

## REGULATIONS

### TECHNICAL CERTIFICATION IN COOPERATIVE BUSINESS MANAGEMENT

**ARTICLE 1:** The present regulation establishes the norms that rule the Technical Certification in Cooperative Business Management of COOPEDUC, R.L.

**ARTICLE 2:** The Technical Certification in Cooperative Business Management shall be based in the andragogical methodology and shall be chosen the Associates, Delegates, Members of Government, Coordinators, Commissioners and Employees of COOPEDUC, R. L. equally.

**ARTICLE 3:** The requirements to be met by associates wishing to join and attend the program shall be as follows:

1. Be an Associate
2. Be a Delegate
3. Be a member of a Government body, Coordinator or Commissioner
4. Have no outstanding balances with contribution's fee, monthly loan payments or any other financial commitment.
5. Have three (3) years as member of the Cooperative.
6. Be a teacher, active or retired professor or have at least three (3) years of higher education.
7. Participate at the induction meeting of the program.

**ARTICLE 4:** The Board of Directors will establish a percentage for each of these requirements; will make the call for the participation of those interested in the program, where the requirements will be placed, registration date, duration, schedule and modules that will be developed, the same will be published in the medias.

**ARTICLE 5:** Coordination of program shall be integrated by the President and Vice-President of CEDUC and their roles will be:

1. Ensure compliance of the objectives, requirements, score and procedures approved by the Board of Directors.
2. Monitor the request of applicants to the program
3. Select applicants, in compliance with agreements of the Board of Directors.
4. Send a report to the Board of Directors for the ratification of the applicants to the program.
5. Stopover every two months and send a report to the Board of Directors.
6. Evaluate, at the end of the program, outstanding issues and those that need to be improved.

**ARTICLE 6:** The Cooperative agrees to pay the cost of enrollment and/or monthly payments required by everyone who assist to the program. However, it will not cover the cost of travel expenses, mobilization, fees or any other derived from the same.

**ARTICLE 7:** Each principal member of the Government bodies, coordinators or commissioners designated by the Assembly of Delegates, and that are in exercise of their duties or sign at the time it enters into effect this regulation, must attend the program, unless duly proven emergency. Also, it is an indispensable requirement of every candidate to the position of Coordinator, Sub-Coordinator of the Chapter or Commissioner to attend this program.

**ARTICLE 8:** The Board of Directors will be entitled to collect, by means of internal or judicial transfer, for those cases in which the need to demand the reinstatement of the funds invested in program, in the following cases:

1. If the Associate resigns, is declared inactive or is expelled within the period of the two (2) following years from the completion of the course.
2. In the case that the course is not completed.
3. Any proven circumstance not referred to in the foregoing paragraphs, shall be the responsibility of the Board of Directors and shall give the opportunity to the Associate, Delegate or Member of the Government Bodies, Coordinators or Commissioners that are at the first position in the list of candidates.

**ARTICLE 9:** The Associate, Delegate or Member of the Government Bodies, Coordinator or Commissioners elected for the program must sign a formal commitment note, in the event that the cost of the program must be reimbursed.

**ARTICLE 10:** In the event that there exist a tie in the selection of the candidates to the program, it will be taken into account the following criteria and percentages:

1. Higher general score.
2. Seniority of the Associate in the Cooperative, day, month and year of registration.

**ARTICLE 11:** The Associate, Delegate or Member of the Government Bodies, Coordinator or Commissioners who has a disability and have been chosen to participate in the program will take classes under a modular method.

**ARTICLE 12:** Every Associate that has been chosen to participate in the program has the obligation to attend the induction meeting; otherwise shall be expelled of the same.

**ARTICLE 13:** Spaces to participate in the program shall be equally distributed between the Associates, Delegates and Members of the Government Bodies. If any space is available, it shall be distributed within the other aspirants that remain pending.

**ARTICLE 14:** Modifications, interpretations and enforcement of this regulation is faculty of the Board of Directors of COOPEDUC, R.L.

**ARTICLE 15:** This regulation was approved on February 2, 2005 and its last modification was made on February 5, 2009, at Meeting No.1-2009 of the Board of Directors.

(signed) Prof. Etelvina Villa de Castillo  
President

(signed) Magister Carlota de Batalla  
Secretary