**[Activation Cooperative Fund, Ltd. Membership Handbook](https://activationresidency.com/co-op-fund-handbook)**

621 Macon Street, Brooklyn, New York 11233

**(in process)**

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1. **WELCOME AND INTRODUCTION**

Welcome to Activation Cooperative Fund, Ltd.!

[Activation Cooperative Fund](https://activationresidency.com/co-op-fund), Ltd. is an experimental reparations-based funding and investment program that accumulates funds through member contributions and redistributes funds to members using a cooperative decision-making process.

This Handbook applies to all Activation Cooperative Fund Members.

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1. **HANDBOOK OVERVIEW**

Activation Cooperative Fund, Ltd.’s Handbook (“Handbook”) was adapted from The [Coop Fund’s Handbook](https://docs.google.com/document/d/1ZlUkAQH0qgnUQgNtkIXYAJt0tVJGmtDwlZd419XpNEE/edit). The Handbook sets out the practical operations of [Activation Cooperative Fund](https://activationresidency.com/co-op-fund), Ltd. and provides guidelines for our members.

The membership terms set out in this Handbook work in conjunction with the Bylaws. This handbook does not replace or amend any terms or conditions of membership found within the Bylaws.

Members may suggest modifications using Loomio or in a membership meeting. Any modifications to the Handbook must be approved by 75% vote at a meeting of Members.

1. **COOPERATIVE IDENTITY**

Activation Cooperative Fund, Ltd. affirms the International Cooperative Alliance’s definition of a cooperative as “an autonomous association of persons united voluntarily to meet their common economic, social, and cultural needs and aspirations through a jointly-owned and democratically-controlled enterprise.”

We strive to embody the cooperative values of self-help, self-responsibility, democracy, equality, equity, and solidarity, as well as the ethical values of honesty, openness, social responsibility and caring for others. We practice our values in accordance with the guidance of the seven cooperative principles:

**1. Voluntary and Open Membership**

**2. Democratic Member Control**

**3. Member Economic Participation**

**4. Autonomy and Independence**

**5. Education, Training and Information**

**6. Co-operation among Co-operatives**

**7. Concern for Community**

1. **PURPOSE**

All members are to uphold the purpose of Activation Cooperative Fund, Ltd.

1. We will generate resources and discussion to illuminate possibilities for members where it, previously, did not exist;
2. We will meet individual members economic needs as a means to empower the individual to participate collectively;
3. We will fund and sustain Activation Cooperative Fund Ltd.’s and farm ownership goals, online programming, digital training workshops, and Activation Residency programs;
4. We will always support and uplift Black and Indigenous trans and non-binary folks first;
5. We will fund and sustain Activation Cooperative Fund Ltd.’s digital and physical accessibility commitments and ADA compliance;
6. We will expand Activation Cooperative Fund Ltd.’s community and membership, beyond the Activation Residency programs, through an online subscription platform;
7. We will practice equitable wealth redistribution through solidarity and discussion;
8. We will support proposals that would not otherwise receive funding from exclusionary financial institutions including banks, credit unions, loans, and state and non-profit grants; and
9. We will produce, practice, and embody the culture needed so that Activation Cooperative Fund, Ltd.’s values may be seen within the world.
10. **PRINCIPLES**

All members of Activation Cooperative Fund, Ltd. are to abide by the principles set forth by the Board. These principles are:

1. **Voluntary and Open Membership**

Members unite voluntarily to meet economic and social needs of members through a jointly owned and collectively controlled structure.

Activation Cooperative Fund, Ltd. is open to all persons without gender, class, racial, political, or religious discrimination.

1. **Democratic Member Control**

Members have the right to participate, to be informed, to be heard, and to be involved in making decisions.

1. **Member Decision Making Power**

All members have one vote per proposal and are encouraged to participate in the governance of the cooperative fund.

1. **Meeting Collective Needs**

Members are asked to think about what they need as individuals and what Activation Cooperative Fund, Ltd. needs as a collective. We consider our cooperative fund a structure that aims to support part of those needs.

1. **Self-Responsibility**

Members are accountable.

1. **Practicing Solidarity**

Members shall invest in the lives of others, even when results may not directly benefit every member. The wellbeing of members, Activation Cooperative Fund, Ltd., and other collectives shall be considered first.

1. **Experimental Framework**

Activation Cooperative Fund, Ltd. is an experiment. As such, members should have a willingness to listen and offer revisions when necessary.

1. **Commitment to Equity**

Fair distribution of income and power in society should be based on need, not labor or ownership of capital.

1. **Transparent Processes**

Transparency about how decisions are made and how things are done is necessary.

1. **BECOMING A MEMBER**
2. Members must be 18 years and older.
3. Your membership with Activation Cooperative Fund, Ltd. begins after signing up and confirming your subscription or donation payment information.

**Membership Sign-Up Process**

* The interested member submits full name, pronouns, monthly subscription amount, and the email address associated with their PayPal account [here](mailto:coopfund@activationresidency.com).
* The interested member submits payment using the PayPal feature on our [website](https://activationresidency.com/monthly-subscription-amounts) for an amount to be paid per month, every quarter, or annually.
* The member is sent a confirmation email.
* The member is invited to join the [Loomio group](https://www.loomio.org/activation-co-op-fund/)

1. Membership subscription can happen on an individual or organization/collective basis. If subscribing as an individual, choose a subscription amount that reflects the scale of your wealth. If subscribing as an organization/collective, choose a subscription amount that reflects the scale of the organization.
2. At the launch of Activation Cooperative Fund, Ltd., the minimum subscription level is set at $5.00 per member per month. The minimum is reviewed by members every 6 months.
3. Individuals and organizations are invited to subscribe at a level higher than the minimum rate. However, a higher subscription does not provide extended or additional membership rights.
4. Subscriptions will be collected monthly, quarterly, or annually in advance via PayPal.
5. When voting on a proposal, members are encouraged to explain why they chose to vote in a particular way and/or provide feedback on the proposal.
6. **PARTICIPATION**

Activation Cooperative Fund, Ltd. is a member-driven and managed organization. Meaning, participating individuals and organizations/collective accept the decision-making responsibilities of Activation Cooperative Fund, Ltd.

Members participate in decision making by joining this cooperative fund, maintaining subscription payments, and signing up on Loomio. All members have one vote per proposal.

Members are encouraged to be active participants in meetings and discussions. For decisions about the Activation Cooperative Fund’s Bylaws, a minimum of 35% of members need to participate in the vote. Member meetings are held every 3 months and can be joined in person or remotely.

**Members must also agree to:**

1. Participate in a spirit of openness and honesty;
2. Act in accordance with the values of solidarity and equality in dealings with members and other partners;
3. Respect the governance and operational framework of Activation Cooperative Fund; and
4. Work in accordance with Activation Cooperative Fund, Ltd. policies.
5. **REMOVAL OF MEMBERS**

After joining, and following a grace period of one month, those who join but do not confirm the monthly subscription, and/or who do not alert the Board of Directors or any Officer of the Cooperative that a longer grace period is needed, will not be given membership. Members can cancel membership at any point after notifying the Board of Directors or any Officer.

A Member may, for any lawful reason, be expelled from the cooperative by a vote of 75% or greater, of the members at a duly called meeting at which a quorum is present.

1. **PROPOSAL PROCESS**

The proposal process is as follows:

1. Only members can submit a proposal to Activation Cooperative Fund, Ltd.;
2. Any member writing a proposal must first understand Activation Cooperative Fund, Ltd.’s mission, purpose, and principles, as the proposal must reflect Activation Cooperative Fund, Ltd.’s core values;
3. Members post their proposal in the [Activation Cooperative Fund Loomio](https://www.loomio.org/activation-co-op-fund/) page;
4. Members can choose to create a discussion thread, setting out the proposal or idea they wish to take forward and the amount of money they need. It’s suggested to leave time for discussion and comments from members. The member making the proposal can respond to these comments and change the proposal, if they wish;
5. The proposal can be put forward with any related and supporting documents. These can be linked to in the Cooperative Fund Loomio group;
6. The initiator of the proposal sets the deadline by which votes need to be made. The deadline for votes should be reasonable. The initiator should remain active in the discussion forum to answer questions and reply to comments;
7. Members cast their vote based on whether the proposal is in line with Cooperative Fund’s purpose;
8. If the proposals receive 75% agreed upon or abstain votes, and follow the agreed upon process, the proposal can be allocated the funds. At least 25% of Activation Cooperative Fund members must vote in order to constitute a quorum; and
9. Funds should predominantly be used to benefit QTBIPOC members of Activation Cooperative Fund, Ltd. In the case that funds are benefiting non-members, we would ask that these individuals or organizations/collectives consider becoming members of Activation Cooperative Fund, Ltd. in the future.

**What to include in the proposal?**

1. Describe the need;
2. Outline the timeline (if and when applicable);
3. Include supporting documentation (if and when applicable); and
4. The amount of money requested.

**What type of projects can members propose?**

1. Activation Cooperative Fund, Ltd. widely supports projects that benefits the community. However, any medium, project, or idea is welcome for consideration. This includes creative mediums such as illustration, painting, poetry, writing, photography, dance, sound, video, and more.
2. Projects don’t always have to be of creative nature. More examples of projects may concern itself with the following questions:
   * 1. Are you or someone you know in need of economic assistance?
     2. Do you think the cooperative fund should donate to a specific cause?
     3. Do you want to rent a space to put up an art show with works from our community?
3. **COMMUNICATION, MEETINGS, WORKSHOPS**

**Open Communication**

We agree to freely share our feelings, needs, and constructive criticism rather than have personal secrets or group issues that cannot be discussed at membership meetings. This does not mean the group must discuss every issue as a collective. Rather, it means recognizing the issues that could impact the success of the Activation Cooperative Fund, Ltd. To attain open communication, all members will:

1. Share their thoughts and feelings about various proposals or interpersonal conflict;
2. State their needs clearly to ensure agreements are made with each member’s needs in mind;
3. Offer constructive criticism to clear up misunderstanding, to recognize problems in how the Cooperative is operating and to help the Cooperative learn from experience to ensure growth;
4. Share positive affirmations other members to build pride in the Cooperative’s work; and
5. Accept constructive criticism.

**Meetings Attendance**

Meetings are important for participating in decision making, policy setting, and in determining the direction of the cooperative. **Members must meet at least once a year**. Regular meetings for Members will be held every three months. Members may attend meetings via telephone, video conference or any other communications platform that permits all Members participating in the meeting to hear each other clearly.

Special meetings will be held where necessary when the Cooperative maybe called ay anytime by order of the Board.

Notice for all membership meetings will be given **at least ten days** in advance through email or Loomio platform.

*Punctuality is required*. If a Member is unable to attend a Meeting, the Member must inform the Founding Administrator, unless doing so is impossible or impractical.

**Workshops**

Activation Cooperative Fund also offers workshops. These workshops provide members an opportunity to connect with different types of cooperatives and learn how other cooperatives become more self-sustainable.

1. **TASK MANAGEMENT, ROLES, OPERATIONS**

Roles for members may include: [ ]. New roles can be created through a 75% vote of members. Likewise, committees composed of members inhabiting these roles can be created at any time through a 75% of members.

The President oversees the ongoing operation of Activation Cooperative Fund, Ltd. and procedures. The President will be responsible for the efficiency of the cooperative’s business.

1. **FUTURE PLANS**

This is a list of proposed plans for Activation. Proposal ideas can be pulled from this list.

1. Provide ASL interpretation by request.
2. Pay for access needs digitally and physically including
3. Pay for care staff and training.
4. Pay artists and practitioners for online workshops they provide.
5. Secure a building permit for land ownership.
6. Down payment for land.
7. **GROWTH & DISPERSAL OF FINANCIAL RESOURCES**

**Activation Cooperative Fund, Ltd.** resources are grown and dispersed in accordance with its overall mission and purpose. Operational costs are paid by Activation Cooperative Fund, Ltd. The following is a list of items consisting of Activation Cooperative Fund, Ltd.’s operational costs.

1. General production costs are $130.00;
2. Registering as a cooperative costs $120.00;
3. Activation’s website platform costs $13.00 per month;
4. Activation’s Loomio platform costs $10.00 per month;
5. Activation’s Zoom account costs $15.00 per month; and
6. Activation’s Google Suite for [*coopfund@activationresidency.com*](mailto:coopfund@activationresidency.com) costs $23.00 per month.

**The total cost of operations for Activation Cooperative Fund is $706.00 per year.**

**Disclaimer**

We are unable to fund the debt of members, the military or police or work in partnership with these entities, or projects already receiving funding from institutional sources.

1. **IMPORTANT DOCUMENTS & LINKS**
2. [Bylaws](https://docs.google.com/document/d/1prLUeqAumR-yQFn-5xLSTgRepxZTUJtfjd9Z-cyQZzk/edit)
3. [Loomio](https://www.loomio.org/activation-co-op-fund/)
4. [Handbook](https://activationresidency.com/co-op-fund-handbook)
5. Certificate of Incorporation is in process and coming soon.
6. [Glossary of Cooperative Terms](https://activationresidency.com/glossary)
7. [Purpose, Principles, Participation](https://activationresidency.com/purpose-principals-and-participation)
8. **GLOSSARY**

**funds | experimental | reparations based | investment | cooperative | member | member contributions | decision making | needs | proposal | resources | sustain | solidarity | voting | voluntary and open membership | practice | equity | discussion | subscription | platform | redistribute**

[funds](https://activationresidency.com/co-op-fund)

Money paid by members that is kept in Activation’s PayPal account. This includes funds invested on a one time of single payment basis. It is also money paid out to members and Activation itself when proposals for funds are granted. Funds are distributed through PayPal.

[experimental](https://activationresidency.com/co-op-fund)

This is an experiment that iterates as needed.

[reparations based](https://activationresidency.com/co-op-fund)

Solidarity, not charity. Reparations, not donations. We believe in paying people the money they are owed.

[investment](https://activationresidency.com/co-op-fund)

Members receive the benefit of their investment through participation and voluntary contribution. We reject a culture of charity and donation.

[cooperative](https://activationresidency.com/co-op-fund)

An autonomous association of persons united voluntarily to meet their common economic, social, and cultural needs and aspirations through a jointly-owned and democratically-controlled enterprise.

[member](https://activationresidency.com/co-op-fund)

Individuals or collectives who voluntarily accept the terms of membership, subscribe to Activation Cooperative Fund, and who can apply for funds.

[member contributions](https://activationresidency.com/co-op-fund)

The money members pay into Activation Cooperative Fund.

[decision making](https://activationresidency.com/co-op-fund)

Coming to determinations on processes and proposals using a majority vote.

[needs](https://activationresidency.com/co-op-fund)

Elements that are required. Members are asked to think about what they need as individuals and what Activation needs as a collective. We consider our cooperative fund a structure that aims to support part of those needs.

[proposal](https://activationresidency.com/co-op-fund)

Members submit proposals that are requests for funding. A proposal can be for funds that will help with individual needs, further Activation’s access and/or land and farm ownership goals, contribute to mutuality with others, or to develop cooperation in work and life.

[resources](https://activationresidency.com/co-op-fund)

Funds, conversations, and community. Tools to help get needs met.

[sustain](https://activationresidency.com/co-op-fund)

Live and be for a very long time.

[solidarity](https://activationresidency.com/co-op-fund)

A cooperative has a responsibility for the wellbeing of its members and other cooperatives.

[voting](https://activationresidency.com/co-op-fund)

All members have one vote per proposal, and are encouraged to participate in decisions regarding the governance of funds and how funds are allocated.

[voluntary and open membership](https://activationresidency.com/co-op-fund)

This is a voluntary program, open to all persons willing to accept the responsibilities of membership without gender, social, racial, political or religious discrimination.

[practice](https://activationresidency.com/co-op-fund)

Doing the work until we become skilled, and then some more. Sharing the work as we are able.

[equity](https://activationresidency.com/co-op-fund)

Fair distribution of income and power in society should be based on need, not ownership of capital.

[discussion](https://activationresidency.com/co-op-fund)

Conversations about how and when money needs to be redistributed.

[subscription](https://activationresidency.com/co-op-fund)

Monthly payments made by members to participate.

[platform](https://activationresidency.com/co-op-fund)

A space for individuals to conduct collaborative work.

[redistribute](https://activationresidency.com/co-op-fund)

Collecting funds and dispersing where and when necessary.

Some of these terms and their definitions are adapted from [The Coop Fund](https://www.coopfund.info/) and [International Co-operative Alliance](https://www.ica.coop/en).