

Daily Co-op Board Policy, 2006

When Daily legally became a co-op, the board and management recognized the need to leave most provisions concerning policy and procedures out of the by-laws. By intentionally leaving the by-laws open and broad, the co-op has been able to establish itself without further hindrances and/or additional responsibilities. While there are minimal policy guidelines within the by-laws (most refer to board responsibilities concerning the membership, and how to amend the by-laws), they take precedent over all else.

All of the following policies have been established and amended by the Board of Directors over the years. Other policies, such as a boycott of products made in China, have previously been co-op board policy, but have been amended or deleted. Board policies may change at any board meeting at the discretion of the board without input from the management or the membership. However, in the spirit of working collaboratively as a co-op, the board should as a rule always respect the suggestions and opinions of the management, staff, and the membership at large. In formulating any policy, the primary responsibility of the board is to protect the interests of the membership, which the board actively represents.

General Policies Established by the Board of Directors

Policies Concerning Managers

1. Only Board Members may collectively approve the general manager pay raise and only after evaluating his/her job performances and the financial state of the co-op. As of 1998, the Board shall annually evaluate the general manager according to established goals and job procedures. (1998, 2003,2007)
2. The general manager shall receive two weeks of paid maternal/paternal leave unless superseded by another contractual agreement. Further, the general manager may take an additional two weeks off (unpaid), and may receive more time off by request at the discretion of the Board. (2001,2007)
3. The general manager must give notice of leave time equal to the amount of time being taken. Approval is not required for leave time due to emergencies. (2003)
4. Spouses and significant others of the general manger will receive a full discount while shopping at Daily. (2000,2007)
5. Following the successful completion of three months of employment and a good initial evaluation by the Board of Directors, the general manager will begin to accrue paid leave time. Paid leave time shall accrue at the rate of 4 hours per month and not exceed a maximum of 60 hours unless superseded by a contractual agreement. Paid leave time may be used for any purpose that the manager chooses. The general manager will not be compensated for unused leave time upon termination of employment. (2003,2007).
6. Vendors, employees (including working members) and customers will be spoken to and treated with respect. Conflicts with vendors, employees, or customers should be handled privately, professionally, and courteously. Any reprimands as

- part of the progressive discipline policy of employees should be done in private and with a witness present. Progressive discipline and reprimands shall be documented in the employee's file. (2003)
7. The general manager's stamped approval is required on any material before it goes on the information shelves or on any bulletin boards in the store. (1997)
 8. The general manager is in charge of hiring new employees. The Board oversees the hiring of the general manager. (1997)

Policies Concerning Board Members

9. Three consecutive absences shall remove a Board Member from his/her position unless the remaining Board Members decide otherwise. (1999)
10. Board Members receive a 10% discount for their services on the board, in addition to other discounts they may receive as a working or investor member, or for services they perform on a committee. No discount, except for the founder's discount (see Payment and Discount Policies) shall exceed 20% (2001,2007).
11. As enumerated in the by-laws, no employee of the co-op shall serve as a Board Member because of potential conflicts of interest. (1999)
12. If a Board Member feels that all Board Members must be present for a vote, that person can motion that all must be present. Otherwise, a quorum is allowed (a majority vote based on the number of Board Members present, as long as at least 75% are present). A measure will pass in a quorum with a two-thirds majority vote. (1996)
13. Elections: Two year terms, incumbency allowed. (1996) The term for new Board Members begins March 1. (1997)
14. The Board will elect within itself a President, Treasurer, Clerk and Board Liaison (2003,2007)
15. Board Members are responsible for chairing all committees of the co-op. (2003)

Policies Concerning Working Members

16. At the general managers' discretion, if a working member does not show up for two consecutive shifts, s/he will lose all membership rights and privileges and be taken off the schedule (1995)

Store Products Policies

17. Historically, no meat was sold at the co-op with the exception of canned tuna and animal foods. In 2002, this policy was amended to allow the sale of frozen fish. Besides special orders of other meat products (such as turkeys over the holidays), no other meat products are to be sold at Daily Co-op.
 - a. Note: Over the years, the board has conducted customer and member surveys, and a membership vote, to ensure that the wishes of the owners and shoppers are met in this regard. Generally speaking, the co-op would probably sell more (organic, free-range) meat products at the store except

for the obvious space constraints that we face, and sanitary issues as well.
(1995-2002,2007)

18. The two-cent charge per new bag is a way of encouraging shoppers to take responsibility for the planet and reuse their bags and containers. (2003)
19. The co-op will only sell organically grown produce unless there is a supply problem. If particular organic produce is not available or too expensive, then the co-op may carry non-organic produce to ensure a steady supply for customers. (1999)

Payment and Discount Policies

20. The co-op will accept credit and debit cards as a method of payment. (1998)
21. Mindy Pfeiffer-Beach, Kay Frances Dickerson, Angie Grass, and Michael Wegner shall receive a full lifetime discount of 25% at the co-op. (1997-2002).
22. The maximum discount permitted for working members is 20%. (2001,2007)
23. Special orders on bulk items are limited to a maximum of \$200 per month for members receiving a discount. A working member will also be required to work at the co-op one month before getting his/her discount on special bulk orders. Exceptions to this policy may be allowed by the general manager for special reasons. (1999)
24. Daily Co-op does not accept anonymous gifts of cash, goods, or services. (2003)
25. All loans to Daily Co-op must be initiated and approved by the Board of Directors. Employees of Daily Co-op and their spouses/significant others may not lend money to the co-op.
26. Co-op members must provide proof of their discount in order to receive their discount. (2006)
27. No tabs are allowed. (2007)

Other / General Policies

28. An all co-op meeting will be held annually to inform members of current issues and to introduce new candidates for the Board. (1996)
29. There is only one logo for Daily Groceries Co-op. Any time a logo is needed, our logo or a slight variation will be used. (1996)
30. No pets are allowed in the store except guide dogs for handicapped persons. At the discretion of the general manager, some pets may be allowed in the office only. (1995, revised 1999)
31. Decisions regarding whether the co-op will participate in national boycotts will be made on an individual basis by the Board. (1997)
32. All activism materials are to be restricted to a designated area of the store determined appropriate by the general manager. Anything other than information will be decided on a case by case basis by the Board and the general manager. All soliciting materials will be staffed by at least one co-op member and if that member is a working member, than not during the member's shift. (1998)
33. Ads will not be allowed on either the listserv or the website.(2007)