

REGULATIONS FOR TRAINING IN USE OF COMPUTERS

ARTICLE 1: This regulation establishes the rules that will manage the training for associates of COOPEDUC, R. L.

ARTICLE 2: Training in the use of computers will be based on andragogic methods and the associates, delegates, members of government bodies and commissioners and technical support will be chosen in an equitable basis.

ARTICLE 3: The requirements that must meet those who aspire to enter and participate of this training, are the following:

1. Be an active associate.
2. Not being in default in any contribution fee, in monthly payments or any other financial commitment.
3. Have one (1) year belonging to the Cooperative.
4. Participate at induction meetings for training in the use of computers.

ARTICLE 4: The Board of Directors shall establish the percentage for each of these requirements; will make the call for the participation of those interested in the training, in which the requirements shall be placed, date of registration, duration, hours and modules that will be developed. The same will be published in communication media.

ARTICLE 5: The coordination for the induction of the training shall be constituted by the President of the Board of Directors, President of the Education Committee, accompanied by the Vice-President of the Education Committee and their functions are the following:

1. Ensure compliance of the objectives, requirements, score and procedures approved by the Board of Directors.
2. Monitor announcements for candidates to be trained in the use of computers.
3. Choose candidates, in compliance with resolutions of the Board of Directors.
4. Submit to the Board of Directors a report for the ratification of the candidates.
5. Make a visit and send a report to the Board of Directors.
6. Evaluate, at the end of the training, the outstanding aspects and those that need to be improved.

ARTICLE 6: The Cooperative agrees to cover the cost of registration and/or monthly payments required by everyone who assist to the training. However, will not cover travel allowance, mobilization, fees or any other derived.

ARTICLE 7: Principal members of Government Bodies, Coordinators or Commissioners chosen by the Assembly by Delegates who is not familiar with the use of a computer and are exercising their position or enters at the time this regulations is effective, shall be encouraged to assist to this training.

ARTICLE 8: The Cooperative has the authority to collected, thru internal transfer, those cases in which it is required the reimbursement of the funds invested in the training, as follows:

1. If the Associate resigns, is declared inactive or is expelled within the period in which is being trained.

ARTICLE 9: Any circumstance of proven urgency not contemplated in the previous articles, shall be competence of the Board of Directors to make the decision of collecting or give an opportunity to the Associate, Delegate or Member of the Government Bodies, Coordinators or Commissioners that are in the first position in the list of candidates.

ARTICLE 10: The Associate, Delegate or Member of Government Bodies, Coordinators or Commissioners chosen for the training, must sign a formal commitment note, in the event that the reimbursement of the training cost is required.

ARTICLE 11: In case of a tie in the selection of candidates for the training, it shall be considered:

1. Service of the associate in the Cooperative: day, month and year of registration.

ARTICLE 12: The Associate, Delegate or Member of the Government Bodies, Coordinator or Commissioner who are disabled and has been chosen to participate in the training, will only attend classes if there are special facilities at the study center.

ARTICLE 13: Every associate that has been chosen to participate in the training will be committed to attend to the induction, otherwise shall be expelled of the same.

ARTICLE 14: The spaces to participate shall be distributed equally among the associates, delegates, government bodies. If there are any spaces on these groups, they shall be distributed among the pending candidates.

ARTICLE 15: Modifications, interpretations and enforcement of this regulation is faculty

of the Board of Directors of COOPEDUC, R.L.

(signed) Mgtr. Jose Alain
President

(signed) Prof. Casiano De Gracia
Secretary