



# GUEST POLICY

21.1.17

## **Guest stays less than 2 months in the first 12 month period**

- The host member is responsible for giving his/her guest a **Guest Handbook** and ensuring his/her guest abides by the By-Laws and the Code of Conduct.
- Guest stays less than 2 months do not require a Guest Application or a Guest Levy.

## **Guest stays more than 2 months in the first 12 month period**

- The host member must advise the Membership & Guest Committee for guest stays more than 2 months in the first 12 month period.
- If a guest plans on staying at the Co-op for **more than 2 months it is mandatory to complete the Guest Application and submit to the Committee before the end of the 2<sup>nd</sup> month.**
- The Guest Application process involves;
  - Reading and understanding the By-Laws and Code of Conduct.
  - Meeting a minimum of 15 community members.
  - Providing three personal referees.
  - Completing an Identity and Criminal Record check.
  - Signing a Guest Agreement.

The Committee will invite Co-op members to a Review Meeting to discuss the Guest Application. The host member must attend this meeting without the applicant. If there are any objections/concerns, the guest is given an opportunity to discuss and respond.

After the Review Meeting the host member and the guest is invited to a meeting with the Committee and one Co-op member to discuss the Guest Application.

The Committee brings completed paperwork to a Community / General meeting for voting.

A **2/3 majority vote** is required to be granted 'guest status'.

After the meeting the paperwork is returned to the guest, with the **exception of the Identity Check and Guest Agreement**, and personal details will be recorded in the **Guest Register**, in line with the Co-op's Privacy Policy.

A **Guest Levy of \$20 per week** will be billed monthly to the host member.

A guest may complete community approved work and the host member may submit a Work Claim Form.

A member may apply for an exemption from the \$20 per week Guest Levy for two guests only. The application will be considered on a case-by-case basis at a Community or General meeting.

A member's spouse / partner is not required to apply for an exemption from paying the \$20 per week Guest Levy.

The Co-op reserves the **right to review 'guest status'** at 6 months or sooner if required.

Host members are responsible for **organising a designated 'member buddy'** if they plan on being **absent from the Co-op during the guest stay**, and **must advise** the Committee. This includes stays less than 2 months.

**All guests**, including close relatives, should **complete the Guest Application**. Under special circumstances, a member may apply to the Board of Directors in writing, for an exemption from completing the Guest Application.

**Failure to comply** with submitting a Guest Application will result in the host member being directed to ask the guest to leave the Co-op, and may result in a fine (Rule 99). The Guest Levy will increase to \$20 per day.