EXCHANGE AND WAIT LIST RULES
ARTICLE I: PURPOSE, AMENDMENTS

SECTION 1: PURPOSE

To structure and regulate the transfer of site assignments to existing Members and the assignment of sites to persons newly admitted to membership.

SECTION 2: AMENDMENTS

Amendments to these rules shall be accomplished using the methods to amend the Standing Rules; refer to Standing Rules, Article I, Section 2.

ARTICLE II: EXCHANGES

SECTION 1: SITE EXCHANGE LIST

The Wait List Committee shall establish and maintain a Site Exchange List as follows:

A. Members desirous of exchanging their site for another may submit a written request for up to five such sites on a form adopted by the Committee.
B. The List shall contain all sites for which valid requests exist and reflect the requesting members in the order in which the request for a particular site were received.
C. Members' requests shall remain on the List for a particular site until they ask for removal of their name from that site, or until they complete a site exchange, at which time all existing requests by that member shall be terminated. The member may then submit a new request as provided in A above.
D. A member with the highest ranking on a particular site may waive that ranking for a particular exchange while maintaining that ranking for future exchanges.

SECTION 2: SITE EXCHANGES BETWEEN MEMBERS

A. Members may exchange sites between themselves provided each member has the highest ranking on the site to be assigned.
B. A member may exchange their site for a site becoming available as the result of another member terminating a membership, provided the member has the highest ranking on the site to be assigned.
C. Members not on the Site Exchange List shall be afforded an opportunity to request an exchange to any site before it is offered to a prospective member.
D. All exchanges shall be accomplished using procedures established by the Committee.

ARTICLE III: APPLICANTS FOR MEMBERSHIP

SECTION 1: WAIT LIST

The Wait List Committee shall establish and maintain a Wait List as follows:

A. Persons interested in obtaining membership in the FLORIDA SKP CO-OP may apply for membership on a form provided by the Committee.
B. The Wait List shall consist of the names of all persons having properly completed an application and who have been determined to meet the membership requirements.
C. The List shall reflect the applicants in the order in which applications and fees were received.
D. An applicant shall remain on the Wait List until such time as the applicant withdraws their application or has been offered three opportunities to accept a membership, at which time they can ask for a refund or go to the bottom of the Wait List.
E. It is the applicant's responsibility to maintain a current phone number with message capability and/or email contact information in the FLORIDA SKP CO-OP office.
F. If attempts to extend offers of three membership opportunities fail because of out of date contact information or lack of applicant response to membership offers, the applicant's name will be removed from the List; and after a period of six (6) months and one (1) last unsuccessful attempt to contact, any deposit will be forfeited to the FLORIDA SKP CO-OP.
G. The Wait Lst Committee shall update and post the Wait List as frequently as reasonable, and provide such information to applicants near the top of the List, as is provided for in procedures adopted and published by the Committee.
H. The Wait List Committee shall adopt procedures whereby applicants approaching the first position on the list shall be provided reasonable notice of potential membership offers.

SECTION 2: MEMBERSHIP OFFERS AND ACCEPTANCE

A. When a Membership in the FLORIDA SKP CO-OP becomes available it will be offered to the first qualified applicant on the Wait List, as per By-Laws, Article II, Section 3E.
B. Each offer shall:
    1. Be made via the phone and/or email as required by Section 1C above
    2. State the value of the membership
    3. Identify the site to be assigned
    4. State the appraised value of the site improvements
    5. State the combined value of the membership, site improvements, any fees due at acceptance, any deposit to be credited, and the net cost of the Membership
    6. Provide a membership agreement to be signed by the applicant(s) accepting the membership
    7. Provide any other information deemed helpful
    8. State the date by which a response must be received by the FLORIDA SKP CO-OP
C. An applicant offered a membership shall accept or decline within the period specified.
D. Acceptance of an offer must be confirmed in writing and delivered to the FLORIDA SKP CO-OP office in person, or by fax or email.
E. Payment must be received no later than five business days from acceptance.