



Membership Policy *draft*

In accordance with Part 3 of the Co-operative Rules, By-laws *and community decisions*

Purpose

This policy outlines the procedures for obtaining membership in the Goolawah Co-operative. It includes the responsibilities of all involved parties, the steps for becoming a member, the formal requirements related to share transfer and ratification, and the process for selling sites.

Associated Documents

Document Name	Purpose
Expression of Interest (EOI)	Initial expression of interest in joining the Co-op
Questionnaire for Prospective Members (PM)	Provides information about the PM after their visit
Membership Application	Formal request to become a member
Membership Process Checklist	Tracks steps and progress through the membership process
Share Transfer Form	Used to transfer shares between members
Application to be Ratified as a Member	Submitted for approval at a General Meeting
Notification Letter of Entry in Register of Members	Confirms official registration of the new member
Share Certificates	Documents verifying ownership of Co-op shares
"Who's Who" – List of Resident Members	Directory of current resident members
Guest Policy and Guest Agreement	Outlines rules and expectations for guests. <i>Managed by the Board.</i>
Adult Child of a Member Agreement	Requires adult children (18+) who wish to keep living on the Co-op with their parents to sign a commitment to follow the Co-op's By-laws and Code of Conduct. <i>Managed by the Board.</i>

Selling Sites (Existing Members)

Members wishing to sell their share must email the Secretary at secretary.goolawah@gmail.com.

The Secretary notifies the Board and Membership Committee (MC), and an announcement is made via the Signal phone tree and Co-op website. **The MC notifies all Eligible Members (EMs) about the sale.**

Sellers may invite interested individuals to visit the Co-op for a tour, preferably with a Membership Guide present. If they are still interested, the seller asks the Secretary to email them an Expression of Interest.

Note: The seller must direct the individual to the Co-op website before the visit and include the sale price, Joining Fee, and Share Capital costs in any advertisements.

Membership Committee

- The Membership Committee (MC) consists of seven elected members, appointed annually at the Annual General Meeting.
- These elected members are referred to as Membership Guides (MGs).
- Each Prospective Member (PM) is assigned two MGs.

Membership Committee Requirements

To be eligible to serve on the Membership Committee, members should:

- Have lived on-site full-time for at least two years.
 - Understand the Co-op's Rules, By-Laws, policies, decision-making processes, and legal responsibilities.
 - Be familiar with the Co-op's website.
 - Act in good faith, with care and diligence, and avoid any conflicts of interest.
 - Not take part in share transactions.
 - Not have a prior personal relationship with any PM they are assigned to.
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Membership Committee Responsibilities

Communication and Meetings

- Communicate via Signal or email and attend MC meetings.
- A minimum of four members (quorum) is required for a MC meeting to proceed.
- Decisions made at meetings or via online communication must be determined by a majority vote.
- The designated minute taker sends meeting minutes to the webmaster for posting on the Co-op website.

Processing Expressions of Interest (EOIs)

- The MC must review each EOI within 21 days of receipt.
- A majority vote is required to approve a Co-op visit.

Questionnaire and Community Feedback

- If the PM remains interested after the visit, their assigned MG sends the Membership Questionnaire to the PM.
- Once completed, the MG forwards the Questionnaire to the webmaster, to be posted on the website at least 7 days before the next General Meeting (GM) for community review and voting.

Supporting Prospective Members

- Advise PMs on whether they should proceed with a formal application.
- Guide PMs through the application process, including Co-op visits, stays, and engagement with members.
- Ensure PMs understand their responsibilities and complete all required steps.

Reporting and Oversight

- Provide progress reports at General Meetings and to the Board.
- Raise any concerns about PMs with the Board as soon as possible.
- Submit all completed PM documentation to the Membership Portfolio Director for inclusion in the GM agenda.
- Lead the Progress Review of each PM at a GM and facilitate the Membership Eligibility vote at the GM.

Membership Eligibility

A 2/3 majority vote at a General Meeting is required to grant Membership Eligibility.

Note: Eligibility alone does not confer membership rights.

Full membership requires:

- Purchase of a share
- Approval via ratification vote
- Entry into the Register of Members

Eligible Member Responsibilities

- Obtain independent legal and financial advice regarding the share purchase.
- Negotiate site share price with the seller.
- Pay the Treasurer's invoice in full (\$23,000) and receive receipt:
 - Joining Fee: \$10,000
 - Site Share Capital: \$7,000
 - Infrastructure Share Capital: \$6,000
- Complete and sign the Share Transfer and Application to be Ratified as a Member.

To maintain membership eligibility, the eligible member must:

- Remain in contact with their MG.
- Stay on the Co-op for at least one week each year.
- Attend one General Meeting, participate in one social event, and contribute to one working bee annually.

Note: Failure to meet these requirements may result in the expiration of membership eligibility.

Share Purchase and Membership Ratification

Managed by the Treasurer, Secretary, and Board

Ratification Procedure

Membership portfolio director submits completed documents for tabling at the GM.

This includes:

- Share Transfer Form and Application to be Ratified as a Member
- Documents tabled at the GM Progress Review

A 2/3 majority vote at the GM required to:

- Ratify the Eligible Member as a full member
- Approve share transfer

Note:

If a site share has been arranged in advance, the eligibility vote, ratification vote and share transfer may be held at the same GM. If ratification fails, the Joining Fee and Share Capital are refunded.

Secretary Responsibilities

Respond to website enquires, email EOIs and forward completed EOIs to MC.

Finalise and file Share Transfer Form, Application to be Ratified as a Member, Identity Check and Membership Process Checklist

Return other Membership Application documents to the applicant

Record new member's details in the Register of Members – name, share number/s, date of allocation, other relevant details.

Provide written notification to the new member confirming their formal entry into the Register of Members and their entitlement to full membership rights and issue the corresponding Share Certificates.