

## **NOGALSS MULTIPURPOSE COOPERATIVE SOCIETY LIMITED**

**MOTTO:** EMPOWERMENT TO STEP-UP INCLUSIVE LITERACY

### **OPERATIONAL GUIDELINES**

- 1. OBJECTIVE:** The NOGALSS Multipurpose Cooperative Society (MCS) was born out of the passionate desire to reverse the increasing rate of Non-Literates in Nigeria. It is a known fact that one of the main reasons for illiteracy is poverty, occasioned by the inability to access funds for economic activities.

**The main essence for this Cooperative Society is therefore to:**

- i. Build a sustainable financial base through the monthly subscription and /or shareholding voluntarily made as contribution of members.
- ii. To ride on the pooled monies to access additional funds from IDPs, development banks, corporate individuals, government bodies.
- iii. To use the available funds to empower cooperative members through various means.
- iv. To venture into other wealth creation activities on behalf of the cooperative members.
- v. To support mass literacy activities as shall be agreed.

### **2. GENERAL ASSEMBLY**

The ultimate authority under the law in all the affairs of this society shall be the general body of members who shall from time to time meet to review and direct the work of the society.

### **3. COOPERATIVE UNIT**

For the purpose of reaching the grassroots and have more beneficiaries, the cooperative society shall exist in Units. The Unit of the Cooperative shall have a minimum of ten and maximum of thirty (30) as members. Each Unit shall split into two upon reaching the stipulated maximum number of members.

UNITS are to be coordinated by a Unit Chairman, Secretary, Treasurer, Financial Secretary, Credit Officer and PRO. They are, to in conjunction with others members, ensure to among other roles do the following:

- Mobilize persons of integrity for registration;
- Keep records, hold regular meetings and send in statutory reports;
- Enforce discipline;
- Assess, recommend loan applications for approval and assist in repayment/recovery;
- reconciliations

### **4. ELIGIBLE MEMBERS:**

- i. All NOGALSS members shall be eligible members of the cooperative, including facilitators and learners.
- ii. The memberships of the cooperative are open to only registered NOGALSS members who believe in the vision of NOGALSS and are desirous to be cooperative members. They shall however be introduced by a registered Member of NOGALSS that is a financial member of NOGALSS cooperative.

- iii. Registration: All intending members shall upon the payment of registration fee of a sum of five hundred naira (N500.00) only, obtain and fill a registration form and shall return same within two weeks with the initial monthly contribution.

#### **5. CATEGORY OF MEMBERSHIP BY CONTRIBUTION:**

- i. **Prime Members:** These are the groups that contribute Ten Thousand Naira (N10,000.00) only and above monthly.
- ii. **Golden Members:** these are the members that contribute below Ten Thousand Naira (N10,000.00), but minimum of Five Thousand Naira (N5,000.00) monthly.
- iii. **Standard Members:** These are the groups that contribute less than Five Thousand Naira (5,000.00), but minimum of One Thousand Naira (1,000.00) monthly.

#### **6. ORPHANS AND VULNERABLE CHILDREN:**

In view of our social responsibility to these groups, additional sum of one hundred naira (N100.00) shall form part of your monthly contributions. This shall be your benevolence contribution towards stepping up inclusive literacy for these children. The total sum shall be part of NOGALSS total monthly contributions in the Cooperative.

#### **7. BANK DEPOSITS:**

- i. As much as it is possible, all cooperative members shall deposit monies directly into the designated cooperative bank account.
- ii. The registered name of the contributor must reflect on the bank teller. E.g. if the name on the cooperative form is registered Yusuf Kanu, then the name on the payer's space should also be Yusuf Kanu.
- iii. When you are to pay for someone, use that contributor's name in the space provided for the payer's name.

#### **8. RECORD OF PAYMENT:**

- i. The passbook or statements of accounts are to be numbered and issued from the National Secretariat to avoid duplication.
- ii. The cooperative Chairman, Secretary, Treasurer and Financial Secretary (and as may be approved by the cooperative executives) shall be authorized signatories to authenticate payment records.
- iii. The passbook or statements of accounts are to be updated after the submission of evidence of payment.
- iv. The officers assigned to update individual account are to get their passports and signatures registered at the National/ State Offices and at their various levels. A signature book is essentially to be created.

#### **9. COOPERATIVE LEDGERS:**

- i. There shall be an officer designated to be in charge of the cooperative ledgers at all levels as shall be agreed upon by the executives.
- ii. The evidence of payment is to be used to update the ledgers at various levels.
- iii. The cooperative Bank statement of account shall be used to reconcile ledgers in addition to the photocopy of the bank teller/evidence of payments.

**10. MONTHLY REPORT:**

- i. The cooperative unit at each level shall render and submit reports to the chairman, at the State Office on the 3<sup>rd</sup> working day of every month. The reports shall be collated thereafter, within five working days and forwarded to the National Secretariat.
- ii. There shall be a template for the monthly report as approved by the National Secretariat of the cooperative.

**11. ELIGIBILITY FOR LOAN**

- i. All financial members of the Cooperative shall be eligible to access loan after a period of 6 months subject to review.
- ii. An eligible member must obtain and fill the loan application form.
- iii. Member shall be entitled to maximum of 300% of the balance standing on the account as at the time of application.
- iv. The duration of loan is nine months
- v. The interest rate shall be 5% for the period of the loan.
- vi. The 5% interest shall be deducted upfront from the approved loan.
- vii. Administrative and legal charges shall apply

**12. SECURITY:**

- i. There shall be personal guarantees of two persons; one of which must be a financial member of the Cooperative. The second guarantor must be able to prove his/her eligibility.
- ii. Additional collateral may be required where the need arises.

**13. PENALTY FOR NON-REPAYMENT OF LOAN**

- i. Loan beneficiaries are expected to complete approved loan within the stipulated time. Where these do not take place, a 5% monthly interest shall apply after three months of default on the outstanding balance.
- ii. The Cooperative shall recover all its money after all avenues for recovery has been exhausted through legal means as a final resort. All the legal and incidental charges will be borne by the borrower.

**14. AUDIT/SUPERVISORY COMMITTEE:** An Audit/Supervisory Team headed by a qualified and competent person shall be constituted to police the activities of the cooperatives.