



# **Lunik Co-operative Constitution & Bylaws**

Last amended May 2018

## **Preface**

The Lunik Co-operative Constitution and Bylaws are the result of several years' work by numerous individuals. The process of revision was initiated on March of 2018 when the Board of Directors passed a motion to strike a Constitutional and By-Laws Review Committee. During the 2017-2018 Academic year, committee members Taylor Johnson and Tania Pla Osca drafted a series of amendments which were ratified at the 2018 Annual General Meeting. On behalf of those who have worked on the Lunik Constitution and By-laws in the past, we hope our endeavors will help future members avoid problems arising from the ambiguity and deficiency of language.

The Constitution and By-Laws Committee, Lunik Co-operative,

June 2018

## **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.]

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# **Constitution of Lunik Co-operative**

## **Article 1. Name**

- 1.1. The name of the organization is “Lunik Co-operative Inc.”
- 1.2. “Lunik Co-operative Inc.”, “Lunik Co-operative”, “Lunik Co-op” and “Lunik” are the only titles that can be used to promote and represent this organization.

## **Article 2. Objectives**

The objectives of Lunik Co-operative are as follows:

- 2.1. To provide a communal space in Glendon Hall C0013 (Glendon Campus, 2275 Bayview Ave. M4N 3M6 Toronto) for the benefit of the Glendon student body guided by principles of sustainability and safe space policy (Safe Space Policy as outlined in Appendix) and following the business model of a consumer co-operative.
- 2.2. To increase food options for the Glendon College community by providing environmentally, socially, and economically sustainable alternatives.
- 2.3. To uphold the principles of sustainability broken down into three forms:
  - 2.3.1. Equity/social sustainability,
  - 2.3.2. Economic/financial sustainability, and;
  - 2.3.3. Environmental/resource sustainability.
- 2.4. To uphold York 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)

## **Article 3. Equity Mandate**

In the spirit of the Ontario Human Rights Code, Lunik Co-operative holds that every person has a right to equal treatment with respect to membership, services, goods, and facilities without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, and spiritual, political and ideological beliefs, sex, gender identity, gender expression, sexual orientation, age, marital status, same-sex partnership status, family status, class, physical appearance or ability.

## **Article 4. 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. Lunik Co-operative shall disburse the funds of the Co-operative under the oversight of the Board of Directors, 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.

### **Article 5. Interpretation**

Any member and participant of the Lunik space shall have rights of interpretation of the Constitution. In the event of any discrepancy, the Custodian(s) of the Constitution is/are the primary source of interpretation of the Constitution and By-Laws. In addition to this, the Custodian of the Constitution shall mediate discrepancies and conflicting interpretations within Lunik's governing bodies, as well as maintain the integrity of the Co-operative. The role of the Custodian of the Constitution shall fall upon the Director of the Glendon Office of Student Affairs, and, in necessary cases, the Director of the Office of Student Success Strategies.

### **Article 6. Amendment Procedures**

#### 6.1. Amendments to the Constitution

Any amendment to the Constitution shall be presented for discussion to Lunik Co-op according to the following steps:

6.1.1. Any member of Lunik may propose an amendment to the Constitution.

6.1.2. Amendments to the Constitution shall be proposed to the Board of Directors at least two weeks prior to the Annual General Meeting.

6.1.3. Amendment to the Constitution shall be presented at the Annual General Meeting.

6.1.4. Constitutional amendments shall require a two-thirds majority vote of those in attendance (in person or via duly authorized proxy) to be ratified.

6.1.5. 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.

6.1.6. Should the new Constitution not be adopted at the Annual General Meeting, the older version of the Constitution will remain the official charter of the delegation.

#### 6.2. Amendments to the By-Laws

Any amendment to the By-Laws shall be presented for discussion to Lunik Co-op according to the following steps:

6.2.1. Any member of Lunik may propose an amendment to the By-Laws.

6.2.2. Amendments to the By-Laws shall be proposed to the Board of Directors.

6.2.3. Amendments to the By-Laws shall be presented at the nearest possible Board Meeting.

6.2.4. By-Law amendments shall require a simple majority vote (50% +1) of the Board of Directors (in person or via duly authorized proxy) to be ratified.

6.2.5. Should an amendment to the By-laws not be adopted, the older version of the By-laws will remain in practice.

**Article 7. Dissolution Clauses**

Lunik Coop, upon dissolution of the Association, after all debts and encumbrances have been paid, will distribute any assets remaining to a charitable organization of the members' choice, one with similar purposes and aims. This is an unalterable clause.

7.1. Dissolution of York

7.2. Dissolution of Glendon

7.2. Dissolution of Lunik

# **By-Laws of Lunik Co-operative**

## **By-Law 1. General Membership**

### **Article 1. Membership Constituency**

1.1. Membership is granted to any student who has enrolled in Glendon College after the implementation of the levy for Lunik Co-operative on 2018, and any other member of the Glendon community who expresses their desire to be a member and follows the necessary procedures established for any given year.

1.2. It is to the discretion of the Board of Directors in consensus with Management to establish the parameters for the enrollment of non-student members for any given year.

1.3. Members may resign from the Co-operative in writing which shall be effective upon acceptance thereof by the Board of Directors and otherwise will retain lifetime membership.

### **Article 2. Rights and Duties of General Membership**

2.1. General Members of Lunik Co-operative may participate as actively or passively as they desire.

2.2. Each member in good standing shall be entitled to one vote on each motion proposed at the Annual General Meeting or any ad hoc meeting of members.

2.3. Any member can apply for Management or Board of Director positions.

## **By-Law 2. Management**

### **Article 1. Composition of Management**

1.1. Management (herein also referred to as Coordinators) consists of the various Coordinator positions of Lunik Co-operative.

1.2. Management shall be composed of members of Lunik Co-operative.

1.3. Members of the Board of Directors are ineligible to be part of Management.

1.4. Regardless of the composition of Management in any given year, there must be a minimum of four Coordinator positions.

1.5. The following duties are necessary for the proper function of the Co-operative and must be fulfilled:

1.5.1. Overseeing of daily operations, ordering food, act as facilitator between the various coordinators, ensure meetings and elections take place in accordance with Lunik's Constitution

and By-Laws, 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.

1.5.2. Openly managing Lunik Co-op's finances including budgeting, audits, receipts, and daily inventory and cash flow as well as conducting their business in a transparent, open and honest manner.

1.5.3. Promoting participation of the Lunik community, recruiting, training and managing volunteers (including managing the volunteer model, managing the volunteer compensation system, etc.), as well as maintaining communications with Lunik membership and the broader Lunik community.

1.5.4. Maintaining the physical space of the cafe and the garden, including, but not limited to, the structural integrity of the facilities and furnishings as well as the general aesthetic environment.

## **Article 2. Duties of Coordinators**

2.1. The general duties of all Coordinators are as follows:

2.1.1 To work to ensure the ongoing success of the objectives of the Co-operative and its membership.

2.1.2 To facilitate the ongoing management and activities of Lunik Co-op.

2.1.3. To act as liaisons with and ambassadors to the greater community and points of contact.

2.1.4. To be as inclusive as possible and welcome any number of the General Membership to participate in the governance of Lunik Co-operative.

2.1.5. To consult with other Coordinators on overlapping concerns, by virtue of the nature of the tripartite constitution of 'sustainability' as outlined in the Constitution of Lunik Co-operative.

2.2. In addition to the general responsibilities of the Coordinators, each Coordinator position will have individual responsibilities reflecting the needs in the Co-operative in any given year; these responsibilities should be drafted by the outgoing Management team and listed in an internal document to be revised annually by Management and the Board of Directors.

## **By-Law 3. Board of Directors**

### **Article 1. Composition of the Board of Directors**

1.1. The Board of Directors is an elected body comprising a minimum of seven (7) and a maximum of fifteen (15) Directors.

- 1.2. The Board of Directors shall be composed of members of Lunik Co-operative.
- 1.3. Members of Management are ineligible to hold a seat on the Board of Directors.
- 1.4. The Co-operative shall always preserve the narrowest majority of active seats on the Board for student members.
- 1.5. The Co-operative shall retain the largest minority of active seats for non-student members, including Glendon Staff and Faculty
- 1.6. There may be up to two (2) seats only for Glendon Alumni on the Board.
- 1.7. All categories of non-student members should be represented by a minimum of one person.
- 1.8. If these positions are not filled at a General Membership Meeting, the President shall be authorized to find as soon as possible a suitable person to fill the position, conditional upon the vote of the Board.

## **Article 2. Elections of the Board of Directors**

- 2.1. Elections shall be held no less than once every academic year.
  - 2.1.1. Elections will take place during the Annual General Meeting, unless otherwise required, by the Board, Management and the General Membership.
  - 2.1.2. In the event that the Board of Directors cannot be elected at the Annual General Meeting, an alternate election must be held on a date ratified by the Board in cooperation with Management.
  - 2.1.3. Any alternative election of the Board of Directors must remain open to the General Membership
- 2.2. Each Director shall be elected to hold office for a two-year term.
  - 2.2.1. Alumni members of the Board are elected for a one year term, which may be renewed.
- 2.3. Prior to the date for nominations, the Board shall appoint a non-returning Director who shall be responsible for the supervising of the election in accordance with Lunik Co-operative Constitution and By-Laws, as well as the ratification of new Board members.
- 2.4. Candidates are entitled to have a scrutineer representing them present during the voting hours and during the counting of ballots.
- 2.5. Each member of Lunik Co-operative shall have a single vote per vacancy on the Board.

- 2.6. Voting shall be through an in-person or online system.
- 2.7. The results of the election will be announced on Lunik Co-op social media within 72 hours of the ratification of election results.

### **Article 3. Duties of the Board of Directors**

- 3.1. The general duties of the Board of Directors are as follows:
  - 3.1.1. To advise, support and oversee Lunik Co-operative at an arm's length.
  - 3.1.2. To ensure that the Lunik mandate, objectives and principles are protected by Coordinators and the General Membership.
- 3.2. In addition to the general responsibilities of the Board of Directors, each Board member may have individual responsibilities reflecting the needs in the Co-operative in any given year.

### **By-Law 4: The Executive Board**

#### **Article 1. Composition of the Executive Board**

- 1.1. The Executive Board is an elected section of the Board of Directors that consists of the President, the Vice President, the Secretary and the Treasurer.
- 1.2. All Executive positions shall be filled by the Annual General Meeting.
  - 1.2.1. If these Executive positions are not filled by the Annual General Meeting, the Board of Directors shall be authorized to find as soon as possible a suitable person to fill the position, conditional upon the vote of the Board.
- 1.3. Each Executive Director shall be elected to hold their Executive position for a one-year term.

#### **Article 2. Duties of the Executive Board**

- 2.1. The general duties of all Executives of the Board of Directors, in addition to their duties as members of the Board of Directors, are as follows:
  - 2.1.1. To ensure the upkeep of responsibility and the overall functioning of the Board of Directors.
  - 2.1.2. To ensure regular communication between the Board of Directors and Management regarding overall upkeep of the space and its values, large-scale projects, and purchases over \$1000.
- 2.2. The duties of the President are as follows:

2.2.1. To preside at all General Membership Meetings of the Co-operative and of the Board of Directors.

2.2.2. To ensure the well functioning of the Board. This includes observing schedules, delegation of tasks, and management of executive members.

2.2.3. To act as the Lunik Board of Directors' spokesperson and represent all Directors in dealings with the General Membership, Management, York University and its affiliates, or to select another Director to do so.

2.2.4. To sign all By-Laws with the Secretary or other Director appointed by the Board.

2.2.5. In the absence, disability or refusal to act of the President, the Vice President shall be vested with all the powers and shall perform all the duties of the President.

2.2.6. In the absence, disability or refusal of the President and the Vice President, the duties and powers of the President may be exercised by such other Directors as the Board may appoint for that purpose.

2.3. The duties of the Vice President are as follows:

2.3.1. To familiarize themselves with the basic duties and responsibilities of the President.

2.3.2. To act as alternate to the President when needed; this includes representing the Board of Directors when the President is not available.

2.3.3. To oversee the formation and operation of any Lunik committees.

2.3.4. In the absence or disability or refusal to act of the President, the Vice President shall be vested with all the powers and shall perform all the duties of the President.

2.3.5. \*ADDITIONAL RESPONSIBILITY SPECIFIC TO THE VP\*

2.4. The duties of the Secretary are as follows:

2.4.1. To attend all meetings of the Board of Directors and record all facts and minutes of all proceedings in the books kept for that purpose.

2.4.2. To give all notices required to be given to Members and to Directors.

2.4.3. To ensure the filing, maintenance and protection of all books, papers, records, correspondence, contracts, copyrighted material and other documents belonging to the Co-operative and to make available these documents to the Board as required.

2.4.4. To be responsible for regular communication with members, unless another Director is elected to perform those duties.

2.5. The duties of the Treasurer are as follows:

2.5.1. To inform the Board's decisions and opinions based on maintaining the fiscal integrity of the Co-operative.

2.5.2. To communicate with Management and, when necessary, external parties such as bookkeepers, auditors, etc.

2.5.3. To communicate with the necessary Coordinators of Management to prepare financial statements, or to ensure the presentation of those documents to the Board when required.

2.5.4. To budget the appropriate funds for the training of Management and Board members in financial literacy, governance, strategic planning, legal responsibilities, in addition to any other training deemed necessary by the Board and Management, so long as the allocation of such funds does not jeopardize the financial security of the Co-operative.

## **By-Law 5. Meetings**

### **Article 1. Meeting Procedures**

1.1. The rules of order of the Co-operative at all meetings shall be governed by the Meeting Guidelines Policy (See Appendix A).

1.1.1. The Meeting Guidelines Policy document shall be publicly available.

1.1.2. A document of meeting rules shall be made available by the Meeting Chairperson to members at any meeting upon request.

1.2. The voting system for all meetings shall be simple majority (50% + 1) unless otherwise required by the Constitution or the By-laws of the Co-operative.

1.3. In case of an equality of votes at any meeting whether upon a show of hands or at a poll, the question is lost.

1.4. Every question shall be decided in the first instance by a show of hands unless a poll be requested by any member.

1.4.1. Should a poll be requested, the Chairperson shall direct such a poll and the results therein shall be deemed the decision of the participating members.

- 1.4.2. A request for a poll may be withdrawn before the results of said poll are announced.
- 1.5. Every member having voting rights shall be entitled to one vote.
- 1.6. After a vote has been conducted, the Chairperson of the meeting will declare that a resolution has been carried or not, and an entry will be made to the minutes of the Co-operative.
- 1.7. No error or omission in giving notice of any meeting, shall invalidate such meeting or make void any proceedings taken thereat.
- 1.8. Any member may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken thereat.
- 1.9. For the purpose of sending notice to any member for any meeting or otherwise, the contact information of any member shall be the last recorded in the books of the Co-operative.
  - 1.9.1. It is the responsibility of each individual member to give notice to the Co-operative of any change to their contact information.
- 1.10. Any meetings of the members may be adjourned and reconvened at any time, and any such business may be transacted at such reconvened meetings.
- 1.11. Prior to any meeting a Chairperson will be selected and will be responsible for the following duties:
  - 1.11.1. Establishing the agenda with other members prior to each meeting.
  - 1.11.2. Sending a tentative agenda to members.
  - 1.11.3. Facilitating each meeting and discussion in accordance with both the Meeting Guidelines Policy (See Appendix A) and the Safe Space Policy (See Appendix B).
- 1.12. Prior to any meeting a secretary will be selected and will be responsible for the following duties:
  - 1.12.1. Taking accurate minutes of all procedures and motions taking place at any such meeting.
  - 1.12.2. Making available the meeting minutes no later than five days (5) after such meeting.

## **Article 2. Annual General Meeting (AGM)**

- 2.1. The AGM shall be held at the head office of the Co-operative unless otherwise necessary.
- 2.2. The date of the Annual General Meeting shall be established by the Board of Directors in cooperation with Management and approved of at the nearest meeting of the Board of Directors.

- 2.3. Public notice and advertisement of the AGM shall be required and will be notified to the membership at least fourteen days (14) in advance.
- 2.4. A quorum for the transaction of business at the Annual General Meeting will consist of 1% of the General Membership of the Co-operative.
- 2.5. The following business shall be conducted at all AGMs:
  - 2.5.1. Presentation of a report of the year's activities.
  - 2.5.2. Presentation of the year's financial state.
  - 2.5.3. Presentation of auditor's reports.
  - 2.5.4. Election of the Board of Directors.
  - 2.5.5. Approval of the auditor appointed.
  - 2.5.6. Approval of auditor remuneration.
  - 2.5.7. Amendments to the Constitution, when required.

### **Article 3. General Membership Meetings**

- 3.1. All General Membership Meetings shall be held at the head office of the Co-operative unless otherwise necessary.
- 3.2. The Board of Directors or President shall have the power to call at any time a General Membership Meeting.
- 3.3. Members may call a General Membership Meeting by gathering signatures of 3% of the General Membership
- 3.4. Public notice and advertisement of any General Membership Meeting shall be required and will be notified to the membership at least five days (5) in advance.
- 3.5. A quorum for the transaction of business at any General Membership Meeting will consist of 1% of the General Membership of the Co-operative.

### **Article 4. Coordinator Meetings**

- 4.1. Coordinator meetings shall be held at the head office of the Co-operative unless otherwise necessary.

4.2. The number and dates of Coordinator meetings shall be decided by Management being no less than two (2) per month during the Fall and Winter Semesters.

4.2.1. During the summer semester, and during any extended disruptions to regular academic activities, Coordinator meetings shall take place no less than once per month.

4.3. Coordinator meeting times should be scheduled at the beginning of each term upon consultation of all Coordinators.

4.4. Notice of any Coordinator meeting shall be required and will be notified to the membership at least three days (3) in advance, with a meeting agenda made available no less than two days (2) in advance.

4.4.1. No formal notice of any such meeting shall be necessary if all Coordinators are present, or if those absent have signified their consent to the meeting being held in their absence.

4.5. A quorum for the transaction of business of Management Meetings will consist of a simple majority (50% + 1) of the Coordinators.

4.6. The following business shall be conducted at all Coordinator meetings:

4.6.1. Updates on individual tasks and projects.

4.6.2. Logistical planning and budget allocations for events.

4.6.3. Discussion of any points needed to be brought to the Board.

4.6.4. Any necessary follow-up discussion regarding any incidents.

#### **Article 5. Board of Directors' Meetings**

5.1. Board of Directors' Meetings (herein also referred to as Board Meetings) shall be held at the head office of the Co-operative unless otherwise necessary.

5.2. The number and dates of Board Meetings shall be decided by the Board being no less than one (1) per semester, three (3) per year.

5.3. Board meetings may be formally called by the President, or by the Secretary on direction of the President, or by the Secretary on direction in writing of two Directors.

5.4. Notice of any Board Meetings shall be required and will be notified to the membership at least five days (5) in advance, with a meeting agenda made available no less than two days (2) in advance.

5.4.1. No formal notice of any such meeting shall be necessary if all Directors are present, or if

those absent have signified their consent to the meeting being held in their absence.

5.5. A quorum for the transaction of business at Board Meetings will consist of a simple majority (50% + 1) of the Board.

5.6. The Board may appoint a day or days in any month or months for regular meetings at an hour to be named and of such regular meeting no notice need be sent.

5.7. A Board Meeting may also be held, without notice, immediately following the Annual General Meeting of the Co-operative. Directors may consider or transact any business either special or general at any meeting of the board.

## **By-Law 6. Committees**

### **Article 1. Committee Guidelines**

1.1. The Board of Directors, in partnership with the General Membership and Management, may form committees in order to facilitate Lunik's mandate.

1.2. Committees may consist of the General Membership, Board Members, Management, contracted workers, and members of the Glendon Office of Student Affairs.

1.3. All committees shall be overseen by the Vice President or another Director appointed by the Board.

1.4. Sufficient funding and information shall be provided to Committees in order to facilitate their functioning.

### **Article 2. Hiring Committees**

2.1. Hiring Committees shall be formed to hire for paid positions in the Co-operative (Management, contract positions, etc.).

2.2. At least one Hiring Committee shall be formed to hire the incoming Management team before April 1st.

2.3. At least one Hiring Committee shall be formed to hire contract positions, after the hiring process of the incoming Management team has been completed.

2.4. Hiring Committees shall be comprised by a minimum of four (4) members.

2.5. No applicant to any hired position may also serve on the Hiring Committee for that position.

## **By-Law 7. Misconduct and Complaint Resolution**

## **Article 1. Conflicts of Interest**

- 1.1. 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 Co-operative.
- 1.2. A member shall not profit from or use to the profit of a third party information obtained in the performance of his/her duties.
- 1.3. A member shall not accept any gifts, hospitality or other benefits, unless they are customary and of modest value.
- 1.4. 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.
- 1.5. All members shall abstain from using the authority of their position for their personal interest or that of a third party.
- 1.6. 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.
- 1.7. Any member who ceases to exercise their duties within the Co-operative 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.
- 1.8. 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 2. Allegations of Wrongdoing**

- 2.1. Allegations of wrongdoing are formal complaints about speech or actions that may be perceived to compromise Lunik's values and that cannot be resolved by the parties involved.
- 2.2. In the case that an allegation of wrongdoing is made against any member of Lunik Co-operative, it shall be brought by any member to Management or the Board of Directors.
- 2.3. The Board of Directors in partnership with Management shall organize a special assembly which must convene to discuss and implement a procedure to resolve the issue and take disciplinary action when necessary.
  - 2.3.1. Any Lunik member may attend and actively participate in the special assembly.
  - 2.3.2. The special assembly must consist of at least one member of the Board of Directors and one member of Management.

2.3.3. A Chairperson shall be selected and approved of by all members present at the special assembly.

2.3.4. Should mediation by Lunik's governing bodies be deemed insufficient by any parties involved, The Custodian(s) of the Constitution will be responsible for mediation.

**Check Co-op act**

**Check university policies**

**<http://secretariat-policies.info.yorku.ca/policies/presidential-regulation-number-4-regulations-regarding-student-governments-organizations/>**

## **SAFE SPACE POLICY**

The Safe Space Policy outlines conduct for behaviour, actions and interactions in Lunik Co-operative. The following policy guidelines are to be adhered to at all time with regards to, but not limited to, personal conduct within the space, any Lunik Co-op meetings, any materials circulated within Lunik Co-op and at any events or programming taking place within the space or in conjunction with Lunik Co-op. The Safe Space Policy is one of the central parts Lunik's

overall mandate and mission to create a safe, equitable and sustainable social environment.

The Safe Space Policy aims to establish Lunik Co-op as a safe, comfortable and inclusive environment for every individual within the space regardless of sex, gender, race, or class. This means constructively confronting and stopping oppressive behaviour and language.

Discrimination based on any of the following is absolutely not tolerated:

- race or culture
- sexual orientation
- gender or gender identity
- age
- (dis)ability
- economic/social class
- religion
- any other identity markers, accessibility needs

Lunik Co-op works to create spaces that are free of as many barriers as possible as part of our mission to create a positive, sustainable and equitable social space. We also work to create these spaces without external authority, both as creators of barriers, but also as enforcers of rules and procedures. It is with this in mind that we must work to create a positive space relationally. This means that we are all responsible for creating the spaces we desire, by educating ourselves, each other, and ensuring that we are in dialogue. We must aim to break down relationships of service provision and build relationships of mutual aid.

### **Maintaining a Lunik Co-op as a Safe Space**

Lunik Co-op recognizes that the dynamics of hierarchy, power and privilege that exist within society are also found within the social environment on campus. We believe that failing to address these dynamics alienates and further victimizes our members and stops us from creating the equitable world we want, as outlined in our Mission Statement.

Members of Lunik Co-op and those using the space are asked to be aware of their language and behaviour, and to think about whether it might be oppressive to others.

Lunik Co-op is absolutely no space for violence, racism, ageism, sexism, transphobia, homophobia, ableism, sizeism, sleaziness, or touching another person without consent. Acting in a way that perpetuates oppression, including through language, is not acceptable.

### **Oppressive Behaviour:**

We define oppressive behaviour as any conduct that demeans, marginalizes, rejects, threatens or harms anyone on the basis of ability, activist experience, age, cultural background, education, ethnicity, gender, immigration status, language, nationality, physical appearance, race, religion, self-expression, sexual orientation, status as a parent or other such factors.

Oppressive behaviour occurs every day, often in seemingly trivial ways. For example,

interruptions, jokes, and oppressive language are common behaviours that reinforce power dynamics. Over time, such behaviours can develop into a pattern of oppression that is far more damaging than an isolated incident.

**Please keep the following in mind while interacting with others, hosting an event or promoting materials in Lunik:**

- Respect everyone's physical and emotional boundaries. Ask first before touching, and listen and change your behavior if someone tells you that you are making them uncomfortable.
- Check in before discussing topics that might be triggering (e.g. sexual abuse, sexual experiences, physical violence, or encounters with the police).
- Be responsible for your own actions. Be aware that your actions have an effect on others despite what your intentions may be.
- If you are called out for problematic behaviour, do not be defensive. Your intentions and character are not under attack, just the behaviour that is being challenged. Be open to understanding the role your behaviour has in other people's experiences of oppression.
- Respect the pronouns and names of everyone. Do not assume anyone's gender identity, sexual preference, survivor status, economic status, background, health, etc.
- Respect people's opinions, beliefs, experiences and differing points of view.

**Specific Situations**

There are specific situations in which individuals must be especially sensitive to the guidelines of the Safe Space Policy. These circumstances include, but are not limited to:

**a) Meetings**

The meetings must be a safe space for all attendees to ensure equal participation without intimidation or segregation. Lunik strives to keep our meetings a positive, welcoming and inclusive environment.

**b) Events and Programs**

The events and programs held within or in conjunction with Lunik Co-op must adhere to the Safe Space policy and whenever possible promote an inclusive and safe environment to for students and members. Nature of events can become unsafe and exclusive for students in many ways (music, activity, themes etc.) and such events contradict the mission which guides all Lunik Co-op activities.

**c) Promotional Material**

Any promotional material for Lunik Co-op or left in Lunik Co-op on behalf of student groups should adhere to the Safe Space Policy