

Waterloo Co-operative Residence Incorporated

## **Member Participation Policy**

As approved by the General Manager,  
and incorporating all changes through:

**1 September 2011**

*(Note that, in this policy, the masculine shall include the  
feminine and the singular shall include the plural)*

## Revision History

---

Date	Revisionist	Summary of Changes
1 September 2011	Cary Hubbard	Policy creation

## External Cross-references

---

Section(s)	Policy/Section Referenced	Referencing Policy	Section(s)
2 (5)	<u>toadlane</u>		
3	pi		

## INTRODUCTION

WCRI is dedicated to the development of future leaders and the creation of a strong co-operative community for our membership. WCRI accomplishes this work, in part, through the provision of opportunities for our members to participate in the democratic processes and social activities occurring within our co-operative. This policy and related procedures govern the implementation of our member participation structure.

## DEFINITIONS

- “CEG” refers to the Community Engagement Guide, a member volunteer position responsible for working at the divisional level to enhance the member experience, be a resource to the division membership, and to build a strong co-operative culture within the WCRI community.
- “ICC” refers to the Inter Co-operative Council, a group of member volunteers and leaders that come together in formal and informal settings to encourage and support member participation, enhance member communication, and build linkages between and within the voluntary member participation structure at WCRI.
- “Inter-Divisional Project Fund” refers to monies available at the inter-divisional level for the purchase of items that would realize benefit to the entire WCRI membership, are valued at \$1,000 or more, and are permanently affixed to the property of the Co-op.
- “Member Initiative” means any project or committee designed and operated by a member that is brought forward without first being requested.
- “pi bucks” refer to the virtual dollars associated with WCRI’s Participation Incentive (pi) program.
- “Quality of Life Improvement Fund” refers to monies available at the divisional level for the purchase of items that would realize benefit to the division membership for a minimum length of time of one term.

## POLICY

1. (1) WCRI uses voluntary member participation to enhance the member experience, to develop future leaders, and to build a strong co-operative culture.  
  
(2) Mandatory member participation in the WCRI community is only requested at a maximum of two division meetings each term. These meetings are necessary for the provision of vital information to our members regarding member safety and WCRI processes. They also serve as an opportunity for our members to meet and get to know their neighbours.
2. (1) Members will be given the opportunity to participate in activities at both the divisional and inter-divisional level via a voluntary member participation structure which, at a minimum, consists of:
  - a) Divisional representatives,
  - b) Various member committees, as member interest exists,
  - c) Various Member Initiatives, as member interest exists, and
  - d) A member selected to assist in the coordination of activities related to the participation structure.  
(2) Division representatives, member committee chairs, and the member selected to assist in the coordination of activities related to the participation structure shall work together to coordinate inter-divisional activities. This group will be known as the ICC.
- (3) Division representatives will work with members of the division to coordinate activities at the divisional level. These members will be known as CEGs.
- (4) At a minimum, the ICC will support a member committee for the purpose of planning and implementing member social activities throughout the Co-op. This member committee will be known as the Social Committee.

(5) The ICC will also support a member committee for the purpose of member communication across the Co-op. This member committee will be known as the **toadlane** Committee and will be governed by the **toadlane** Policy.

**3.** Members who successfully participate in the voluntary member participation structure will be awarded pi bucks through the Participation Initiative (pi) and in accordance with the current *pi Policy*.

**4.** (1) The General Manager will allocate an annual budget for use within the voluntary member participation structure to enhance the WCRI community through social, committee, and other member activities.

(2) The inter-divisional portion of this budget will be managed through decisions made by the ICC.

(3) The divisional portion of this budget will be managed through decisions made by the CEGs and approved by the ICC.

(4) WCRI funds will not be used for the purchase or service of alcohol unless prior approval is granted by the General Manager. The General Manager will approve the proposal if the purchase or service is in full accordance with applicable laws and regulations, a written plan is in place that minimizes exposure to civil or criminal liability, and all necessary procedures as outlined in Section 18 of this document have been followed.

## PROCEDURES

### ICC

**5.** (1) The ICC composition and work is governed by the Inter Co-operative Council Charter, as approved and amended from time-to-time by the General Manager or delegate.

(2) At a minimum, ICC will meet four times each academic term to make decisions regarding activities and community work that will help enhance the member experience and build a stronger co-operative community.

(3) When ICC receives a proposal for a Member Initiative, the ICC shall meet within two weeks to consider and make a decision regarding the submitted proposal, including any funding requests being made.

**6.** (1) Any decision made by ICC to spend from the available inter-divisional budget must be documented and submitted to the WCRI Office via a motion recorded in the meeting minutes that includes, at a minimum:

- The nature of the expenditure,
- The maximum amount of money authorized for expenditure on that item,
- The items to be purchased, and
- The name of the person authorized to be reimbursed for the expenditure.

(2) Where the expenditure of funds has been approved by ICC, the members authorized to make purchases may do so in accordance with the approved budget for the project and submit original receipts to the WCRI Office for reimbursement.

(3) A copy of the minutes documenting the motion to approve the spending must be submitted to the WCRI Office to support any reimbursement requests being made.

(4) Reimbursement requests will be reviewed and processed in the next regular cheque run in accordance with internal operating procedures.

**7.** (1) Any ICC approved inter-divisional spending from the Inter-Divisional Project Fund must be supported with documentation indicating member endorsement for the proposed purchase(s). This endorsement may take the form of an online survey or a motion at a regular general meeting.

(2) The ICC approved proposal must be submitted to the General Manager or delegate for review and approval. The General Manager or delegate will approve the proposal if it is in line with operational priorities, has sufficient member

support, is within the means of the current financial situation of the Co-op, and the proposed expense are deemed reasonable.

(3) Once approved by the General Manager or delegate, the appropriate member(s) may make purchases and be reimbursed in accordance with the process outlined for ICC spending under Section 6 of this document.

### **ICC Chair**

---

**8.** (1) The ICC Chair is selected from amongst WCRI's resident members for a one-year term and is elected by the membership at each Annual General Meeting.

(2) Members interested in running for the ICC Chair position must submit a letter of intent to the WCRI Office along with a minimum of five (5) member signatures in support of the nomination.

(3) If the ICC Chair becomes vacant before the end of the term, the ICC may appoint an interim chair from amongst the membership to fill the vacancy until the next regular general meeting.

**9.** The ICC Chair, as part of its work, is responsible for reporting to the membership at least once per term via a written and oral report at each regular general meeting.

**10.** At the end of each academic term, the ICC will evaluate the performance of the ICC Chair. The outcomes of this evaluation will assist in the determination of the performance bonus, according to criteria created and amended from time-to-time by the General Manager or delegate.

### **CEGs**

---

**11.** (1) The work of the CEG is outlined in the CEG Position Description, as approved and amended from time-to-time by the General Manager or delegate.

(2) When a CEG receives a proposal from a member for a new committee or Member Initiative, the CEG shall submit that proposal to ICC for consideration within one week of receipt.

**12.** (1) CEGs have the authority to make spending decisions at the divisional level with the prior approval of the ICC. As such, CEGs must submit spending proposals with supporting documentation to the ICC for consideration.

(2) Any divisional spending from the Quality of Life Improvement Fund must be supported with documentation indicating member endorsement for the proposed purchase(s). This endorsement may take the form of an online survey or a motion at a duly called division general meeting.

(3) Once approved, the CEG may make purchases and be reimbursed in accordance with the process outlined for ICC spending under Section 6 of this document.

**13.** (1) A minimum of four and a maximum of seven CEGs will be selected each term for the upcoming term.

(2) Members interested in running for a CEG position for the upcoming term must submit a letter of interest to ICC along with a minimum of four (4) member signatures in support of the nomination.

(3) ICC will consider each candidate via an interview process and will select the most appropriate team of members to fill the CEG role for the next term.

**14.** ICC will evaluate the performance of each CEG at mid-term and end of term. The outcomes of these evaluations will assist in the determination of the performance bonus, according to criteria created and amended from time-to-time by the General Manager or delegate.

### **Social Committee**

---

**15.** The Social Committee composition and work is governed by the Social Committee Charter, as approved and amended from time-to-time by the General Manager or delegate.

**16.** (1) The Social Committee will have access to funds for the implementation of regular social activities. These funds are available as part of the annual budget provided to ICC and are approved by a decision of the ICC.

(2) When money for social activities is approved, the members authorized to make expenditures may do so and be reimbursed in accordance with the process outlined for ICC spending under Section 6 of this document.

**17.** (1) If any social event involves the collection of money, the selling of tickets or in any way is a money-making venture, the funds collected will be used to off-set the costs of holding the event and all remaining funds will be used to support future social activities. Any revenue generated must be submitted to the WCRI Office on the next business day.

(2) If any social event is being planned for the purpose of raising funds for charity or another specific cause, the event plan should indicate how costs will be covered such that sufficient proceeds exist for donation. Any revenue generated must be submitted to the WCRI Office on the next business day.

(3) If any social event is being planned for the purpose of gaming or other types of gambling activities, prizes or rewards will not be given to the winner(s) of the event. If prizes are to be awarded at such events, they may be done to reward participation in general and will be awarded by random draw.

### **Alcoholic Events**

---

**18.** (1) All alcoholic events must include the purchase of a "Special Occasion Permit" (SOP) from the Liquor Control Board of Ontario and appropriate party alcohol liability (PAL) insurance. Appropriate documentation to indicate these items have been purchased must be provided to the General Manager in advance of the event.

(2) Members planning alcoholic events must create a written plan that ensures:

- a) Identification of all event attendees will be checked at the door and all those who are under age will be identified;
- b) The event will be held indoors with a clearly identifiable perimeter;
- c) The event will have a controlled entrance and exit;
- d) If held in a division common space, the event has been approved by the division in which the event will take place and that the CEG for that division will be present and sober for the event;
- e) Adequate food and non-alcoholic beverages will be provided;
- f) All servers and security volunteers have alcohol awareness training and must remain sober while acting in the capacity as servers and/or security volunteers;
- g) The event area will be cleaned up immediately following the event; and
- h) Any alcohol purchased with WCRI funds will only be served until 2:00am.

(3) All alcohol purchased with WCRI funds for the event must only be consumed at the event; any alcohol not consumed at the event must either be returned for refund, where applicable, or stored appropriately for use at a later event.

(4) Unless the SOP allows for the sale of alcohol at the event, no money can be collected for the event, whether in exchange for alcohol or for admission to the event. If the SOP allows for the sale of alcohol at any event, any revenue generated must be submitted to the WCRI Office on the next business day.