

MEMBERSHIP POLICY

This policy outlines the approved membership processes, in accordance with the Co-operative Membership and the Co-operative By-laws.

Associated documents

Membership Application, Share Transfer Form, Application to be Ratified as a Member, Membership Process Checklist, Adult Child of a Member Agreement, **notification letter of entry in the Register of Members, Share Certificate.**

Sale of shares

Members who wish to sell their share must advise the Secretary secretary.goolawah@gmail.com, who will inform the Board. Prospective Members (PM) and members are advised of an impending sale via the Signal phone tree and/or the Co-operative website.

Membership Committee

- a. Four members are elected each year to the Membership Committee (MC) at the Annual General Meeting. If required, the Board will appoint more Guides.
- b. MC members;
 - must not get involved with buying and selling shares or negotiating prices.
 - will preferably have lived full time on the Co-operative for at least 2 years.
 - must step down if they are planning on buying or selling shares.
 - must be familiar with the Joining Section of the website.
 - must understand the Governance of the Co-operative, including all policies.
 - must act in good faith, act with care and diligence, not misuse position or information, and avoid conflicts of interests as a legal duty.
 - Should not be known to the Prospective Member (PM).

Membership Guides

Guides are members of the MC and are responsible for the following tasks:

- a. Organising a 'tour' of the Co-operative for the PM.
- b. Supporting the PM to complete the Membership Application.
- c. Assisting the PM with their stays on the Co-operative, meeting members, and learning about the Co-operative.
- d. Ensuring the PM completes all steps of the membership process, understands their responsibilities, and the governance of the Co-operative.
- e. Providing PM progress reports at General Meetings and keeping the Board informed.
- f. Completing the relevant sections of the Membership Process Checklist.
- g. Compiling documentation as detailed on the Membership Process Checklist.

Membership Process

Step One

Part A

- a. PM must read the information on the Co-operative website and do their own research on co-operatives and intentional communities.
- b. PM then contacts the Co-operative Secretary secretary.goolawah@gmail.com to advise of their intention to complete the Questionnaire.
- c. Two Guides shall be allocated by the Membership Director to guide the PM through the process.

Part B

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- d. The PM emails the completed questionnaire to the Secretary, posts to PO Box 4080, Crescent Head, NSW 2444, or gives a copy to the Guide.
- e. The questionnaire is posted on the Member's Section of the website and discussed at the next General Meeting (GM). The Guide will advise the PM if they should proceed with completing a National Crime Check, an Identity Check and providing three referees.

Step Two

Prospective Member:

- a. Stays at the Co-operative for a minimum of two weeks, preferably four weeks.
- b. Meets a minimum of 45 adult members.
- c. Attends two General Meetings (once application form has been received).
- d. Attends two community events and one working bee.

Note: The Co-operative may consider a request to vary these requirements.

Step Three

- a. A **Progress Meeting** with PM, guides, Membership Director, and any interested community members is held to discuss the completed Membership Application and their understanding of the Co-operative.

Action: The Membership Process Checklist, Identity Check and Membership Application is given to the Membership Director after the meeting.

- b. A **Membership Application review** led by the Membership Director and Guides is held at a GM without the PM present.

Action: The Membership Director tables the Membership Process Checklist, Identity Check and Membership Application at the GM.

c. Membership Eligibility

- i. A 2/3 majority vote at a subsequent GM is required for a PM to be approved for Membership Eligibility.

If approved, the PM does not become a member or have any membership rights until they buy a share, are Ratified as a Member, and entered in the Members' Register.

Note: Membership Eligibility, Ratification as a Member and the Share Transfer may proceed at the one GM.

- ii. To maintain Membership Eligibility, the PM should continue to engage with the Co-operative. This includes;
 - Visiting and/or staying at the co-operative at least 1 week per year.
 - Following website posts.
 - Attendance at one GM in the year.

Note: The Co-operative may consider a request to vary these requirements.

d. Share Transfer and Ratification as a Member (managed by Treasurer, Secretary and The Board)

- i. The buyer is responsible for their own legal and financial advice regarding any agreements and transfer of funds to the seller.
- ii. Once the PM eligible for membership finds a suitable share:
 - An invoice is issued by the Treasurer for the share capital of \$13,000 (\$7,000 Site Share and \$6,000 Infrastructure Share) and the Joining Fee.
 - The Membership Application, Identity Check, Membership Process Checklist, Share Transfer form and Application to be Ratified as a Member are completed and tabled at the GM.
 - A 2/3 majority vote at a GM is required to be ratified as a member and for the share to be transferred into the new member's name.

Note: The share capital and Joining Fee are refunded if the vote is unsuccessful.

- The Secretary completes the actions on the Share Transfer Form and the Application to be Ratified as Member, signs off on the Membership Process Checklist and files these documents along with the Identity Check. Membership Application - Appendix A, C and D are returned to the applicant.

- e. The new member's name, share number allocated, date of allocation and any other relevant information shall be entered by the Secretary in the ***Register of Members***.
- f. The new member shall be notified in writing of the allocation and date of entry in the Register of Members, and shall then be entitled to the privileges attaching to membership.

Adult Child of a Member

- a. Members' children who wish to continue living at the Co-operative with their parents when they turn 18 are required to:
 - i. Read the Rules, By-Laws and the Code of Conduct.
 - ii. Sign an Adult Child of a Member Agreement.

Note: Voting approval is not required.