

# Participation

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## Purpose of the policy

To make clear that all members have an obligation and responsibility to share in the management and operation of the co-op.

## Policy

1. All co-op members must participate.
2. The co-op recognizes that members may have different abilities, skills, limitations and availability. The co-op will encourage and foster member participation. It will provide opportunities for participation that are appropriate to the member.
3. In order to meet their obligations under the Operating Agreement, and unless exempt for medical grounds or reasons subject to approval of the board, members must:
  - attend general meetings or contact the co-op secretary or board with regrets if unable to attend
  - contribute at least 2 hours of volunteer labour per month by serving on a committee or the board of directors and/or by doing assigned tasks, and
  - participate in major clean-ups and maintenance work parties in the spring and fall each year. All members are expected to participate (planning, phone tree, distribution of notices, labour, donation of food, childcare, etc.).
  - A total of 24 hours annually is required. A fine of \$10 per volunteer hour not completed, up to a maximum of \$240.00 per fiscal year will be charged.
  - Members who are moving out of the co-op and have not completed their hours up to the date of their move-out will have the amount owing deducted from their shares.

Policy approved by general meeting:

Replaces policy dated:

## **Procedures needed to carry out this policy**

1. Submit a written note to the co-op office if unable to attend a meeting..
2. A doctor's letter will establish medical grounds for exemptions from participation.
3. Monitor participation (participation hour chits to submitted to the office for tracking.).
4. All hours will be tracked by the office and a spread sheet will be sent out to all members every 3 months showing how many hours each and every member (unit) has volunteered. At the end of the fiscal year, those members who have not completed the required hours will be charged \$10 per volunteer hour not completed, up to a maximum of \$240.00 per fiscal year.
5. Task and work party scheduling by the board as needed.(See maintenance policies).

## **Options**

### **Options: Point #3**

Replace “secretary” with another position.

Insert number of hours.