

MIMICO CO-OPERATIVE HOMES INCORPORATED

BY-LAW NO. 22

OFFICE USE BYLAW

ARTICLE 1

1. Only Staff members may have keys to the office, some areas of the office may be restricted to certain staff. Such staff members will be designated by the Manager
2. Co-op Members may use the office during office hours to carry out Co-op related tasks. Members may not have access to files which contain confidential information, or to the Computers. Outside of office hours, when the Staff are not present the office may not be used by members.
- 3.a. The Board Room and Meeting Room are for the use of the Board and Committees and others as designated by the Board who are carrying out Co-op related tasks.
- b. For Members wishing to use the Meeting or Board room for other than Co-op related tasks, permission for such use may be obtained by applying in writing to the Board of Directors.
- c. Directors and other members designated by the Board may borrow a meeting room or Board room key if access to either is required for Co-op business, or the Board has approved of the use of the room previously. The key shall be borrowed in advance from the office, and returned immediately after use. Any member not returning a key promptly shall be subject to any costs incurred by the Co-op.

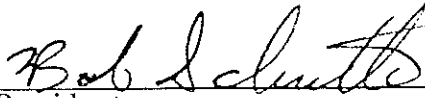
**OFFICE EQUIPMENT**

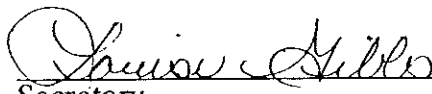
1. The Computers, and other equipment as designated by the Manager, may not be used by the Members and are to be kept locked after hours.
2. Office equipment may not be removed from the office. It may be used for Co-op work only.

**SUPPLIES**

1. Supplies required by members for Co-op business will be distributed by the Manager.

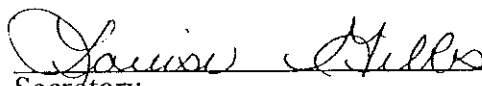
**PASSED** by the Board of Directors and sealed with the corporate seal of the Co-operative, this 8th day of June 1989.

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary

**CONFIRMED** by at least two-thirds of the votes cast at a general meeting of members this 21st day of June, 1989.

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary