

Policy Handbook
Brighton Food Co-Op Ordering Club, Inc.

Membership fees and dues

1. Each member of Brighton Food Co-op signs a new member application annually.
2. Annual \$20.00 non-refundable membership dues are to be paid each year by January 31st. New Members joining after July 1st will pay half the membership dues. Any member unpaid after January 31st is considered inactive.
3. A one-time, non-refundable membership set up fee of \$25.00 is paid upon joining.
4. Prior to 2005, members paid a refundable equity fee either when they joined the co-op or as a percentage of each order. Any member who was subject to that equity fee who decides to leave the co-op should :
 - a. notify the Secretary
 - b. Notify the Treasurer in writing to request a refund of the equity fee within 30 days of membership termination.

Guest/Prospective Member Visits

1. The potential member visits a distribution.
 - a. Visitors are directed to the secretary.
 - b. Visitors can help work and shop extras.

Board of Directors

1. The Co-op's Board of Directors must consist of at least three members including President, Treasurer and Secretary.
2. Elections are held in January of each year, with new officers taking charge of the order at the February distribution.
3. Board officers receive a discount based on their job description.
 - a. President \$25.00.
 - b. Secretary \$25.00
 - c. Treasurer \$50.00.

Voting

1. Each member family has 1 (one) vote at meetings.
2. A simple majority vote of the members present is needed for approving decisions.
3. Any purchase by the Board of an item over \$250.00 must be approved by a vote from the general membership.

Member Payments

1. A surcharge of 3% is applied to each member order to help with operating expenses. This surcharge may be adjusted to meet changes in operating expenses.
2. Members are expected to pay their bill on Distribution Day. If the order is not paid at distribution, payment must be received by the Treasurer within three days from distribution or there can be a fine of up to \$15.00.

3. Any member whose check fails to clear the bank will be charged the bank fee for insufficient funds.
4. Any approved expense on behalf of Co-op business may be presented, with a receipt, to the Treasurer for reimbursement.
5. Mileage will be compensated at \$.25 per mile when a co-op worker has taken on a second job requiring extensive travel.
6. Any member ordering must pay for the order even if it is not picked up.

Working

1. Each member placing an order must work the distribution until dismissed. Family members are welcome to help.
2. Upon arrival at distribution, each worker signs in at front desk.
3. A 20% charge can be added to a member's bill if s/he cannot work and no prior arrangements have been made with a board member.
4. The building is locked at the end of distribution. Any member who cannot pick up the order by then needs to contact a board member in advance and make other arrangements for pickup.

Return Policy

1. If there is a problem with the products from UNFI, the members can call or email the Treasurer within **three (3)** days from distribution.
2. The member will arrange with the Treasurer to return damaged merchandise or returnable containers to the distribution site before the starting time of the following distribution.
3. Treasurer will give credit or an exchange may be made at or before the next distribution.
4. Outside Vendor discrepancies are to be resolved with the batcher who placed the order.

By-Laws

Brighton Food Co-Op Ordering Club, Inc.

Article I: Name and Purpose

The name of the food cooperative is the Brighton Food Co-op (BFC) Ordering Club, Inc. The BFC is a non-profit organization whose purpose is to provide an alternative method of obtaining and distributing food and goods at or near wholesale and to provide a forum for nutritional education and exchange of ideas. The membership is limited to 60 families. Our web site is www.brightonfoodcoop.com.

Article II: Affiliation & Membership

The Brighton Food Co-op is affiliated with United Natural Foods, Inc. (UNFI), and the Frontier Co-operative in Norway, Iowa. The Brighton Food Co-op shall follow all policies of these organizations.

Section 1

Any person who believes in the principles of consumer cooperation, irrespective of race, color creed, political belief, or sex is eligible for membership.

Section 2

All immediate members of a family are included when the family pays the yearly membership dues and work regularly to meet the needs of the co-op.

Section 3

Members will pay a \$25.00 one-time membership fee upon joining.

Section 4

This initial membership fee is non- refundable.

Article III: Meetings

Section 1

An annual meeting shall be held for the purpose of yearly reports and the election of officers.

Section 2

General meetings shall be held as needed for conducting business.

Section 3

The Board of the Brighton Food Co-op shall meet monthly. All members are welcome to attend. The President keeps agendas for these meetings on file and the Secretary provides minutes to the membership upon request.

Section 4

Distribution meetings are held at each distribution.

Article IV: Board of Directors

Section 1

- A.** The administration of the Brighton Food Co-op Ordering Club, Inc. shall be vested in the Board of Directors.
- B.** Board members are elected by the general membership at the annual January meeting and shall hold office for one year.
- C.** Board shall fill vacancies by appointment until the next election.
- D.** No member may be on the ballot for more than one (1) position at a time.

Section 2

The Board may be made up of the following positions:

- A.** President
- B.** Secretary
- C.** Treasurer

Section 3.

The responsibilities and requirements of the Board of Directors are as follows:

A. President:

1. Have a working knowledge of computer programs and e-mail used for BFC business.
2. Oversee the operations of BFC, distribution site coordination, and attend Distribution day
3. Set agendas and chair meetings: Distribution, Board, Annual and General
4. Organize and compile the member invoices at distribution day.
5. Communicate shift times based on vendor delivery times.
6. Handle distribution problems as they arise.
7. Maintains a set of keys for distribution.
8. Communicate delivery issues to Board members.
9. Have knowledge of vendor policies for product discrepancies.
10. Establish new accounts with vendors.

B. Secretary

1. Have a working knowledge of computer programs and e-mail used for BFC business
2. Attend Board meetings and general meetings.
3. Serve as the contact person for new members and coordinate the new member ordering process found in the Policy Handbook.
4. Work with Technical Coordinator to maintain current membership listing and waiting list.
5. Attend distribution day.
6. Take minutes at all meetings and publish them for the Board and General membership
7. Make sure that new member information (e.g. Name, phone, and e-mail address), is given to board members and batchers.
8. Establish UNFI accounts for all new members.
9. Prepare and distribute an emailed monthly newsletter for members.

D. Treasurer

SKILLS NEEDED:

1. Working knowledge of Quickbooks, computer programs and e-mail used for BFC business
2. Familiarity with all vendor products.

Duties

1. Attend Board meetings and general meetings.
2. Keep an up-to-date record of all financial business in Quick Books software program
 - a. Oversee account books
 - b. Checking account
 - c. Attend Distribution
 - d. Monitor vendor dividing/pricing operations
 - e. Monitor pricing of extras
 - f. Cashiering/checking members out
 - g. Gather all paperwork regarding distribution
3. Close and secure the distribution site.
4. Present financial reports at the monthly board meetings.
5. Present a yearly financial report at the annual meeting.
6. Receive and keep the individual monthly member statements and monthly balance sheet.
7. Prepare & make bank deposit. Reconcile bank statements when received.
8. Establish accuracy of vendor bills and pay and mail checks to them.
9. Establish accuracy of member statements. Enter member statements and bills into QuickBooks. Record bill payments and member payments into QB.
10. Prepare an updated list of products left on the extras table and send to UNFI batcher and outside vendor batcher and bring a copy to distribution.
11. Present a statement of member balances at the monthly board meeting.
12. Provide QuickBooks Accountant's copy of the year's activities to accountant for tax preparation.
13. Close and secure distribution site.

E. Technical Coordinator

1. Have a working knowledge of computer programs and e-mail used for BFC business
2. Work with Secretary to maintain current membership listing and waiting list.

3. Maintain website and webmail @ www.brightonfoodcoop.com.
4. Maintain BFC digital presence

Article V: Home Workers

Section 1

Home workers put in their work commitment, for the most part, from their home. They are chosen and may be released by the board. Factors considered in filling these positions are, ability and seniority. It is expected the home workers will do their job every month, whether they order or not, because the membership depends on it. If a home worker is unable to perform their duties in a certain month, the board should be notified a month ahead so a suitable substitute can be found. It is expected that home workers spend some times working the floor to keep up with changes that go on at distribution. Home workers, if ordering, are to work distribution during any month when they are not functioning in their home job. Home workers may be asked to help on the floor if there is a need. Home workers are expected to attend at least one board meeting per year.

- a. UNFI Batcher
- b. Outside Vendor Batcher
- c. Frontier, nuts and candy Batcher
- d. Creswick, Honey and Syrup Batcher
- e. Pick up and Delivery Driver
- f. Digital/Technical Coordinator

Section 2

The responsibilities of the home workers are as follows:

A. UNFI Batcher

1. Must have a working knowledge of computer programs & e-mail used for BFC business.
2. Must learn and use the UNFI batching system.
3. Maintain an up-to-date list of member user names.
4. Notify members of ordering dates, deadlines, include monthly catalog, volume discount specials and product update each month as soon as available.
5. Place consolidated Co-op order to UNFI seven days prior to distribution.
6. Send list of members who ordered to board members no later than Saturday prior to Distribution. Print and bring to Distribution: Distribution Report, Product Invoice and Member Invoices.
7. Communicate any problems/issues directly with President.

B. Outside Vendor Batcher

1. Must have a working knowledge of computer programs & e-mail used for BFC business, including Microsoft Access, or be willing to learn.
2. Send out specials and deadline information for all vendors no later than five days before the deadline for ordering.
3. Receive orders from members.
4. Confirm receipt of member orders between 24 & 48 hours of receipt.
5. Send unfilled case report for applicable vendors no later than three days prior to deadline for ordering.
6. Confirm receipt of unfilled case orders

7. Place orders with vendors.
 - a. Zingerman's Bakery and Creamery and Candy
 - b. Rosewood
 - c. Ann Arbor Tortilla
 - d. Almar Orchards
 - e. Motave Meadows
 - f. Higher Grounds
 - g. Sami's
8. Pick up folders on Distribution Day and organize paperwork.
9. Put labels together and put in folders.
10. Send list of members who ordered to the board for member statements.
11. Periodically update vendor product information with Technical Coordinator.
12. Communicate with President regarding any issues, discrepancies, changes, etc.

C. Frontier, Nuts and Candy Batcher

1. Have a working knowledge of computer programs and e-mail used by BFC.
2. Make sure that updated catalogs are available to the BFC membership by ordering the maximum number of free catalogs with each order placed.
3. Sends out Frontier specials and closeouts at least one week before orders are due.
4. If the minimum order (\$250) is not reached, inform ordering members immediately so that they can order from an alternate source.
5. Place order with Frontier, nuts and candy vendors.
6. Receive Frontier, nuts and candy orders at home. Sort order at home and bring to co-op on distribution day by 10:00am
7. Deal with Frontier regarding any discrepancies

D. Creswick, Honey and Syrup Batcher

1. Have a working knowledge of e-mail used by BFC.
2. Receive nut, honey, syrup and candy orders from Outside Vendor Batcher
3. Place order with Vendors.
4. Sort order at home or distribution using proper food handling guidelines.
5. Bring sorted orders on distribution day by 11:00 am.
6. Deal with any discrepancies from company.
7. Pick up and properly store Honey and Maple Syrup, bringing orders to distribution in sterile jars

E. Pickup/Delivery Driver

1. Have a working knowledge of e-mail used by BFC.
2. Receive order from Outside Vendor batcher via e-mail for each vendor.
3. Communicate with Zingerman's, / Rosewood to establish pick up time.
4. Pick up orders from vendors and deliver to distribution before 11:00am if possible.
5. Inspect items at vendors for freshness. Note any changes on the invoice and check invoice for accuracy.
6. Deal with any discrepancies found after pick up.

F. Technical Coordinator

1. Have a working knowledge of computer programs and e-mail used for BFC business.

2. Work with Secretary to maintain current membership listing and waiting list.
3. Maintain website and webmail @ www.brightonfoodcoop.com.
4. Maintain BFC digital presence.

Article VI: Capital Structure

Section 1. The Brighton Food Co-op shall raise capital by charging non-refundable yearly dues, a surcharge on goods, and a one-time, non-refundable membership fee when members join.

Section 2. A charitable donation will be made, taking into consideration the financial position of the Brighton Food Co-op.