

NOGALSS MULTIPURPOSE COOPERATIVE SOCIETY LIMITED

MOTTO: EMPOWERMENT TO STEP-UP INCLUSIVE LITERACY

GENERAL 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.
- iv. To venture into other wealth creation activities on behalf of the cooperative members.
- v. To appropriate profit from the venture to be able to carry out the support for Mass Literacy and Non-Formal Education activities adequately.

NOGALSS

NOGALSS is an acronym for Non-Governmental Association for Literacy Support Services. It represents the National Civil Society Education Coalition of all NGOs and PVOs that are in the field of Mass Literacy, Adult and Non-Formal Education in Nigeria.

NOGALSS is established through the National Mass Education Commission to complement Government's effort at all level in the provisions of Mass Literacy, Adult and Non-Formal Education in Nigeria. NOGALSS works in close collaboration with all the 36 State Agencies for Mass Education in the Federation and FCT.

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. **NOGALSS COOPERATIVE EXECUTIVE COMMITTEE:** There shall be a National Cooperative Executive Committee which shall consist of the NEC Members drawn from the six geo-political zones with the Chairman of the National Cooperative Development Committee as the Secretary. They shall be the representatives of NOGALSS and shall act on behalf of the general assembly. They shall serve as the image of the Cooperative Society in her undertakings, serve as the custodian of her assets and generally engage in the activities capable of improving the general operations of the society. They shall have final decisions on all matters of NOGALSS Cooperative Multipurpose Society.

4. LEADERSHIP:

- i. The leadership of the Cooperative shall purely be people who have labored, served and are committed to the vision of NOGALSS.
- ii. The leadership shall be in the first instance, by offices held in NOGALSS and the skill of individuals.
- iii. There shall be a President, Secretary, Treasurer, Financial Secretary, Head of credits. The President shall be Chief Executive Officer of the Cooperative; he/she shall preside over the general, executive and special meetings of the cooperatives.
- iv. The State Executive of the Cooperative, who shall work directly and be responsible to the National Secretariat, shall consist of the state chairmen, Treasurers, Financial Secretaries of NOGALSS and other relevant teams and committed NOGALSS members (Not necessarily that they must hold the same office in the Cooperative Society)
- v. The Executive of the senatorial and Local Government Areas shall be the replicate of the state executive (Not necessarily that they must hold the same office in the cooperative) and shall take directives from the state leadership of the cooperative.
- vi. The state leadership of the cooperative shall have supervisory roles over the senatorial zones and local government cooperative operations.
- vii. The state leadership of the cooperative shall equally have the power to investigate and check the record of the senatorial zones and local government cooperatives whenever the need arises.
- viii. The leadership of the cooperatives at all levels shall have custody of the forms and bylaws.

5. 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. Each Unit shall have a Chairman, Secretary and Treasurer.

UNITS are to be coordinated by a unit leader, secretary & treasurer. 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

6. 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 one thousand naira (N1,000.00) only, obtain and fill a registration form and shall return same within two weeks with the initial monthly contribution.
- iv. A member shall give a three months written notice where he/she desires to withdraw as a contributor.

7. 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.

8. 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.

9. 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.

10. 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.

11. 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.

12. CREDIT ADMINISTRATION AND BUSINESS DEVELOPMENT:

- i. There shall be a state committee of three to five (3-5) persons (subject to review) for credit administration at all levels headed by a chairman.
- ii. Credit administration shall be supervised by Director of Credits at the National Office.

- iii. There shall be credit officers at state level who represent the head of credit at the state and supervises the loan committees at the senatorial and local government levels.
- iv. The credit administration shall include loan appraisal, processing of loan applications, disbursements, supervision, and recoveries.
- v. Designated persons at the state, senatorial zones and local government areas shall head sub-committees in charge of loan affairs and business development.
- vi. The Head of a committee on loan affairs shall be responsible to the chairman of credit administration at the state.
- vii. There shall be a Business Development Team.

13. COOPERATIVE EXECUTIVE MEETING:

There shall be a quarterly cooperative executive meeting at the national secretariat, but at least once in a month at the local government levels and as many times as the executives shall deem it fit. The place, time and venue of the meeting shall be determined by the cooperative executives.

14. MONTHLY REPORT:

- i. The cooperative unit at each level shall render and submit reports to the chairman, at the State Office on the 3rd 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.

15. DIRECTOR OF CREDITS:

- i. He shall be responsible to the chairman of the cooperative.
- ii. He shall be the head of credit activities of the cooperative.
- iii. He supervises the state credit administration.
- iv. He shall be responsible for loan appraisals, supervision, recoveries, and facilitate disbursement at the National Secretariat.
- v. He shall coordinate the activities of all the committees in charge of loan affairs in the states.
- vi. He shall be a member of the Management Executives of the cooperatives.
- vii. He shall from time to time attend the state executive meeting of the Cooperative.
- viii. Director of credit shall recommend loan beneficiaries application for final approval.

16. 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
 - a) Administrative charges of 1% shall apply for loan application of fifty thousand naira (N50,000.00) and above.

- b) Legal charges shall include cost of search on collaterals, cost of recoveries and other expenses that may accrue during the process of recovery. The statutory cost shall be in line with the laid down legal charges.

17. 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.

18. 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.

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