

DALHOUSIE NON-PROFIT HOUSING CO-OPERATIVE

BY-LAW NO.6

Participation By-Law

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DALHOUSIE NON-PROFIT HOUSING CO-OPERATIVE INC.

BY-LAW NO. 6

PARTICIPATION BY-LAW

(ref. General By-law No. 3 Article 3.10(b))

BE IT ENACTED as a By-law of Dalhousie Non-Profit Housing Co-operative Inc., (the Co-op) as follows:

ARTICLE 1

PURPOSE OF BY-LAW

- 1.01 a) A housing co-operative is collectively owned and controlled by its members. The right of members to determine how the Co-op will be run brings with it the responsibility to participate actively in the Co-op. Participation involves taking part in decision-making at meetings of members and assisting with the management, operation and ongoing development of the Co-op community.
- b) This By-law sets out the participation responsibilities of each member. It is designed to ensure that the responsibility for governing, managing and operating the Co-op is shared fairly among members, and that sufficient volunteer resources are available to meet the requirements of the Co-op.

ARTICLE 2

PARTICIPATION REQUIRED

2.01 Attendance at Meetings of Members

- a) Each member is required to attend all general meetings of members unless prevented by illness, emergency, work schedule or other reason which the Board of Directors (the "Board") considers acceptable.
- b) If a member is unable to attend any general members' meeting, the member must notify the co-op office specifying the reason she or he will be unable to attend. The notice must be provided in advance of the meeting except in case of unforeseen emergency.

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ARTICLE 2 (cont'd)

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2.02 Assisting in the Activities of the Co-op

In addition to attending members' meetings, each member must assist in the activities of the Co-op by serving on the Board or on a committee and/or by assisting on a regular basis in other areas of the Co-op's operation. While participation is compulsory, as far as possible the actual areas of assistance will be voluntary, based on members' preference and abilities.

2.03 Exemption from Participation

- a) Upon application to the Board a member may be exempted, either temporarily or indefinitely, from the requirement to assist in the activities of the Co-op described in 2.02. Grounds for exemption may include ill-health, infirmity, participation in other levels of the co-op sector or other reasons which the Board considers acceptable.
- b) In addition, upon application to the Board a member may be excused from the participation requirements of this By-law if he or she expects to be absent from the Co-op for an extended period of time.
- c) When a member has participated satisfactorily in the Co-op at the Board or committee level for at least two consecutive years, she or he may apply to the Board for an exemption from the requirement to assist in the activities of the Co-op for a period of up to one year. The Board may grant an exemption for a specific period of up to one year if it feels that the members' participation has been satisfactory. During the period of any exemption granted on these grounds the requirement to attend general member's meetings will continue.

2.04 Participation by Each Member

The participation requirements referred to in this By-law apply to each member whether a member lives in a unit alone or with other members.

- (a) Members will normally give a minimum of two hours a month commitment to chosen participation activities.

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ARTICLE 2 (cont'd)

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- 2.04 (b) No member may sit on more than one committee unless specially allowed by the Board. However, a Board member may sit on a committee if she or he wishes to be directed by the Board to do so.
- (c) No member will be considered in breach of this By-law if there are no volunteer positions open.

ARTICLE 3

MONITORING AND EVALUATING PARTICIPATION

- 3.01 The Cluster Board Representative is responsible for the administration of cluster participation. The Board Representative will be responsible for collecting and filing their cluster's participation sheets, dealing with non-participants on a one to one basis, on a cluster level, and if necessary, reporting to the Board of Directors any six month non participating member. In addition the Board Representatives will be responsible for the general implementation of Co-op General By-laws and Policies.
- 3.02 Residents should not hesitate to contact their Maintenance Representative or Board Representative for further clarification of participation and maintenance.
- 3.03 Residents are not to attempt any structural or professional repairs without prior approval of their Maintenance Representative (i.e. electrical, plumbing etc.,).
- 3.04 The following is a list of functions considered participation:

Attending Committee or Board Meetings. Annual General Meetings and Cluster Meetings are obligatory.

Performing specific tasks for the Co-op -

- * telephoning;
- * babysitting for a resident attending to Co-op business only;
- * delivering notices/newsletters etc.;
- * painting - other than your own unit;
- * landscaping and snow removal of general Co-op areas;
- * committee work;
- * administration/office help i.e. typing, filing, photo-copying;

PARTICIPATION BY-LAW
ARTICLE 3 (cont'd)

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- 3.04
- * helping new members move in;
 - * general clean -up of common areas;
 - * baking for Co-op activities;
 - * organizing socials/work activities;
 - * attending/organizing workshops;
 - * artwork/photography for newsletter or posters;
 - * doing preventive maintenance work i.e. minor carpentry/painting;

NOTE: Although painting their own unit is considered normal maintenance, residents will be allowed a three month period on their participation for complete painting of their unit, within a three year period.

ARTICLE 4

REQUIREMENT FOR IMPROVED PARTICIPATION

4.01 Referral to the Board

If, following efforts to work with a member to improve his or her participation, the Cluster Board Representative feels that the member's participation continues to be unsatisfactory, the Board Representative may refer the matter to the Board.

4.02 Board Hearing

- (a) If, based on a report from the Cluster Board Representative (or other committee appointed by the Board), the Board considers that a member's participation is unsatisfactory, the Board may require the member to appear at a Board meeting to discuss the matter. The member will be given ten days' written notice of any such meeting and the opportunity to appear and make representations at the meeting.
- (b) At the meeting, the Board may establish criteria for improved participation by the member and may require the member to enter into a Performance Agreement for improved participation, in accordance with Schedule "B" of the Occupancy By-law No. 3. The Performance Agreement may establish specific requirements for participation and may provide for the member to submit written reports on his or her participation for a specified period and at specified intervals.

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ARTICLE 4 (cont'd)

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4.02(c) If a member fails to enter into a Performance Agreement when requested by the Board or if, in the Board's opinion, a member has breached the terms of a Performance Agreement respecting increased participation, the Board may initiate proceedings to terminate the member's occupancy rights in accordance with Article 10 of the Occupancy By-law No. 3.

PARTICIPATION BY-LAW

PASSED by the Board and sealed with the corporate seal of the Co-operative this 26 day of SEPTEMBER 19 91.

Josephine Legari
President

Brian Cook
Secretary

CONFIRMED by two-thirds of the votes cast at a general meeting of members this 6 day of OCTOBER 19 91.

Josephine Legari
President

Brian Cook
Secretary

