Basic Question Samples

1. What is the purpose of the cooperative? SAMPLE: *The primary purpose of the cooperative is to work together to benefit member businesses with shared purchasing, worker recruitment, training, and resources.*

2. Who can be members/qualification? SAMPLE: *Home healthcare providers who provide non-skilled workers in AAA 8.*

3. What are the different levels of membership? SAMPLE: *None.*

4. Are there going to be different amounts for membership dues (by size/type/usage/etc.)? SAMPLE: *No - $100/year for all members.*

5. Will the cooperative have stock options (common/preferred)? SAMPLE: *No.*

6. How many directors is the cooperative going to maintain? SAMPLE: *Seven interim (existing board) and nine designated (starting 9-20-11).*

7. What is the term of office for directors? SAMPLE: *Three years.*

8. How are elections of directors conducted? SAMPLE: *At the first annual meeting of the members of the Cooperative, directors shall be elected. Three (3) directors shall be elected for one (1) year; and three (3) directors for two (2) years; and three (3) directors for three (3) years from each group. At each annual meeting thereafter, new directors shall be elected, for a term of three (3) years each, to succeed those directors whose terms are expiring. Directors will be limited to two complete consecutive terms. All group directors shall be elected by secret ballot, and the nominee(s) receiving the greatest number of votes shall be elected.*

9. What are the officer positions? SAMPLE: *President, Vice President, Secretary, and Treasurer.*

10. What are the officer duties? SAMPLE: *President. The president shall (1) preside over all meetings of the Cooperative and of the board of directors; (2) call special meetings of the board of directors; (3) appoint such committees as the board of directors may deem advisable for the proper conduct of the Cooperative; and (4) perform all acts and duties usually performed by a presiding officer. Vice President. In the absence or disability of the president, the vice president shall perform the duties of the president; provided, however, that in case of death, resignation, or disability of the president, the board of directors may declare the office vacant and elect any eligible person president. The VP will facilitate and monitor all committees. Secretary. The secretary shall keep a complete record of all meetings of the Cooperative and the board of directors and shall have general charge of supervision of the books and records of the Cooperative. The secretary shall sign papers pertaining to the Cooperative as authorized or directed by the board of directors. The secretary shall serve all notices required by law and by these by-laws and shall make a full report of all matters and business pertaining to the office to the members at the annual meeting. Upon the election of a successor, the secretary shall turn over all*
books and other property belonging to the cooperative to the successor. **Treasurer.** The treasurer shall be responsible for the keeping and disbursing of all monies of the Cooperative, and shall keep accurate books of accounts of all transactions of the Cooperative. The treasurer shall perform such duties with respect to the finances of the Cooperative as may be prescribed by the board of directors. At the expiration of his term of office, the treasurer shall promptly turn over to his successor all monies, property, books, records, and documents pertaining to his office or belonging to the Cooperative.

11. What is the term of office for officers? What constitutes a quorum? **SAMPLE:** Two years – officers will be limited to two complete consecutive terms.

12. What vote percentage is required to conduct regular cooperative business? **SAMPLE:** 60% or five (5) interim directors and six (6) designated directors shall constitute a quorum at any meeting of the board.

13. Is the cooperative conducting nonmember business? **SAMPLE:** 50% or four (4) interim or designated directors’ votes shall be required to conduct regular cooperative business.

14. How are you amending by-laws? **SAMPLE:** By-laws may be altered or amended at any regular or special meeting of the members by the affirmative vote of three quarters of the membership votes cast.

15. What is your cooperative fiscal year? **SAMPLE:** The fiscal year of this Cooperative shall commence on the first day of October and end on the last day of September.