

Proposed Coop Operations Manual for the Recycling Cooperatives *(for internal discussion and modification by the coop)*

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1. RESPONSIBILITIES FOR OPERATIONS

1.1. General Membership

Every member shall have the following duties:

- 1.1.1. Pay the installment of his share capital subscription as it falls due and to participate in the capital build-up and savings mobilization activities of the Cooperative;
- 1.1.2. Patronize the Cooperative's businesses and services;
- 1.1.3. Participate in the membership education programs;
- 1.1.4. attend and participate in the deliberation of all matters taken during general assembly meetings;
- 1.1.5. Observe and obey all lawful orders, decisions, rules and regulations adopted by the Board of Directors and the general assembly; and
- 1.1.6. Promote the purposes and goals of the Cooperative, the success of its business, the welfare of its members and the cooperative movement in general.

1.2. General Assembly

The General Assembly has the following powers and responsibilities:

- 1.2.1. Determine and approve amendments to the cooperative articles of cooperation and by-laws;
- 1.2.2. Elect or appoint the members of the board of directors, and to remove them for cause;
- 1.2.3. Approve developmental plans of the cooperative; and
- 1.2.4. Delegate some of its power to a smaller body of the cooperative as authorized by the Philippine Cooperative Code of 2008.

1.3. Board of Directors

- 1.3.1. Provide general policy direction;
- 1.3.2. Formulate the strategic development plan;
- 1.3.3. Determine and prescribe the organizational and operational structure;
- 1.3.4. Review the annual plan and budget and recommend for the approval of the general assembly;
- 1.3.5. Establish policies and procedures for the effective operation and ensure proper implementation of such;
- 1.3.6. Evaluate the capability and qualification and recommend to the general assembly the engagement of the services of the external auditor;
- 1.3.7. Appoint the members of the mediation/ conciliation and ethics committees and other officers as specified in the Philippine Cooperative Code of 2008 and cooperative by-laws;

Cooperative Society Fosa Operations Manual

CO Houle



Cooperative Society Fosa Operations Manual:

Reviewing **Cooperative Society Fosa Operations Manual**: Unlocking the Spellbinding Force of Linguistics

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