

CARDIFF HOUSING CO-OPERATIVE INC.

BY LAW NO. 24

PARTICIPATION BY-LAW

BE IT ENACTED as a By-law of CARDIFF HOUSING CO-OPERATIVE INC. (the "Co-op") as follows:

ARTICLE 1

PURPOSE OF BY-LAW

- 1.01 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 of participating actively in the Co-op. Participation involves taking part in decision-making at meetings of members and assisting with the management and operation of the Co-op and the ongoing development of the Co-op community.

This By-law sets out the participation responsibilities of each able member. It is designed to ensure that the responsibility for governing, managing and operating the Co-op is shared equitably among members.

ARTICLE 2

PARTICIPATION REQUIRED

- 2.01 Attendance at Meetings
- a) Unless prevented by illness, emergency, scheduled employment or other reasons acceptable to the Board of Directors (the "Board"), each member is obligated to attend:
- . each annual meeting of members;
 - . all other general meetings of members; and
- participate in any smaller group meetings of members, such as committee meetings, etc., attendance at which is required by a by-law or as needed.

- b) If members are unable to attend any required meeting, they must provide the Co-op with written notice, to be left in the Manager's office, specifying the reason they are unable to attend. Such notice must be provided in advance of the meeting, except in case of unforeseen emergency. All such notices shall be kept on file by the Co-op.

— 2.02 ~~Assisting in the Activities of the Co-op~~

- a) In addition to complying with section 2.01, each member is obligated to participate in the activities of the Co-op by serving on the Board or on a committee, and/or by assisting in other areas of the Co-op's operations by contributing a minimum of 4 hours per month (48 hours spread over a year). This time might be spent in ways such as in performing specific tasks requested by the Board or a committee, ad hoc Committee, or in the framework of a Special Project, or helping another member temporarily in difficulty.
 - b) A member may be excused from the participation requirements of 2.02 (a) by the Board on application by the member when the member expects to be absent from the Co-op for an extended period of time, such as on an extended vacation or for other reasons, or when there is a sub-occupancy in accordance with the Co-op's Occupancy By-law. In these instances, the Board may forgive all or part of the participation requirement, or may ask a sub-occupant to volunteer, if appropriate.
- Roomers, boarders or paying guests permitted to share a unit with members in accordance with Appendix I of the Occupancy By-law shall not be required to participate in the activities of the Co-op.
- c) Upon application to the Board, members may also be exempted, either temporarily or indefinitely, from the requirements of 2.02(a). Grounds for exemption may include ill health, infirmity or other reasons acceptable to the Board.
 - d) Where the member has fulfilled the participation requirements of 2.02(a) in a manner satisfactory to the Board for at least two years, the Board may, upon receipt of application, grant the member an exemption from these requirements for the following year or any part of it.

2.03 Participation by Each Member

The requirements of 2.01 and 2.02 apply to each member whether a member lives in a unit alone or with other members.

ARTICLE 3
MONITORING OF PARTICIPATION

3.01 Member Involvement Committee

- a) The Member Involvement Committee will be responsible for monitoring and evaluating participation by members and following up with individuals, as necessary, concerning their participation.
- b) The Committee will present an annual report to the Board reviewing member participation and making recommendations for improving the member involvement program.

3.02 Participation Survey

The Member Involvement Committee shall canvas each member annually, or as requested by the Board, to complete a Participation Review form provided by the Co-op and return it by the stipulated deadline. This form shall contain information as to ways in which a member would be interested in participating in the coming year, and on the ways in which he/she participated during the past year. At the same time, the Member Involvement Committee shall provide members with information on ways of participation which are available. Upon moving into the Co-op, each new member will be requested by the Member Involvement Committee to complete the applicable portions of a Participation Review form.

3.03 Review of Participation

- a) The Member Involvement Committee shall examine the Participation Review form of each member, together with his/her record of

attendance at required members' meetings, and any other documentation on file with the Member Involvement Committee concerning participation.

- b) If, following examination of the form and other records concerning the participation of the member, the Committee considers the participation inadequate, one or more representatives of the Committee will visit the member to discuss the matter. If the participation of more than one member of a household is considered inadequate, all concerned household members may be interviewed at a single meeting. A written record of the interview shall be kept on file.

ARTICLE 4

REQUIREMENT FOR IMPROVED PARTICIPATION

4.01 Referral to the Board

- a) If, following a participation interview by the Member Involvement Committee (or because a member has failed to attend the participation interview), the Committee feels that a member has not met the requirements of this By-law, the Committee shall suggest to the member how participation should be improved and that his/her performance will be reviewed within 3 months' time.
- b) If, following all efforts to work with a member to improve his or her participation, it continues to be unsatisfactory, or if for other reasons further action is required, the Committee shall refer the matter to the Board.

4.02 Board Hearing

- a) If, based on a report from the Member Involvement Committee, the Board considers that a member's participation is unsatisfactory, the Board may require the member to appear at a Board meeting to discuss the matter. The member will be given ten days' written notice of any such meeting.
- b) At the meeting, the Board may establish criteria for improved participation by the member and may require the member to enter into a Performance Agreement, 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. The Member Involvement Committee shall monitor the performance of the Member in such instances, and continue to assist, if necessary.

ARTICLE 5

GENERAL

- 5.01 Anything relating to the subject matter of this By-law not set out herein or in the Co-op's other by-laws shall be decided by the Board and, in the event of any conflict between this By-law and the Co-op's Occupancy or Organizational By-laws, the latter By-laws shall prevail.

PASSED by the Board and sealed with the Corporate Seal of the Co-op this 13th day of May, 1991.

J. Dyson
MW/SD

President

c/s

Secretary

CONFIRMED by at least two-thirds of the votes cast at a General Meeting of members, this 29th day of May, 1991.

JD
MW

President

c/s

Secretary

SUMMARY of INTERESTS/SKILLS

SUMMARY of INTERESTS/SKILLS

SUMMARY of INTERESTS/SKILLS

COMMITTEES

SUMMARY OF INTERESTS / SKILLS

5/91

SUMMARY OF PRESENT PARTICIPATION

[illegible]

CARDIFF HOUSING CO-OPERATIVE INC.

ANNUAL PARTICIPATION REVIEW

This Participation Review form was designed so that you can tell us how you have been participating during the past year, and how you would like to be involved in the coming year. This system of monitoring and evaluating member involvement is provided for in the Co-op's Participation By-law.

We know that, in addition to serving as members of committees and the Board of Directors, members work for the Co-op in a variety of ways. This form includes sections for committee work and other kinds of participation for both the report on past involvement and your interests for the coming year. Also included is a section for your comments on member involvement in the Co-op.

A separate form should be completed for each Co-op member in your unit to fulfil the requirements of the Participation By-law. The completed Survey should be returned to _____, Unit _____, by _____, or handed to Member Involvement Committee members at the time of their visit.

Name: _____

Unit No.: _____ Occupancy Date: _____

How many Co-op Members live in your unit? _____

How many Co-op Children live in your unit? _____ Age(s) _____

PART I Report on participation during the period from _____ to _____ (the past Survey Year).

A. Committees and Board

Please list any committees (or the Board) of which you have been an active member during the past year.

<u>Name of Group</u>	<u>Position</u>	<u>Time Period Worked</u> (mos. or yrs.)	<u>Approx. hrs./month</u>
_____	_____	_____	_____
_____	_____	_____	_____

B. Other Forms of Participation

Please list below any ways you consider you have contributed to the Co-op (e.g., helping at a rummage sale, providing child care while a neighbour attends a meeting, writing a newsletter article, delivering notices, caring for outdoor plants in the summer, hands-on maintenance or helping on a work crew).

<u>Type of Task</u>	<u>How Often</u>	<u>Approximate Time per Occasion</u>
_____	_____	_____
_____	_____	_____

PART II Participation interests for the coming year

A. COMMITTEES - Please check off appropriate Box.

COMMITTEE	CURRENTLY ACTIVE AS A MEMBER	INTERESTED IN JOINING
Finance		
Maintenance		
On Call		
Member Selection		
Member Involvement		
Newsletter		
Other		

B. SKILLS / INTERESTS

Administration		
Duplicating/Collating/ Distributing		
Typing		
Graphics		
Carpentry		
General Handyman		
Genl.Move-in Cleaning		
Painting		
Snow Removal		
Recreational		
Other-Specify		

C. AVAILABILITY

Please indicate time(s) of day when you can help (i.e., weekdays and/or weekends; morning, afternoon, evening):