

# Goolawah Co-operative - GUEST POLICY (Jan 2021)

The host member is responsible for giving their guest a **Guest Handbook** and ensuring they abide by the By-Laws and the Code of Conduct.

An eligible member waiting to buy a share does not need to complete the Guest Application if they are house sitting for a member.

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

Guest stays less than 2 months in a 12-month period do not require a Guest Application.

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

## **Guest stays more than 2 months in a 12-month period**

The host member must advise the Membership Director and assist their guest to complete the Guest Application. The application should be submitted before the end of the 2<sup>nd</sup> month. A Membership Guide can assist in completing the Guest Application.

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

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.

Once the application is completed it will be discussed at a General Meeting. Any objections or concerns will be raised with the guest and the host. A 2/3 majority vote at a General Meeting is required to be granted "guest status". The Identity Check and Guest Agreement are filed with the Secretary, and personal details recorded in the Guest Register, in line with the Privacy Policy.

A **Guest Contribution 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 paying the Guest **Contribution** for two guests only. The application will be considered on a case-by-case basis at a General meeting. A member's partner is not required to apply for an exemption from paying the Guest **Contribution**.

**Failure to comply** with submitting a Guest Application will result in the host member being directed to ask the guest to leave the co-operative and may result in a fine (Rule 21). The Guest **Contribution** will increase to \$20 per day.