

North Division Constitution, Policies, and Procedures

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North Division Constitution

Part I: Constitution

1. Except as otherwise provided, the Constitution is superior to Legislation of Division Council (DC) and Division General Meeting.
2. DC may make changes to the Division Constitution that are not contrary to the By-laws of the Co-op or the Policies of the Board of Directors.
3. 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 amendment is not contrary to the By-laws and Policies of Co-op, and
 - (c) confirmed, with or without variation, by a two-thirds majority at a Division General Meeting.
4. Members may, by a majority vote at a Division General Meeting, direct the DC to discuss an amendment to the Constitution proposed by a member. The discussion must take place at the first DC Meeting following the General Meeting.
5. If a motion contradicting the Division Constitution in any way is passed by the Board of Directors or a General Meeting of the Co-op, it is the responsibility of the DC to act immediately to bring the Constitution into accordance with the By-laws and Policies.
6. It shall be the responsibility of the Division Chairperson to file, with the Secretary of the Corporation, a copy of the Constitution and every amendment thereto certified by the Division Chairperson within one (1) week of the ratification thereof.

Part II: Membership

1. Any member of the Co-op officially registered by the Admissions Department as rooming in the Division is a member of the Division.
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 floor meetings and posted Minutes of all governing bodies of Co-op, and
 - (b) be treated fairly by all managers and fellow members.
4. Every member is required to:
 - (a) perform properly assigned work duties 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.

Part III: Division General Meetings

1. A Division General Meeting shall take place no later than the third Wednesday of each term for the purpose of:
 - (a) electing a Division Council (DC) Chair,
 - (b) conducting other business in accordance with this Constitution, and
 - (c) introducing the Division Management Team and the Board Buddy to the members.
2. The agenda of the first General Meeting, including any amendments to the Constitution, shall be set by the Division Manager. Allowance shall be made for the addition of New Business. The first significant order of business shall be the election of the Division Council Chairperson.
3. The First Division General Meeting of the term shall be called and chaired by the Division Manager.
4. Other Division General Meetings may be called at any time by the DC or by petition of twenty (20) members of the Division or twenty percent (20%) of the Division Membership, whichever is fewer. The petition is required to state the purpose of the meeting.
5. A notice of the date, place and time of any Division General Meeting shall be posted prominently in the Division, eight (8) days before said meeting. This notice shall include a draft of the meeting agenda, and shall also include a request for submission of topics to be discussed. The final agenda of the meeting shall be posted for at least four (4) days prior to the meeting. This notice shall state the date, time and place of the meeting, including the complete agenda of business to be transacted and any proposed amendments to the Constitution.
6. New Business must be submitted in writing to the Division Chair or Division Manager at least five (5) days prior to the date of a meeting, and important business not mentioned in the notice convening such a meeting cannot be transacted.
7. Except as otherwise provided, resolutions passed at a Division General Meeting by a majority vote override all other Division legislation.
8. Division General Meetings shall be run according to the Rules of Order, as adopted by the Board of Directors.
9. At any Division General Meeting, the number of members necessary to constitute a quorum for the transaction of business shall be 1/3 of the members.
10. If quorum is not present within thirty (30) minutes of the time for which any Division General Meeting is called, the meeting, if convened upon requisition of the members, shall adjourn without day. In any other case, it shall adjourn to a specific date and time, at least five (5) days hence, set by the Chair. The Chair shall immediately post notice thereof prominently throughout the division. Quorum at any such reconvened meeting shall be either one-third (1/3) of the members, or ten (10) members, whichever is fewer.
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 decided 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 Division Council (DC) consisting of a DC Chair and one (1) representative of each floor.
2. Each floor shall be represented on DC by its Division Council Representative ("DC Rep"). Each DC Rep has one (1) vote on all motions. In the case of a tie, the DC Chair shall cast the deciding vote. Voting by proxy is not allowed.
3. A DC Rep is elected by the people officially resident on that floor, and he must also be an official resident of that floor.
4. The office of the DC Rep shall be vacated if:
 - (a) she/he ceases to reside on the floor,
 - (b) by notice in writing to the DC that she/he resigns the office,
 - (c) by resolution passed by at least 2/3 of the votes cast at a floor meeting called for the purpose of removing the representative from office,
 - (d) a DC Rep misses (without a replacement) a DC meeting and at the next meeting the members of Council resolve by a 2/3 majority that the representative did not have reasonable cause to miss the meeting, or
 - (e) the term ends.
5. The DC Chair may be removed from office by resolution passed by at least 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. For regular DC Meetings:
 - (a) it shall be the responsibility of the DC Chair to prepare and post prominently in the Division a notice of the date, time, and place of the meeting, not less than five (5) days beforehand, and
 - (b) it shall be the responsibility of the DC Chair to prepare and post prominently in the division a notice including the place, time and Agenda of business to be transacted not less than forty-eight (48) hours beforehand.
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, provided that Council meetings may be held at any time without formal notice if all Council members are present.
8. Two thirds 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. DC could fine, by majority, any member in the Division for failing to perform their work duty except for people performing Judicial duty.
11. Near the end of each term, Division Council shall appoint an Interim Division Council Chairperson, for the purpose of maintaining continuity in Council between terms.
12. To be eligible for appointment as Interim Division Council Chairperson, one must:
 - (a) be aware of divisional issues in the current term;
 - (b) be a resident member of the Co-op for the following term; and
 - (c) not be the Division Manager for the following term.
13. Council shall appoint to the position of Interim Division Council Chairperson, in order of preference:
 - (a) the outgoing Division Council Chairperson;
 - (b) an outgoing DC Rep;
 - (c) the outgoing Division Secretary-Treasurer;
 - (d) the outgoing Division Manager, unless he is returning as such in the following term;
 - (e) the outgoing Board Buddy;
 - (f) a past Division Council Chairperson or DC Rep; or
 - (g) any other responsible member.
14. The Interim Division Council Chairperson shall:
 - (a) educate the incoming Division Manager about this Constitution and Division Policies;
 - (b) educate the incoming Division Council Chairperson regarding his duties; and
 - (c) assist the outgoing Division Council Chairperson in maintaining the Divisional Record and passing it on to the incoming Division Council.
15. Upon election, the incoming Division Council Chairperson shall have the option to begin his term of office:
 - (a) immediately, and thereby take over the chair of the General Meeting; or
 - (b) at adjournment.

Part V: Division Officers

1. The DC Chair shall post prominently in the Division, a notice of the opening of the DM selection not less than two (2) weeks before selection.
2. At the floor meeting immediately after the opening of the selection, all floor members shall be informed of the DM Position and the procedure and schedule of the selection.
3. All potential candidates shall inform the DC Chair of their intent of running in the proceeding week.
4. All candidates shall post campaign information and resume platforms prominently within the division at least seven (7) days before the selection.
5. A special DC meeting shall be convened with the DM candidates, or with the team of DM candidates, in successive order on the day of the selection. The purpose of this meeting is

to provide information about the candidates to the Division. All members should be encouraged to attend. Afterwards, Council will select a DM candidate by secret ballot.

6. The Inter-Divisional Council (IDC) must ratify the appointment of the DM.
7. The DM is responsible for the day-to-day operation 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 or the By-laws of the Co-op.
8. The DM shall appoint, supervise and remove for cause the:
 - (a) Food Manager and/or assistant,
 - (b) Work Duty Manager and/or assistant,
 - (c) Maintenance Liaison,
 - (d) Social Manager, and
 - (e) Assistant DM.The DM is responsible to replace the position with another person.
9. The DM may fine any Co-op member within that Division or on general Co-op property for failing to perform his Co-op responsibilities or performing them poorly or performing malicious acts violating Co-op responsibilities. Members wishing to appeal fines to the Judicial Co-ordinator must do so within five (5) business days of being fined.
10. The DM may be recommended for removal to the IDC for cause by two-thirds (2/3) vote of the DC provided:
 - (a) the source of the DC's dissatisfaction has been discussed with the General Manager and the General Managers efforts to resolve the conflict have been unsuccessful, and
 - (b) DC immediately recommends a replacement to the IDC.
11. The division members in general meeting shall elect a Division Secretary-Treasurer responsible for:
 - (a) collecting divisional fines and maintaining accurate records of financial transactions;
 - (b) preparing and distributing DC and Division General Meetings minutes;
 - (c) keeping a file of all DC Agendas and minutes and surrendering them to the office at the end of the term, to be kept in a permanent file;
 - (d) reporting to the Council in the last thirty (30) days of the term.
11. The division members in general meeting shall elect or DC shall appoint two (2) full-time Judicial representatives, one selected on maximum Judicial seniority, and the other by vote. This is to be done at the first General Meeting of the term, or at subsequent DC meetings as necessary.
12. DC can remove any Division appointments selected by the Council, except Judicial, for just reason by a two-thirds (2/3) majority vote. The Council shall immediately appoint a replacement. Judicial members may be recommended for removal to the Board of Directors for just reason. The position shall be refilled immediately.

Part VI: Floor Meetings

1. At the beginning of every term, the DM shall call and chair a Floor Meeting on each floor of the Division for the purpose of electing a Floor Manager and a DC Rep. These meetings

must be held within ten (10) days of the first day of classes at the University of Waterloo and before the Division General Meeting. The Floor Manager shall chair the remainder of this meeting after being elected.

2. The Floor Manager shall chair all subsequent Floor Meetings.
3. The office of the Floor Manager shall be vacated if:
 - (a) he ceases to reside on the floor,
 - (b) by notice in writing to the DM he resigns the office,
 - (c) by resolution passed by at least 2/3 of the votes cast at a floor meeting called for the purpose of removing him from office, or
 - (d) the term ends.
4. A Floor Meeting may be convened by the Floor Manager, the DC Rep, or any six (6) members of a floor. The DC Rep shall convene a floor meeting within seventy-two (72) hours of every regular DC Meeting.
5. At least one (1) day's notice of a Floor Meeting, consisting of at least a posted sign on each unit door of the floor, is required.
6. Except as otherwise provided, all questions arising at any Floor 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.
7. 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.
8. The Floor Manager shall attend and report upon all regular DC Meetings in their entirety, or arrange to have another member of the floor do so instead.
9. The Floor Manager is responsible to the DM for the following administrative duties in accordance with the Floor Manager Manual:
 - (a) preparing and enforcing a co-operative work duty 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.
10. All members of the floor, including the Floor Manager, must perform a reasonable share of the co-operative work duties.

Part VII: Judicial

1. Any judicial matter arising within the Division shall be handled in accordance with the WCRI *Judicial Policy*.
2. All fines must be served within seventy-two (72) hours of the associated infraction, unless reasonable cause for the delay can be shown.

Part VIII: Policy Book

1. All policies enacted by DC that do not contravene the Constitution shall be in force until revoked by DC or by majority vote at a Division General Meeting.

2. All policies shall be recorded in the Division Policy Manual as enacted by the DC with the date of enactment noted. It shall be the responsibility of the DC Chair to update and maintain the Policy Manual and ensure that it is passed on to the subsequent DC Chair.
3. Division Policies shall include at least the following:
 - (a) Floor Manager Manual,
 - (b) Co-operative Work Duty Fining Policy,
 - (c) Dish Count Policy,
 - (d) Floor Food Policy,
 - (e) Co-operative Work Duty Review Policy,
 - (f) Quiet Hours Policy, and
 - (g) DRIP Spending Policy.

Part IX: Division Smoking Policy

(Replaces House Smoking Policy adopted at the General Meeting held on September 8, 1998)

1. Smoking is not permitted indoors in North Division. This provision applies equally to both members and non-members, and is effective in all public and private spaces within the division.
2. Any complaints will be dealt with regards to the *Damage and Disturbance Policy*. Repeated offences could be grounds for a membership review.

North Division Policies

Bike Room Policy

(Adopted by Division Council November 30, 1987)

(Amended and Adopted by Division Council January 20, 1988)

Part I: Introduction

The Bike Room Policy is intended to ensure that all bikes kept in the Bike Room belong to present residents of North.

1. The bikes are to be signed in by the DM at the beginning of the term, for the whole term. A numbered tag is to be attached to the bike. The number of the tag, name of owner of bike, room number of owner and description of bike is to be recorded.
2. Within five (5) weeks of the beginning of the term, all tags on the bikes in the Bike Room will be checked and if the owner is not a resident for that term the bike will be removed and auctioned off.
3. This policy is to be posted on the Bike Room door. Bike lists are to be posted in the Bike Room.
4. The DM must post signs at the beginning and end of the term.

Dish Count Policy

(Adopted by Division Council March 8, 1988)

(Revised by Division Council June 1, 2001)

Part I: North Dish Policy

Each floor should have **NO MORE** than the following number of items:

<u>ITEM</u>	<u>NUMBER ALLOWED</u>
Cups	8
Dessert plates	8
Dinner knives	8
Dinner plates	8
Forks	8
Soup bowls	8
Soup/table spoons	8
Tea spoons	8
Bread knife	1
Cookie sheet	1
Cutting board	1
Grater	1
Mixing bowl	1
Mixing spoon	1
Paring knives	2
Spatula	1
Stove-top kettle	1
Strainer	1
Toaster	1

Any more than the allowed number of items above will result in a fine of \$1.00 per item per person.

The following items below are **NOT ALLOWED** on the floors; possession of these items will automatically result in fines as follows:

<u>ITEM</u>	<u>FINE (\$/ITEM/PERSON)</u>
Plastic salad bowls (clear)	2
Plastic dessert bowls	2
Trays	2
Kitchen utensils	5

Dish count can be done **anytime after 10:00 p.m.** Please make sure that only the allowed number of dishes are on the floor, nothing more.

Each member of the floor is responsible for upholding the North Dish Policy.

Co-operative Work Duty Fining Policy
(Adopted by Division Council January 25, 1988)
(Amended and Renamed by Division Council July 16, 2002)

Part I: Introduction

An infraction of co-operative work policy may occur when:

1. a person is late for a shift, or
2. a person misses a shift, or
3. a person does a work duty improperly as defined in the co-ordinators manual, at the discretion of Division Management.

“Time missed” shall be defined as the duration of the shift upon which the infraction occurred.

Part II: Fine/Warning Policy

1. The penalty for a member’s first infraction is to make up time missed.
2. A member’s second or greater infraction results in a fine being levied.

A fine can be paid off either by:

- (a) monetary payment of the specified amount, or
- (b) working off the fine in the form of work duty hours

Part III: Fine/Warning Severity

- 1st infraction (warning): the member received float hours in the amount of time used
 - 2nd infraction (1st fine): the member is penalized the time missed plus 1 hour
 - 3rd infraction (2nd fine): the member is penalized the time missed plus 2 hours
 - 4th infraction (3rd fine): the member is penalized the time missed plus 3 hours
 - 5th infraction (4th fine) and greater: the member is penalized the time missed plus 4 hours.
- In addition, a Membership Review may be held, determined at the discretion of the DM.

Part IV: Monetary Equivalent of Fine Hours

During the term, all fines are valued at \$5.00/hour. At sign-out (end of term) any outstanding co-operative work duty hours owing are valued as follows:

1. 1-5 hours = \$5.00/hour
2. 5-10 hours = \$10.00/hour
3. 10+ hours = \$15.00/hour

The person fined must make arrangements with the Secretary/Treasurer to pay the fine or appeal the fine within ten (10) days of the date on the fine notice. Failure to act within ten (10) days constitutes an infraction of North Policy, and the Secretary/Treasurer will levy further fines.

North Fining and Co-operative Work Duties: July 16th, 2002

Earning Co-operative Work Duty Hour Credit:

The exact credit may be received when a member does all of the following:

1. a. shows up to a permanent work duty on time,
b. satisfactorily completes required job, and
c. is recorded by co-ordinator.
2. Fills in for a friend ("Swaps").
3. Fills in for someone missing -- as requested by a co-ordinator.
4. Completes a Floater Work Duty and has it checked by a Work Duty Manager.
5. Attends a committee meeting, a DC meeting, a Board meeting, a WCRI General Meeting and has let a Work Duty Manager or (a) DM know. Credit will be given based on the DM(s) discretion.
6. Pays the going rate during the pay-off period (it increases throughout the term: check calendar for details to be determined by DC).
7. "Transfers" hours from another North member during transfer period.

Losing Co-operative Work Duty Hour Credit:

1. When a member misses a shift or is late and the co-ordinator deems his/her assistance is no longer necessary:
 - a. credit normally given for the job is not given, and
 - b. ½ hour is subtracted from hours accumulated.
2. When a work duty is completed unsatisfactorily, a co-ordinator or a Work Duty Manager or (a) DM may levy a fine.

Co-operative Work Duty Hours accumulated (earned) will be posted on the work duty board every Sunday night.

It is each member's responsibility to check the tally and talk to a Work Duty Manager about any discrepancies within one (1) week of the posting. Anything more than that will be assumed correct. (This happens especially when swaps or fill-ins are made).

Falling Behind in Co-operative Work Duty Hours:

All warnings and fines will be calculated and distributed each Sunday night.

All fines are due the following Sunday night.

When a member falls behind more than 6 hours, a warning detailing the following process will be issued:

1. The member has 1 week (from the date of warning receipt) to earn enough work duty hours so that s/he is behind no more than 6 hours.
2. A \$5 fine will be levied each Sunday thereafter until the member accumulates enough hours so that s/he is 6 hours or less behind in work duty hours.
3. If the member makes up the hours owing but then falls more than 6 hours behind in work duty credits again, the fining process will begin again.
4. If a member owes more than 12 hours, a Membership Review will be initiated with the approval of the Division Council.

Note: Remember there are float hours that everyone must do any time before the end of the term.

These float hours may be earned according to the “Earning Co-operative Work Duty Hour Credit” section above.

These hours are included in the number of hours you must have completed at the end of each week.

Fines Payment Procedure:

All fines are due 10:30pm the Sunday a week following the issue of a fine. (Fined members always have at least 6 days to pay the fine.) Fines are generally issued on Sundays, and thus they are due the following Sunday.

Each Sunday that passes with the original (and any late penalties) unpaid, an additional fine of \$5 is added. The Division Treasurer will contact the fined member during the week following the nonpayment of the original fine. The member will sign a copy of the fine policy, confirming knowledge of the fining procedures.

At the end of the term, all fines outstanding will be charged to the member and transferred to the North DRIP fund from their performance deposit.

Co-operative Work Honesty:

Any of the following behaviors is grounds for a 5-hour fine when not performed by the designated Co-ordinator or by management:

1. changing one name for another on a Co-ordinator sheet or any other work duty document,
2. altering an entry on a Co-ordinator sheet or any other work duty document,
3. removing an entry on a Co-ordinator sheet or any other work duty document, or
4. any other deliberate falsification.

Social Rep Policy

(Adopted by North Division on February 10, 1988)

(Amended by Division Council July 16, 2002)

Part I: General Information

For each Social Committee meeting that is called by the Social Manager, ½ hour building work duty credit will be given to each Floor Social Representative. Attendance is mandatory and as such, a missed meeting will result in a fine and a half of the meeting length (minimum ½ hour) fine instead of the ½ hour credit. Credit is also given for building events, but not for floor events.

Part II: End of Term

Every Social Committee member is expected to help out with the End of Term (EOT) and will not receive building work duty credit for this.

Social representative's responsibilities for the EOT include:

- ♦ sell tickets on their floor,
- ♦ setup for the event,
- ♦ some serving, and
- ♦ anything else that will be required to be done, as set out by the Social Manager for the event.

Social representatives are not responsible for these EOT duties:

- ♦ dishes, pots and clean-up, and
- ♦ anything else that can be done by co-operative work labour, as discussed well in advance with the Work Duty Managers.

DRIP Spending Policy

(Adopted by Division Council July 3, 2001)

Part I: DRIP Spending Policy

- 1) All motions to spend DRIP funds must be approved by the Division Council. The following are exceptions where the use of DRIP funds does not require the approval of the Division Council.
 - a) The maintenance department can use DRIP funds to cover the costs of damages to the Division.
 - b) The maintenance department can use DRIP funds for supplies to the Division.
 - c) The office can use DRIP funds to pay for fines levied against the Division as a whole.
- 2) DRIP funds cannot be allocated for future terms.
- 3) DRIP-Funded Projects:
 - a) The approval of a DRIP-funded project must be stated in the DC meeting's minutes. The DC minutes should be approved at the following meeting. The minutes should include the following information.
 - i) The name of the project
 - ii) The member in charge of fulfilling the project
 - iii) The amount allocated including taxes and any other perceived costs
 - b) Members in charge of fulfilling a DRIP-funded project will be reimbursed the approved amount upon proper documentation (sales receipt and approved minutes).
 - i) Members will be reimbursed up to the end of the term.
 - ii) Costs incurred above the approved amount can be brought before the Division Council for additional funding.
 - c) For purchases through the maintenance department, only the approved minutes is required.
 - d) For purchases paid directly by the W.C.R.I. main office, the approved minutes and a formal quote are required. Any additional costs incurred must be paid by the member in charge of fulfilling the project. However, the additional costs may be submitted to the DC for reimbursement.
- 4) Sports Teams:
 - a) The registration fee for a sports team can only be reimbursed if the following conditions are met:
 - i) The receipt for the registration fee must be presented at the DC meeting when the motion for the reimbursement is made.
 - ii) The sports team must be registered for the current term.
 - iii) The entire team should consist of WCRI members currently living in the Division, unless a valid reason is given.
 - iv) Sign-up sheets for the team must be placed in a visible location in the North Servery for a period of at least 1 week.
 - v) If the number of members who signed up for the team exceeds the total number of positions available on the team, the team must be selected using a lottery. The DM, or an individual appointed by the DM, must supervise the lottery.
 - b) For any sports team, only half of the total registration fee can be reimbursed. The IDSC pays for half of sports team registration fees. No DRIP funds shall be allocated for the performance deposit of a sports team.

