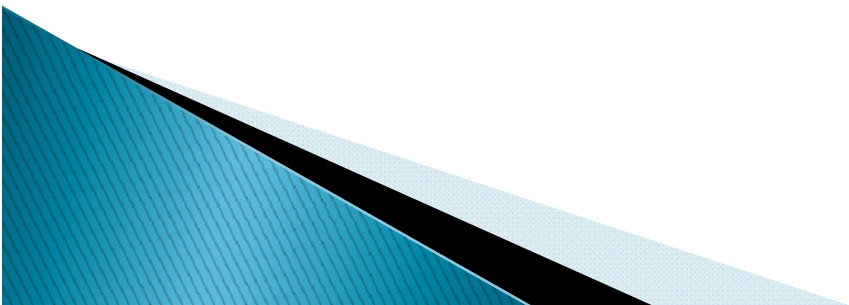


Policies in Support of Bylaws



POLICY

(Guidelines for Membership)

With reference to the Bylaws of the Association of Asian Confederation of Credit Unions (ACCU), Article 5, the following guidelines for membership applications and admissions shall be followed:

A: Regular Members

1. Membership of the Association of Asian Confederation of Credit Unions (ACCU) shall be divided into four categories: Regular Member, Associate Member, Affiliate Member and Supporter Member.
2. A League, Federation or National Organization of Credit Unions or Credit Cooperatives applying for **Regular Membership** must have the following qualifications:
 - 2.1 It must follow the International Credit Union Operating Principles and have membership consisting of at least 20,000 individual members or one per cent (1%) of the total population of the country in which it is situated, whichever is less.
 - 2.2 It must demonstrate responsibility for a well-defined geographical area of operation in one Asian country, within which it can provide services to its members.
 - 2.3 It must have legal status governed by a legitimate Constitution or Bylaws acceptable by the ACCU Board of Directors.
 - 2.4 Its affiliated members must be credit unions/credit cooperatives which are entirely member-owned and controlled. They must adhere to the International Credit Union Operating Principles, applying the standard accounting procedures for the maintenance of accounts, with legal status as “Single Purpose “credit unions/credit cooperatives.
3. An applicant who fulfils the above qualifications under clause 2 can apply for membership by making a formal request to the president of ACCU with the following attachments:
 - a) A copy of its registration documents
 - b) A copy of its constitution and bylaws

- c) If the registration documents are not enclosed, the Board of Directors of the organization shall issue certification indicating evidence that it is a legitimate organization and that the Chief Executive Officer shall submit a report about the reputation of the applicant and explaining clearly the reasons for the omission of the documents.
 - d) A copy of its financial statements, with the latest Balance Sheet and Progress Report.
 - e) A letter expressing readiness and commitment to pay membership dues to ACCU within 45 days of admission.
 - f) A Bank Draft of US\$250 as entrance fee.
- 4. An applicant may be admitted as a member by a simple majority of votes in the Annual or Special General Meeting, subject to prior approval of the existing member of the country, if any.
 - 5. A member may withdraw its membership from ACCU at any time, provided that a written advanced notice of 45 days of such withdrawal is submitted to the President of ACCU.
 - 6. The ACCU Board of Directors, by a simple majority of votes, may suspend the privileges of a member failing to pay dues. A member not able to comply with the dues requirement is not eligible to stand for election and has no voting rights. A Member organization represented on the Board shall comply with the dues requirements and rules of membership. Failure to do so shall result in disqualification from the Board.
 - 7. The Annual or Special General Meeting may expel any member from ACCU by a simple majority of votes when such member fails to pay dues for three (3) consecutive years, or commits acts detrimental to the interests of ACCU, or loses its basic qualifications stated in clause 2 above. The member of ACCU paying dues as per the schedule of the dues payment shall have voting rights at the General Meeting and is eligible to be a candidate for the board of Directors. The board of directors by simple vote may suspend the privilege of the members failing to pay dues.

B: Associate Member

- 1 Any Credit Union League or Federation in Asia which has not reached individual membership of 20,000 and reached minimum 10,000 may be admitted as an Associate Member without voting right.

2. An application for Associate Membership may be made through a formal request with application form to the president of ACCU with a testimony of readiness and commitment to pay dues of an affiliate to ACCU within forty five (45) days of its admission.
3. The ACCU Board of Directors, by a simple majority of votes, may accept any organisation stated in Clause 1 above as an Associate Member.
4. The Associate Member may withdraw from ACCU at any time, provided a written advanced notice is submitted to ACCU 45 days prior to withdrawal.

C: Affiliate Member

- 1 Affiliate members shall be the National Apex Cooperative Organizations, Cooperative Financial Institutions, Cooperatives Education and Research Institutions or the Credit Union Promotion Organizations or Patron Organizations of ACCU Any organization engaged in credit union promotion or cooperative promotion, training or support may be admitted as a non-voting affiliate.
2. An application for Affiliate Membership may be made by a formal request to the president of ACCU with a testimony of readiness and commitment to pay dues of an affiliate to ACCU within 45 days of its admission.
3. The ACCU Board of Directors, by a simple majority of votes, may accept any organisation as stated in Clause C1 above as an affiliate.
4. An affiliate may withdraw from ACCU at any time, provided a written advanced notice is submitted to ACCU 45 days prior to withdrawal.

D: Supporter Member

- 1 Supporter Members shall be Credit Unions, Credit Cooperatives, and Cooperative Banking Institutions. Any organization engaged in credit union promotion or cooperative promotion, training or supporter may be admitted as a non-voting affiliate.
- 2 An application for an affiliate may be made by a formal request to the President of ACCU with a testimony of readiness and commitment to pay dues of an affiliate to ACCU within 45 days of its admission.
- 3 The ACCU Board of Directors, by a simple majority of votes, may accept any organisation stated in Clause D1 above as a Supporter Member.

DUES POLICY

(In Conjunction with the Bylaws of ACCU)

A: Regular Member

1. A member shall be responsible to choose for itself whether or not to affiliate with WOCCU through ACCU, and if it decides to do so, it shall be responsible for its portion of WOCCU dues according to its ACCU Membership category.
2. ACCU's Regular Membership dues shall be the minimum amount covering the basic operational costs, calculation being based on the member organization's assets within the range US\$ 2,000 - US\$ 5,000. The system using assets of the organization movement rate shall be calculated as follows:

Assets of Credit Union Movement

Millions US\$	Dues-Units US\$
Up to 25	2,000
26 - 100	3,000
101 - 500	4,000
Over 500	5,000

3. Dues shall be paid at a minimum of US\$ 2,000 and increased by US\$ 200 per year. Every five years, member dues shall be increased by 5% when members have reached the maximum.
4. ACCU welcomes members who pay additional dues as a contribution. If a member pays dues more than the minimum obligation, ACCU shall recognize its additional contribution to ACCU operations at the Annual General Meeting.
5. A regular member paying ACCU dues and its portion of WOCCU dues on time shall be entitled to send one (1) delegate to attend the Annual General Meeting on a self funded basis.
6. **Additional Contribution Table**

US\$ 10,000	US\$ 20,000
US\$ 30,000	US\$ 40,000
US\$ 50,000	US\$ 60,000

7. **Payment Schedule:** The ACCU dues and WOCCU dues shall be payable not later than August 1 each year, except that a member may choose to pay dues in instalments of not less than 50 per cent of the total dues on or before August 1 each year; 25 per cent on or before September 1, and the balance on or before October 1. Dues payments shall be based on membership statistics as at 31 December of the previous year.

B: Associate Members

Associate Members shall pay US\$1,500 per year. Associate Members dues are payable in full on or before August 1 each year. Associate Members shall also pay fees for services rendered.

An Associate Member paying ACCU dues on time shall be entitled to send one (1) delegate as an observer to attend the Annual General Meeting on a self funded basis.

C: Affiliate Members

Affiliate Members shall pay US\$1,000 per year. Affiliates dues are payable in full on or before August 1 each year. Affiliates shall also pay fees for services rendered.

An Affiliate Member paying ACCU dues on time shall be entitled to send one (1) delegate as an observer to attend the Annual General Meeting on a self funded basis.

D: Supporter Members

Supporter Members shall pay US\$500 per year. Supporter dues are payable in full on or before August 1 each year.

A Supporter Member paying ACCU dues on time shall be entitled to send one (1) delegate as an observer to attend the Annual General Meeting on a self funded basis.

E: Dues Subsidy

Only regular members may request dues subsidy in case of Bankruptcy and Natural Calamities. Such Dues subsidy requests should be submitted to the Board of Directors at least three month in advance of the fiscal year. The Board could consider such requests and propose to the General Meeting approval of the subsidy. However for the period of the dues subsidy the member may not be eligible for election to the board.

ACCU Membership Benefits:

	Regular	Associate	Affiliate	Supporter
a)	Entitled to send delegates to the General Meeting with voting rights.	Entitled to send delegates to the General Meeting as observer with no voting rights.	Entitled to send representative to the General Meeting with no voting rights.	Entitled to send representatives to the General Meeting with no voting rights.
b)	Delegates may be elected as Director of the Board.	Not eligible to be elected as Director of the Board.	Not eligible to be elected as Director of the Board.	Not eligible to be elected as Director of the Board
c)	Directors of the Board attending the Annual General Meeting: travel, accommodation and board will be paid by ACCU	Not eligible -	Not Eligible -	Not Eligible -
d)	Annual General Meeting: travel, accommodation and board self funded.	Annual General Meeting: travel, accommodation and board self funded.	Annual General Meeting: travel, accommodation and board self funded.	Annual General Meeting: travel, accommodation and board self funded.
d)	Entitled to nominate re the annual Recognition Awards.	Not eligible.	Not eligible.	Not eligible.

	Regular	Associate	Affiliate	Supporter
e)	Entitled to send participants to all ACCU seminars workshops/training programs on discounted registration	Quota given upon request with normal registration fees.	Quota given upon request with full registration fees.	Quota given upon request with full registration fees
f)	First privilege to host ACCU functions.	Lower privilege to host ACCU functions.	Lower privilege to host ACCU functions.	Not eligible to host ACCU functions.
g)	Entitled to send CEOs/Managers to CEOs Workshop/Meeting and the Annual General Meeting. Accommodation and board for CEOs/Managers attending the Annual General Meeting is self funded.	Entitled to send CEOs/Managers to CEOs Workshop/Meeting and the Annual General Meeting. Accommodation and board for CEOs/Managers attending the Annual General Meeting is self funded.	Entitled to send CEOs/Managers to CEOs Workshop/Meeting and the Annual General Meeting. Accommodation and board for CEOs/Managers attending the Annual General Meeting is self funded and fee charged.	Not Eligible
h)	Entitled to receive "ACCU News and Highlights" in proportion to membership 10-50 copies.	Entitled to receive 10 copies. Extra copies will be charged.	Entitled to receive 5 copies. Extra copies will be charged.	Entitled to receive 2 copies. Extra copies will be charged.
i)	Entitled to receive "Technical Report" in proportion to membership 3-5 copies.	Entitled to receive 1 copy.	Entitled to receive 1 copy.	Entitled to receive 1 copy.

Unanimously approved by ACCU 13th Annual General Meeting
In Dhaka, Bangladesh on September 10, 1994
Unanimously approved amendment by ACCU 26th Annual General Meeting
In Bali, Indonesia on September 23, 2007

BOARD OF DIRECTORS POLICY

(In Conjunction with the Bylaws of ACCU)

The General Meeting of the Association of Asian Confederation of Credit Unions has established the following regulations governing the Board of Directors not contrary to the Bylaws, as follows:

1. The President shall call for nominations on the prescribed form from regular members for the Board of Directors at the general meeting. The regular members including the President being eligible to nominate
2. At the Annual General Meeting, the Board of Directors consisting of five persons shall be elected to serve a two year term. The term of the board of directors is two years and individuals may hold a Director position for a maximum of three consecutive terms.
3. Two Alternate Directors designated as 6 and 7 shall also be elected by the General Meeting. In the event of a vacancy on the Board of Directors existing for more than four (4) months prior to the General Meeting, the Alternate Directors, in numerical order, shall succeed to such vacancy and serve out any unexpired term of a former Director of the Board, If a vacancy exists for more than four (4) months and there is no Alternate Director available, the remaining Directors shall by a majority of votes elect a delegate from the member countries that do not have a Director on the Board. If a vacancy exists for less than four (4) months prior to the Annual General Meeting, the remaining Directors may have the discretion not to fill that vacancy. Alternate Directors shall not have voting power unless they succeed to a vacant office. The Alternate Director designation is valid only until the next election.
4. In the event of a vacancy on the Board of Directors the Annual General Meeting shall have the power to elect a candidate for the remaining period.
5. In the event of a vacancy in the office of President, the First Vice-President shall succeed to the office of President and the Registrar/Second Vice-President shall succeed to the office of First Vice-President.
6. In the event of a vacancy in the office of First Vice-President, the Registrar/Second Vice-President shall succeed to the office of First Vice-President.
7. In the event of the vacancy of any other office, the Directors shall reassign the remaining offices among Members of the new Board.
8. No member country may have more than one (1) representative on the Board of Directors or as an Alternate Director. No person may serve more than three (3) consecutive terms of two (2) years on the Board of Directors.

9. The Board shall meet at least three times during the year. One meeting shall be held on an electronic basis and two meetings in person, one of which shall be in conjunction with the Annual General Meeting. ACCU shall be responsible for the costs of Directors' travel at economy rates, accommodation and board relative to all Board Meetings. Newly elected Board Members shall not be entitled to receive the above payment for the meeting held in conjunction with the general meeting which elected them.

**Unanimously approved by the ACCU 13th Annual General Meeting
In Dhaka, Bangladesh on September 10, 1994**

**Unanimously approved amendment by ACCU 26th Annual General Meeting
In Bali, Indonesia on September 23, 2007**

POLICY

(Board of Directors Nomination and Election Procedure)

The Board of Directors of ACCU recognizes the importance of corporate governance to ACCU and is committed to ensuring an effective Director nominations process for the organization.

- The President shall appoint an Election Officer from the non-voting delegates present at the general meeting.
- A member of ACCU Staff shall be appointed to assist the Election Officer
- A Scrutineer/poll watcher shall be appointed from the non-voting delegates. (Note: The Scrutineer may witness the count but must not handle votes).
- The Election Officer shall announce the number of vacancies and explain the election procedure, distribute the nomination papers and call for nominations from the regular members who are qualified to be candidates. Regular members may nominate themselves as candidates, it is not therefore necessary to be proposed and seconded.
- Sample nomination form is as follows

Association of Asian Confederation of Credit Unions Board of Directors' Nomination Form

I hereby nominate----- as a candidate for election to the Board of Directors for the ensuing two (2) years.

Signed: -----

- Delegates eligible to vote shall be identified and prepared ballot papers distributed. (The Election Officer shall explain the correct voting procedure. For example, voters will indicate with a tick or cross, their preferences equal in number to the number of vacancies, in the squares beside the names. Any Ballot papers with more votes than the number of vacancies will be declared invalid).
- Completed ballot papers will be collected
- The Election Officer and assistant shall count the votes observed by the Scrutineer and the candidate.

- At completion of the count the Election Officer will announce the results of the ballot.
- In the event of a tied-vote for Director or Alternate Director, a separate ballot will be conducted to determine the successful candidate. In case the second vote result is tied the election officer may decide to have another round of votes or toss of coin.
- The elected candidates will be declared elected as Directors or Alternate Directors.
- At the conclusion of the ballot following declaration and acceptance of all positions, a motion will be put to the meeting that all ballot papers be destroyed.
- Immediately following declaration of the Board members the Election Officer will facilitate the first Board meeting to elect the officers in accordance with the Bylaws.

According to the bylaws article 18, the election officer will explain the name of the position and the voting system. Each position may be proposed, seconded and elected separately or all positions elected together.

- If there is more than one candidate for any position, the election officer will conduct the election as a secret ballot.
- In the event of a tied-vote for a position, a separate ballot will be conducted to determine the successful candidate. In case the second vote result is tied the election officer may decide to have another round of votes or toss or coin.
- After selection/election the election officer will declare the name and office of each candidate for the election period.
- The election officer will conduct the induction of the Board of Directors and request them to take the Oath in front of the General Assembly

Oath of Office of the New Board of Directors
September 20....

I ,....., do
(NAME) (POSITION)

Hereby promise as a member of the Board of Directors of the Association of Asian Confederation of Credit Unions:

- To uphold the Bylaws and Policies of ACCU to the best of my ability;
- To represent, during my term of office, the interests and opinions of credit union members in Asia with deepest respect for their abiding faith in our cooperative credit institutions; and
- To carry out my responsibilities cognizant of the implications of policies made and actions taken on behalf of credit union members everywhere in our region

I do promise these in the spirit of cooperation and through the tradition of the credit union philosophy and its practice.

Signature: _____

Name: _____

September _____, 200__

POLICY

(Accounts and Audit Supervisory Committee)

Committee Composition

The Board of Directors of ACCU recognizes the importance of monitoring of accounts and auditing of ACCU. The Accounts and Audit Supervisory Committee will consist of at least two (2) President and Treasurer.

Resource staff to the Committee will be appointed by the President as required by the Committee and shall have no vote.

Committee Mandate

The Accounts and Audit Supervisory Committee shall have the functions and responsibilities set out below:

- The Accounts and Audit Supervisory Committee shall complete, at least six monthly, an examination of the affairs, books and documents of ACCU.
- Also the committee will do or cause to do an internal audit of ACCU. And shall compile and submit a written report thereof to the board.

**Unanimously approved amendment by ACCU 26th Annual General Meeting
In Bali, Indonesia on September 23, 2007**