

Waterloo Co-operative Residence Incorporated

**pi Policy**

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

**01 May 2011**

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

## Revision History

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| Date             | Revisionist    | Summary of Changes  |
|------------------|----------------|---|
| 30 July 2008     | Melissa Wessel | Policy creation   |
| 31 July 2009     | Cary Hubbard   | Update parameters around earning and redeeming pi bucks; added procedures section   |
| 08 December 2010 | Cary Hubbard   | Update procedures to reflect timelines for making rent rebate requests  |
| 01 May 2011      | Cary Hubbard   | Update policy to clarify “active member” definition and redemption procedures; included references to the online pi tracking system |

## External Cross-references

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| Section(s)  | Policy/Section Referenced | Referencing Policy | Section(s) |
|-------------|---------------------------|--------------------|------------|
| Definitions | Admissions Policy         |                    |            |
| Definitions | Bylaws                    |                    |            |

## INTRODUCTION

WCRI encourages member involvement in the Co-op in order to improve the sense of community and to exemplify our co-operative values and principles. This is accomplished by volunteering or being selected for a position as well as attending social and community events within the Co-op. All members who participate in the Co-op community will be rewarded for their efforts.

## DEFINITIONS

- “active member” for the purpose of this policy is a member who has a performance deposit held by WCRI and is still on the current membership list; all other membership status references beyond this policy are defined in accordance with the current *Admissions Policy* and bylaws, as applicable.
- “event” is the term used to represent a meeting, activity, or any other volunteer commitment (that is pre-approved by WCRI) that a member participates in; these events must be advertised to the membership and must be open for members of a particular area of the Co-op (e.g., floor, block, building, division, the entire co-op) to participate.
- “pi bucks” are the currency that is gained through involvement in the Co-op.

## POLICY

### Earning rewards

1. (1) With the exception of up to two mandatory meetings at the division level each term, member participation in WCRI events is voluntary.

(2) Members participating in events within the WCRI community will be rewarded for their involvement with pi bucks.

2. (1) pi bucks for attendance at or participation in WCRI events will be rewarded in accordance with the schedule set by the General Manager (see Appendix A).

(2) pi bucks will only be issued by the General Manager or delegate.

(3) For members in management or committee positions, pi bucks for the position will only be rewarded if the member holding the position satisfactorily completes the duties associated with the position, as determined by the General Manager or delegate.

3. (1) pi bucks will be recorded in an online tracking system to which members will have access.

(2) Members become eligible to receive their pi bucks after they have activated their online account via the WCRI member website ([members.wcri.coop](http://members.wcri.coop)).

## **pi bucks**

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4. (1) pi bucks can be redeemed for items from a specific list, as offered through the online pi tracking system.

(2) Redemption of pi bucks is done with the submission of an electronic form that is available on the online pi tracking system.

5. (1) pi bucks can be carried forward as long as the member remains an “active” member.

(2) Members can transfer their pi bucks to other members as long as they submit, to the WCRI Office, their signed written intention to do so.

## **Fraud**

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6. (1) At any time if a member is caught falsifying information

- a. On a first offense the member will lose their pi bucks for the event they are falsifying the record for;
- b. On a second offense the member will have all pi bucks earned to date removed from their account;
- c. On a third offense the member will have all pi bucks earned to date removed from their account and will no longer be eligible to earn pi bucks at future events for the duration of membership.

## **PROCEDURES**

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### **Earning rewards**

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7. (1) Attendance at WCRI events will be recorded and submitted to the WCRI Office within two business days of the event. These attendance records will serve as the official attendance record for each event and will be used to allocate the appropriate number of pi bucks to each member in attendance at each event.

(2) The submitted attendance records will be reviewed by the General Manager or delegate for attempts to defraud the pi rewards system. Any entry that is considered an attempt to falsify information will be addressed immediately and in accordance with Section 6. (1) of this policy.

(3) If there is a perceived discrepancy between the number of pi bucks thought to be earned by a member and the number of pi bucks recorded, the submitted and reviewed attendance records will be considered as the correct value of earned pi bucks.

8. (1) Discretionary allocation of pi bucks (i.e., those issued for member initiatives) will be honoured only if advance approval has been provided by the General Manager or delegate.

## **Redeeming rewards**

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**9.** (1) Redemption requests will be processed as they are submitted and pending availability of the item requested.

(2) Redemptions are picked up in the WCRI Office by the member making the redemption request. Items will only be released to someone other than the member making the request if written authority to do so is provided.

**10.** (1) Redemption requests for occupancy fee credits:

- a. For apartments, must be submitted no later than the 21<sup>st</sup> of the month for credit towards the following month's fees; and
- b. For residence rooms, must be submitted no later than five business days before the final payment deadline.

(2) The maximum amount of pi bucks that can be redeemed per member for occupancy fee credits each term is \$50.00.

(2) With the exception of the amount used for occupancy fee credits defined in Section 10. (1) of this policy, there is no limit to the number of earned pi bucks that can be redeemed at any given time.

**11.** (1) Redemption requests used as charitable donations do not qualify for tax receipts.

## Appendix A: Schedule of pi bucks awards

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All members holding a position within WCRI will earn pi bucks as follows:

| Position*                              | pi bucks reward |
|--|-----------------|
| Director                               | 25              |
| Division Manager                       | 25              |
| IDC Chair                              | 25              |
| IDSC Chair                             | 25              |
| Judicial Coordinator                   | 25              |
| DC Chair                               | 25              |
| <b>toadlane</b> Editor                 | 20              |
| ADM                                    | 20              |
| Other Committee Chair                  | 20              |
| Social Rep                             | 10              |
| Division Secretary                     | 10              |
| DC Rep                                 | 10              |
| Judicial Rep                           | 10              |
| <b>toadlane</b> Contributor            | 10              |
| Board Intern                           | 10              |
| Other Committee or Management Position | 10              |

\* Rewards for Positions include all activities and responsibilities related to that position, with the exception of attendance or participation in events as listed in the chart below.

All members attending or participating in events within WCRI will earn pi bucks as follows:

| Event  | pi bucks reward |
|--|-----------------|
| Division General Meeting   | 5               |
| Annual General Meeting/General Meeting                                 | 5               |
| Division Manager Evaluations   | 5               |
| Block/Floor Meetings   | 5               |
| Management Team Meetings   | 5               |
| IDC Meetings   | 5               |
| DC Meetings  | 5               |
| IDSC Meetings  | 5               |
| Judicial Hearings  | 5               |
| <i>(Note: This does not apply to the member requesting the appeal)</i> |                 |
| <b>toadlane</b> Meetings   | 5               |
| <b>toadlane</b> Submissions, per article                               | 5               |
| Board Meetings   | 5               |
| Other Committee Meetings   | 5               |
| Division Social  | 5               |
| WCRI Social  | 5               |
| Member Initiative  | **              |

\*\* Member initiative participation rewards will be determined by the General Manager or delegate when the initiative is proposed.