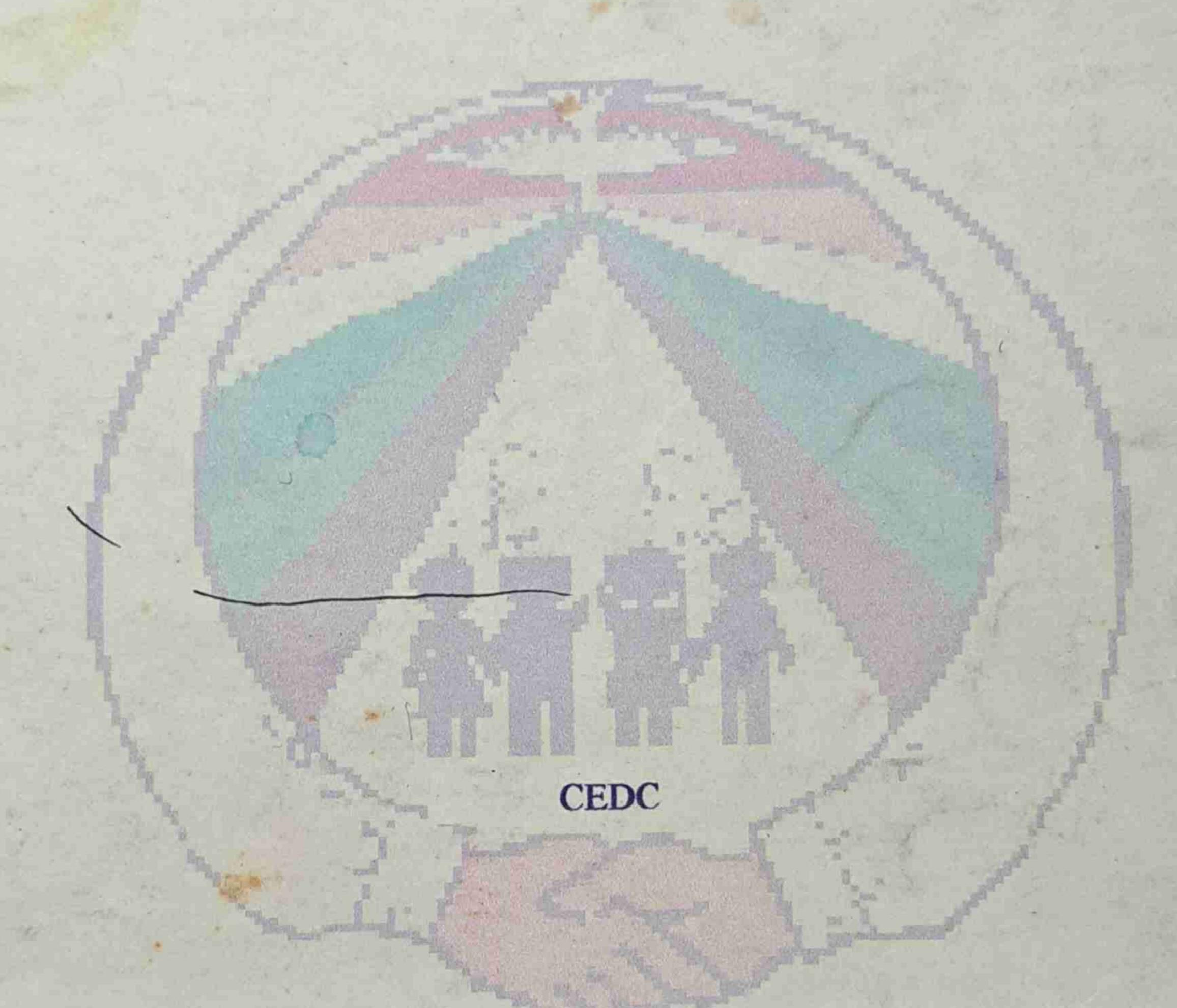
# ORGANIZING AND MONITORING A PRIMARY COOPERATIVE



FORMS AND SYSTEMS NEEDED IN THE ORGANIZATION AND FOLLOW UP OF A PRIMARY COOPERATIVE

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# PRIMARY CREDIT COOPERATIVE

## SAMPLE MINUTES FORMS

Name of the	Primary Credit Coopera	ative
	Address	
MINUTES OF THE ORGANIZATIO	NAL MEETING HEL	DAT
ON		
		ac preciding
The meeting was called to order at officer and as	a.m./p.m. with temporary secretary.	as presiding
Officer and	temporary secretary.	
Present to assist in the meeting was		The secretary listed those
who were present in the attached sepa	rate sheet.	
	aftha manhara ta ha	of the Drimary Credit
Since all/	of the members-to-be	of the Primary Credit
Cooperative were present, the presidir	ng omcer declared the i	reconded the official
After a thorough discussion and on a	motion to organize duly	with the following date:
adoption of the by laws was unanimou		With the following data.
1. The name of the Primary Cred		
2. The principal office and address		
3. The area of operation shall be		-111 h
4. The field of membership (who	may become members,	snan be open
to	O. 1:4 O	to origination
5. The term for which the Primar	y Credit Cooperative is	to exist is
years.		Commission and Election
6. The number of the Board shall	beand	Supervisory and Election
Committee shall be three.		
7. The membership fee is	pesos (P	
8. The number of the members of		s snau be
The following are voted upo	n by those present:	
The presiding officer then annound	cod that the next busin	ecc to be taken un would be
the election of officers. The result		
the election of officers. The result	is of the election are as	TOHOWS.
Board of Directors:		
Candidate	No. of Votes	Remarks
Candidate	INO. OI VOICS	ICIII AS

Audit Committee: Candidate	No. of Votes	Remarks
Credit Committee		
Candidate	No. of Votes	Remarks
Election Committee: Candidate	No. of Votes	Remarks
The presiding officer then proclaimed the Audit Committee and the Election Commremarks "ELECTED."	newly elected members of the ittee, more specifically those	he Board of Directors, the e listed above with the
On a motion duly seconded, it was voted the Primary Credit Cooperative.	to thankfor	her assistance in organizing
There being no business to be taken up, the with the invitation that all remain to hear Directors and Committees to be held imm	the discussions at the first n	to'clock, a.m/p.m. neetings of the Board of
I HEREBY CERTIFY to the correctness	of the above minutes.	
		Temporary Secretary
ATTESTED:		
Presiding Officer		

# PRIMARY CREDIT COOPERATIVE

HELD AT (place of meeting)		
ON (day, month, year)		
PRESENT:		
The meeting was called to order at	a.m/p.m. with M	as
emporary presiding officer and M		as temporary secretary.
The Board organized itself and in the el 1. Chairperson 2. Vice Chairperson	ection that ensued, the follo	owing were elected officers:
Appointed are:		
1. Secretary		
2. Treasurer		
Affirmed Manager is	On a motion duly	seconded, the Board of
		seconded, the Double of
Directors designated the	Bank as the	depository of the Cooperative
unds. It was voted also that withdrawa	als shall be made on the sign	depository of the Cooperative nature of both the Treasurer
unds. It was voted also that withdrawand the Chairperson or Vice Chairperson	als shall be made on the sign	depository of the Cooperative nature of both the Treasurer
unds. It was voted also that withdrawand the Chairperson or Vice Chairperson	als shall be made on the sign	depository of the Cooperative nature of both the Treasurer
ands. It was voted also that withdrawand the Chairperson or Vice Chairperson pproved by the BOD.	Bank as the cals shall be made on the sign.  Withdrawals shall only l	depository of the Cooperative nature of both the Treasurer be made for the purposes
ands. It was voted also that withdrawand the Chairperson or Vice Chairperson pproved by the BOD.  is agreed upon as the	als shall be made on the sign	depository of the Cooperative nature of both the Treasurer be made for the purposes thly Board Meeting,
ands. It was voted also that withdrawand the Chairperson or Vice Chairperson opproved by the BOD.  is agreed upon as the time of meeting, and	Bank as the cals shall be made on the sign on. Withdrawals shall only leed the date for the regular mont	depository of the Cooperative nature of both the Treasurer be made for the purposes
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ands. It was voted also that withdrawand the Chairperson or Vice Chairperson pproved by the BOD.	Bank as the cals shall be made on the signar. Withdrawals shall only the date for the regular months.	depository of the Cooperative nature of both the Treasurer be made for the purposes  hly Board Meeting,
inds. It was voted also that withdrawand the Chairperson or Vice Chairperson opproved by the BOD.  is agreed upon as the the time of meeting, and	Bank as the calls shall be made on the sign on. Withdrawals shall only like date for the regular monters)	depository of the Cooperative nature of both the Treasurer be made for the purposes  hly Board Meeting,
ands. It was voted also that withdrawand the Chairperson or Vice Chairperson pproved by the BOD.  is agreed upon as the time of meeting, and	Bank as the calls shall be made on the sign on. Withdrawals shall only like date for the regular monters)	depository of the Cooperative nature of both the Treasurer be made for the purposes  hly Board Meeting,
is agreed upon as the time of meeting, and  Note down other resolution or business  HEREBY CERTIFY to the correctness	Bank as the calls shall be made on the sign on. Withdrawals shall only like date for the regular monters)	depository of the Cooperative nature of both the Treasurer be made for the purposes  hly Board Meeting,
is agreed upon as the time of meeting, and  Note down other resolution or business  HEREBY CERTIFY to the correctness	Bank as the calls shall be made on the sign on. Withdrawals shall only like date for the regular monters)	depository of the Cooperative nature of both the Treasurer be made for the purposes  hly Board Meeting,
is agreed upon as the time of meeting, and  Note down other resolution or business to be take	Bank as the calls shall be made on the sign on. Withdrawals shall only like date for the regular monters)	depository of the Cooperative nature of both the Treasurer be made for the purposes  hly Board Meeting,

## PRIMARY CREDIT COOPERATIVE

MINUTES OF THE FIRST MEETING OF THE PRIMARY CREDIT COOR	
HFI D AT (place of meeting)	PEKATIVE
HELD AT (place of meeting)ON (date, month, year)	AT (time)
	· · · · · · · · · · · · · · · · · · ·
PRESENT:	
The meeting was called to order at a.m.	/p.m. with Mas temporary
	a temporary secretary.
The Committee organized itself and elected:	
1. Chairperson	
2. Secretary	
Designated as the monthly meeting:	
Date:	
Time:	
Place:	
Committee Representative	Planned Activities
March:	
une :	
ugust:	
ept. :	
)ct. :	
lov. :	
ec. :	
an. :	
eb. :	
here being no other business to be taken up, t	he meeting was adjourned at
oted by:	Prepared by:
Presiding Officer	Acting Secretary
Tronuis Officer	Acting Secretary