

1. Our name is Okines Food Cooperative.
2. We are non-profit.
3. We trade in food and sustainable products and promote the objectives of the co-op
4. We are auspiced by the Okines Community House Inc, and we must abide by the constitution, legal and legislative arrangements that apply to the House.
5. We can change the rules at a sub-committee meeting.
6. Anyone can be a food co-op member if they register, follow the rules and pay an annual fee.
7. All new members will be introduced to Okines Community House Food Cooperative either in person or directed to our website for detailed information about how we operate.
8. Active members will receive a discount.
9. Members are not liable to the Okines Community House Inc.
10. Coop Members may be expelled if they do not comply with the rules and policies in place.
11. At general Food Co-op Subcommittee (FCS) meetings there must be a quorum of 5 FCS members over 18 years old to make decisions. If not, the meeting must be rescheduled. People can remain on the co-op committee for as long as they want as long as they are active in that role. All co-op members are invited to attend each meeting or put comments to the agenda topics via email. They may put themselves forward to join the FCS at any of these meetings – subject to a vote of the then current members.
12. FCS meetings require a facilitator to act as 'chair' - their job is to make sure that meetings are not too long and everyone is having fun. This is a rolling position from meeting to meeting. A secretary (also a rolling position) takes minutes which are subsequently sent out to all co-op members.
13. Decisions will be made by consensus if possible. If we can't do that and the matter is urgent, we will vote. If you're a FCS member, you can vote. One vote, one person, no silly business, and no proxys. If you are not at the meeting you cannot vote.
14. The Coop Coordinator cannot vote on matters that relate to their employment conditions but can vote on all other matters.
15. If you are on the FCS and don't turn up to meetings the three strikes or you are out rule applies. In the event that a FCS member is absent due to leave or other circumstances and they give written notice they may remain part of the FCS.
16. The FCS will have four meetings per calendar year unless it is deemed by consensus that a meeting is unnecessary OR an extra meeting is needed.
17. Our accounts are managed by the Okines Community House
18. If the Food Co-op is no longer viable we must distribute any assets to Okines Community House Inc. and the shed returns to the Garden to use as is most appropriate at that time.
19. At the end of each Trading Day, cashiers are required to ensure cash takings & POS register are balanced. Where there is a significant discrepancy over or under \$5 that cannot be reconciled, the Cashiers will not be held accountable but the Co-ordinator & Finance Officer must be notified of any discrepancy within 24hours.

