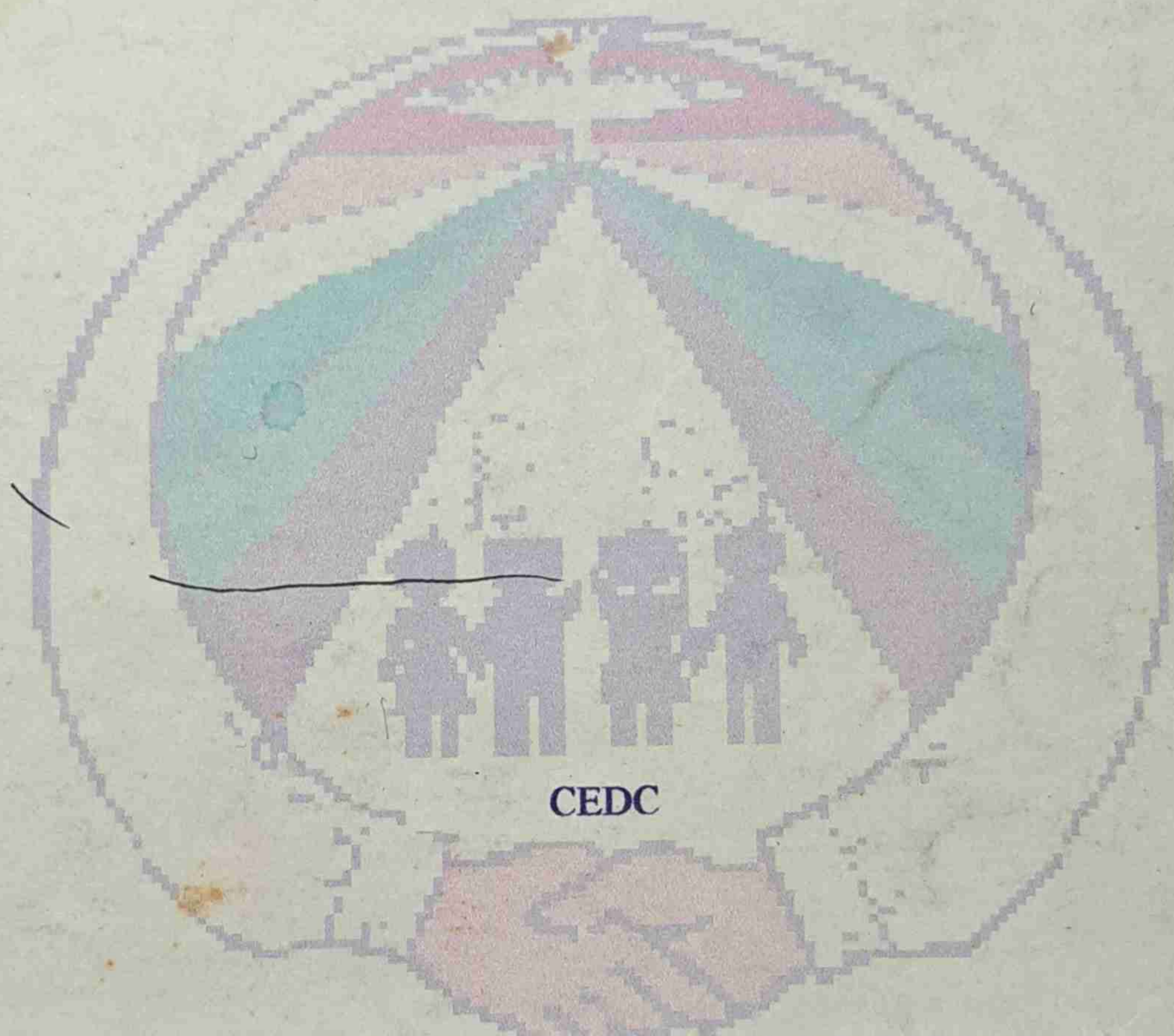


ORGANIZING AND MONITORING A PRIMARY COOPERATIVE



CEDC

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

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SAMPLE MINUTES FORMS

Address

The meeting was called to order at _____ a.m./p.m. with _____ as presiding officer and _____ as temporary secretary.

1. The name of the Primary Credit Cooperative shall be _____.
2. The principal office and address shall be _____.
3. The area of operation shall be _____.
4. The field of membership (who may become members) shall be open to _____.
5. The term for which the Primary Credit Cooperative is to exist is _____ years.
6. The number of the Board shall be _____ and Supervisory and Election Committee shall be three.
7. The membership fee is _____ pesos (P_____).
8. The number of the members of the Board of Advisers shall be _____.

Board of Directors:

Remarks

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 newly elected members of the Board of Directors, the Audit Committee and the Election Committee, more specifically those listed above with the remarks "ELECTED."

On a motion duly seconded, it was voted to thank _____ for her assistance in organizing the Primary Credit Cooperative.

There being no business to be taken up, the meeting was adjourned at _____ o'clock, a.m/p.m. with the invitation that all remain to hear the discussions at the first meetings of the Board of Directors and Committees to be held immediately.

I HEREBY CERTIFY to the correctness of the above minutes.

Temporary Secretary

ATTESTED:

Presiding Officer

PRIMARY CREDIT COOPERATIVE

MINUTES OF THE FIRST MEETING OF THE BOARD OF DIRECTORS OF THE 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
temporary presiding officer and M _____ as temporary secretary.

The Board organized itself and in the election that ensued, the following were elected officers:

1. Chairperson
2. Vice Chairperson

Appointed are:

1. Secretary
2. Treasurer

Affirmed Manager is _____. On a motion duly seconded, the Board of
Directors designated the _____ Bank as the depository of the Cooperative
funds. It was voted also that withdrawals shall be made on the signature of both the Treasurer
and the Chairperson or Vice Chairperson. Withdrawals shall only be made for the purposes
approved by the BOD.

_____ is agreed upon as the date for the regular monthly Board Meeting, _____
as the time of meeting, and _____ as the place.

(Note down other resolution or business)

There being no other business to be taken up the meeting was adjourned at _____ a.m/p.m.

I HEREBY CERTIFY to the correctness of the above minutes.

ATTESTED:

Presiding Officer

Temporary Secretary

PRIMARY CREDIT COOPERATIVE

MINUTES OF THE FIRST MEETING OF THE _____ COMMITTEE OF THE
PRIMARY CREDIT COOPERATIVE

HELD AT (place of meeting) _____,
ON (date, month, year) _____ AT (time) _____.

PRESENT:

The meeting was called to order at _____ a.m./p.m. with M _____ as temporary
presiding officer and M _____ as a temporary secretary.

The Committee organized itself and elected :

1. Chairperson
2. Secretary

Designated as the monthly meeting:

Date :
Time :
Place :

Agreed upon representative to the Regular BOD Meeting are the following:

Committee Representative	Planned Activities
March : _____	_____
June : _____	_____
July : _____	_____
August : _____	_____
Sept. : _____	_____
Oct. : _____	_____
Nov. : _____	_____
Dec. : _____	_____
Jan. : _____	_____
Feb. : _____	_____

There being no other business to be taken up, the meeting was adjourned at _____.

Noted by:

Prepared by:

Presiding Officer

Acting Secretary