Operating Policy 1.6.1 – MACycle Co-op

1. PURPOSE

1.1 To educate and inform the McMaster community about issues related to cycling as an alternative mode of transportation;
1.2 ...provide a resource, repair, parts, and maintenance co-operative centre for commuting and recreational cyclists...
1.3 MACycle Co-op shall operate as a zero-cost centre under the MSU.

2. SERVICES

2.1 To best serve the needs of commuter and recreational cyclists, as well as providing incentives and skills to learn about bicycle repair, the MACycle Co-op shall focus on, but is not limited to, the following services:

2.1.1 Repair and Maintenance services;
2.1.2 Sales;
2.1.3 Seminars and Skills programs;
2.1.4 Repair bicycles of MACycle Members.

2.2 As a full-service bicycle repair and maintenance shop, MACycle Co-op shall:

2.2.1 Provide a wide array of tolls and stands for bicycle repairs, including cleaning and lubrication materials to users who choose to do their own repairs;
2.2.2 Provide technical support, pamphlets, repair guides, and electronic media designed to assist cyclists with their own repairs and maintenance;
2.2.3 Provide bicycle engraving and registration.

2.3 As a depot, MACycle Co-op shall:

2.3.1 Sell used and repaired bicycles;
2.3.2 Sell new, used, and refurbished basic parts to cyclists such as but not limited to, brake and derailleur cable and housing, inner tubes, as well as rear and front lights on a cost recovery basis;
2.3.3 Accept donated bicycles from community members and the City of Hamilton.

2.4 As a resource centre, MACycle Co-op shall:
2.4.1 Provide basic and advanced workshops facilitated by technical staff and focusing on each system of the bicycle on a rotating basis;
2.4.2 Provide a “crash-course” in bicycle repair at least once per term;

3. PERSONNEL STRUCTURE

3.1 The MACycle Director, who shall:
3.1.1 Perform duties outlined in the MACycle Co-op Director job description;
3.1.2 Ensure that OPERATING POLICY 1 – Services, and OPERATING POLICY 1.6 – Environmental Sustainability is upheld;
3.1.3 Be hired by a hiring committee struck by the Executive Board which shall consist of:
   3.1.3.1 The outgoing Director;
   3.1.3.2 The Vice-President (Administration);
   3.1.3.3 One (1) Executive Board Member.

3.2 The Shop Coordinator, who shall:
3.2.1 Be responsible for developing and maintaining an organized tool and parts shop plan;
3.2.2 Perform duties outlined in the Shop Coordinator job description;
3.2.3 Be selected by the Director through an application and interview process.

3.3 The Volunteer Coordinator, who shall:
3.3.1 Be responsible for coordinating and training volunteers for everyday duties within the shop and for MacACycle events;
3.3.2 Perform duties as outlined in the Volunteer Coordinator job description;
3.3.3 Be selected by the Director through an application and interview process.

3.4 The Promotions Coordinator, who shall:
3.4.1 Be responsible for coordinating outreach and promoting MacACycle;
3.4.2 Perform duties outlined in the MacACycle Promotions Coordinator job description;
3.4.3 Be selected by the MacACycle Director by an application and interview process.

3.5 The Events Coordinator, who shall:
3.5.1 Be responsible for creating and implementing inclusive events for MacACycle users centered around the cycling community;
3.5.2 Perform duties outlined in the MacACycle Events Coordinator job description;
3.5.3 Be selected by the MacACycle Director by an application and interview process.

3.6 The Business Coordinator, who shall:
3.6.1 Be responsible for the financial transaction, as well as maintaining sales information and point of sales transactions;
3.6.2 Perform duties outlined in the Business Coordinator job description;
3.6.3 Be selected by the Director through an application and interview process.

3.7 The Programs Coordinator, who shall:
3.4.1 Be responsible for recruiting volunteers as well as developing volunteer initiatives and incentives;
3.4.2 Perform duties outlined in the Programs Coordinator job description;
3.4.3 Be selected by the Director through an application and interview process.

2.5.3.6 The MACycle Co-op Volunteers, who shall consist of:
3.5.1 Technical Support Volunteers;
3.5.2 Promotions Coordinator.

3.6 Technical Support Volunteers shall:
3.6.1 Staff the repair shop during his/her shift;
3.6.2 Assist students with repairs or performing full service repairs for a TBD fee when requested;
3.6.3 Sell memberships and parts;
3.6.4 Set up a schedule of repair for bicycles left for full service;
3.6.5 Be selected by and responsible to the Director and the Coordinators.

4. EXECUTIVE COMMITTEE

4.1 The MACycle Co-op Executive shall consist of:
4.1.1 The Director;
4.1.2 The Coordinator;
4.1.3 Volunteers.

4.2 The Executive shall:
4.2.1 Meet weekly;
4.2.2 Be responsible for the preparation and presentation of the annual budget to the Vice-President (Finance);
4.2.3 Strike a selection committee for the purpose of selecting volunteers;
4.2.4 Assist the Director with the year plan, mid-year report, and year-end report;
4.2.5 Act as a disciplinary authority when disciplining volunteers.

5. DISCIPLINARY PROCEDURES

5.1 Discipline for the Director and Coordinators:
5.1.1 Refer to OPERATING POLICY 2.1 – EMPLOYMENT DISCIPLINARY PROCEDURES;
5.1.2 Complaints regarding the Coordinators shall be made to the Director;
5.1.3 Complaints regarding the Director shall be made to the Vice-President (Administration);
5.2 Appeals:

5.2.1 Probation, suspension, and dismissal may be appealed to the Executive Board. The Executive Board must ratify recommendations of the Executive Committee.

Comment [jb8]: We just deleted the section on the Executive Committee, so we shouldn’t have it referenced as an appeals body.