

KEY AUTHORIZATION POLICY

DATE: June 11, 1996

That keys be distributed to the four signing officers of the Board of Directors (President, Vice President, Treasurer, Secretary), to the Chairpersons of each committee.

That all keys distributed to any and all of the Committee Chairpersons:

Office
Newsletter

Maintenance
Marketing

Social
Playgroup

or, to any member of the Board of Directors, NOT be duplicated without authorization from the Co-ordinator and the Board of Directors.

If duplication of keys has occurred and can be proven, it would constitute that those members have their key privileges revoked.

That all keys be handed in following each Annual General Meeting and reassigned to the new Chairpersons of each committee. New Chairpersons will be required to sign a Key Authorization Form at this time. Elections for new chairpersons will be established within one month of the AGM.

If there are any other proven concerns, then locks may be changed as necessary.

Approved by the Board of Directors on June 20/96.
Date

Paul Overden
Signature for the Board of Directors

Introduced to the Membership on June 25/96.
Date

VILLAGE GLEN CO-OPERATIVE HOMES INC.
Key Authorization Form

Name: _____ **Unit:** _____

Committee: _____

Position: Chair () President () Vice President ()
Treasurer () Secretary () Director ()

Office:	_____
Office Storage:	_____
Community Centre:	_____
Laundry/Meeting Room:	_____
Maintenance Room:	_____
Community Shed:	_____
Maintenance Shed:	_____
Cupboards:	_____
Drawers:	_____
Playground Shed:	_____

By signing this document, I understand that I am not to make copies of any keys that I have been given, by doing so it constitutes a breach of trust between myself and the co-op.

Signed: _____

Date: _____

Witness: _____