

# Lunik Co-operative Constitution

This is the constitution of the membership and governance of Lunik Co-operative.

## Article 1

1.1 The name of this organization shall be Lunik Co-operative Inc.

1.2 This name and Lunik Co-op and Lunik are the only titles that can be used to promote and represent this organization.

1.3 The official e-mail address for this organization is: [lunik.cooperative@gmail.com](mailto:lunik.cooperative@gmail.com)

1.4 The official website for this organization is: <http://lunikcoop.com>

1.5. The official address of Lunik Co-operative Inc. is:

Glendon Campus  
York University  
2275 Bayview Avenue  
Toronto, Ontario  
M4N 3M6  
Canada

## Article 2. Logo



2.1 The logo appearing above is that of Lunik Co-operative.

2.2 This logo shall be used for all communications from Lunik Co-op.

2.3 It is the only logo that may be used for the purposes of representation of Lunik Co-op.

In keeping with Presidential Regulation Number 4, which underlines the basic standards of democracy, order, responsibility and financial accountability that all student governments and student organizations must adhere to, the following constitutional guidelines have been developed:

**Article 3. Interpretation:**

Any member and participant of the Lunik space shall have rights of interpretation of the constitution. The constitution is a continuously evolving document based on the needs and circumstances of the Lunik space production. Concerns regarding the constitution of Lunik Co-operative shall be voiced to the chair before the membership of general meetings.

**Article 4. Objectives:**

The prime objective of Lunik Co-operative is to give the students of Glendon College a student governed, co-operative cafe in the basement of Glendon Hall room C0013. The co-operative business model is that of a consumer co-operative. The objective is two-fold:

- i) to provide a communal space for the benefit of the student body at Glendon College guided by principles of sustainability and safe space policy (Safe Space Policy as outlined in Policies OR Appendix).
- ii) to uphold the principles of sustainability broken down into three forms:
  - a) equity/social sustainability,
  - b) economic/financial sustainability, and;
  - c) environmental/resource sustainability.
- iii) It is also to uphold the University policies, federal and provincial laws, Lunik Co-op's policies, as well as the Ontario Human Rights Code.

[http://www.e-laws.gov.on.ca/html/statutes/english/elaws\\_statutes\\_90h19\\_e.htm](http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90h19_e.htm)

**Mission Statement:**

The Lunik Co-operative strives to increase food options for the Glendon College community by providing environmentally, socially, and economically sustainable alternatives. Lunik is an equitable and inclusive common space that is democratically governed by its members [in accordance with its Safe Space Policy.]

**Article 5. Powers**

The various councils of Lunik Co-operative will hold powers over their respective posts and will be subject to scrutiny and oversight by the general membership of the Lunik Co-operative. The aim of Lunik Co-operative is to diffuse power horizontally to uphold the highest standard of democratic governance. Voting powers are accorded to all members who participate either electronically or at general meetings. Decisions will be passed on a minimum of 50% + 1 consensus.

**Article 6. Membership-Constituency:** The constituency of Lunik Co-operative is defined by any person who may inhabit the space and seek membership, without discrimination of any kind. Membership is granted to any student who has enrolled in Glendon College after the implementation of the levy for Lunik Co-operative, and any member of the public who pays the membership fee of \$10.

**Article 7. Coordinators:** The Coordinator position(s) of Lunik Co-operative work to ensure the

ongoing success of the objectives of the co-operative and its membership. The duties of the Organizers are to facilitate the ongoing management and activities of Lunik Co-op, to act as liaisons with the greater community and points of contact. All Organizers and members have equal voting power and decision making authority.

There shall be at least four Coordinator positions during the Fall/Winter school year. There must be a coordinator responsible for the categories below at least. Any and all members of Lunik Co-operative shall be responsible for the ongoing governance of the space.

The duties covered by coordinators are as follows:

#### Volunteer

There shall be a coordinator responsible for managing, recruiting and training volunteers, including managing the volunteer model and managing the volunteer compensation system.

#### Financial

There shall be a coordinator responsible for openly managing Lunik Co-op's finances including budgeting, the audit, receipts, and daily inventory and cash flow. This council is responsible for conducting their business in a transparent, open and honest manner.

#### Environmental/Facilities Council

There shall be a coordinator responsible for maintaining the physical space of the cafe and the garden and managing art within the space.

#### Daily Operations

There shall be a coordinator responsible for overseeing of daily operations, ordering food, act as facilitator between the various coordinators, ensure meetings and elections take place in accordance with this constitution, act as a mediator for any conflicts, ensuring that all activities between the coordinators and within Lunik Co-op are in accordance with the constitution and mission of Lunik, plan the Annual General Meeting, ensure bi-weekly meetings and act as liaisons with greater community.

**Article 8.** Duties of Members: General Members of Lunik Co-operative may participate as actively or passively as they desire. The Coordinators are to be as inclusive as possible and welcome any number of the General Membership to participate in the governance of Lunik Co-operative. Members will be listed in an open document.

By virtue of the nature of the tripartite constitution of 'sustainability' as outlined in the main objective of Lunik Co-operative, all Coordinators shall consult with each other on overlapping concerns. Each Coordinator shall openly advertise for inclusive membership and keep a list of each year's membership to use for meeting notifications.

All Coordinators must convene for a monthly meeting in which decisions must be passed with a 50%+ 1 consensus with a 6 member quorum in which there must be all coordinators present.

**Article 9.** Conflict of Interest.

9.1 All members shall avoid conflict of interest situations (e.g., monetary, material or moral benefit or advantage, preferential treatment, etc.) in activities relating to the club.

9.2 A member shall not profit from or use to the profit of a third party information obtained in the performance of his/her duties.

9.3 A member shall not accept any gifts, hospitality or other benefits, unless they are customary and of modest value.

9.4 A member shall not, directly or indirectly, bestow, solicit or accept a favour or benefit for him/herself or a third party in exchange for a declaration of position, an intervention or favour of any kind.

9.5 All members shall abstain from using the authority of their position for their personal interest or that of a third party.

9.6 All members shall abstain from using, or allowing the use of, delegation resources, goods and services for purposes other than those of achieving the organization's goal.

9.7 Any member who ceases to exercise their duties within the club shall behave in such a manner as not to obtain undue benefit from one's previous duties or to adversely impact the organization's interests.

9.8 Any member who ceases to exercise one's duties shall not disclose confidential or privileged information that he or she obtained in the performance of his/her duties within the organization.

**Article 10** Election Procedures: An Annual General Meeting (AGM) is to be held to elect members for the Lunik Board of Directors.

10.1 Elections shall be held at least every 12 months

10.2 Each director shall be elected to hold office for one year after after he or she shall have been elected, or until his or her successor shall have been duly elected. No director may hold office for more than a total of 2 years, unless an extension is given at the Board's discretion upon consensus.

10.3 Prior to the date for nominations, the Director shall appoint a chief returning officer for the

election. The chief returning officer shall be responsible for the supervising and organizing of election in accordance with Lunik Co-operative constitution and by-laws.

10.4 Candidates are entitled to have a scrutineer representing them present during the voting hours and during the counting of ballots.

10.5 The chief returning officer shall establish a polling station or stations for the date of the Annual General Meeting, at the location that the AGM is being held.

10.6 Each member of Lunik Co-operative shall have single vote.

10.7 Each member of Lunik Co-operative shall be entitled to vote for as many directors as are to be elected.

10.8 Directors shall be elected for a two year term.

10.9 The chief returning officer shall post the results of the election on Lunik Co-op media within 24 hours after the election results.

10.10 Voting shall be through an online or in-person system.

**Article 11.** Procedure of Council: Each year there is an Annual General Meeting at which Executive positions are elected, the constitution, budget and by-laws are approved. See section 8 above and Lunik Co-operative by-laws section 1.2.

11.1 The two Co-Ordinators are jointly responsible for ensuring that weekly operating meetings are held with Lunik Co-operative members and volunteers.

11.2 At each weekly operating meeting, there shall be a minutes-keeper who is appointed the chair of the next operating meeting. At the end of each meeting, it is ideal that the next meeting is scheduled and each meeting should be scheduled for maximum participation.

11.2.1 The chair of the meeting is responsible for:

11.2.11 Giving a 4 day notice for each meeting.

11.2.12 Establishing the agenda with other members prior to each meeting. A tentative agenda must be sent out to members 5 days before the meeting and the chair is responsible for building the agenda with the input of members.

11.2.13 Facilitating each meeting and discussion with the aim to establish a comfortable meeting space where each in attendance is able to express themselves and provide input openly, without intimidation or interruption.

**Article 12.** Financial Responsibility: Lunik Co-operative shall keep full and accurate accounts of all receipts and disbursements of the Co-operative in proper books of account and shall deposit all moneys or other valuable effects in the name and to the credit of the Co-operative in such bank or banks as may from time to time be designated by the board of directors. Lunik Co-operative shall disburse the funds of the Co-operative under the direction of the board of directors, taking proper vouchers therefor and shall render to the board of directors at the regular meetings thereof or whenever required, an account of all transactions and of the financial position of the Co-operative, and perform such other duties as may from time to time be determined by the board of directors.

**Article 13.** Allegations and wrongdoing: In the event that there is an allegation made against a member, or board member, or elected executive member for wrong-doing (including having a conflict of interest, any form of harassment, or intimidation), a special assembly must convene to discuss and implement a procedure to resolve the issue and take disciplinary action:

13.1 The special assembly must be organized Coordinators, where the Custodian of the Constitution is present.

**Article 14.** Amendment Procedure. Any amendment to the Constitution shall be presented for discussion to Lunik Co-op according to the following steps:

- a. Discuss the amendments you wish to make amongst Two Co-Ordinators and propose your amendments at least two consecutive weekly operations meetings for discussion. Please note that all proposed amendments should, in principle, be minor;
- b. Discuss the amendments with the student group, who reserve the right to approve them or not;
- c. Once the amendment process has been completed and the student group has adopted the final version of the constitution, the members of Lunik Co-operative will convene a special assembly to vote on the adoption of the new constitution. To be adopted, the amended constitution proposal must obtain a two-thirds majority of members present at the special general assembly/or consensus
  - i. Once the new Constitution has been adopted, the members will jointly agree on a time to officially present it to the appropriate authorities at your university.
  - ii. Should the new Constitution not be adopted in general assembly, the older version of the Constitution will remain the official charter of the delegation.

**Article 15.** Custodian of the Constitution: For purposes of continuity between elected officials and for ensuring timely review and reporting regarding the Constitution, we designate Aaron Doupe as the Custodian of the Constitution.

**Article 16.** Advisory/Management Boards: Lunik Co-operative's student group comprised of at least four Coordinators, is advised and managed at arm's length by the Lunik Co-operative Board of Incorporators/Directors. The Lunik Board of Directors is comprised of a mixed group of students, faculty, staff and alumni. It lends its expertise and oversees the operations of Lunik Co-operative's student group to ensure its ongoing operations and continuing success. The authority to make decisions specific to Lunik's operations remains in the democratic decision making process within the student group.