PROPOSED …………………………….. CO-OPERATIVE LIMITED

PROCEEDINGS OF the Founder’s Meeting held at ………………………………... on ……..……….… Day of ………………………., 20…., at ………….am/ pm.

**MEMBERS PRESENT:**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. |  | 2. |  |
| 3. |  | 4. |  |
| 5. |  | 6. |  |
| 7. |  | 8. |  |
| 9. |  | 10. |  |
| 11. |  | 12. |  |
| 13. |  | 14. |  |

**PRESENT BY INVITATION:**

|  |  |  |
| --- | --- | --- |
| No. | Name | Organisation |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |

**OPENING:**

The meeting was declared open by………………..who welcomed all present and expressed appreciation shown by members to register into a Co-operative. …………….. requested the members for their full participation and cooperation during the meeting.

**1. FORMATION OF THE CO – OPERATIVE:**

After a discussion amongst the members,**……….……………..** moved that we should get together and form our……………….Co-operative **(Type of co-operative)**. This motion was seconded by **………….………**and was carried unanimously.

**2. NAME OF THE CO – OPERATIVE :**

**…………….**moved that the name of the Co-operative shall be ………….. **Co-operative Limited**. This motion was seconded by **…………………**and was carried unanimously.

1. **AREA OF OPERATION :**

The area of operation shall be …………………... This motion moved by ……………..; seconded by ……………………. and was carried unanimously.

1. **BY – LAWS OF THE CO-OPERATIVE :**

Proposed By-Laws of the Co-operative were explained to the members present. All the members present unanimously agreed to accept the By-Laws of the Co-operative. This motion moved by ……... seconded by ……………….. and was carried unanimously.

1. **ADDRESS OF THE CO – OPERATIVE :**

The address of the Co-operative shall be: ………………………………………………….

1. **AUTHORISED CAPITAL OF THE CO – OPERATIVE :**

The authorised capital of the Co-operative shall be ……………….. dollars ($..........00) divided into …………….. shares (……000) shares of **One dollar ($1.00)** each. The minimum number of shares to be held by each member shall be ……… ($.....). This motion moved by …………………; seconded by …………….. and was carried unanimously.

1. **INVESTMENT BY THE CO- OPERATIVE :**

The Co-operative shall invest or deposit its funds and no investments above $....................... shall be made without the prior approval of the General Meeting. This motion moved by ………………….**,** seconded by **……………………** and was carried unanimously.

1. **BANK ACCOUNT OF THE CO – OPERATIVE :**

This Proposed Co – operative would open their bank account in the ………….. Bank,…………... This motion moved by ………………………; seconded by ………………….. and was carried unanimously.

1. **ELECTION OF OFFICE BEARERS:**

After a discussion amongst the members, the following members were duly elected:

|  |  |  |  |
| --- | --- | --- | --- |
| **Post** | **Name** | **Proposed by** | **Seconded by** |
| Chairperson |  |  |  |
| Vice Chairperson |  |  |  |
| Secretary |  |  |  |
| Treasurer |  |  |  |
| Member |  |  |  |
| Member |  |  |  |

1. **GENERAL:**
   1. **REGISTRATION FEE:**

The members agreed to pay the Registration Fee of $109.00.

* 1. **CURRENT STATUS:**
  2. **MARKETING:**
  3. **OTHER MATTERS**

1. **CLOSE:**

Before closing, a prayer was conducted by the members. With a few words of thanks and appreciation, the Chairperson declared the meeting close at ….. am/ pm.

………………………… …………………………….

**Chairperson** **Secretary**