

South Division Constitution, Policies, and Procedures

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South Division Constitution

(Adopted at South General Meeting on January 14, 2010)

Within this document the feminine shall include the masculine and the singular shall include the plural.

Part I: Constitution

1. Except as otherwise provided, this Constitution is superior to Legislation of Division Council (DC) and any Division General Meeting.
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 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.
3. If the Board of Directors or a General Meeting of the Co-op passes a motion contradicting the Division Constitution in any way, DC must act in accordance with this legislation.
4. The Division Chairperson shall 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 Coordinator 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 all Co-op matters, and
 - (b) be treated fairly by all managers, fellow members and guests.
4. Every member is required to:
 - (a) perform assigned co-operative work correctly and reliably,
 - (b) treat all other members of the Co-op with consideration and respect, and abide by:
 - i. the By-laws of the Co-op,
 - ii. the Policies of the Board of Directors,
 - iii. the Constitution of the Division,
 - iv. the Policies of the Division Council, and
 - v. the decisions of the democratically elected bodies, democratic assemblies and appointed officials of the Co-op, the Division and the floors.

Part III: Division General Meetings

1. Barring any unusual circumstances, the first Division General Meeting of the term shall take place within two weeks of the beginning of each Co-op term for the purpose of:

- (a) electing a Division Chairperson,
- (b) conducting other business in accordance with this constitution, and
- (c) introducing the Division Management to the Division Membership.

2. The first Division General Meeting shall be called by the Division Manager (DM) who shall find a suitable chairperson (for this meeting only) from the following list (unless the person is a candidate for Division Chairperson):

- (a) the Division Chairperson from the previous term,
- (b) any former Division Chairperson residing in the Division,
- (c) any Board member, or
- (d) the DM.

3. Other Division General Meetings may be called at any time by the DC or by a petition of twenty (20) members of the division or twenty (20) percent of the Division Membership, whichever is greater. The petition shall state the purpose of the meeting.

4. All members shall be deemed to have received sufficient notification of any Division General Meeting if such notice is 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. An agenda of business to be transacted shall be posted four (4) days prior to the Division General Meeting.

5. New business must be submitted in writing to the Division General Meeting Chairperson 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.

6. Except as otherwise provided, a resolution passed at a Division General Meeting by a majority vote overrides all other division legislation.

7. Division General Meetings shall be run according to the Rules of Order of Business adopted by the Board of Directors.

8. At any Division General Meeting, the number of members constituting quorum for the transaction of business shall be two-third (2/3) of the members of the division.

9. If at any Division Meeting 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 Chairperson 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 Chairperson shall give notice of the adjourned meeting at least five (5) days previous to the day of the adjourned meeting.

10. Every member of the division shall be entitled to one (1) vote only with the exception of the Chairperson who may vote only in the case of a tie. Voting by proxy is not permitted.

11. 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.

12. The members may, by vote of the majority of the members present at any Division General Meeting, overrule the decision of the Chairperson 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 Chairperson and one (1) representative of each floor.

2. The floor representative must attend DC meetings on a regular basis. Should the floor representative be unable to attend a meeting, a replacement shall be allowed to sit in on the meeting in order to take notes for the next floor meeting, but does not have voting rights.
3. The DM shall, prior to the first Division General Meeting of the Co-op term, call and chair a meeting on each floor of the division for the purpose of electing a floor representative. The floor representative shall be elected by a majority vote.
4. The office of the floor representative shall be vacated if:
 - (a) she ceases to reside on the floor,
 - (b) by notice in writing to the DC that she 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 floor representative 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 Division Chairperson 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 determines.
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.
8. Council meetings may be held at any time without formal notice if all council members are present.
9. Two thirds of the members of Council shall constitute a quorum at any meeting.
10. Division Council meetings shall be run according to the Rules of Order of Business adopted by the Board of Directors.
11. Every member of Council shall be entitled to one (1) vote. In the case of a tie, the Divisional Chairperson may cast a deciding vote. Voting by proxy is not permitted.
12. Should the DC Chairperson resign for any reason, the following steps shall be taken:
 - (a) The IDC Chairperson shall serve as the Acting DC Chairperson (ADCC); the ADCC will take on all the responsibilities of the DC Chairperson during their tenure
 - (b) The ADCC will advertise the position of the DC Chair for a period of at least 7 days. All interested candidates shall contact the ADCC during the advertising period.
 - (c) DC shall convene a special DC meeting, which will be chaired by the ADCC, no later than 48 hours after the advertising period has ended. All interested candidates shall attend the special DC meeting, where each candidate will be interviewed. DC will then select a DC Chair from the candidates. The appointment will take effect immediately.
 - (d) If no DC Chair is selected from the candidates the selection process shall be repeated.

Part V: Division Officers

1. If there is no division manager already appointed for the following term, DC shall select a DM for that term. DC may also select a DM for the term following the next term. DC may not select a DM for any term later than that.
2. The IDC must ratify the appointment of the DM.

3. The DM is responsible for the day-to-day operation of the division according to the DM Manual and policies established by the Division. Please see DM policy.
4. The DM may select, shall supervise and may remove for cause the:
 - (a) Assistant DM,
 - (b) Security Manager
 - (c) Maintenance Manager,
 - (d) Social Manager,
 - (e) Sports Manager,
 - (f) Supplies Manager,
 - (g) Secretary,
 - (h) Treasurer, and
 - (i) All others

The positions must be filled by the end of the first Division General Meeting of the term. All members must be notified upon signing-in at the beginning of term that they are eligible to run for positions on the DM's management team. The DM's management team must not exceed twelve positions, including the DM.

5. Any Division officer, excluding the DM, may be removed by a two thirds (2/3) majority vote of DC.
6. It is the DM's responsibility to ensure that all the members understand their duties. Therefore, the DM shall develop, schedule and announce training sessions no later than one week after DGM. The training should thoroughly go through the various responsibilities of the position. The DM is responsible for the content, but can delegate the teaching.

Part VI: Floor Meetings

1. The floor representative or the floor manager shall chair all floor meetings except the first of the term, which is chaired by the DM.
2. A floor meeting may be convened by the floor representative, floor manager or any six (6) members of a floor. The floor representative shall convene a floor meeting within two (2) days after every DC meeting.
3. Two (2) day's notice of floor meetings consisting of at least a posted sign on each stairwell door of the floor is required.
4. Every member of the floor shall be entitled to one (1) vote with the exception of the chairperson who may vote only in the case of a tie.
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 quorum for the transaction of business at a floor meeting.

Part VII: Floor Managers

1. The floor manager is responsible to the DM for the following administrative duties in accordance with the Floor Manager Manual:
 - (a) maintaining the cleanliness of the floor, and
 - (b) preparing reports on the condition on the floor as required by the DC or DM.
2. At the first floor meeting of each co-op term, an election shall be held to decide the position of floor manager. Any member of the floor is eligible to run for the position. If no member of the floor runs for the position, the DM may suggest a floor manager, subject to ratification by majority vote of the floor.
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 that she 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 floor manager from office, or
- (d) the term ends.

Part VIII: Division Policy

1. Division Policy can be made at either a Division General Meeting or a DC meeting and is in effect until changed or deleted by either such meeting. Division Policy has the same weight as the Division Constitution and as such, if any legislation is passed by the Board of Directors or a General Meeting of Co-op contradicting the Division Policy the same procedure must be used as in Section I:3.
2. The Division Chairperson shall be responsible for keeping and updating the Division Constitution and Division Policy Book.

Dish Policy

(Introduced & Approved by D.C. on July 28, 2009)

Part I: Introduction

1. The following policy outlines the procedures and regulations governing the handling of dishes, bowls, cups, cutlery and cookware.

Part II: Members' Personal Dishes in the Common Room

1. Members must wash their dishes right after they have finished using it. The sink/counters cannot be used as a storage area for clean or dirty dishes.

Part III: Fines

1. The DM or floor manager is permitted to fine members who leave their dishes in the sink for more than 12 hours consecutively through the following fine schedule.

- (a) First Offence - \$5 Warning
- (b) Second Offence - \$10 per dish
- (c) Third Offence - \$15 per dish
- (d) Fourth Offence - \$20 per dish
- (e) Further Offences - \$25 per dish

2. The DM or floor manager is permitted to fine members and remove dishes if they are left on the common room counter for more than 24 hours. They may dispose unclaimed dishes after 1 week.

Garbage Policy

(Introduced & Approved by D.C. on July 28, 2009)

Part I: Introduction

1. The following policy outlines the procedures and regulations governing the proper disposal of members' personal garbage.

Part II: Personal Garbage Disposal

1. Members are prohibited from disposing of their personal garbage in the common room garbage cans, and similarly, personal recycling in the recycling bin.

2. Only garbage created in the common room is permitted in the common room garbage bin. All garbage created outside the common room must be disposed of by the member in the outdoor dumpster

Part III: Fines

1. The DM or floor manager is permitted to fine members who have violated the above policies to be determined at the DGM.

Vacuum Policy

(Introduced & Approved by D.C. on July 28, 2009)

Part I: Introduction

1. The following policy outlines the procedures and regulations governing the handling of floor vacuum cleaners.

Part II: Personal Garbage Disposal

1. The DM must appoint a member from each floor to be responsible for the floor vacuum cleaner. This position will be called "Vacuum Sheriff". The "Vacuum Sheriff" will hold the vacuum in a locked space for floor members to borrow.

2. Members are prohibited from calling the "Vacuum Sheriff" "the sucker" behind his back.

Part III: Fines

1. The DM or Vacuum Sheriff may fine members in the amount he or she deems appropriate for damage to the vacuum or if they do not return the vacuum in the same state as which it was received.

Division Managers Policy (see WCRI's Division Manager Policy)

Division Manager Selection Policy (Amended & Approved by D.C. on March 13, 2000) (Amended & Approved by D.C. on November 17, 2002)

Part I: Purpose

1. The purpose of the DM Selection Policy is to provide guidance to the DC regarding consistent selection procedures of a DM. This Policy works in conjunction with the W.C.R.I. Division Manager Policy.

Part II: Outline

1. At any DC meeting closest to the last week of the third month of the term, DC shall select a DM to recommend to IDC.
2. The DC Chair shall post a notice of the DM selection prominently in the division not less than two (2) weeks before the selection.
3. At the floor meeting immediately after the opening of selection, all floor members shall be informed of the DM position and the procedure and the schedule of decision.
4. All potential candidates shall inform the DC Chair of their intent of running in the preceding week.
5. All candidates shall post their resume and platform information in all common rooms at least five (5) days before the selection (platform information must be restricted to one side of a letter size page).
6. A special DC Meeting may be convened in the serverly or some alternative meeting place with the DM candidates, one week before the selection. The purpose of this meeting is to provide information about the candidates to the division. All members should be encouraged to attend, and a notice of the meeting should be posted.
7. A floor meeting shall be held after the information session to discuss the candidates before the selection. The DC shall consider the results of this session during the selection process.
8. IDC or the Executive Committee must ratify the appointment of the DM.

Quality of Life Fund (QLF) Spending Policy

(Introduced & Approved by D.C. in July 2001)

(Amended & Approved by D.C. on March 21, 2009)

Part I: Allowed Spending

1. All motions to spend QLF funds must be approved by the Division Council. The following are exceptions where the use of QLF funds does not require the approval of the Division Council.
 - (a) The maintenance department can use QLF funds to cover the costs of damages to the Division.
 - (b) The maintenance department can use QLF funds for supplies to the Division.
 - (c) The office can use QLF funds to pay for fines levied against the Division as a whole.
2. QLF spending cannot be approved for future terms.

Part II: DC Projects

1. The approval of a QLF-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:
 - (a) the name of the project,
 - (b) the member in charge of fulfilling the project, and
 - (c) the amount allocated including taxes and any other perceived costs.
2. Members in charge of fulfilling a QLF-funded project will be reimbursed the approved amount upon proper documentation (sales receipt and approved minutes). Members will be reimbursed up to the end of the term.
3. For purchases through the maintenance department or the main office, only the approved minutes are required. D.C. meeting minutes must contain budget and purchase request details. If the purchases are not carried as requested, DC should consult IDC, GM, or board as necessary.
4. Costs incurred above the approved amount can be brought before the Division Council for additional funding.

External Locks Policy

(Introduced & Approved by D.C. on July 17, 1989)
(Amended & Approved by D.C. on October 18, 1992)
(Amended & Approved by D.C. on March 13, 2000)
(Amended & Approved by D.C. on March 21, 2009)

Part I: Outline

1. The external locks on each of the appropriate doors must be locked at all times.
2. Once locked, no member(s) shall jam open the door for any reason, as this defeats the purpose of having locks. If a member(s) is caught doing so, she/he will be fined according to the following:
 - (a) 1st offence = \$5.00
 - (b) 2nd offence = \$10.00
 - (c) 3rd offence = \$15.00
 - (d) 4th offence = membership review

South Games Room Electronic Entertainment Equipment (everything in the cabinet, & the speakers on the wall) Policy

(Introduced & Approved by D.C. on December 6, 2002)

(Amended & Approved by D.C. on April 1, 2003)

(Amended & Approved by D.C. on March 21, 2009)

(Amended & Approved by D.C. on July 28, 2009)

Part I: Introduction

The following policy outlines the procedures and regulations governing the use of the electronic entertainment equipment in the South Games Room. This policy is designed to allow the equipment to be beneficial for all members, to ensure the safety of the equipment, and its proper upkeep and maintenance.

Part II: Safety

1. The TV cabinet may be left open by the DM unless he/she has decided to that there is a need for it to be locked (ex. quiet hours and social events)
2. Under no circumstances shall the TV cabinet be locked with the TV or other equipment not turned off
3. The TV cabinet may be left open by the DM unless he/she has decided to that there is a need for it to be locked (ex. quiet hours)

Part III: Usage

1. The DC Chair must post a sign up sheet in the games room for the TV. A template is included in appendix A.
2. A recommended settings poster & basic training manual will be posted in the games room by the DC Chair

Part IV: Proper Upkeep & Maintenance

1. A poster saying don't leave TV on if you're last to leave, and don't leave the TV on any ticker channels (eg. CNN, MSNBC) for prolonged periods of time must be posted by the DC Chair for members to follow
2. The surface of equipment must be properly cleaned at the end of each term, and if it is required
3. A poster saying maximum volume = 10 (for surround sound), and maximum volume = 70 (for TV) must be posted by the DC Chair for members to follow
4. The master remote control(s) will be held in the DM(s) office

5. A copy of all manuals will be held by the DC Chair (in binder), and in the Maintenance office with the warranties

Part V: Fines

1. The DM(s), ADM(s), security manager, or any floor managers may fine members violating any part of this policy
2. A member will be fined for any violation of this policy, and the amount of the fine (depending on the nature of the infraction) will be decided by the DM(s)

South Wii Videogames System Policy

(Introduced & Approved by D.C. on March 16, 2009)

(Amended & Approved by D.C. on July 28, 2009)

Part I: Introduction

The following policy outlines the procedures and regulations governing the use of the Wii videogames system. This policy is designed to allow the equipment to be beneficial for all members, to ensure the safety of the equipment, and its proper upkeep and maintenance.

Part II: Safety

1. The Wii system will be bolted down in the South Games Room Electronic Entertainment Cabinet.
2. The Wii system policy will not supersede the South Games Room Electronic Entertainment Equipment Policy.
3. The Wii cabinet should be kept locked at all times unless a member signs out the equipment and the DM or delegate unlocks the cabinet for them given the lock is a combination lock.
4. Only the DM or delegate knows the combination. The combination at no time is to be revealed to the members. Members must lock the Wii cabinet must be locked when they are finished.
5. Only the DM can appoint a delegate.
6. A new combination lock must be purchased at the beginning of each term and the office must be notified of the lock combination.
7. All components of the Wii System (system, remote, nunchucks, and games) are to be kept in the cabinet between usages. The charger for batteries is to be kept with the DM.

Part III: Equipment Sign-out and Return Procedure

1. Sign-out of the Wii system will be available from the DM or delegate, whose names and contact information will be posted around the building at the beginning of each term.
2. Members must read the agreement and sign the sign-out sheet before they are permitted to use the equipment. A copy of the agreement and sign-out sheet may be found in Appendix B.
3. The DM or delegate must check the condition of the equipment borrowed before providing his signature on the sign out sheet.
4. The member holds full responsibility for the equipment and any damages that occur to it when they sign the equipment out. The responsibilities for the equipment conditions will transfer back to the DM or delegate when he signs the equipment back in.
5. The DM or delegate must check the condition of the equipment borrowed before signing the equipment back in. The DM or delegate when he signs the equipment back in. The DM must also note any changes/damages that have happened to the equipment while it was out on loan in the "comments" section of the sign-out sheet.

6. Fines may be applied as the DM deems appropriate.

Part IV: Usage

1. The Wii system must be used only with the South Games Room television. Therefore, usage of the Wii will not supersede the South Games Room sign up sheet.

Part V: Damage

1. The member who signs out the Wii assumes responsibility for any damage done by any parties playing during the sign-out period.

2. A member will be fined for any violation of this policy, and the amount of the fine (depending on the nature of the infraction) will be decided by the DM(s)

Part VI: Proper Upkeep and Maintenance

1. The surface of the equipment must be properly cleaned at the end of each term, and as required.

Lobby Phone Policy

(Introduced & Approved by D.C. on February 3, 2002)

(Amended and Approved by DC on March 25, 2002)

Part I: Introduction

1. The following policy outlines the procedures and regulations governing the use of the phones located in the lobbies of buildings A1 and A2. These phones were installed as a paging system. The phone line is shared among the A1, A2, A3, and A4 lobby phones. This policy is designed to keep members from monopolizing these phones and preventing other members from using them.

Part II: Misuse

1. A member shall not use the phone for more than five minutes at a time.

Part III: Fines

1. The following people may fine members for violating this policy: the Division Manager(s), the Assistant Division manager, the Division Security Manager, any Floor Manager.

2. A member will be fined \$5.00 for any violation of this policy.

Part IV: Exemptions

1. A member using these phones will be exempt from this policy when using the phone in the following situations:

- (a) An emergency situation
- (b) During the first two weeks of the term

2. The purpose of Part IV-B is to allow members to use the lobby phones to contact a phone service provider to have their personal phone line setup at the start of the term.

Management Policy

(Introduced by D.C. on March 13, 2000)
 (Approved in Principle on March 13, 2000)
 (Amended & Approved by D.C. on April 1, 2003)
 (Amended & Approved by D.C. on March 21, 2009)

Part I: Introduction

1. This policy will set out guidelines for the selection of the building management team.

Part II: Selection

1. The management team shall be appointed by the DM or elected from South Membership. The DM shall determine the positions needed in the management team, is responsible for its supervision, and can remove for cause any member of the team. The DM will award Pi Bucks to these positions in accordance with the Pi Policy.

2. These positions may include: Assistant DM, COW Master, Food Manager, Supplies Manager, Security Manager, Social Manager, Sports Manager and Maintenance Liaison.

Part III: Job Descriptions

1. Assistant Division Manager
 - (a) To assist the Division Manager in administrative decisions
 - (b) To check and make sure that the rest of the management team is doing their jobs properly.
 - (c) Act as a liaison between the members and the Division Manager.
 - (d) Keep keys for emergence and security issues.
 - (e) If Division Manager is away for a weekend they can be given the right to run the division by the DM.
 - (f) Have access to emergency contact info.
 - (g) Take on DC responsibilities as requested and required by absence of DM

2. Security Manager
 - (a) Locking and unlocking the kitchen everyday
 - (b) Locking up the big screen TV at night
 - (c) Promptly reporting all observed violations of the Damage and Disturbance Policy and the Security and Access Policy.
 - (d) During the Fire Drill, to assist the DM to make sure all members are outside the building

3. Maintenance Manager
 - (a) Act as a liaison between maintenance and the division
 - (b) Delegate tasks assigned by maintenance to members
 - (c) Report all damage and problems with facilities to maintenance
 - (d) Monitor and ensure tasks are completed promptly and properly
 - (e) Provide proper equipment and supplies to members to fulfill their assigned duties.
 - (f) Provide a report to DC during the term and at a request of the DC Chair.

4. Social Manager

- (a) Attend Inter Divisional Social Council (IDSC) meetings and perform all tasks assigned by IDSC.
- (b) Hold regular Social meetings for South representatives.
- (c) Ensure that floor social reps attend meetings and organize events.
- (d) Organize at least one social event for all of South division.
- (e) Provide a report to DC during the term and at a request of the DC Chair.

5. Sports Manager

- (a) A valid member of the University of Waterloo Campus Recreation Facilities
- (b) At the start of the term create signup sheets for the sports teams
- (c) Complete and remit with payment the required registration forms to campus recreation
- (d) Attend all captains meetings.
- (e) Advise all members of the team of the location and times of the sporting events.
- (f) Attend all sporting events to verify that no team defaults.
- (g) Provide a report to DC during the term and at a request of the DC Chair.

6. Supplies Manager

- (a) Responsible for the supply representatives selected for each floor.
- (b) Designate a unit closet the Supplies closet, where all divisional supplies are to be kept.
- (c) Institute a sign out system to track usage of supplies.
- (d) Monitor the amount and usage of supplies and alter supply as required.
- (e) Fine supply representatives for unsatisfactory performance of assigned duties.
- (f) Provide a report to DC during the term and at a request of the DC Chair.

7. Secretary

- (a) Attend and take minutes for all South DC meetings.
- (b) Attend and take minutes for all regular South Management meetings.
- (c) File a copy of the typed South DC meeting minutes with the South DC Chair within 10 days of the South DC meeting.

8. Treasurer

- (a) Collect and remit all fines for the division to the main office.
- (b) Provide regular reports to DC about the status of the fines collected and outstanding.
- (c) At the end of the term submit a list of all unpaid fines to the DM and the main office.
- (d) Provide a report to DC during the term and at a request of the DC Chair.

Member Information Policy

(Introduced by D.C. on March 4, 2003)

(Approved by D.C. on April 1, 2003)

(Amended & Approved by D.C. on March 21, 2009)

Part I: Introduction

This policy provides an adequate mechanism to locate any relevant member of the divisional management, divisional council, or other committee representatives.

Part II: Requirements

1. All persons with a management team position must have affixed to their room door a nametag. A nametag is a device that identifies the individual by both first and last names (as relevant), and identifies the individuals' position. The nametag must be no smaller than $\frac{1}{4}$ of a standard $8\frac{1}{2} \times 11$ piece of paper. The name must be created with a character size no smaller than $\frac{1}{2}$ an inch in both length and width. The nametag must be reflective of the relevant position with 48 hours of the member being elected, acclaimed or removed from a relevant position. The afflicted members include, but is not limited to:

- (a) Division Manager (DM)
- (b) Assistant Division Manager (ADM)
- (c) Division Council Chair (DC Chair)
- (d) Division Council Representatives (DC Rep)
- (e) Social Manager
- (f) Maintenance Liaison
- (g) Sports Manager
- (h) All committee Representatives

2. The DM, or a delegate, is required to place a nametag upon each member door within the division. This process must be completed with one week of the first possible sign in day. If a member is placed in the division after the initial period, the DM is required to within 48 (forty-eight) hours of the member signing in, place a nametag upon their door.

3. Within the common room of each floor, a list of the positions held by the floor members must be posted within one week of the first floor meeting where the elections are performed. The floor manager of the respective floor is required to create and affix the list of the positions.

4. A list is to be posted in the servery, the games room and all floor common rooms listing the buildings management. This list must include the DM, the ADM, the DC Chair, the sports manager, the social manager, the security manager, and all floor managers. The DM of South, or a delegate, is required to create and maintain the posters in both the servery and the games room.

5. Any member that has taken, and can prove by appropriate documentation, that they have current first aid training, and sign the requisite area on the information release form during the sign in period will have their room marked by a first aid cross to be affixed to the door. The unit door of the member will also have affixed to it the same cross. The DM or a delegate will affix the cross.

Part III: Exceptions

1. Either the DM or DC must approve all exceptions. In either case the body that approves the exception must inform the other as to the reason.

Part IV: Fines

1. Either the DM or DC can levy a fine totalling \$5.00 (five dollars) to a member who is in violation of this policy. The member is to be given up to 48 (forty eight) hours to correct the violation, after which time further fines may be levied.

Noise Policy

(Amended & Approved by D.C. on October 21, 1991)

(Amended & Approved by D.C. on March 13, 2000)

Part I: Introduction

1. This policy is designed to expand upon the Board of Directors Damage and Disturbance Policy.

Part II: “Quiet Hours” and “Unreasonable Amount of Noise”

1. The members will vote on the "Quiet Hours" during the General Meeting at the beginning of each term and the times chosen will be posted within a week. During these time periods, “unreasonable amount of noise” is defined to be any noise that disturbs a member of co-op.

2. During all other times, “unreasonable amount of noise” is defined as any noise that is considered to be beyond the normally expected level of noise for that particular time of day for that particular part of residence.

Part III: Complaint Procedure

1. The following complaint procedure is available for any member of South that is disturbed by an “unreasonable amount of noise” (as defined above):

(a) Go directly to the member causing the noise, and ask them to cease

(b) If the member causing the noise does not relent, take the matter to the floor manager. If she/he is not available or is the cause of the noise, see the DM

(c) If the member still does not relent after the floor manager's request, or the complainer is not satisfied with the floor manager's decision, take the matter to the DM (if not available, the Assistant DM). The DM may fine the member for unco-operative behaviour at this point.

Part IV: Warnings

1. At any time, the floor manager or DM may suggest to any member making an “unreasonable amount of noise” to refrain from making the noise.

Part V: Fines

1. The floor manager must fine any floor member violating the Noise Policy. No fine may be levied without a member having followed the complaint procedure.

The amounts of fines are as follows:

1. 1st violation = \$5.00
2. 2nd violation = \$10.00
3. 3rd violation = \$25.00
4. 4th violation = membership review

For those situations not covered under this policy, the DM's discretion will be used.

Piano Room Policy

(Introduced & Approved by D.C. on October 18, 1992)

(Amended & Approved by D.C. on March 13, 2000)

(Amended & Approved by D.C. on March 21, 2009)

Part I: Outline

1. The use of the piano room is open to any member in the co-op. A key to the piano room may be obtained from the Office Front Desk for a deposit, which will be refunded when the key is returned at the end of the term. The amount of the deposit shall be equal to the deposit required to obtain a pin for the bike room.
2. The use of the piano room must comply with the South Division Quiet Hours Policy in effect at that time. These hours will be posted in the piano room.

Smoking Policy

(Introduced & Approved on January 13, 2002)
(Amended & Approved by D.C. on March 21, 2009)

Part I: Smoking Policy

1. Smoking of any substance including, but not limited to, tobacco and marijuana is prohibited within the walls of South.

Part II: Fines

1. A Member shall be fined in accordance with WCRI's smoking policy for any and all contraventions of this policy by her/himself or by his/her guests.

W.C.R.I. South Division Procedures & Guidelines

Foosball Table Procedure

(Introduced and Approved by D.C. in July 2001)

Part I: Concerns

1. This policy is introduced to address maintenance requirements and other concerns that may arise through daily use of the foosball table. These concerns should be brought to the South DM. Also, the foosball table must reside in South at all times.

Part II: Equipment

1. Balls for the foosball table will be available for purchase from the South Sports Manager at any time throughout the term. This will ensure that responsibility of the balls is bestowed upon the member and it will be the concern of the member to replace missing balls.

Part III: Damage

1. South members are responsible for the damage that occurs to the foosball table (example: broken men, handles, cracks in the table). The South DM according to the WCRI Damage Policy will levy fines.

Part IV: Timing

1. Playing of the foosball table will be based on a first come, first serve basis up to a maximum of one half hour of playing time if there is a waiting line.

Ping-Pong Table Procedure

(Introduced and Approved by D.C. on March 13, 2000)

Part I: Concerns

1. This policy is introduced to address maintenance requirements and other concerns that may arise through daily use of the ping pong table. These concerns should be brought to the South DM.

Part II: Equipment

1. Members must obtain ping pong rackets and balls from the management whose names will be posted around the building at the beginning of the term. A \$2.00 deposit will be refunded upon receiving the equipment back in fair condition.

Part III: Damage

1. South members are responsible for damage that occurs to the ping pong table (e.g. broken rackets, tear in the net, etc.). Fines are levied by the South DM according to the W.C.R.I. Damage Policy.

Part IV: Timing

1. Equipment is to be lent on a first come first served basis up to a maximum of one (1) hour of playing time if there is a waiting list.

South Hall of Fame Policy

(Introduced & Approved by D.C. on April 1, 2002)
(Amended & Approved by D.C. on March 21, 2009)

Part I: Introduction

1. The purpose of this policy is to establish a set of rules by which an award will be given out to an exemplary member of South each term. This is to reward one member for outstanding participation within W.C.R.I., and to show all members that extra involvement is greatly appreciated.

Part II: Nomination

1. Members are nominated using the standard nomination form, which is to be submitted to the DC Chair or any member of DC. Appendix C is a copy of this form.

2. Nominations can be made by any two members of South. Specifically, one to nominate and one to second the nomination.

3. All nominations must be submitted by a set deadline. The deadline is suggested to be the DC meeting immediately preceding the End of Term dinner and dance, where the award will most likely be handed out.

4. Only current members of South can be nominated for this award.

Part III: Selection

1. DC will choose the recipient of the award from all of the nominations received.

2. The recipient will be chosen based on the information given on their nomination form and the testimony of any members who wish to speak on their behalf. The recipient will be judged on the following criteria:

- (a) Enthusiasm.
- (b) Amount of involvement within W.C.R.I.
- (c) Amount of extra involvement or personal initiative shown.

3. After all nominations have been reviewed, DC will decide who the recipient will be based on a simple majority vote, with the Chair voting only in the case of a tie.

4. If any member of DC is nominated for an award, another member of the division must be chosen by their floor to vote in their stead.

Part IV: Award

1. The award itself is to be a certificate stating the recipient's name, the award and why it is given out. Along with the certificate, the recipient should receive a suggested amount of \$50.00.

Policy Writing Guidelines

(As of July 31, 1993)

(Amended & Approved by D.C. on March 13, 2000)

(Amended & Approved by D.C. on April 1, 2003)

Part I: Content – The Do’s and Don’ts

1. The Do’s

(a) Always have a brief introduction that summarizes:

- i. why the policy has been introduced, and
- ii. the objective of the policy (what it attempts to achieve).

(b) Always be concise and specific. For example:

Avoid: “Check conditions of glass, locks, and so on”

What does *so on* refer to?

Instead: List all the items that go underneath *so on*. If the list is too long, categorize the items and list any exceptions.

2. The Don’ts

(a) Avoid generality, vagueness and broadness when possible. Define the terms being used. For example:

Avoid: “*unreasonable amount of noise* is defined to be any noise that is considered to be beyond the normally expected level of noise for that particular time of day for that particular part of the residence.”

What is the *normally expected level of noise* at any time?

Instead: “*unreasonable amount of noise* is defined to be any noise that causes disturbances and annoyance to other members of the residence.”

(b) Avoid reiteration of clauses from other policies. If these clauses change in the original policy inconsistency and sometimes conflict will occur and fixing the problem can be a hassle. Instead, refer to the clause in the referred policy by clause name, number or description accompanied by the policy name. For example:

Avoid: “...depending on type of damage, as outlined under W.C.R.I. Damage Policy: Accidental – members are not fined for accidental damage.”

There is no need to reiterate the clauses from the policy. The DM has a copy of the policy and she/he can refer to it anytime.

Instead: “...fines are levied according to the W.C.R.I. Damage Policy.”

Part II: Format and Style¹

As a rule of thumb: *Consistency is the best policy*. It makes the reader’s job easier by following a certain pattern. It makes the reader’s search for information easier and faster. The following are some points that illustrate the overall format that policy documents should follow.

¹ Use these guidelines for procedure and guideline documents as well.

Note: The current policy documents on file have been written with the Microsoft Word 7 or compatible editor. The font used is Ariel, regular size is 11pts.

1. Subdivide your policy into multiple parts, at least 1 part. Each part has a *Heading* consisting of a *Number* and a *Title*. The size of the heading is 14pts, in Ariel font, bolded and underlined. The title follows the number separated by an indent control character. The number consists of two parts as well, the term *Part* followed by a Roman numeral. For example:

Part X: Loss or Damage

2. Let your Part I be the Introduction
3. All pages have 1.0" margins. All headings are listed directly be the left margin. All paragraphs listed directly underneath the heading are 0.5" away from the left margin, use the indent control character. Text, in general, has full justification.
4. The tab/indent setting is used on a 0.5" basis (e.g. 0.5", 1.0", 1.5", 2.0", ...,8.0")
5. Each policy should have a Policy Cover. The Policy Cover displays the policy name, approximately 1/3 of the distance from the top, 20pts font, bold, underlined and centered. Underneath, in a regular 14pts font, is the date of the policy introduction and approval with brackets. Any further amendment dates should follow underneath the previous date(s) within brackets as well. For example:

Zelgar Time Machine Policy

(Introduced & Approved by D.C. on November 4, 1988)

(Amended & Approved by D.C. on March 22, 1991)

(Amended & Approved by D.C. on October 10, 1992)

6. Use abbreviations for commonly repeated names (e.g. D.M. for Division Manager). If you choose to use abbreviations, make sure you define it first (e.g. Division Manager (DM)² and there are no other abbreviations that are similar. For example, do not use *DM* for *Division Manager* and *Daily Massage* in the same document. Abbreviate one and use the full name for the other.

Part III: What to do when you introduce/amend a policy

After DC has approved the policy, add it to all appropriate booklets. If the policy is new, update the list of policies on the page titled *List of Policies Available*. If the policy has been amended, add the date of amendment and approval on the Policy Cover as indicated above.

² Alternative: formal terminology - Hereinafter

Appendix B: South Wii System Agreement and Sign-out Sheet

South Entertainment Equipment Borrowing Agreement

I have read the agreement and have signed sign-out sheet before they are permitted to use the equipment.

I hold full responsibility for the equipment and any damages that occur to it when I sign the equipment out. The responsibilities for the equipment conditions will transfer back to the DM or delegate when I sign the equipment back in.

I will leave the equipment in the same condition in which I received it.

If I borrow the Wii system, I must lock the Wii cabinet with all its components inside when I am finished with it.

I will sign the sign-out sheet to check back in and report any changes or harm that has happened to the equipment while I was responsible for it.

The DM or delegate will check the condition of the equipment borrowed before signing off on the sign-out sheet.

By signing this item out, I understand the clauses written above, and I am claiming full responsibility for the item being borrowed during the sign-out period.

• **Appendix C: Nomination for South Hall of Fame**

Nominee Information

Name:

Room number:

Current position held within W.C.R.I.:

Nominated by:

(Print name) _____

(Signature) _____ Date: _____

Seconded by:

(Print name) _____

(Signature) _____ Date: _____

Reasons for Nomination

(Use other side, or attach more paper if necessary)

