



Governing Procedure 8003 - Bike and Snowshoe Co-Op

Approved By: Students' Administrative Council

Effective Date: July 26th, 2022

Last Reviewed:

Revised: August 24th, 2022

Administered By: Vice President, External Affairs

1 – PREAMBLE

Pursuant to a referendum run in March 2016, the Mount Allison Students' Union (hereinafter "MASU") shall operate a Bike Co-op which will serve all MASU members and the Sackville community. This Governing Procedure (hereinafter "GP") provides terms of reference for the Co-Op.

2 – BIKE & SNOWSHOE CO-OP

- 2.1 The Co-Op:** The MASU shall run a Bike Co-op and a Snowshoe Co-Op (hereinafter "Co-Op") during the summer and winter months respectively. The Co-Op shall be organized by the Vice President, External Affairs (hereinafter "VPEA"), the Community Service Coordinator, and the General Manager (hereinafter "Organizers").
- 2.2 Co-Op Operations:** The Bike & Snowshoe Co-Op shall be executed as described in the Bike & Snowshoe Co-Op Guidelines (hereinafter "Guidelines") located in the MASU Drive. These Guidelines shall be maintained by the Organizers. The VPEA and General Manager shall review the Guidelines yearly and revise them as necessary.
- 2.3 Co-Op Location:** All Co-Op equipment shall be stored in the Co-Op Shed or in the MASU Office, and all Co-Op operations shall occur in the MASU Office.
- 2.4 Co-Op Waiver:** Users of the Co-Op must sign a waiver before receiving any Co-Op supplies. The waiver shall be defined in the Guidelines and shall be administered by the VPEA and the General Manager.
- 2.5 Co-Op Confidentiality:** In accordance with local legislation, the Organizers shall safeguard all sensitive information collected within its operations and shall not disclose any Member's information unless requested by court order.
- 2.6 Maintenance of Co-Op Inventory:** The VPEA and General Manager shall review the Co-Op's inventory at least once per year. Maintenance of Co-Op equipment shall be performed by a qualified professional as hired by the VPEA and General Manager.