## Rights & Responsibilities of Co-op Members

| RIGHTS | RESPONSIBILITIES |
|---|---|
| A. To occupy one of the housing units controlled by the co-op and share in the use of common amenities. | a. To refrain from behavior which in any way prevents or discourages another member from living peacefully in their assigned unit. |
| B. To live in democratically managed housing under the auspices of a democratically run organization. | b. To regularly attend co-op meetings and participate actively, or through their elected representatives, in the governing of their housing cooperative. To keep abreast of all co-op (and SquareOne) communications such as emails, newsletters, calendars, and website updates. |
| C. To live in housing that is clean and sanitary. | c. To share in whatever work is required to keep the property clean, sanitary, in good repair, safe and secure, and operating properly. |
| D. To live in housing that is safe and secure. | d. To abide by all co-op security measures. Lock doors, windows, and rooms appropriately. Monitor all guests. Manage keys and lock combinations responsibly. Respect the property and privacy rights of others. Refrain from all illegal activities. |
| E. To live in housing free from abuse, harassment and prejudicial behavior of any kind. | e. To refrain from any actions that would discriminate against, harass or abuse another member; or cause physical, emotional, or psychological harm. |
| F. To privacy in their assigned unit. | f. To respect the privacy rights and personal space of all other members. |
| G. To access all co-op rules, policies, and financial records. | g. To pay all co-op charges in a timely manner. Familiarity with the co-op's Bylaws, policies, contracts, and community agreements. |
| H. To a balanced and fair system of dispute resolution and due process. | h. To work proactively to resolve disputes in a forthright, peaceful and civil manner – beginning by addressing concerns respectfully as a neighbor whenever possible and appropriate |
| I. To trained and competent co-op Officers and Board of Directors; including protection from capricious or irresponsible decision making. | i. To communicate and cooperate with the co-op's Officers and Board in the execution of their duties. To hold officers and other members accountable and provide constructive feedback at appropriate times and places. To be familiar with the co-op's rules, policies, procedures and community agreements. Attend and actively participate in relevant meetings. |