

**STANDING RULES  
of the Arrowtown Housing Cooperative  
(Last Updated 3-26-08)**

**1. RESIDENTIAL MEMBER RULES**

1.1 Renewal of leases.

- a. The Arrowtown Housing Cooperative's leases shall be for a period of one year.
- b. Current residential members of the Cooperative may always renew their contracts (albeit modifications) unless the number of rooms in the Cooperative is reduced. Renewal forms must be distributed to all members 120 days before the end of their lease, and members wishing to renew must return these forms 90 days before the end of their lease.
- c. If a member fails to return the renewal forms 90 days before the end of their lease, but that member decides to stay in the house, they must complete the application process and be considered along with all other applicants.
- d. If a member has renewed their contract but decides to leave before that contract begins, they may seek someone else in replacement, as long as they give at least a month's notice and the person who plans to take up the lease is approved by the house.
- e. If a current residential member wishes to move from their current room into a vacant room in the same house, that member must decide to do so within five days of the announcement of the vacancy. If need be, priority will be given to the member with the longest tenure.

1.2 If there is a vacancy in a house and no person is responsible under lease, the missing rent shall be divided by the Cooperative and the members of the house in proportions to be determined by the Board of Directors, taking into account the efforts to fill the vacancy and the financial state of the cooperative and the subgroup.

1.3 New member admission.

- a. The head of the membership committee will add people who express interest in living in a Cooperative house to the prospective residential members list. The membership committee head will give to each prospective residential member a New Residential Member Application and a message explaining what is expected of a residential member within a week of their addition to the list. Completed applications will be kept in a file. Vacancies are to be funneled initially through the Membership Committee, with final decisions resting with the house where the vacancy occurs.
- b. When a residential member announces that they are leaving and creating a vacancy in a house, the membership committee and the house will meet together and create a timeline for the process of filling the vacancy. The list of prospective members should be informed first, then the vacancy should be advertised to other organizations and to the general public using community message boards or any other means.
- c. When reviewing applications, some attempt should be made to give priority to the date of application, favorable rental references, and to the interest of the prospective member, both proven and expressed, in the Arrowtown Housing Cooperative and any other cooperative organization. Promising applicants should be invited to a dinner with the house and given a tour and orientation by an assigned host. After an applicant has met the residents of the house for a meal this person should be invited to join at the next house meeting, as long as there are no justifiable objections from any present house member. If there is more than one acceptable candidate, the house with the vacancy will choose the person they deem to be best suited.
- d. Any and all disputes concerning new member admission should be brought to the Board of Directors to be settled.

1.4 Rules regarding membership

- a. New residential members must pay a \$50 membership fee to Arrowtown Housing Cooperative upon signing a Membership contract.
- b. New residential members must pay a security deposit equal to one month's rent upon signing a lease for residency, which is refundable with interest annually.
- c. Residential members are required to gain advance approval from their house for each pet. A refundable damage deposit of \$100 must be paid for each pet. Additionally, the member will be charged \$5 per pet, per month. Fish and small caged animals are exempt from these damage deposits and charges, but still require advance approval from the house members.
- d. Residential members may attend house meetings only while possessing a room.
- e. All new residential members will be required to attend a board meeting within the first two months of residing in a house.

1.5 Labor. Members will be responsible for at least 20 hours of co-op work each quarter (3 months). This work includes attending meetings (board, committee, or other excluding house), events, and other projects agreed to by the board or committee(s). House reps will keep a tracking sheet in each house for members to track their time. At least once a month the house rep will do a progress check with each member, and report the status of work to the President. If a member doesn't fulfill their hours for the quarter, they must meet with the chair of the committee they belong to, or the President if they don't belong to a committee.

1.6 It shall be impermissible to deny membership to an otherwise qualified applicant on the basis of a protected status (race, creed, color, age, gender, disability, affectual orientation, and any other status included in local laws). If an otherwise qualified member is "blocked" by a "nay" vote of a member and the only discernable basis for the rejection is a discriminatory basis, such a block or nay vote shall be considered a nullity, shall be of no force or effect and shall not operate to deny membership to an otherwise qualified applicant.

## **2. SUBLETTING**

- 2.1 Members may arrange to sublet their room. If they wish to do so, they must first notify their house and the membership committee of their intent to sublet. The member must meet with the membership committee to develop a plan of action for subletting the room. The plan of action should resemble the new member admission process.
- 2.2 Subletters will sign a sub-lease for their rooms. The co-op member whose room is being sublet remains responsible for debts incurred on their rooms, though the co-op will make an effort to collect such debts from the subletter.
- 2.3 If a person moves out, whose contract is still in effect, they are responsible for ad costs and rent until the room is filled.
- 2.4 Subletters shall have the full rights and responsibilities of a residential member.
- 2.5 New subletters must pay a \$50 membership fee to Arrowtown Housing Cooperative upon signing a sub-lease.

## **3. FORBIDDEN CONDUCT**

3.1 The following actions may result in disciplinary action, including termination of contract: theft of co-op property; theft or unauthorized borrowing of the personal property of a member of the co-op; harrassment or physical violence in or relating to the cooperative; acts of discrimination violating the Arrowtown bill of rights as defined in the by-laws.

## **4. ASSOCIATE MEMBERSHIP**

4.1 When an individual requests associate member status, the endorsing party will forward the individual's name to the secretary to begin a two-month trial period. At the end of the two months, the endorsing party will either confirm or not confirm the individual, thereby granting or not granting associate membership.

## **5. HOSTELLING**

Welcoming guests into a cooperative home is a tradition in the cooperative movement. The practice is wide-spread among residents and former residents of housing cooperatives and can make travel less expensive for co-ops. However, this practice can be taken advantage of, thus the need for the following rules.

- 5.1 Friends of residential members who are visiting as guests are not subject to the hostelling standing rules.
- 5.2 Each subgroup should decide if they would welcome fellow co-ops or other guests to make brief visits. Each subgroup should decide if they are open to hosting co-ops and other guests for brief visits and notify the President of that decision. If the subgroup later changes their decision, they should again notify the President.
- 5.3 Requests for hostelling may be made to the President of Arrowtown or to the host house.
  - a. Requests not made directly to the host house should be forwarded to the President. The President will be in contact with the party wishing to arrange a stay, ascertain the purpose of their visit, discuss which house might be best for their visit and inform the party of the policy in 5.4. After this, the President may determine who the best point of contact would be: the House Representative, volunteer host or the President. The contact will be responsible for determining if the requested date(s) for hostelling are acceptable for the house and to coordinate any details regarding the stay.
  - b. Requests made directly to the host house should be discussed among house mates. The initial contact or another clearly appointed person should follow-up on the request and inform the party of the policy in 5.4.
- 5.4 For the safety and security of Arrowtown members, all persons hostelling with a subgroup must sign a brief statement acknowledging the conditions of their stay. The Membership and Outreach Committee shall be responsible for preparing and updating such a statement, approved by the Board of Directors, to be kept on hand in the info center of each house. That form should also provide a field for recording the number from a Driver's License or similarly issued ID.
- 5.5 The house will designate a volunteer who will be responsible for giving the visitor(s) a tour of the house, providing the aforementioned acknowledgement form and collecting ID information. The House Representative should also serve as the visitor's contact person for Arrowtown during their visit or find a volunteer for that duty.

## **6. INCIDENTAL EXPENDITURES**

- 6.1. The board of directors shall have the ability to approve, by e-mail, not-previously-budgeted expenditures of no more than \$150. Board members shall have no fewer than 24 hours to object to a proposed incidental expenditure. Incidental expenditure approval should be used infrequently.