



Membership Policy

16.1.2016

Purpose

To ensure the membership process is in accordance with Goolawah Co-operative Rules and By-Laws.

References: Goolawah Co-operative Rules 6, 14, 18 & 19.

Membership Committee

The membership committee (MC) is elected each year at the Co-operative's annual general meeting held in October. Each Committee person is responsible for assisting prospective members through the membership procedures, calling the appropriate meetings and acting as a buddy throughout the process.

MC reps must be familiar with information in the "Joining Us" section of Goolawah website. The committee ensures that it is accurate and up to date and advises the website administrator of any changes required.

When a prospect contacts the Co-op an MC representative is allocated to follow up with that person. If the prospect is known to MC representatives then they should not be allocated and another representative selected.

The formal process of membership for a person commences once the Co-op receives a completed application form.

The allocated representative is responsible for assisting the applicant: -

- To make an informed decision about whether to join Goolawah.
- With questions about the Co-op and membership process.
- To contact other members and learn about the Co-op.
- Organise a tour of Goolawah.
- Submit documents and forms.

(*more on MC rep duties below)

Applicant Requirements

The new applicant must:

1. Complete an application form to commence the formal process.
2. Read the Co-operative's Code of Conduct, rules and by laws.
3. Be informed that Goolawah is to be their main **place of residence**.
4. Attend 2 monthly meetings.
5. Meet at least 15 co-operative members.

6. Stay two weeks at Goolawah:
 - a. One week at Camp Kitchen and
 - b. Encourage one week with three different members not known to them, either camping on their blocks or staying with them (to be reviewed end of 2016).
7. Provide three personal references.
8. Complete an ID Criminal Record Check.
9. Read 'Creating a Life Together: practical tools to grow ecovillages and intentional communities' by Diana Leafe Christian.

Shares & Lots

Information regarding shares for sale will be provided after the applicant has stayed two weeks and got to know the Co-op and its members.

Prospective members will be directed to people selling their shares, for further information and sale negotiations.

It is the applicant's responsibility to also meet other members on neighbouring sites.

Co-op members are not permitted to take deposits for the sale of their share. Deposits are only payable to the Co-op.

To secure a site during the application process an applicant may lodge the share transfer fee of \$7,000 with the Goolawah Treasurer, and it will be held in the Goolawah account as a refundable deposit. If no agreement is reached between the applicant and seller then the deposit is fully refunded.

Co-operative members who wish to sell their shares must advise the Secretary.

Meetings

- Prior to the final MC meeting with the applicant, the MC rep will invite Co-op members to an informal meeting to discuss any concerns with the candidature. **The applicant does not attend this meeting.**
- If there are any issues that would impact eligibility for membership then a chaired meeting will be held to allow discussion between the applicant and Co-op members.
- The applicant will meet two MC reps and one Co-op member to prepare for membership ratification.
- The designated MC rep will bring all completed paperwork to a monthly meeting for voting.
- After the membership process all paperwork is returned to applicants except for share transfer form, membership ratification form and ID form, which are given to the Secretary.
- At the Co-op ratification meeting the Chairperson will ask any applicants in attendance to leave during the voting process. The MC rep will brief the applicant beforehand that this will occur.
- Voting as per regular meeting process: two thirds majority vote is required.

Share Ratification

- If the applicant is approved as an eligible member then the Co-op will vote to ratify the share transfer that has been applied for.
- The applicant's name, allotted share number, date of allotment and any other information will be recorded by the Secretary in the member register.
- The Co-op, at its discretion, may refuse an application for membership or shares without assigning any reasons for its actions. However it may also choose to give reasons if appropriate to do so (18e).

Guests of Members

Member guests over 18 years old, who wish to stay at the Co-op for more than 3 months, are required to complete the Guest of Members application process:

- Read the Code of Conduct, Rules and By-Laws
- Meet fifteen community members
- Provide three personal references
- Complete ID check and Criminal record check
- Attend a meeting with two MC reps and a community member.
- Prior to that meeting, the MC will invite co-op members to an informal meeting to make discuss any concerns about the guest applicant's candidature. The sponsor member must attend this meeting without the applicant.
- If significant objections are raised then a chaired meeting will be held to allow direct discussion between the guest applicant and Co-op members.
- If there are no significant objections the application will be referred to a General Meeting, where a 2/3 majority vote is required for approval to remain as a guest on Goolawah.
- Sign an agreement that is also signed by the co-op member who they are a guest of, stating that:
 - o The member is responsible for the guest at all times
 - o The guest agrees to abide by the Code of Conduct, Rules and By-laws

A \$20 per week guest donation will be billed quarterly on member's levies, and will rise to \$10 per day if the person has not been approved to stay at the Co-op.

A member can apply for an exemption from the \$20 donation for one guest only. The application will be determined on a case-by-case basis at a monthly community meeting.

Guest member donations apply for stays longer than 28 days within a year period. The donation is paid by the sponsor member, or the guest can perform two hours of community work per week.

Children of Members

Member children who wish to continue living at Goolawah when they turn 18 years old, complete the following steps:

- Read the Code of Conduct, Rules and By-laws
- Sign an agreement that is also signed by the parent member as per guest procedures.

No voting approval is required.

***Note: other MC rep duties**

- New committee reps should familiarize themselves with the forms and membership process and seek guidance from experienced committee people with their initial applications.
- Regularly review the membership process and information provided to prospective members, and seek feedback from those who have completed the process. Make suggestions to the MC on ways to improve it. Significant changes in process or forms need to go to a community meeting.

