

Rules Tools at a Glance

Stage One: Preparation and Review

- Letter to the Registrar of Companies - [instructions](#) | [template](#)
- [Memorandum of Association – instructions](#)

Stage Two: Choose a Membership Model

- [Membership model discussion guide](#)
- [Video on membership models explained](#)

Stage Three: Tailoring Your Rules

- [What's New in Model Rules 2.0](#)
- [Model Rules 2.0 and the Co-op Act Reference Table](#)
- [Version A Rules Options Guide](#)
- [Version B Rules Options Guide](#)
- [Occupancy Agreement Options Guide](#)
- [Version A Model Rules 2.0 PDF](#)
- [Version B Model Rules 2.0 PDF](#)

Stage Four: Drafting Your New Rules

- [Version A Model Rules 2.0 in Word](#)
- [Version B Model Rules 2.0 in Word](#)
- [Occupancy Agreement in Word](#)
- [Word processing tips](#)

Stage Five: Adopting Your New Rules

- [Special resolution to adopt new rules – instructions](#)
- [Sample special resolution 1 – template](#)
- [Sample special resolution 2 – template](#)
- [Notice of meeting – sample](#)
- [Form 6 for special resolutions](#)
- Acknowledgement of receipt of Rules and Occupancy Agreement – [instructions](#) | [template](#)
- New member intake form – joint members – [instructions](#) | [template](#)
- New member intake form – one member or for principal member – [instructions](#) | [template](#)
- New member intake form – associate member – [instructions](#) | [template](#)
- New member intake form – associate member current resident – [instructions](#) | [template](#)
- [Steps to transition – principal and associate to joint membership](#)
- Memo for members – transition to joint membership – [instructions](#) | [template](#)
- Joint membership application – transition from principal and associate – [instructions](#) | [template](#)