



POLICIES AND PROCEDURES FOR MEMBERSHIP

Article I – INTRODUCTION:

To effectively implement the rules and procedures for membership of the Capitol Multi Purpose Cooperative, the herein policies are adopted for the information, guidance and compliance of all concerned.

Definition of Terms:

- “Coop Activities” - includes Foundation Anniversary, Christmas and Fund Raising Activities
- “Training” - includes Basic and Advance Leadership, Coop Governance, PMES, Ownership I, II, III & IV and Livelihood
- “Seminar / Workshop” - includes Planning, SWOT Analysis, Loan Orientation Seminar, and other seminars outside CMPC
- “Fiscal Year” - period covering from the last General Assembly to the next General Assembly

Article II – GENERAL POLICIES AND PROCEDURES:

Section 1 – Types of Members

1.1 CMPC has two (2) kinds of members, to wit:

- 1.1.1 Regular Member – is open to any employee of the Provincial Government of Camarines Sur (PGCS) and Capitol Multi Purpose Cooperative (CMPC) including those members who have retired and separated from service without or with a cause not detrimental to the cooperative, natural person, filipino citizen, of legal age, has the capacity to enter into contract.
- 1.1.2 Associate Members – Any relative or friends of a regular member who are employees of PGCS and CMPC who may or may not participate in any training, seminar/workshop, natural person, and Filipino citizen, of legal age and with capacity to enter into contract.

Section 2 – Qualifications:

2.1 Regular Member

- 2.1.1 Must have completed the prescribed Pre-Membership Education Seminar;
- 2.1.2 Must have subscribed at least 40 shares, pays the initial Share Capital of P500.00, initial Savings Deposit of P500.00 and Damayan Fund of P240.00
- 2.1.3 Undertake and uphold the By-laws, guidelines, rules and regulations promulgated by the Board of Directors and the General Assembly;

2.2 Associate Member –

- 2.2.1 Must have completed the prescribed Pre-Membership Education Seminar;
- 2.2.2 Must have subscribed at least twenty five percent (25%) Share Capital equivalent to P500.00, initial Regular Savings Deposit of P500.00 and Damayan Fund of P240.00
- 2.2.3 Undertake to uphold the By-laws, policies, guidelines, rules and regulation promulgated by the Board of Directors and General Assembly;
- 2.2.4 Noted in the locality as a responsible person known to be industrious, honest and with strong spirit of co-operativism;
- 2.2.5 With good credit standing in the locality;

Section 3 – Procedure on How to Become a CMPC Member

Procedure	Responsible Person/Committee
FOR REGULAR MEMBERSHIP	
1. Applicant submits letter of intent	Any one from Ethics Committee, Management or BOD
2. Schedules Interview.	Any one from Ethics Committee, Management or BOD
3. Submits for personal interview	Any one from Ethics Committee, Management or BOD
4. Evaluate Result of Interview	Any one from Ethics Committee, Management or BOD
5. Recommend list of qualified prospective applicants for PMES. Applicants who failed in the interview may re-apply after three (3) months	Any one from Ethics Committee, Management or BOD
6. Applicant pays P100.00 Registration Fee	Management Office
7. Issuance of Membership Form	Management
8. Applicant attends PMES	EDUCOM/MEMCOM/Management
9. Applicant pays initial share capital of P500.00, initial savings deposit and Damayan Pangkalusugan of P240.00 (a total of P1,240.00) for regular member while P 100.00 for associate member	Management
10. Makes recommendation to the Board of Directors	Ethics Committee and Management
11. BOD's approval thru Resolution	Board Secretary
12. Posting of Newly Approved Members	Board Secretary
13. Release of Coop ID and Passbook	Management
FOR ASSOCIATE MEMBERSHIP	
1. Applicant attends Pre-Membership Education Seminar (PMES).	Applicant Management
2. Membership form is issued to the applicant. Form has to be submitted to the Training Officer together with 2 photos (1x1), 1 photo (2x2), and cedula copy, all placed in a long brown envelope.	Applicant
3. Applicant pays membership fee of P100.00, initial share capital of P100.00, and initial savings deposit of P100.00, ATM Card of P100.00 (a total of P400.00).	Management
4. Development Officer/Account Specialist conducts background investigation.	Management
5. Compliance officer checks completion of	Management

requirements.	
6. Training officer makes recommendation to the Board of Directors.	Management
7. BOD's approval thru Resolution.	BOD/Coop Secretary
8. Summary of newly-approved members is posted on bulletin boards.	Management
9. Release of Coop ID and passbook	Management

Section 4 – Required Seminars and Trainings

1. For Regular Members- Upon approval of membership, new member has agreed that he/she will comply with all the requirements of being a member in good standing. The required seminars and trainings are as follows:

Age of membership	Required Training
After 3 months of membership	Membership Education Seminar
After 6 months	Ownership Seminar I
After 12 months	Ownership Seminar II
After 18 months	Ownership Seminar III
After 24 months	Ownership Seminar IV

Note: All other trainings will be required if a member wishes to serve as officer of the cooperative

2. For Associate Members – no trainings/seminars will be required. However, he/she may attend some or all of the trainings / seminars being conducted by the EDUCOM.

Section 5 – Member in Good Standing

A Regular Member in Good Standing is one who meets the following requirements:

1. Makes regular deposit to his/her share capital of at least P200.00 monthly until it reaches up 2% of the Authorized Capital;
2. Maintains a regular savings deposit of at least P500.00 & time deposit of P1,000.00;
3. Attends the General Assemblies and Ownership Seminars for members.
4. Not delinquent in the payment of financial obligation as they fall due within the fiscal year.
5. Has no pending complaint (detrimental to the cooperative) filed against him/her.
6. Patronizes the Coop's businesses.

(Note: Absence of any of the above mentioned criteria would mean that a member is not in good standing.)

Section 6 – Duties and Responsibilities of a Member

1. Pays the installment of his share capital subscription and participates in the capital build-up mobilization activities of the Cooperative. (Art. 50 CBL)
 - a) Makes deposit of at least P200.00 per month;
 - b) Retains 5% of proceeds on loans;
 - c) Retains 50% of Year End interest on Share Capital and Patronage Refund.
2. Patronizes the Cooperative business and services;
3. Participates in the Membership Education Seminar;
4. Attends and participate in the deliberation of all matters taken during General Assembly Meetings;

5. Observes and obeys all lawful orders, decisions, rules and regulations adopted by the Board of Directors and the General Assembly;
6. Promotes the goals and objectives of the Cooperative, the success of its business, the welfare of its members and the cooperative movement in general.

Section 7 – Rights and Privileges of a Coop Member

Regular Member	Associate Member
<ol style="list-style-type: none"> 1. Receive quality service from the cooperative; 2. Receive interests from savings and time deposits, dividend from capital and patronage refund; 3. Participate actively in assemblies and meeting; 4. Vote and be voted upon; 5. Inspect/examine the books of accounts, minutes of meetings and other records of the cooperative during office hours; 6. To borrow from the cooperative; 7. To be treated well by people handling the business; 8. To recommend policies and suggests improvements; 9. To receive reports and information. 	<ol style="list-style-type: none"> 1. Receive quality service from the cooperative; 2. Receive interests from savings and time deposits, dividend from capital and patronage refund; 3. Inspect/examine the books of accounts, minutes of meetings and other records of the cooperative during office hours; 4. To borrow from the cooperative; 5. To be treated well by people handling the business. 6. To recommend policies and suggests improvements.; 7. To receive reports and information.

Section 8 – Members Entitled to Vote

Any regular member who meets the following conditions is a Member Entitled to Vote:

1. Paid the membership fee and the value of at least (10) shares;
2. Not delinquent in the payment of his share capital subscriptions and other accounts or obligations. Settlement of delinquency will be until January 31 of the current year;
3. Did not violate any provision of the By-laws, the terms and conditions of the subscription agreement; and the decisions, rules and regulations provided for under the Code of Ethics and Code of Conduct;
4. Participates in all of the following affairs of the cooperative and patronize in all of the following businesses such as:

Affairs of the Cooperative	Coop Business
General Assembly	Loaning
Foundation Anniversary	Economic Services (MSO)
Christmas Activity	Trading
Fund Raising Activity	Canteen/Catering

Section 9 – Classification of Membership

9.1 - (PLEASE REFER TO THE ATTACHED TABLE OF PARAMETERS)

9.2 - Restoration of Classification – Any member who has committed delinquency during the period he/she is classified as A to D will automatically be classified as Delinquent Member. Upon

settlement, he/she will be re-classified to next lower classification from his/her original classification.

9.3 – Classification period covers previous calendar year

Section 10 – Termination of Membership

Termination of membership, which may be automatic, voluntary or involuntary, shall have the effect of extinguishing all rights of a member in the cooperative or its assets, subject to the provisions on the Refund of Share Capital Contribution;

- a. Automatic Termination – The death, insanity, permanent incapacity or judicial declaration by a competent court of the insolvency of the member shall be considered an automatic termination of his membership in the cooperative;
- b. Voluntary Termination – A member may, for any reason, withdraw his membership from the Cooperative by giving a 60-day notice to the Board of Directors. However, no member shall be allowed to withdraw or terminate his membership during any period in which he has any pending obligation with the Cooperative, hence, usual collection procedure as mandated in the Credit Policies shall be applied until fully settled. Voluntary termination initiated by the member will only take effect upon approval of the Board of Directors. If he/she wishes to re-apply, their re-acceptance will depend on the following reasons of withdrawal:
 - a) Financial Reason – after 1 year from the approval of withdrawal;
 - b) Medical Reasons – after 6 months from the approval of withdrawal;
 - c) Unsatisfied or distrust from cooperative cannot be accepted anymore in the cooperative
- c. Involuntary Termination **(or EXPULSION as per MORR)**– A member may be terminated by a vote of the majority of all the members of the Board of Directors for any of the following causes:
 - a) When he/she has not patronized the services/businesses of the Cooperative for more than six (6) months;
 - b) When he/she has continuously failed to comply with his/her obligation;
 - c) When he has violated any provision of this By-Laws and the rules promulgated by the Cooperative; and
 - d) For any act or omission injurious or prejudicial to the interest or the welfare of the Cooperative

Article 11 - REPEALING CLAUSE

All existing policies inconsistent with these policies are hereby rescinded.

Article 12 - EFFECTIVITY

These policies were revisited, reviewed and revised with the assistance of Membership Committee Ma. Victoria B. Riva, Justino B. Debil, Igmarr T. Francia, Manager Annielen L. Panerio and then MemCom Supervising Board Ma. Cristina B. Aguila and was enacted and approved by the Board of Directors during its BOD Special Meeting on October 8, 2008 thru Board Resolution No. 072, series of 2008.

These policies were amended and enacted and approved by the Board of Directors during its BOD Special Meeting last May 26, 2010 thru Board Resolution No. 049 Series of 2010

I HEREBY CERTIFY to the correctness of the foregoing.

(Sgd.) **LUZ ALBAÑO-ANTANG**
Board Secretary

ATTESTED:

JANE MARIE T. SANTELICES
BOD, Chairman

MA. CARMEN CARLOS
BOD, Vice Chairman

GOYHAN PEREZ
BOD, Member

EUDEZA A. RACADAG
BOD, Member

JUANITO JAY RICAFORT
BOD, Member