

## **Eastwood Housing Co-operative**

Policy Number: 503

Policy Title: Member Books

Committee Approval: 26 February, 2001

Revised: N/A

Board of Directors Approval: 20 March, 2001

27 March, 2017

General Membership Approval: 26 April, 2001

30 March, 2017

Member Books will be issued to each Member of the Co-operative (not serving on the Board of Directors) containing information on the Co-operative such as Policies, Bylaws, minutes of meetings, etc. In cases where the Member has internet access, the Member will be issued an access key to the private portion of the Co-operative web site. The content of these binders will be assessed from time to time by the Membership Committee and items added or deleted as necessary.

These binders are the property of the Co-operative and must be returned when the Member leaves the Co-operative. Anyone not returning the Member Book in good order within 15 days of moving from the Co-operative will have the cost of replacing it deducted from his/her Member Loan. The cost of such replacement shall be determined by the Board of Directors of the Co-operative.

When a Member leaves the Co-operative and returns the Member Book, it is the responsibility of the Membership Committee to examine the book and ensure it is in good, orderly condition to be passed on to a new Member moving in. This will be presented to the new Member during an orientation session during which the contents are explained.