER (CCM)**

The Community Center Manager is a professional-level staff person who manages the operation at the front desk and serves as the supervisor to the students who work at the front desk. The CCM is a great resource to residents, as well as the person to ask any questions about key, mail, packages, or any front desk related questions.

### **DIRECTOR OF STUDENT ENGAGEMENT AND ALUMNAE RELATIONS**

Being most knowledgeable on the History and Traditions of Martha Cook, Marion Law helps preserve the unique traditions of Martha Cook, and facilitates the enhancement of the residential and educational experiences of the residents - including group activities, cultural opportunities, and access to scholarships exclusive to Martha Cook residents.

## **RESIDENT STAFF (Resstaff)**

This group of student staff are among the first to greet you as you move into the building and are here to help you create a warm, inclusive, and vibrant community. The Resstaff is comprised of 4 Resident Advisors (RA), 1 Diversity Peer Educator (DPE), 1 Peer Academic Success Specialist (PASS), and 1 Community Coordinator(CC).

## **COMMUNITY CENTER ASSISTANT (CCA)**

This group of dedicated student staff work at the front desk, greet all who enter the building, and assist with guest meal passes, mail or key questions.

## **FRONT DESK**

The Front Desk is open seven days a week, from 9am to 10pm Monday-Saturday, and noon to 10pm Sunday and is a great resource. Services include: guest meal tickets, package pick-up, lost-and-found, and spare key check-out. Items available to check-out include umbrellas, tennis rackets and balls, croquet set, exercise weights, vacuums, iron and cots.

## **Keys**

If you lock yourself out of your room, the CCA will loan you a spare key when the front desk is open, which must be returned within 24 hours. Residents who lose their keys or have them stolen will be responsible for any and all charges, including charges for replacement keys for their roommate/suitemate and replacement locks. Please review information provided in the *Community Living at Michigan Handbook*.

## **Mail**

Mail is received daily and is distributed to individual mailboxes no later than 6 PM. Residents' mail should be addressed to:

Martha Cook Building  
Room #  
906 South University Avenue  
Ann Arbor, Michigan 48109-1195

If you receive a package, you will get an email notification from "EZ Track It", Martha Cook's package logging software or from the MCB Front Desk Community Center email account. You may pick up your packages at the Front Desk during business hours.

## **FACILITIES**

The Housing Facilities team work hard to keep your home clean and safe. You will see them on a daily basis so get to know the team! Under the direction of Building Facilities Manager

Shannon Meeks, this group takes great pride in Martha Cook. If you notice anything broken or damaged, report it immediately via the [online Fix-It system](#) or if an emergency after hours, by calling the Facilities Service Center at 734-647-2059.

Residents should submit their Room Condition Inventory in Student Web immediately after moving in.

When decorating your room, take care to avoid putting any nails in walls or permanent adhesive or tape on the woodwork. We encourage use of removable mounting squares tape or S-hooks for hanging heavier items.

All personal items and all provided student room furniture must be stored within each student's room. There is no storage space outside of the assigned student room available, due to fire code requirements. Thank you for helping us keep the building safe and in compliance with the fire code by storing all items within your room.

The elevator is located between the Gold Room and the Dining Room on the first floor. If there is a problem with the elevator, please contact the Department of Public Safety at 763-1131 so that a service technician can be notified. Also inform the the person on duty and/or the Front Desk as soon as possible.

## **MICHIGAN DINING**

Michigan Dining strives to provide a dining experience in Martha Cook that is based in community, health and wellness, and is central to the life of the building. Visit the Martha Cook [Dining webpage](#) for more information, and here are a few things to know:

### **Overview**

Residents are expected to have their MCard in their possession whenever they enter the dining room. Residents must swipe their MCard using the card reader at the dining entrance at every meal.

Hours-of-operation signs are posted at the dining entrance, and on line at the [MDining web site](#). There are times during the school year when the meal hours change, for example: during exams and before Breaks. These revised meal hours will also be posted at the dining entrance and on the web site.

All meals are served in the dining room area, and residents are expected to eat in the dining

room (or on the terrace in nice weather). A variety of food is served at each meal. All meals include meat, vegetarian/vegan, and gluten free entrees, along with a variety of side dishes. Menu selection icons are posted with each food item. Those menu items that sport the M-Smart logo are especially healthy and nutritious. Use these icons as a guide to good eating.

No dishes, silverware, or glasses are to be removed from the dining room. Carry out of food is limited to a cookie or a piece of fruit.

### **To Go Meals**

Meal hours have been established to accommodate most diners. However, if you cannot return to Martha Cook during the scheduled meal times you may elect to request a “To-Go Meal.” To-Go Meals are available Monday - Friday. Place your order online through the [MDining website](#). Pick-Up your meal from a staff member in the servery area. When you use this option you forfeit the privilege of going through the serving line during that meal. Residents are reminded to abide by MDining policy and the Martha Cook Honor Code when using this option.

### **Guests**

Your guests are welcome to dine with you; however, you must purchase a meal ticket at the Front Desk prior to coming into the dining room or by using [Blue Bucks](#) that you load on your M Card through the online process. Please give the paid receipt to one of the full-time servers. Paid guests may be invited to dine at almost any meal. Exceptions include special dinners such as the Dinner for New Women, the Dinner for Graduating Women, and the Messiah Dinner.

If you have a guest visiting but not eating, please ask permission from a dining service supervisor for your guest to accompany you into the dining room. This policy is open for cafeteria-style breakfast and lunch meals only. Every guest in the dining room at dinner time must have purchased a meal ticket.

### **Sit-Down Dinners**

Sit-down dinners are served on Sunday nights. Just before 5:00 pm, the dining staff opens the doors to the dining room, allowing residents to enter. Residents are asked to fill in the four large tables in the center of the dining room first, before filling the surrounding smaller tables. While still standing at the tables, the traditional Martha cook Grace is sung by all.

The Martha Cook Grace:

Oh Power of Love, all-knowing, tender, ever near  
Our thanks for bounty now we render, gathered here,  
Oh guard our friendship's circle ever,  
See that naught its firm bonds sever,  
From year to year.

Similarly, those residents needing to leave after the main course may leave as dishes are being cleared. Please keep early departures to a minimum, especially for our special dinners. A Staff member will signal the end of the meal, per tradition.

An old MCB tradition for requesting tea and/or coffee after dinner is summarized by the following motto: ***Tip for tea***. Place your teaspoon, aligned parallel to the edge of the table, at the upper edge of your place setting. If you would like tea, *tip* your teaspoon over so that the bowl of the spoon faces downward. If you would like coffee, rest your teaspoon on the table with the bowl of the spoon facing upward.

### **Buffets**

Special themed buffets are served once each week during the dinner meal.

### **Feel Better Meals**

You may obtain a Feel Better Meal if you are ill and cannot attend regular meals. Consult the [MDining web site](#) to complete and submit the Feel Better Meal on line request form. Meals will be served on compostable paper products. For your convenience, have a roommate or friend pick up your meal for you.

### **Special Dietary Needs and Restrictions**

We serve a variety of foods with a healthful balance of proteins, carbohydrates, vitamins, minerals and limited amounts of fat. But it is up to the individual student to make their own healthy food and beverage choices. The expertise of a Dining nutrition specialist is available to any Martha Cook resident who wants extra help with food selections. If you have any food allergies or cannot eat certain foods, let us know. We will work with you to help you select the right foods.

### **Special Dining Events**

The Martha Cook Building has many rich traditions that bring residents together at meal times. In September, all new residents are welcomed at a special dinner in their honor. Throughout the year, friends and faculty are invited as guests to dine with the residents. In



December, the annual Handel's Messiah Dinner hosts the guest soloists after the final performance of Handel's Messiah in Hill Auditorium. University VIPs, and other guests are hosted by residents throughout the evening. A short musical program is presented by residents. Thanksgiving and holidays in December are celebrated with special buffets for residents and guests. Martha Cook wait staff and House Board members are recognized at dinners in their honor each spring. A birthday celebration takes place every April 1<sup>st</sup> in memory of Martha Cook. Graduates are honored at the final sit-down dinner of winter term, and a commencement lunch is offered to them and to their families on graduation day.

Comments and suggestions are always welcome via the comment box in the dining room or in person to the Dining Services supervisor or manager.

## **SECURITY**

Housing Security officers conduct walk-throughs of Martha Cook on a daily basis so you will get to know the officers. To keep the community safe, never leave a door propped open unattended. Residents are encouraged to contact Housing Security if they notice any suspicious activity. They can be reached by calling 734-763-1131.

The outside front doors are always locked so carry your M-Card for access to the building at all times. Please use only the front door for entrance and exit.

## **HOUSING STUDENT CONDUCT & CONFLICT RESOLUTION PROCESS**

Community Living at Michigan (CLAM) is a legally binding adjunct to your Housing contract. Signing your contract signals your agreement to abide by the rules, policies and regulations presented in the CLAM and this document, the Martha Cook Handbook. Failing to meet the house service expectations, may result in a student conduct process.

It is important to understand that Martha Cook is a place full of diverse needs, identities and interests. Residents are expected to engage and work together in multiple capacities amongst differences. Residents will learn about the process of Restorative Justice as a community foundation. Restorative Justice (RJ) represents a philosophy and a process that acknowledges that when a person does harm, it affects the person(s) they hurt, the community and themselves. When using restorative justice measures, an attempt is made to repair the harm caused by one person to another and to the community so that order is restored for everyone. The Housing Student Conflict Resolution (HSCR) Process has been developed with this

philosophy in mind. The process strives to resolve conflicts by promoting understanding and appreciation of the community standards, encouraging residents to take responsibility for their own actions, and engaging all the affected community members in the resolution. With the participation of community members, a resident who has violated the standards is helped to identify the harm caused to the community, find a way to “make it right” and make better choices in the future. In accomplishing these goals, the resident can be reintegrated into a restored community.

Any resident who is documented with a CLAM violation will be required to meet with a professional staff member in University Housing, to discuss how to move forward. Below are several highlighted expectations from the CLAM based on previous inquires with pertinent information about how they are operationalized in the House. For additional information about the Housing Student Conduct and Conflict Resolution process, please refer to the [Community Living at Michigan \(CLAM\)](#) document. Below are highlighted expectations based on previous inquires.

### **Guests**

All guests, must be escorted throughout the building at all times in the interest of safety. It is the resident’s responsibility to make sure all guests abide by MCB and University Housing policies. The public rooms on the first floor and basement have been designated for guests. Men are permitted in residents’ rooms from:

10am to Midnight	Sunday through Thursday
10am to 2am	Friday and Saturday

You are responsible for the behavior of your guests and they must follow University and University Housing policies. It is expected that roommates discuss their preferences with respect to all guest visitation.

### **Quiet Hours**

Quiet hours are maintained from 11:00 pm until 8:00 am Sunday through Thursday and 12:00 am until 9:00 am Friday and Saturday. During Study Days and Exam Week, quiet hours are continuous except for meal times.

## **BUILDING TOUR**

### **FIRST FLOOR**

#### **Main Hallway**

The main hallway is in full view upon entry into the Building. The hallway is a pleasant place to visit with guests. Upholstered couches and wooden benches are available for seating along

the hallway. Please do not place coats and book bags on the upholstered couches – use the wooden benches for this purpose.

Also located in the main hallway is a large table where events, notices, and sign-ups pertaining to the Building are displayed. Residents should check this table regularly. Residents wishing to post an item on this hallway table must first contact the House Board Secretary, the Hall Director, or Community Center Manager.

### **Gold Room and Red Room**

The Gold Room and Red Room are wonderful for entertaining. However, refreshments are not permitted in these areas, except for special occasions. Resident inquiries about reserving either of these rooms for group functions should be directed to the Community Center Manager, who will consult with the Hall Director and the Director for Student Engagement and Alumnae Relations.

The Gold Room houses the Building's prized art case Steinway piano. The piano is available for resident and escorted guests' use; please practice discretion when playing it and take appropriate care in its treatment (i.e., do not place anything on top of the piano or bring food or drink close to its vicinity). Hours for playing the piano are 10 a.m. to 11 p.m. During exams, the piano may only be played during mealtimes.

Moving furniture is not permitted, unless at the discretion of the maintenance staff or the Hall Director for approved group events.

### **Sparkling Room**

Connecting the Red Room to the Gold Room, the Sparkling Room is a charming little nook conducive for studying and holding more private conversations. The Sparkling Room additionally contains a collection of Martha Cook Annuals.

### **Dining Room**

The Dining Room is located on the south side of the first floor.

### **Cookie Corner**

The Cookie Corner is located at the entrance to the dining server, near the south stairwell. The Cookie Corner houses a series of bulletin boards: the first is the Cookie Board, where information about the Building and other campus activities is posted. The DPE and PASS bulletin board, with information about multicultural efforts and events around campus, is located here, opposite to the Cookie Board. Residents wishing to post information on the

Cookie Board must first obtain permission from the House Board Secretary or President. Personal messages such as “For Sale” or “Help Wanted” signs should be posted on the Personals Board, located in the basement recreation room.

## **BASEMENT**

### **Computing Site**

The computing site is located in the basement, at the foot of the north stairwell. It houses Dell/PC compatible computers, Macintosh computers, one scanner, and two laser printers. A typewriter is also available in the computing site for resident use. Residents have 24-hour access to the computing site. The following rules apply to the computing site:

- Food and drink are prohibited.
- Headphones should be used when listening to music or watching videos.

If a resident experiences a problem with either the computers or laser printer in the computing site, she should contact ITS by filling out an online service report or calling the designated phone number.

### **Vending Machines**

Soda and snack vending machines are located in the basement, at the foot of the north stairwell, across from the computing site. Reimbursement forms are found on the side if needed.

### **Laundry Room**

The Laundry Room is located on the west side of the hallway, between the computing site and the recreational room. It is equipped with washers and dryers, a clothesline, and an ironing board. Residents may pay for laundry using either quarters or credit from their Blue Bucks account, which may be purchased and stored on their M-Cards. Courtesy permits that, after waiting 15 minutes, a resident may carefully remove another resident’s clothes from the washers or dryers and place them on top of the machines. There is a change machine available in the laundry room if you need quarters.

### **Recreational Room**

The Recreation Room is located in the basement, across from the elevator. The Rec Room houses a TV that is available for resident use. Residents may reserve the television for up to three hours per week, or for the duration of a single program, whichever is longer. Residents may not, however, reserve the TV for the same time each week.

A piano is also available in the Rec Room. The Rec Room may be reserved for piano or music practice. In such a case, the *entire* room will be reserved and no one will be allowed to watch TV without the permission of the individual who is practicing. The room may not be reserved

for music practice for times after 8pm. A stationary bicycle is also located in the Rec Room.

## **RESIDENTIAL FLOORS**

### **Libraries**

Libraries are located at the north ends of the second and third floors. These are quiet rooms, reserved primarily for studying. The libraries may, on occasion, though, be reserved for group meetings. Arrangements for group meetings should be made through the Community Center Manager. Be aware of your noise level to be considerate.

### **Kitchenettes**

Kitchenettes may be found on the north end of the second, third, and fourth floors. Each kitchenette is equipped with a sink, refrigerator, microwave, ironing board and iron. Please be aware, however, that all food is stored at a resident's own risk. Please take only food that is yours. Any food kept in the refrigerators should be wrapped and labeled. These facilities are for everyone's use, so residents should be courteous by keeping them clean.

### **Bathrooms**

Bathrooms are a shared space. If there is an issue requiring a repair, submit an online fixit request.

## **QUICK REFERENCE**

COMPUTING SITE	Basement, to the right of the North stairwell
DRINKING FOUNTAIN	Cookie Corner, by the dining servery
IRONING BOARD	Kitchenettes and Laundry Room
MAILBOXES	Basement, in the Recreational Room
MEN'S RESTROOM	Basement, next to elevator
PIANO	Basement, in the Recreational Room
VENDING MACHINES	Basement, near North stairwell
REFRIGERATORS	Kitchenettes
TELEVISION	Basement, in the Recreational Room

## **STUDENT ROOMS**

Rooms are cleaned before Fall term, and it is your responsibility to keep your room clean during the year. Each room is provided with bed, desk, bookcase, dresser, mirror, wastebasket, tea table, floor lamp, and recycling bin. Please make sure all furniture is intact when you check out at the end of the year. Be sure to complete the room condition inventory when you move-in.

## **Trash/Recyclables**

All residents must take their trash and recyclables down to the basement trash room.

## **MARTHA COOK BUILDING SCHOLARSHIPS**

A resident may receive these scholarships more than once, and may receive them concurrently. The total cannot exceed room and board rates.

### **ANNE E. SHIPMAN STEVENS SCHOLARSHIP**

Martha Cook Room and Board scholarships are financed by investment income generated by the Anne E. Shipman Stevens Fund, established by the Board of Governors in 1937, and the Martha Cook Alumnae of Ann Arbor Minority Award, established in 1987. The generosity of many former residents continues to make scholarships available to Martha Cook residents. The number and size of scholarships awarded vary from semester to semester.

Anne E. Shipman Stevens, one of the first Building governors, continued her relationship with the Building throughout her life. In 2000, a substantial bequest was received from the estate of Miss Elizabeth Thompson ('30) significantly increasing the scholarship fund's ability to help meet resident needs. In 2006, the Martha Cook Alumnae of Ann Arbor merged into the overall Alumnae Association and, in 2007, as the Board of Governors accepted responsibility for their scholarship funds, it affirmed its commitment to support and encourage a broadly diverse Building community.

Eligibility to receive a Martha Cook Room and Board scholarship is based on the following criteria:

- Financial Need (40%)**
- Commitment to the Building and Community (35%)**
- Scholarship (15%)**
- Interview (10%)**

An applicant must have lived in the Building for at least one full term, must be a full-time undergraduate or graduate student in both the current term of interviewing and during the upcoming semester for which she is applying for a scholarship, and must be available if called for a scholarship interview. Former recipients of a scholarship grant-in-aid may re-apply but are not guaranteed an award.

### **GAP ROOM AND BOARD SCHOLARSHIP**

In 2016 Martha Cook Alumna and former Martha Cook Governor, Phyllis Valentine, created a

scholarship fund for new residents to Martha Cook. Her motivation was based on removing financial barriers for any woman who would like to be part of the Martha Cook community. Applications are accepted on a rolling basis.

## **MCB PROGRAM**

All Martha Cook residents are expected to attend an “All House Meeting” once each semester, as well as participate in at least one service project. More information will be provided by the House Board at the start of each semester.

### **EDWINA**

Internationally renowned artist and MCB alumna, Edwina Jaques (BFA '70, MFA '75), designed and donated the statue in the foyer for the Building's 90<sup>th</sup> anniversary in 2005. She said “I envisioned a statue which would represent the diverse nature of the Martha Cook woman who challenges the University world, bringing a modern outlook to education, yet also celebrates the gentle heart of such a woman and recognizes the womanly arts that bind our past and future”. The Board of Governors selected the name, *Edwina*, in honor of the sculptor and because its meaning, rich and valuable friend, embodied the relationships amongst all Cookies.

The ivory and gold leaf hearts attached to the cord skirt represent donations to the Martha Cook Annual Fund or the Capital Fund\* from our alumnae, friends, residents and their parents. Each has a special, personal message or name on the back. The giving and signing of hearts as remembrances is a new MCB tradition, and everyone is welcome to take part.

\* The Martha Cook Building Annual Fund is an expendable fund supporting critical Building needs and special projects or initiatives to sustain MCB and its programs. The Capital Fund is an expendable fund used for critical and immediate construction needs. Monies held in these funds are gifts of MCB's alumnae and friends and are entirely separate and distinct from room and board funds intended for the daily operations of the Building.

### **Tea Etiquette**

Some teas are formal and some are informal. Please follow the dress code, which will be established at the all house meeting. If you are serving tea, formal attire is required and you are asked to show up promptly to your service. Changes in service time need to be approved by the service chair. Residents and their guests are asked to clean up after themselves by placing used plates and cups in designated areas.

During tea, guests are able to move freely between the Gold and Red Rooms.

## **ROOM DRAW (ASSIGNMENTS)**

The process to sign up for a room for the next academic year begins in January each year. Additionally, in early December, there has been a room draw process if there are vacancies in the building for the winter semester. The process will be under review in early fall semester 2017, so look for more communication in late October.

## **HOUSE BOARD**

The Martha Cook student leadership group is called the House Board and meets every week. All residents are welcome to attend the meetings where all-house business is discussed. Following are descriptions of the House Board positions:

### **President**

The President oversees all House Board functions, from individual to collaborative efforts. She runs the weekly House Board meetings and coordinates activities and functions of the Board in accordance with the Hall Director, Governors, and Alumnae. She also organizes various Building activities throughout the year, including Welcome Week, fundraisers, all-house votes, parties, and other events.

### **Vice-President**

The Vice President serves as the Social Chairwoman and contact person for the majority of the MCB events, especially those events that are sponsored by the House Board. These events include special meals, dances, and Building outings. The Vice President publishes a social calendar at the beginning of each semester to notify the residents of upcoming activities.

### **Secretary**

The Secretary is responsible for recording the minutes of all House Board meetings; publishing and distributing the Cookie Sheet, a weekly newsletter for residents; and maintaining the hallway table and public bulletin boards. The Secretary approves material displayed in these two areas. Residents who wish to post information or fliers should contact the Secretary in order to obtain permission (if she is unavailable, the President may also be contacted).

### **Treasurer**

The Treasurer is responsible for managing the Martha Cook Student Organization account, and allotting funds generated from house dues to the House Board and to Martha Cook residents for social events and/or other worthy causes. She is responsible for creating a



budget each semester and maintaining a record of all transactions.

### **Service Chairwoman**

The Service Chairwoman is responsible for ensuring that all residents sign up for and complete their house service. In order to fulfill this responsibility, and in order to plan exam snacks for the end of each semester, she works in close coordination with the Tea Chairwoman and Michigan Dining Staff.

### **Tea Chairwoman**

The Tea Chairwoman is responsible for coordinating Friday-afternoon teas. For each tea, she designates a theme, meets with Dining Services to plan a menu, and communicates with the Service Chairwoman to make sure that all residents assigned for house service that week perform their duties.

### **RHA (Residence Hall Association) Representatives (Two)**

The RHA Representatives serve as delegates for the Building to the Residence Hall Association. They attend weekly RHA meetings, where they, along with representatives from other residence halls, discuss and vote on diverse issues regarding the community, environment, and student life within the residence halls.

### **Multicultural Council Chairwomen**

The three Multicultural Council Chairwomen are responsible for cultivating and promoting the many cultures and traditions present among the residents of the Building. Their main means of accomplishing this task is through the organization of International Tea, an annual celebration open to the entire University community, in which residents showcase tables representing different countries of the world.

### **Judiciary Chairwoman**

The Judiciary Chairwoman is responsible for coordinating the Winter and Fall Room Draws in collaboration with the Hall Director, and for organizing the Dessert for New Women, which takes place in the spring. She also serves to maintain the website of the Martha Cook Student Organization.

### **Historian**

The Historian is responsible for documenting information about Building events, especially through photography. She compiles, formats, and produces the MCB Annual, a yearbook that aims to represent the entire Martha Cook community and to summarize the MCB experience for that year. Additionally, she prints and distributes the MCB Cookbook that is presented as

a gift to graduating residents.

### **Arts Chair**

The Arts Chair (Chorister) is responsible for cultivating an appreciation for the fine and performing arts in the building. Her responsibilities include starting MCB Grace at Sunday dinners, arranging music for Messiah Dinner, creating art-related field trips, and planning art and music based events for residents.

## **RESOURCES**

For a more comprehensive list of Student Life resources, please visit [here](#).

## **IN CLOSING**

The many residents who have come before you to live and learn at Martha Cook have set a solid format and foundation for excellence. Please share your ideas and get involved! There are many experiences of leadership, friendship, community, cooperation, and personal growth that MCB has to offer. Have a great year!