

Waterloo Co-operative Residence Incorporated

Social Committees Policy

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

6 January 2009

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

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Revision History

Date	Revisionist	Summary of Changes
29 September 2001	Russ Wong	Policy Change
16 December 2001	Russ Wong	Template Update
08 June 2002	Russ Wong	Policy Change: 'fag' replaced with 'COW' or 'co-operative work credit'
10 April 2007	Laura Reidel	References to the Board of Directors modified to reflect General Manager's jurisdiction over this policy.
6 January 2009	Cary Hubbard	Remove references to ID Cow System and update to reflect new participation initiative procedures

External Cross-references

Section(s)	Policy/Section Referenced	Referencing Policy	Section(s)
Part 2 (c)	pi Policy		

Introduction

This policy regulates the expenditure of funds by the Inter-Divisional Social Committee (IDSC) and Division Social Committees. The IDSC is a standing committee of WCRI, which exists to plan and execute social and recreational events for the membership as a whole and to co-ordinate the scheduling of social events sponsored by the currently operating divisions.

Part 1: Inter-divisional Social Committee

- a) The IDSC comprises one (1) representative from each currently operating division – its division manager(s) or delegate. In cases where there is a co-DM team, the division shall only receive one vote in decisions of the Committee.
- b) Interested members who are not Division Managers or delegates may attend and participate in IDSC meetings as non-voting members.
- c) The IDSC shall be chaired by a Co-ordinator who is selected by the General Manager or delegate, preferably in advance of the commencement of the term. This person shall receive participation initiative (pi) bucks for filling this position in accordance with the current *pi Policy*.

Part 2: Division Social Events

Each Division Manager may choose to have members in the division assist with event planning for the division, with a maximum of:

- a) In residence divisions: one (1) member per floor
- b) In B-Division: one (1) member per building
- c) In Carver, Clayfield, and Kershaw Divisions: one (1) member per block.

The members may be chosen as the Division Manager feels is appropriate and will delegate tasks as is necessary in order to accomplish the division's social goals for the term. Each member assisting with social events will earn pi bucks in accordance with the current *pi Policy*.

Part 3: Inter-divisional Social Committee Co-ordinator

- a) The Co-ordinator is responsible for scheduling, publicizing, and setting agendas for IDSC meetings. The first meeting should occur early in the term, after all division General Meetings, but no later than the third week of classes.
- b) The Co-ordinator must prepare written reports to be presented to the General Manager or delegate monthly.
- c) The Co-ordinator is ultimately responsible to the General Manager, who may remove and replace the Co-ordinator at any time if he fails to ensure that he or the IDSC carries out their duties.
- d) The Co-ordinator must convene meetings regularly (e.g., every three [3] weeks).
- e) During each term, arrangements may have to be made in preparation for activities occurring in the next term. Examples of such arrangements include setting dates, booking halls, and booking buses for events occurring the next term.
- f) If the IDSC chooses to plan an Oktoberfest event, tickets must be purchased for either a Friday or Saturday night. Tickets must not be for Thanksgiving weekend, if this holiday occurs during Oktoberfest.

Part 4: Allocation of Funds and Approval of Expenditures

- a) The General Manager may allocate funds annually to the social account of the Co-op.

- b) The IDSC shall determine at the beginning of each term what funds will be allocated to each event. All allocations to the division social events must be approved by a majority vote of IDSC members.
- c) All Division Managers are responsible for all social expenditures made for their division social events and must keep accurate records of all expenditures.
- d) If any social event involves the collection of money or selling of tickets or in any other way is a money-making venture, the funds collected must first be applied to all expenses incurred by the event, and all remaining funds must be forwarded to the accounting department of the Co-op for deposit into the social account. No event which is in any way financed by social funds may make a profit which is not redirected into the social account. If the IDSC plans an event which is run for the purpose of raising money for a charity or other specific cause, the Co-ordinator must review the plans with the General Manager or delegate in order to ensure that monies will not be lost.
- e) Notwithstanding Part 5(d), IDSC funds may not be donated to charities.
- f) Funds for reimbursement will only be released to the Co-ordinator or Division Manager unless appropriate minutes outlining the nature of the purchase and the name of the person to be reimbursed are provided. In order to be reimbursed for expenses, the following requirements must be met:
 - a) Minutes approving the expenditure must be recorded in the IDSC Minutes Book.
 - b) A cheque requisition (available from the WCRI Office) must be submitted, along with appropriate receipts for the expenditure.
- g) When funds are required prior to an event (i.e., deposits), the Co-ordinator must provide the General Manager or delegate with advance notice of one (1) week. The release of funding is then at the General Manager's discretion. Funds for this purpose will only be released to the Co-ordinator or a Division Manager.