

Norris Crescent Housing Co-operative Inc.

Membership

Policies and Procedures

Passed by the Board of Directors
March 26, 2014

Amended by the Board of Directors
January 28, 2015

Membership Committee Policies and Procedures

1. Committee Structure

- a. Maximum number set for the Committee is 7 members; a quorum consists of 4 members.
- b. Interview Teams should be alternated so that eventually each Member does an interview with each other Member. This helps the individual Member to get more exposure to various interview techniques and skills.
- c. The Committee will also strive to arrange interview teams so that a more experienced Member accompanies a newer Member.
- d. When a position becomes available on the Committee, the Committee will inform the Co-op as a whole, or the Coordinator, who will distribute the information to Members. Interested persons will be contacted and interviewed by the Committee. The Committee will select their new Members by a majority vote.
- e. All Meetings of the Membership Committee are closed and confidential.
- f. A Member may be removed by the Committee for missing more than 3 Meetings without good cause and prior notice.
- g. A Member may be removed by the Committee for breach of confidentiality.

2. Responsibilities of the Membership Committee Members:

- a. Conflict of Interest:
Any member of the Committee who is personally involved in an Internal or External Application will have no part in the interviews, discussions or decisions involving that applicant. Likewise, no Member of the Board will have input where they have a personal interest in such a case.
- b. Confidentiality:
All of the financial and personal information pertaining to an Application or Member that the Committee must have knowledge of is always to be kept strictly confidential. This should be kept within the Membership

Committee only and should not be made available to any other Members, except as required by a Board of Directors decision.

- c. A Committee Members should follow a basic ethical code whereby they should refrain from discussing contentious Committee issues with other Members of the Co-op.
- d. Decisions made in a Constitutional Manner by the Committee should be supported, even if a particular Member is in disagreement. However, if the Member feels that such procedures and decisions made by the Committee are not in accordance with its Policies, the Member has the right and obligation to raise the issue within the Committee, and if failing to get a satisfactory resolution, has an obligation to bring the issue to the attention of the Board of Directors.
- e. Responsibilities of the Chairperson:
 - To run the Meetings according to accepted rules of order and procedure
 - To call Meetings when necessary
 - To ensure that the Policies and Procedures of the Committee are being followed
 - To encourage and aid in the development of good Committee skills
 - To do Credit Checks or to arrange to have them done
 - To liaison with the Board and the Coordinator to ensure good functioning and communication
- f. Responsibilities of Secretary:
 - To keep an accurate set of Minutes of all Meetings of the Committee and to provide a copy of the Minutes to the Office
 - To take Minutes of all Meetings of the Committee
- g. Responsibilities of Vice-Chairperson:
 - To take on the responsibilities of the Chairperson in their absence
 - To assist the Chairperson in the performance of their duties as requested
- h. Responsibilities of Committee at large:
 - To attend all Meetings of the Committee
 - To sit on the Committee for at least one year and to give reasonable notice of resignation

To present and maintain a positive image for the Committee and the Co-op as a whole

To act in accordance with the Ontario Human Rights Code of Ethics, in such as:

It is the intent that we, as a Co-op, will not discriminate by reason of race, national or ethnic origin, religion, age, sex, marital status, political affinity or activity, sexual orientation, physical handicap or by any other reason that is a violation of human rights, in the granting of Membership in the Co-op.

3. Application Requirements:

All of the following basic Application requirements must be completed before an Applicant is interviewed:

- a. The Application Form must be completed and signed and accompanied by the Applicant Fee and Confirmation of Income
- b. If the Application is withdrawn before a Credit Check is done, the fee is refunded.
- c. If the Application is rejected, none of the fee is refunded.
- d. If the Application is accepted and the Applicant withdraws the Application, none of the fee is refunded.
- e. Proof of Income is required by CMHC and the Co-op. The verification of Income should be in the form of a letter from the employer(s). If for some reason the Applicant cannot obtain such a letter, the following will be accepted in order of preference:
 - i. A letter from the Welfare Dept or Case Worker
 - ii. Self-employed persons must provide Proof of Income by a Financial Statement prepared by a recognized accountant
 - iii. Pay Stubs (at least three), which will be returned if the Applicant wishes.

4. Criteria For Acceptance:

The two primary criteria are:

- a. The desire and ability to contribute to the ongoing processes of the Co-op as evidenced in the interview and the answers to the questions on the Application Form.
- b. The Credit Check must be satisfactory
- c. The following Criteria are to be weighed with the above:

Sense of permanency indicated	Skills and capabilities
Income	Previous Co-op or Volunteer experience
Need	Attitude
Family Size	Non-prejudicial Personality
Currently residing in community	

5. Acceptance Procedures:

- a. After an Applicant has been interviewed, the Interviewers, at the next Meeting of the Membership Committee, will discuss their impressions and concerns and make a recommendation to the rest of the Committee. The entire Committee then reviews the Application and votes on the recommendation.
- b. If recommended by the entire Committee, the Application Form is taken to the next Meeting of the Board for consideration, this does not include the Credit Check, which stays on file in the Office. The Application to be presented to the Board by the Chairperson of the Membership Committee.
- c. If the Committee fails to reach a consensus on the suitability of the Applicant(s), they will arrange for a second interview by other Members of the Committee. If they fail to reach a consensus a second time, the Application will be discussed with the Board who will make the final decision.
- d. If the entire Committee rejects the Application, a letter will be sent to the Applicant, informing them of the decision and the procedures for appeal as set out below:

- e. Any Applicant who is rejected for Membership may appeal to the Board for another interview by two other Members of the Committee plus a Board member. If again rejected there are no further appeals. The Application is rejected.

6. External Waiting List

- a. The Membership Committee will keep a Waiting List of External Applications for each apartment size. When an Applicant is accepted, he or she are placed on the External Waiting list.
- b. Order is determined by the Date of the Application
- c. The Committee may depart from date sequence in special circumstances, such as:
 - i. An Emergency Housing need
 - ii. When a supplement is not available and the Applicant at the top of the list cannot pay the unsubsidized Housing Charge. The Applicant at the top of the list cannot be reached within three working days.
 - iii. An old Member who has moved out for good reasons and is in good standing with the Co-op, wishes to return.
- d. A decision to deviate from the date sequence will be made by a majority vote of the Committee
- e. The Committee will strive to place Applicants in Units that will not over or under house them.
- f. The Committee will strive to ensure that there are Applicants, already interviewed and approved, on the Waiting List for each Unit size at all times.
- g. The Waiting List shall be updated every six months.
- h. An Applicant may refuse a unit offered to them up to three times. After the third refusal, the Application will be removed from the External Waiting List.

7. Internal Waiting List

- a. The Committee will keep an Internal Waiting List for each Unit size for members who wish to relocate to a different Unit
- b. Members on the Internal Waiting List have priority over persons on the External Waiting List.
- c. All requests for an Internal move must be in writing, dated and signed by all parties. The Member should keep a copy and the original turned into the Office.
- d. All internal move requests must be reviewed and approved by the Board.
- e. Members have the right to request a specific Unit and wait until it is available, but this must be stated in their Application for an Internal move.
- f. Only Members in good standing may relocate. That is, the Member must not be in arrears or in violation of other By-laws and Policies.
- g. Members must have lived in their current Unit for at least one year.
- h. Generally, sequence as established by the date of the request will be followed, except in the cases of:
 - i. In the case of clear cut differences in the contribution of a Member. Those Members who do not contribute to the Co-op at all as set out under Participation Policy, will not be offered a Unit.
 - ii. Where a Member is in Arrears
 - iii. Where a Member is in violation of any other By-law or Policy of the Co-op
 - iv. Under the terms of the Bumping Criteria,
- i. A Member, when offered a Unit of appropriate size, may refuse up to three times. After the third refusal, the Application will be removed from the Internal Waiting List.
- j. A Member who has been refused an Internal Move will be notified by the Committee in writing. The Member may appeal the decision in writing to the Board within ten days of receiving notice. The decision of the Board after this will be final.

8. Over and Under Housing

The following shall apply as the operational definition of over and under housing for the purposes of this Policy:

- a. No more than 2 Adults or 2 Children per Bedroom
- b. No less than 1 Adult or 1 Child per Bedroom
- c. A parent with One child under 2 years of age will not be considered under-housed in a one bedroom unit. One Parent with One child over two years of age is entitled to a Two Bedroom Unit.
- d. Two opposite sexed Children, where either Child is over Five years old, are under-housed if they share the same Bedroom.

9. Empty Nesters:

Any Member who has occupied the same Unit in the Co-op for longer than Five years, may remain in that Unit and may not be made to move into a smaller Unit due to the death of a spouse, children moving away, separation or divorce, etc., unless the Member is receiving a Rent Supplement. CMHC regulations require that such persons be not over or under housed.

Any Member who has occupied the Unit for less than Five years may appeal to the Board if they feel there are special circumstances and wish to remain in the Unit. This appeal must be made within six months.

10. Guests:

Guests are defined as persons who have moved in with a Member already in residence, and who are themselves not Members.

Children of members living in the co-op must apply to become members at the age of 16. If they wish not to be a member, they must apply for long-term guest status.

- a. Guests who wish to become Members will be subject to the same criteria as other Applicants. Guests will not automatically be accepted as

Members, but upon Interview, Credit Checks and References, can be refused Membership.

- b. A Guest may live with a Member in their Unit for Three Months before they must become Members.
- c. A Guest who has been accepted for Membership and is requesting a separate Unit from the Member whose Unit they are living in will be placed on the Internal Waiting List according to the date of the Application. They must have lived in this Unit with another member for One Year before they may apply for their own Unit.
- d. Any Member who has a Guest in their Unit who has applied for Membership and been refused, will be liable for eviction proceedings under the By-Laws of the Co-op, if aforementioned Guest does not vacate the premises within Three weeks of their being notified of the refusal of their Application.

11. Bumping Criteria:

Many Co-ops do not accept Applications from Couples for a Two Bedroom Unit. However, many couples request Two Bedrooms as they prefer to have the extra room before they actually start having a Family.

Couples without children will be accepted for a Two Bedroom Unit, both for the External and Internal Waiting Lists.

The Co-op recognizes the lack of affordable housing for families.

In cases of a Family and a Couple waiting for a Two Bedroom Unit, the following Bumping criteria applies:

- a. The Couple may be passed over, (bumped) once, and only once, to permit a family prior access. This shall be allowed only if the Applicants are no more than six months apart.
- b. The Membership Committee may depart from the order on the Internal Waiting List or the External Waiting List or give a particular person on the External Waiting List priority over a Member on the Internal Waiting List, if it feels there is a good reason to do so (subject to appeal in the case of a Member of the Board).

- c. The decision to Bump must be made by a unanimous decision of the Membership Committee.
- d. In the case of an Internal Application, the Criteria for Participation, Arrears and other violations of By-Laws shall permit the Committee to pass over an Internal Application indefinitely.

This policy replaces any and all previous policies relating to Membership policies and procedures.

Passed by the Board of Directors and sealed with the corporate seal of the Co-operative, this _____ day of _____, 2014.

Amended by the Board of Directors and sealed with the corporate seal of the Co-operative, this _____ day of _____, 2015.

President

Secretary