

Hammar Division Constitution, Policies, and Procedures

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Hammar Division Constitution

Part I: Constitution

1. Except as otherwise provided, the Constitution is superior to the legislation of Division Council (DC) and DC Meetings.
2. No amendment to the Division Constitution is effective until it is:
 - (a) passed by DC, **and**
 - (b) submitted to the board Secretary for verification that the proposed change is not contrary to the By-laws and policies of Co-op, or the policies of the Inter-Divisional Council (IDC), **and**
 - (c) confirmed, with or without variation, by a two-thirds majority at a Division General Meeting called for this purpose of either:
 - i. during the term in which the amendment was passed by DC, or
 - ii. the term immediately following the term in which the amendment was passed by DC.
3. If a motion contradicting the Division Constitution in any way is passed by the Board of Directors, the IDC or a General Meeting of the Co-op, it is the responsibility of the DC to forthwith act in accordance with the By-laws and Policies. If the DC objects to the existing legislation, it may initiate and appeal to the Board of Directors. Otherwise, the DC will ensure that the Division Constitution is amended at the next Division General Meeting so that it no longer contradicts the By-laws of Co-op, the Policies of the Board of Directors, or the Polices of the IDC.
4. It shall be the responsibility of the Division Chair to file, with the Secretary of the Corporation, a copy of the Constitution and every amendment thereto certified by the Division Chair within one (1) week of the ratification thereof.

Part II: Membership

1. Any member of the Co-op officially registered by the Admissions Committee as a resident of the division is a member of the division, hereinafter referred to as a "member".
2. Only members of the division may reside in the division.
3. Every member has a right to:
 - (a) be kept informed of the Co-op matters through block meetings and posted Minutes of all governing bodies of Co-op, and
 - (b) be treated fairly by all managers and fellow members and guests.
4. Every member is required to:
 - (a) perform properly assigned work duty correctly and reliably,
 - (b) treat all other members of the Co-op with consideration and respect, and
 - (c) abide by:
 - i. the By-laws of the Co-op,
 - ii. the Policies of the Board of Directors,
 - iii. the Constitution of the Division, and

- iv. the decisions of the democratically elected governing bodies and appointed officials of the Co-op, and the division.
5. The Judicial Committee may expel a person from membership in the Division for cause. Such expulsion shall constitute a recommendation to the Board of Directors that a member be expelled from membership in Co-op.

Part III: Division General Meetings

1. The first Division General Meeting of each term shall take place during the second (2nd) full week of the W.C.R.I. term for the purpose of:
 - (a) electing a Division Chair, and
 - (b) conducting any other business in accordance with the constitution.
2. The first Division General Meeting of the term shall be called and chaired by the Division Manager (DM). Once elected, the DC chairs all subsequent Division General Meetings of the term.
3. If the division membership fails to elect a DC Chair, then the DC shall elect one at the earliest opportunity.
4. Except as otherwise provided, Division General Meetings may be called at any time by the DC, or by petition of twenty (20) members of the division, or twenty (20) percent of the Division membership, whichever is less. The petition shall state the purpose of the meeting.
5. All members must be given a sufficient amount of notice of any Division General Meeting. A notice must be posted prominently in the division for at least one (1) week immediately prior to the meeting. The notice shall state the day, hour, and place of the meeting, Agenda of business to be transacted and proposed changes to the Constitution.
6. New business must be submitted in writing to the DC Chair at least five (5) days prior to the date of the meeting and important business not mentioned in the notice convening such a meeting can not be transacted.
7. Except as otherwise provided, resolution passed at a Division General Meeting by a majority vote overrides all other division legislation.
8. Division General Meetings shall be run according to the Rules of Order of Business adopted by the Board of Directors.
9. At any Division General Meeting, the number of members constituting a quorum for the transaction of business shall be one-third (1/3) of the members.
10. If at any Division Meeting a quorum is not present within thirty (30) minutes of the time the meeting is called, the meeting, if convened upon the requisition of the members, shall be dissolved. In any other case, the Chair shall adjourn the meeting to a date not less than seven (7) and no more than fifteen (15) days thereafter, and the decision of the adjourned meeting shall be binding on the division provided at least ten (10) members are present. The Chair shall give notice of the adjourned meeting at least five (5) days previous to the day of the adjourned meeting.

11. Every member of the division shall be entitled to one (1) vote only with the exception of the Chair who may vote only in the case of a tie. Voting by proxy shall not be permitted.
12. Unless otherwise provided, all questions arising at any Division General Meeting shall be decided by a majority of votes counted by a show of hands. If the majority of the members present at a meeting agree, votes on any motion shall be by secret ballot.
13. The members may, by vote of the majority of the members present at any Division General Meeting, overrule the decision of the Chair presiding at the meeting.

Part IV: Division Council

1. The administration of the daily operation of the division shall be under the direction and control of a DC consisting of a Division Chair and two (2) representatives from each floor.
2. Each floor shall be represented on DC by its floor representatives.
3. A floor representative is elected by the people officially resident on that floor and must be an official resident of that floor.
4. The office of the floor representative shall be vacated if:
 - (a) he ceases to reside on the floor,
 - (b) by notice in writing to the DC that he resigns the office,
 - (c) by resolution passed by at least two thirds (2/3) of the votes cast at a floor meeting, he is removed from office for cause,
 - (d) by resolution passed by at least two thirds (2/3) of the votes cast at a DC Meeting, he is removed from office for cause,
 - (e) the term ends, or
 - (f) he is expelled from DC.
5. The Division Chair may be removed from office by resolution passed by at least two thirds (2/3) of the votes cast at a Division General Meeting called for that purpose.
6. Regular DC meetings shall be held as the DC may from time to time determine, provided that a new Agenda of business is submitted to Council members at least two (2) days prior to the date of the meeting. Important business not mentioned in the notice calling the meeting can not be transacted.
7. Any member of Council may convene a special DC meeting at any time. Notice of the meeting shall be given to each member of Council by the member convening the meeting not less than one (1) day before the meeting is to take place. Special DC meetings may also be held at any time without formal notice if all the Council members are present or if those absent have signified their consent in writing to the meeting being held in their absences, and quorum must be met for all such meetings.
8. Two thirds (2/3) of the members of Council shall constitute a quorum at any meeting.

9. Questions arising at any Council meeting shall be decided as provided in the Rules of Order of Business.
10. Every member of council except the Chair shall be entitled to one (1) vote. Where a member of the DC (at the discretion of the Chair) is in conflict of interest, the member shall not vote. In the case of a tie on any vote, the Chair may cast a deciding vote. Voting by proxy is not permitted.

Part V: Division Officers

1. At the DC meeting closest to the last week of the third month of the term, DC shall select a DM in accordance with the following schedule:

Selected In:	Recommended for the following:
Fall	Winter
Fall	Summer
Winter	Fall

In the event that no suitable candidates are presented to the DC, the DC has the option of deferring selection to a later date.

2. The IDC must ratify the appointment of the DM.
3. The DM is responsible for the day-to-day operations of the division according to the DM Manual and policies established by the DC, provided such policies do not contradict the Division Constitution, Policies of the Board of Directors, Policies of the IDC, or the By-laws of the Co-op.
4. The DM shall appoint, supervise and remove for cause with the approval of DC:
 - (a) Chair and or members of:
 - i) Food,
 - ii) Co-op work (COW), and
 - iii) Maintenance Committees,
5. A DM may fine members for failing to perform their Co-op responsibilities or performing them poorly. Members wishing to appeal these fines to the Judicial Committee must do so within two (2) weeks of being fined.
6. DC may recommend to the General Manager (GM) or the IDC, by a two-thirds (2/3) vote, that the DM be removed for cause, provided that:
 - (a) the source of the DC's dissatisfaction has been discussed with the GM and the GM's efforts to resolve the conflict have been unsuccessful, and
 - (b) DC immediately recommends to the IDC a replacement.
7. DC shall appoint a Division Treasurer responsible for collecting guest meal money, co-op work (COW) fines and other divisional fines, and for the maintenance of accurate records of financial transactions.
8. DC shall appoint a Division Secretary responsible for preparing and distributing Minutes and Agendas of DC and Division General Meetings.

9. The first Division General Meeting shall elect a Division Social Chair. If none is elected, the DC shall appoint the Chair. The Social Committee is responsible to the DC for the social and educational activities within the division.
10. DC may remove anyone from any position except the DM for cause. The DM may remove anyone from these positions for cause, subject to approval by DC. The DM may be removed as per Section V:6.
11. DC, at any time, may issue a reasonable fine to the DM for:
 - (a) failing to perform his duties or performing them poorly,
 - (b) not acting in accordance with the Division Constitution or Policies, or
 - (c) any other cause agreed upon by DC.

Part VI: Floor Meetings

1. Immediately following the first General Meeting of the term, the DC Chair shall call and chair a special meeting on each floor of the division for the purpose of electing two (2) Floor Representatives and a Floor Manager.
2. A floor meeting may be convened any member on the floor. The Floor Representative shall convene a floor meeting within one week after every DC Meeting.
3. One (1) day's notice of floor meetings consisting of at least a posted sign of each stairwell door of the floor is required.
4. Every member of the floor shall be entitled to one (1) vote only with the exception of the Chair who may vote only in the case of a tie. Voting by proxy is not permitted.
5. Except as otherwise provided all questions arising at any meeting shall be decided by a majority of votes counted by a show of hands. A majority of floor members shall constitute a quorum for the transaction of business at a floor meeting.
6. The Floor Manager is responsible to the DM for the following administrative duties in accordance with the Floor Managers Manual:
 - (a) preparing and enforcing a co-op work (COW) schedule for the floor,
 - (b) maintaining the cleanliness of the floor, and
 - (c) preparing reports on the condition of the floor as required by the DC or DM.
7. The DM shall appoint an interim Floor Manager at the start of the term to perform duties described in section VI:6 until the floor elects a Floor Manager.
8. A Floor Manager must be a member of the floor. S/he can be removed for sufficient cause by a two-thirds (2/3) vote of the floor at a floor meeting called for that purpose. The DM will chair such a meeting. Voting by proxy shall not be permitted. The DM, subject to DC approval, can also remove the Floor Manager for cause.
9. If, at any regular Floor Meeting, a quorum is not present within thirty (30) minutes of the time at which the meeting is called, then the meeting is dissolved. A new floor meeting should be carried out on the floor within 48 hours.

Part VII: Judicial

1. Division Judicial will be conducted as by the Board of Directors Judicial Policy.

Part VIII: Policies

1. The operation of the division shall be governed by the Constitution and the Policies adopted by DC.
2. Division Policies may be created each term by DC provided they do not contradict the Bylaws or Policies of the Co-op or the policies adopted by DC.
3. The DM may formulate policies for the current term provided they do not contradict the Bylaws or Policies of Co-op, IDC policies, the Division Constitution, or the Policies of DC.

Hammar Division Policies

Division Managers' Policy (see WCRI Policy)

Division Management Evaluation Policy (Adopted by DC Spring 1989)

Part I: Introduction

This policy is intended to be a well worked set of guidelines to be used in the evaluation of Hammar Division Management. While some of the contents of this policy need not be taken as binding, it is stressed that changes should be carefully thought out before implementation takes place.

Part II: Scope of Evaluation

This policy and the accompanying form should be used in the evaluation of the DM's and Floor Managers. As well, Assistant DM's should be included when their position is filled.

Two (2) reviews will be carried out each term, both equal in weight. The first should commence 4-5 weeks into the term and the second should commence 2-3 weeks before the start of the term's exam period. The first evaluation should be used primarily to correct problems in the building and act as a guide to see how changes have occurred by the end of the term. The end of term evaluation is primarily used as a guide for the office.

Part III: Implementation of Evaluation

DC Reps shall distribute evaluation forms to the members of their floor. One form shall be given to each person to be evaluated.

It is the responsibility of the DC Reps to educate their floor members as to the importance of participation and objectivity in the evaluations. DC Reps should not hesitate to induce the participation of floor members. It should be stressed that constructive comments should be written on these forms and unnecessary banter will be summarily disregarded.

It is recommended that people in management positions that are being evaluated fill out a form in reference to themselves, to be used strictly as a reference for DC in it's discussions. The form should be labeled appropriately.

Part IV: Evaluation

The evaluation of management positions will take place in closed session with DC Reps, the DC Chair, and the recording secretary. No exceptions will be made for any other interested parties. If closed discussion is required with any other party, a further session shall be arranged.

The purpose of the session is to examine the forms and any written comments they may contain in order to discern the state of management in the building. Any problems should

be discussed to establish a proper course of action to resolve them. The first 4 performance areas on the evaluation should be given greater scrutiny, as they are more objective than the others are.

DC shall draft a statement by consensus to sum up the performance of the management position. Key areas that are being performed well or poorly should be noted so that good performance continues and problematic performance ceases. The DC Chair should also meet with the DM's office supervisor in order to get another view of how performance is being interpreted.

The manager will be presented with the evaluation statement and the average value for each area of performance. DC Reps will present to their Floor Manager. The DC Chair will approach the DM/ADM positions. Except in the case of very serious problems, this should suffice as discussion of the evaluation of managers. In the case of a serious problem, a further closed session may be required to resolve the situation.

The comments that leave the original DC session should only be those that seriously attempt to improve performance or keep it at an already high level.

Part V: Follow-up

After the first evaluation, as necessary, DC shall be responsible for making sure problem areas are properly corrected. Improvement or lack thereof should be noted on the second evaluation.

Part VI: Forms

The symbols, in order of increasing quality of performance, shall be assigned integer values -2 to +2 for calculating averages. A negative average in an area will require improvement on the part of the manager, while values of 0 and above should not constitute a problem area. A difference of greater than +/-5 between the managers self-evaluation and that of the building/floor members should be noted and given a proper conclusion.

The first 4 areas should be weighted heavier in making evaluation decisions. Only DC should keep this and the numerical values for each grading level in mind. These items should not be evidently marked on the form.

Security Policy

This policy is a Hammar-specific supplement to the Co-op Security and Access Policy. It is intended to regulate access to the entertainment cabinet in the Pit, and the operation of the burglar alarm system.

Part I: Cabinet Access

The following people shall have a key to the lock(s) on the cabinet door:

- ♦ Division Manager,
- ♦ Assistant or Co-DM,
- ♦ Security Manager, and
- ♦ Building Social Manager.

If they should be absent from the building at the same time, provision may be made to leave a key with a responsible member.

The cabinet shall not be left open or unattended by any of the above members unless arrangements have been made with the member(s) using it to close and lock it as soon as they are finished. Failure to lock the cabinet shall result in a fine.

Part II: Day-to-day Operation of the Alarm

The Security Manager is responsible for turning the alarm on when the doors are locked at night, and turning it off in the morning when the doors are unlocked. The DM is responsible for determining the schedule for locking and unlocking the doors. These hours should be set on a flexible basis reflecting the current population of the building.

Any member who hears the alarm go off has the responsibility of informing the DM or the Security Manager immediately.

Part III: Alarm Maintenance

The Security Manager should check the alarm monthly for correct operation. System failure must be promptly reported to the DM and Maintenance and fixed as soon as possible.

The security code should be available to the DM (including any Interim DM), ADM, and Security Manager. In the case of an Interim DM, the regular DM should change the code at the end of the interim. The DM will be responsible for passing the security code over to the next DM or Interim DM.

Part IV: Security Manager

The Security Manager is responsible for seeing that all outside doors (main, back, kitchen and side) are locked at night, and that the main doors are unlocked in the morning (according to the schedule set by the DM).

When the doors are locked at night, the Security Manager should also:

- ♦ check that the Pit windows are closed,
- ♦ make sure all fire doors are closed, and
- ♦ turn off the lights in the servery/Pit if they are not being used.

In addition, the Security Manager is responsible for operating the alarm system as described in this policy.

Servery Rental Policy

(Introduced and Approved by DC March 24, 1993)

Part I: Procedures

1. The renter is responsible for keeping all guests on the ground floor and out of the kitchen area.
2. The renter and guests must not be in or around the building outside of the times designated on the Rental Agreement.
3. The renter shall, under no circumstances, admit more people than the fire regulations allow.
4. The renter is responsible for all damage and disorder incurred to the building or grounds by the guests.
5. Fireplace users:
 - (a) turn off fans,
 - (b) if wind is coming down the chimney, open windows and close servery doors,
 - (c) use lots of paper to get chimney drawing,
 - (d) when chimney starts to draw, close the windows and open the doors, and
 - (e) when finished, pour sufficient water on fire and replace fireplace cover.
6. The use of other facilities may be negotiated in a supplementary rental agreement.
7. Items of the supplementary rental agreement may supercede the items of this policy.
8. The servery area must be left in the original state of cleanliness.
9. The price and damage deposit will be negotiated by the current DM and must be approved by the current DC at a meeting.
10. Part or all of the damage deposit may be forfeited for failure to adhere to any item of the Servery Rental Policy, including any supplementary rental agreement.