
Steps to Transition - Principal and Associate to Joint Membership

If your co-op has recently adopted the joint membership model, then once filed, your Rules will no longer permit associate memberships. However, those persons with associate memberships will remain members until your co-op does something about it. Below are the steps we recommend you take to manage the transition from principal and associate to joint membership.

Steps in the Process

1. Circulate a memo and an application for joint membership and new shareholding to all principal and associate members – see referenced documents.


Note that: The application form template makes clear that the member who currently holds principal member's shares must agree to the addition of the former associate member so as to create a joint shareholding.

2. Enclose a cheque (with the memo and application for joint membership and new shareholding) to refund each associate member's share purchase (usually \$10).
3. Approve all applications for joint membership from existing principal and associate members.

Note that: We do not recommend that a co-op seek to re-interview former associate members who wish to become part of a joint membership, the rationale being that the co-op has interviewed the associate member/s previously and had found them to be acceptable for associate membership and therefore, there should be no reason not to grant membership now.

There is also legal uncertainty as to whether the co-op may be entitled to re-interview a former associate member who seeks a joint membership. It may be that those associate members are automatically entitled to the joint membership if they ask for it along with the former principal member.

4. Update the co-op's Share Register:
 - a. Once the cheque/s are cashed, remove the associate members' names from the Co-op's Register of Members.
 - b. Add the names of all new joint memberships. Note the person in the joint membership who has voting rights (as per the application form) and enter names in the Share Register accordingly.
 - c. Once the deadline for joint membership applications has passed (as contained in your memo), you should be able to finalize your new Share Register.



Note that: Where applicants have never been a member of the co-op (even if they are a current resident), they should go through the ordinary membership application and interview process.

Referenced Documents and Relevant Resources

- Sample/Template Register of Members
- Sample/Template Acknowledgement of Receipt of Rules and Occupancy Agreement
- Sample/Template New Member Intake Form - Joint Members
- Sample/Template Memo for Members - Transition to Joint Members