

PROGRAM POLICY: CO-OPS DEVELOPING ACTIVE MEMBERSHIP REQUIREMENTS AND POLICY

Policy number	PPOL018	Version	v1.0
Drafted by	Program Development Manager	Approved by Board on	25 October 2017
Responsible person	Program Director	Scheduled review date	25 October 2022

1. PURPOSE

1.1. The purpose of this policy is to:

- a. set the parameters for the development of active membership requirements and policy by co-operatives in the CEHL Housing Program
- b. define the roles and responsibilities of co-operatives and CEHL with regard to active membership.

2. POLICY CONTEXT

To reinforce this policy's future-focused approach to active membership, a policy preamble has been developed that co-ops and members should read prior to reading this policy. The preamble is available [here](#).

Active membership, or participation, is a fundamental part of the CEHL Housing Program. As well as providing personal benefits to individual members beyond safe and secure housing, active membership is vital to the ongoing viability of member co-operatives and to democratic decision-making within co-operatives and the Program. It lies at the heart of a co-operative living culture and the values that drive people to adopt it as a way of life.

The Program should support a range of active membership requirements, to allow member co-operatives to define the culture and policies that enable achievement of their desired goals, such as member control, co-operation, inclusion and concern for community. This should support the needs of current members and help attract new members.

The development of active membership requirements should be consistent with the Program Principles and consider the regulatory environment in which the Program operates.

3. POLICY STATEMENT AND PRINCIPLES

3.1 STATEMENT

- a. The co-operative is responsible for determining its active membership requirements in alignment with this policy.
- b. The co-operative's active membership requirements will promote a sense of community and inclusiveness.
- c. Active membership is a responsibility that is shared amongst all of the co-operative's members.
- d. CEHL shares a program responsibility with co-operatives to empower their members to actively participate and to resolve issues around active membership.

3.2 PRINCIPLES

- a. The co-operative's active membership requirements will demonstrate a clear link to its purpose and viability.
- b. The co-operative will outline the benefits of active membership and how this will be acknowledged.
- c. Co-operatives and CEHL will provide a range of resources, tools and training to support active membership requirements.
- d. The co-operative will set reasonable expectations for active membership and these will be expressed with flexibility and imagination.
- e. The co-operative will offer active pathways aimed at resolving issues of inadequate participation.
- f. Where inadequate participation cannot be resolved, the co-operative will, as a last resort cancel co-operative membership. This:
 - i. will result in loss of ability to influence the Program, and
 - ii. may result in loss of housing.
- g. Where the co-operative initiates a formal process to end a membership, the co-operative will discuss with CEHL implications and options for the co-operative and Program.

4. SCOPE

- 4.1 This is a Program Policy. It applies to all co-operatives within the CEHL Housing Program.

5. DEFINITIONS

- 5.1 For all definitions relating to this policy, please refer to the Program Glossary.

6. LEGAL AND OTHER REQUIREMENTS

- 6.1 This policy adheres to and incorporates guidance from:
 - a. Co-operatives National Law Application Act 2013
 - b. [Victorian Charter of Human Rights and Responsibilities 2006](#).

7. PROGRAM REQUIREMENTS

- 7.1 This policy is consistent with:
 - a. International Co-operative Principles:
Voluntary and Open Membership
Member Economic Participation
Co-operation among Co-operatives
Concern for Community.
 - b. Program Principles:
Participation
Affordability and Financial Sustainability
Changing Needs

Quality of Housing
Security
Working Together.

- c. CCA.

8. RELATED PROGRAM POLICIES

8.1 This policy should be considered in conjunction with:

- a. Applications to the Program
- b. Member Selection
- c. Program Response to Loss of Co-op Membership (draft)
- d. Property Allocation for Unhoused Members
- e. Leave of Occupancy by the Tenant.

9. AUTHORISATION

Approved by	<u>..Karren Walker.....</u>	Date of approval	25 / 10 / 17
Position	CEHL Chair		