

Member Relations Participation Policy

1. Each member is obligated to participate in the activities of the Co-operative by attending the Annual General Members' Meeting and any General Meeting of Members, unless prevented by sudden illness, work related reasons, or an emergency. *Written regrets must be received by the office before the meeting but no longer than 12 noon of the following day.*
2. Each member shall participate in the operation of the Co-operative by serving on a committee, Board of Directors, or participating in some other area of the Co-operative's operation.
3. Each member will give a minimum of a one-year commitment to the chosen participation activity.
4. A Board member may serve as a liaison to a committee, with non –voting status.
5. A member may be given temporary exemption from participation by the Board for reasons of health, employment, or other reasons acceptable to the Board. This exemption can only be requested and granted to a member by the Board of Directors. Requests for temporary exemption from participation for health reasons must be verified by a Medical Doctor in writing on proper letterhead. This verification must specify how the condition prevents the member from participating and the length of time for the exemption. *No exemption will be granted for longer than three months. If longer is required another exemption request will be required with proof from a Medical Doctor.* Exemptions include attendance at Annual General Members' Meeting and any General Meeting of Members.
6. *Members that will be absent from the Co-op for 60 days must provide the Office with written notification and copy of an airline ticket that specifies the date of departure and date of return if leaving Canada. If the member fails to provide notification of their absence they will be considered as absent from their participation and from the Co-op.*
7. This policy applies to work parties or other short-term tasks, ad hoc committees which may require member participation from time to time provided that the member participates in such activities on a regular basis.
9. It is required that all members participate in fall and spring clean-up of the Co-operative. Such clean-up days could involve both outside and inside responsibilities. Duties that will accommodate all members should be provided on these days. Regrets for sudden illness, or work-related reasons must be provided to the Board.
10. No member shall be considered in breach of this policy, if positions on the Board, committees, or other forms of participation are not available.

11. It is the members' responsibility to find participation by contacting Committees in the Co-op or the Co-ordinator. It is not the job of the Board of Directors to find participation for members. Every member must be affiliated with either, the Board, committees or staff.
12. The participation requirements will consist of two equally important parts:
- a) attendance of all scheduled meetings of the committee
 - b) performance of all tasks assigned at the meeting
 - c) or duties assigned not at a meeting**
- Both parts of the participation requirement must be completed by the member to be considered as full participation.
13. If a member cannot attend a scheduled meeting of the committee due to work, illness or a reason deemed acceptable to the chairperson, the member must submit written regrets prior to the committee meeting. If a member continues not to attend a meeting or do the required participation, the members name will be forward to the Board of Directors.
14. If a member does not attend a meeting and does not submit written regrets the member cannot be assigned a task and hence will be considered not to have participated at all.
15. Member's participation will be audited on an ongoing basis to determine if they have fulfilled their participation requirements. The participation audit will be completed by the committee chairperson, the Board president, or anyone else that is in an approved position to monitor a member's participation.
16. Those members who fail to satisfactorily participate will be notified in writing that due to their unsatisfactory participation their position has been terminated. The notice will state the reasons for their termination. A copy of the notice will be forwarded to the office who will forward it to the Board of Directors.
20. When a member voluntarily resigns from a committee, they must provide a written signed and dated letter of resignation to their committee chairperson, the Board president, or anyone else that is in an approved position to monitor a member's participation.