

Eastwood Housing Co-operative

Policy Number: 502

Policy Title: Participation

Committee Approval: 26 February, 2001

Revised: N/A

Board of Directors Approval: 20 March, 2001

27 March, 2017

General Membership Approval: 26 April, 2001

30 March, 2017

Each member shall participate in the operation of the Co-operative by sitting on a Committee and by attending General Membership Meetings. Such participation in the Co-operative is to commence immediately upon moving into the unit.

Any Committee member unable to attend a specific Committee Meeting shall inform the Committee Chairperson in writing or by phone of their absence in advance. A member may be exempted by the Board of Directors from this participation requirement due to reasons of health, employment or other reasons acceptable to the Board. (**see Policy 202**)

All units must be represented at the General Membership Meetings. Units not able to attend are required to inform the Secretary of the Co-operative of their absence by phone or in writing. Members can be excused from a meeting for a legitimate excuse given in advance of the meeting or for an emergency situation prior to the meeting.

Records will be established to enforce this policy as required. The Chairperson of each Committee will keep records of attendance at meetings and report violations to the Board. Records of attendance shall form part of the minutes of all meetings. The Secretary of the Co-operative will record the names of all those present at General Membership Meetings.

Members, or alternate representatives from their units, who fail to attend more than one General Membership Meeting or any Special/Emergency Meeting or activity, or fail to attend two consecutive Committee meetings, over a **two month** period, will be issued a written warning. This is provided that they have not given the correct notice and have a legitimate reason for their absence as approved by the Board of Directors. Failure to correct the situation to the satisfaction of the Board of Directors will result in a written warning to participate as outlined in this policy, or a **Notice to Quit** will be issued.

Reinstatement to membership is at the discretion of the Board of Directors and the member **may** be reinstated, provided the participation is fully resumed and continues.

If a reinstated member or his/her representative fails to participate in the Co-operative without valid reasons for a further **one month (30 day)** period, a **Notice to Quit** will be immediately issued by the Board of Directors.

The member may appeal a Notice to Quit under the circumstances above to the Board of Directors, in accordance with the bylaws. If turned down at the Board level, the member may appeal to the General Membership (**section 13 of the Co-operative Bylaws**).