

# By-law No. 2

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## PARTICIPATION BY-LAW

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### **Article 1: Purpose of By-Law**

A housing, co-operative is collectively owned and controlled by its members. The right of members to determine how the Co-op will be run brings with it the responsibility to participate actively in the Co-op. Participation involves taking part in decision making at meetings of members and assisting with the management, operation and ongoing development of the co-op community.

This By-law sets out the participation responsibilities of each member. It is designed to ensure that the responsibility for governing, managing and operating the Co-op is shared fairly among the members, and that sufficient volunteer resources are available to meet the requirements of the Co-op.

## **Article 2: Participation Required**

### **2.1 Attendance at Meetings of Members**

Each member is required to attend all general meetings of members unless prevented by illness, emergency, work schedule or other reasons which the Board of Directors (the "Board") considers acceptable.

If a member is unable to attend any general members' meeting, the member must provide the Co-op with written notice specifying the reason he or she will be unable to attend. The notice must be provided in advance of the meeting except in case of an unforeseen emergency.

### **2.2 Assisting in the Activities of the Co-op**

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

### **2.3 Exemption for Participation**

Upon application to the Board a member may be exempted, either temporarily or indefinitely, from the requirement to assist in the activities of the Co-op described in ARTICLE II, 2. Grounds for exemption may include ill health, infirmity, participation in other level of the co-op sector or other reasons which the Board considers acceptable.

In addition, upon application to the Board, with the recommendation of the Member Involvement Committee, a member may be excused from the participation requirements of this By-law if he or she expects to be absent from the Co-op for an extended period of time. When a member is absent and has sublet his or her unit, the sub-occupant must fulfil the requirements set out in the Membership Policy.

When a member has participated satisfactorily, in the Co-op for at least two (2) consecutive years, he or she may apply to the Member Involvement Committee for an exemption from the requirement to assist in the activities of the Co-op for a period of up to one (1) year. The committee may grant an exemption for a specific period of up to one (1) year if it feels that the member's participation has been satisfactory. During the period of any exemption granted on these grounds, the requirement to attend general member's meetings will continue.

The member may appeal the committee's decision to the Board.

## **2.4 Participation by Each Member**

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

# **Article 3: Monitoring and Evaluating Participation**

## **3.1 Member Involvement Procedures**

Subject to the approval of the Board, the Member Involvement Committee will establish procedures ("Member Involvement Procedures") for monitoring and evaluating the Co-op's participation requirements, the current participation of members and the Co-op's program for facilitating member participation.

## **3.2 Member Involvement Survey**

The Member Involvement Procedures will provide for an annual or periodic survey of members in which members are asked to report on ways to which they have participated during the past year and ways in which they would be interested in participating in the coming year.

Members must provide the Co-op with the information requested concerning participation in any such survey.

All committees will be required to complete a quarterly report on the activity of their members.

## **3.3 Member Involvement Committee**

The Member Involvement Committee or other committee's appointed by the Board will be responsible for monitoring and evaluation participation by member's and following up with individual members, as necessary, concerning their participation.

The committee will present an annual report to the Board, prior to fiscal year end, reviewing member participation in the Co-op and making recommendations for improving the member involvement program.

## **Article 4: Requirement for Improved Participation**

### **4.1 Referral to the Board**

If, following efforts to work with a member to improve his or her participation, the Member Involvement Committee feels that the member's participation continues to be unsatisfactory, the Committee will refer the matter to the Board.

### **4.2 Board Hearing**

If, based on a report from the Member Involvement Committee (or other committee's appointed by the Board), the Board considers that a member's participation is unsatisfactory, the Board may require the member to appear at a Board meeting to discuss the matter. The member will be given ten (10) days' written notice of any such meeting and the opportunity to appear and make representations at the meeting.

At the meeting the Board may establish criteria for improved participation by the member and may require the member to enter into a Performance Agreement for improved participation, in accordance with the Occupancy By-law. The Performance Agreement may establish specific requirements for participation and may provide for the member to submit written reports on his or her participation for a specified period and at specified intervals.

If a member fails to enter into a Performance Agreement when requested by the Board or if, in the Board's opinion a member has breached the terms of a Performance Agreement respecting increased participation, the Board may initiate proceedings to terminate the member's occupancy rights in accordance with paragraphs 12.2 of the Occupancy Agreement and By-law No. 1, ARTICLE XIV.

PASSED by the Board of Directors of the Co-operative at its meeting held on the 18th day of January, 1987.

CONFIRMED by at least two-thirds of the votes cast at a general meeting of members of the Co-operative held on the 1st day of March, 1987.

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**President**

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**Secretary**