**[name of housing co-op or letterhead]**

## REGISTER OF MEMBERS

**Last updated: [document date]**

| **Unit #** | **Name of Member** | **Address** | **Number of shares subscribed** | **Number of shares purchased** | **Par value** | **Shares purchased $** | **Membership Start Date  YYYY-MM-DD** | **Membership End Date YYYY-MM-DD** | **Comments** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | [member name] | [member’s address] | [# of shares subscribed to] |  |  | $[amount paid on shared] | [membership start date] | [if membership ended, enter end date] |  |
|  | [member name] | [member’s address] | [# of shares subscribed to] |  |  | $[amount paid on shared] | [membership start date] | [if membership ended, enter end date] |  |
|  | [member name] | [member’s address] | [# of shares subscribed to] |  |  | $[amount paid on shared] | [membership start date] | [if membership ended, enter end date] |  |
|  | [member name] | [member’s address] | [# of shares subscribed to] |  |  | $[amount paid on shared] | [membership start date] | [if membership ended, enter end date] |  |
|  | [member name] | [member’s address] | [# of shares subscribed to] |  |  | $[amount paid on shared] | [membership start date] | [if membership ended, enter end date] |  |
|  | [member name] | [member’s address] | [# of shares subscribed to] |  |  | $[amount paid on shared] | [membership start date] | [if membership ended, enter end date] |  |
|  | [member name] | [member’s address] | [# of shares subscribed to] |  |  | $[amount paid on shared] | [membership start date] | [if membership ended, enter end date] |  |
|  | [member name] | [member’s address] | [# of shares subscribed to] |  |  | $[amount paid on shared] | [membership start date] | [if membership ended, enter end date] |  |
|  | [member name] | [member’s address] | [# of shares subscribed to] |  |  | $[amount paid on shared] | [membership start date] | [if membership ended, enter end date] |  |
|  | [member name] | [member’s address] | [# of shares subscribed to] |  |  | $[amount paid on shared] | [membership start date] | [if membership ended, enter end date] |  |
|  | [member name] | [member’s address] | [# of shares subscribed to] |  |  | $[amount paid on shared] | [membership start date] | [if membership ended, enter end date] |  |
|  | [member name] | [member’s address] | [# of shares subscribed to] |  |  | $[amount paid on shared] | [membership start date] | [if membership ended, enter end date] |  |

**Please Note:**

Your co-op must keep a register of members, also called a share register. Keep a separate section for former members so that the main section shows current members only. No matter what software application you use (spreadsheet, accounting, word processor), it is important to keep the register up to date. Use the first few columns to create an accurate member sign-in sheet for each co-op meeting.

**Name**: This template can be used for any membership model. Where there is more than one member per unit (joint membership or principal and associate membership), you can either:

* list all members going down in the same column, **or**
* add more columns so that additional members in the same unit all appear on the same row

Where joint members have only one vote per joint membership, pay attention to the order in which a member’s name appears on the register. If there is a disagreement, the member who is listed first in the register can vote on behalf of the joint membership. See **Rule 16.1 ‘Voting rights’**. Joint members would have agreed to this when signing the intake form when first joining the co-op.

**Number of shares subscribed**: This column lists the # of shares that a member subscribes or holds as a requirement of membership. Usually, it is the same as the number of shares purchased. In some cases, the number of shares subscribed may be more than the number of shares purchased – when members vote to increase the minimum number of shares members must hold under **Rule 8.1 ‘Number of shares to be held’**. This column is useful to track the amount a member is required to pay if there is a call on shares. Years ago, co-ops required members to subscribe to shares equal to the capital value of the unit (e.g., $50,000). This has not been done for years. Any required payment for shares is set by the board – see your **Rule 2.1 ‘Membership’**.

**Number of shares purchased, par value and shares purchased:** These three columns are connected. Shares purchased refers to the amount the member has paid for shares (e.g., $3000). If you divide the number of shares purchased by the par value of shares (usually $10 but can be found in your Memorandum of Association), you get the number of shares purchased. For example, $3000 divided by $10 gives you 300 shares.

**Membership end date**: If you maintain a separate section for former members, move the entire row to that section once the member’s membership has ended.

**Comments**: This column is used for tracking internal moves and other notes.