

Bylaws of The Association of Asian Confederation of Credit Unions¹

Chapter 1 - GENERAL MATTERS

Art. 1) This association is known as "**Samakom Samaphan Sahakorn Omsap Lae Kredit Nai E-Sia**" using monogram "*So.So.Cho*" and known as "**The Association of Asian Confederation of Credit Unions**" by using the English monogram "ACCU".

Art. 2) The association's logo is a symbol of two hands bearing the globe inscribed with the letters: **ACCU**



Art. 3) The association's office is 8th Floor, U Tower Building, No. 411, Srinakarin Rd., Suanluang, Bangkok 10250, Thailand

Art. 4) The association's objectives shall be:

- 4.1 To promote the organization of credit unions in Asia;
- 4.2 To represent the interests of the Asian credit union movement before the general public, government entities, public and private international organizations, cooperative institutions and other appropriate groups, and to develop and maintain the best possible relationship with these groups;
- 4.3 To facilitate technical and financial services essential to the establishment, stability, growth and unity of credit unions in the region;
- 4.4 To ascertain the needs of Asian credit unions through research and other means, and to assist those concerned to identify projects and activities designed to meet those needs;
- 4.5 To assist member organizations in undertaking country projects and activities and to implement or coordinate such projects and activities undertaken at the inter-country or regional level;
- 4.6 To collect information of interest to credit unions and to disseminate the same, through publications and other media, to credit union organizations and other groups who deal with credit unions in the ordinary course of their business;
- 4.7 To identify, develop and effectively use available human and institutional resources and to promote their interchange for the benefit of the credit union movements;

- 4.8 To obtain such provisional orders or legislative acts that will protect and serve the best interests of the credit union movements;
- 4.9 To enter into arrangements with governments, public or private international organizations, cooperative institutions and other appropriate groups that are deemed consistent with the objectives of the Confederation and its member organizations;
- 4.10 To implement or manage on behalf of members those central functions identified by them as necessary for their common benefit;
- 4.11 Not to set up any snooker table and
- 4.12 To be private organization operating without any connections with politics

Chapter 2 - MEMBERS

Art. 5) The association's members are divided into 4 categories, namely:

Regular Member
Associate Member
Affiliate Member
Supporter Member

5.1 **Regular members** are the Credit Union Leagues and Credit Union Federations with qualifications as follows:

- 5.1.1 Administering their organization by following the International Credit Union Operating Principles;
- 5.1.2 Having individual membership of at least 20,000 persons affiliated to the National Organization of Credit Unions or at least 1% of the total population of the country in which such an organization is located;
- 5.1.3 Having their field of services and the operational area within Asia;
- 5.1.4 Being a juridical entity, and using the bylaws approved by the Board of Directors of the association; and
- 5.1.5 Having been an Associate member for at least one year.

5.2 **Associate members** are the Credit Union Leagues and Credit Union Federations with qualifications as follows:

- 5.2.1 Administering their organization by following the International Credit Union Operating Principles;
- 5.2.2 Having individual membership of at least 10,000 persons affiliated to the National Organization of Credit Unions or at least 0.5% of total population of the country in which such an organization is located;

5.2.3 Having their field of services and the operational area within Asia;

5.2.4 Being a juristic entity and using the bylaws approved by the Board of Directors of the association.

5.3 **Affiliate members** shall be the National Apex Cooperative Organizations, Cooperative Financial Institutions, Cooperative Education and Research Institutions, Credit Union Promotion Organizations or and Patron Organizations of ACCU.

5.3.1 Having programs on Credit Union development in Asia

5.3.2 Having a partnership with ACCU to promote Credit Unions in their respective countries

5.3.3 Having programs on Credit Cooperative Education or research particularly Financial Cooperatives

5.3.4 Providing financial and technical support for Credit Union Promotion

5.4 **Supporter members** shall be Credit Unions, Credit Cooperatives, Cooperative Banking Institutions

5.4.1 Having outstanding achievement on operations such as membership or volume as a special program

5.4.2 Having partnership with ACCU to promote Credit Union best practice in their respective countries

5.4.3 Providing financial and technical support for Credit Union Promotion

Art. 6) The member representative of ACCU shall have the following qualifications:

6.1 Be a responsible person who is competent and acts with honesty and integrity

6.2 Has not been sentenced as either a bankrupt person or an incompetent person or jailed except if the offense is due to negligence or leniency.

6.3 Be a delegate appointed by the Board of Directors of the National League/Federation.

Art. 7) Enrolment of membership:

An applicant for membership of the association shall submit an application to the President of the association. The ACCU Board Meeting shall have the power to accept Regular, Associate, Affiliate and Supporter Membership. However, an applicant shall obtain membership status upon paying the entrance fees and annual dues according to the regulations of the association after the resolution to

accept such member.

The Board of Directors has the right to suspend any member who creates acts detrimental to the image and interests of ACCU and the credit union movement as a whole. However, expulsion of membership shall be approved by the Annual General Meeting as recommended by the Board of Directors.

Art. 8) Membership shall be terminated by virtue of any one of the following reasons:

- 8.1 Resignation;
- 8.2 Disqualification of membership;
- 8.3 Expulsion of any regular member by resolution of the General Meeting of the association;
- 8.4 Expulsion of any Associate, Affiliate and Supporter member by resolution of the Board of Directors

Art. 9) Rights and Duties of the member:

Rights and Duties of Regular members shall be:

- 9.1.1 To attend the General Meeting of the association in order to express recommendations to the association;
- 9.1.2 A regular member is entitled to elect and/or be elected or be appointed as a Director of the association and to vote at the General Meeting;
- 9.1.3 To request the Board of Directors to check the accounts and assets of the association;
- 9.1.4 To enlist their names to make up at least one-third of all regular members for holding a Special General Meeting;
- 9.1.5 To comply with the Bylaws and Regulations of the association;
- 9.1.6 To pay the membership dues as specified in the Regulations approved by the General Meeting;
- 9.1.7 To cooperate and support the operations of the association;
- 9.1.8 To propagate the reputation of the association.

Rights and Duties of Associate, Affiliate and Supporter members shall be:

- 9.2.1 To attend the General Meeting of the association as an observer.
- 9.2.2 To pay the membership dues as specified in the Regulation approved by the General Meeting;
- 9.2.3 To cooperate with and support the operations of the association;
- 9.2.4 To propagate the reputation of the association.

Chapter 3 - GENERAL MEETING

- Art.10) The founders of the Association shall hold the First General Meeting within 180 days from the date of registration
- Art.11) The Board of Directors shall hold the Annual General Meeting once a year during the period from July to September of each year.
- Art.12) A Special General Meeting shall be held as deemed necessary by resolution of the Board of Directors or by at least one-third of all regular members who enlist their names requesting such meeting
- Art.13) In calling the General Meeting, the President shall send the notice of the General Meeting in writing to the members at least 60 days in advance. The official notice should also include an invitation calling for nominations for election to the Board of Directors in accordance with Art. 18
- Art.14) The Annual General Meeting shall consider at least the following agenda:
- 14.1 Progress report of the past business year;
 - 14.2 Financial report on Statements of Revenues and Expenses and Balance Sheet;
 - 14.3 Election of the new Board of Directors when the term of the Board of Directors expires;
 - 14.4 Appointment of the auditor;
 - 14.5 Approval of the yearly Business Plan and Budget.
- Art.15) At the Annual General Meeting or Special General Meeting, there must be at least half of the regular members in attendance to represent a quorum. If the quorum of the General Meeting cannot be obtained on the day of the scheduled meeting, the General Meeting shall be called, once again, after 30 days but not exceeding 90 days. Any number of members attending the re-scheduled meeting shall constitute a quorum. If the quorum of a Special General Meeting upon the request of the members cannot be obtained, such meeting shall not be held and shall be cancelled.
- Art.16) In making resolutions at the General Meeting or the meeting of the Board of Directors, only a majority vote shall be needed if not stipulated in the Bylaws. However, if the vote is equal, the chairman of the Meeting shall make a decisive vote. Only regular members shall be entitled to vote at the General Meeting. Any resolution before the general meeting proposed by regular members shall be submitted to the president at least 30 days in advance of the General Meeting. The Board of Directors shall decide if the resolution will be placed on the

Agenda

- Art.17) At the General Meeting or the meeting of the Board of Directors, if the President, and Vice-Presidents of the association are absent or cannot perform their duties, the meeting shall elect a Director, who attends the meeting, to act as Chairman for that meeting.

Chapter 4 - BOARD OF DIRECTORS

- Art.18) The General Meeting shall elect five (5) Directors from the voting regular members to administer the association's business. This Board of Directors consists of 6 persons. Those elected by the General Meeting shall elect among themselves:

- 18.1 President;
- 18.2 First Vice-President;
- 18.3 Second Vice-President;
- 18.4 Secretary;
- 18.5 Treasurer.
- 18.6 Chief Executive Officer shall act as an ex officio member without voting power

- Art.19) The Board of Directors shall be in their positions for two years. Each individual should not hold more than three consecutive terms. Transfer of responsibility between the previous and the new Board of Directors shall be completed within 30 days.

- Art.20) If a position on the Board of Directors becomes vacant before completion of the term, the Board of Directors shall be empowered to appoint from the alternate directors as deemed appropriate, to fill that vacancy. The term of office shall be equal to the remaining term of the office of the outgoing director.

- Art.21) The term of a Director shall be terminated under the following conditions:

- 21.1 Death of the Director;
- 21.2 Resignation of the Director from ACCU;
- 21.3 Expiration of the term of office of the Director of ACCU;
- 21.4 Termination/Withdrawal of membership or being no more a representative of a regular member;
- 21.5 Employment with the association.
- 21.6 Dismissal of the Director by resolution of the General Meeting.
- 21.7 Failure to pay the members dues as per policy

Art.22) Power and duty of the Board of Directors shall be:

- 22.1 To issue regulations, which are not against these Bylaws;
- 22.2 To employ and dismiss the Chief Executive Officer of the association.
In case the Chief Executive Officer has not yet been employed, the Secretary shall be the Acting Chief Executive Officer of the association;
- 22.3 To appoint the advisor or sub-committee whose term of office shall not exceed the term of that Board of Directors.
- 22.4 To administer power and other duties as stipulated by these Bylaws or as assigned by the General Meeting.
- 22.5 To evaluate the annual performance of the Chief Executive Officer.

Art.23) The Board of Directors has the following responsibilities:

- 23.1 The President shall be the Chairperson of the General Meeting and Board Meetings and shall call or send notice of the Board Meetings.
- 23.2 The First Vice-President shall perform the duty of the President if the President is absent or cannot perform his/her duty and shall perform other duties as assigned by the President.
- 23.3 The Second Vice-President shall be the Registrar in charge of the registration of membership, keep the registration of the Board of Directors as required, and perform the duties of the President if the President and the First Vice-President are absent or cannot perform their duty.
- 23.4 The Secretary shall act as Secretary of the Board of Directors and take care of the minutes of the Board Meetings and the General Meetings and supervise the operation according to the Bylaws and Regulations.
- 23.5 The Treasurer shall control the finance and accounts of the association in compliance with the Bylaws and Regulations.

Chapter 5 - MANAGEMENT OF OFFICE

Art.24) The Chief Executive Officer shall be in charge of the association's employees and take care of the management of the office in compliance with the association's Bylaws and Regulations as stipulated by the Board of Directors and shall have the following duties:

- 24.1 To be responsible for the management of the office and to administer all levels of employees;
- 24.2 To efficiently plan and control the operation of the association within the existing policies and to forward data, suggestions and reports of the operations to the Board of Directors;

- 24.3 To be responsible for the association's assets according to the Bylaws and Regulations of the association as stipulated;
- 24.4 To attend meetings of the Board of Directors as an ex-officio without any voting power.
- 24.5 To hire and fire employees not contrary to the policy on employees as determined by the Board of Directors.
- 24.6 To perform other tasks as may be required by the Board of Directors from time to time.

Chapter 6 - FINANCE

- Art.25) The association's fiscal year shall start on the first day of July of whichever year until June 30 of the consecutive year.
- Art.26) The association's cash shall be kept in the Bank, Members' Leagues/ Federations or Sound Financial Institutions.
- Art.27) The association's Board of Directors and/or the Chief Executive Officer and the employee authorized by the Board of Directors are empowered to sign in legal acts binding the association. The signing of promissory notes or the association's cheques shall have at least the signatures of two persons along with the association's seal.

Chapter 7 - AMENDMENT OF BYLAWS AND DISSOLUTION

- Art.28) The association's Bylaws can be amended by resolution of the General Meeting with at least two-thirds of the votes of all regular members who attend the meeting, provided that notice of a proposed amendment is given at least forty five (45) days in advance of such meeting.
- Art.29) Dissolution of the association can be enacted by resolution of the General Meeting except if the dissolution is due to legal enforcement. The resolution to dissolve the association shall have at least three-fourths of the votes of all regular members who attend the meeting, provided that the notice of the motion to dissolve the association is given at least forty five 45 days in advance of such meeting.
- Art.30) If the association shall be dissolved, regardless of any reasons, the association's remaining assets after liquidation shall be donated to "Sai Jai Thai Foundation" under patronage of His Majesty the King and/or other charitable organizations which shall be approved by the General Meeting.

Chapter 8 - MEMBERSHIP WITH INTERNATIONAL ORGANIZATIONS

- Art.31) The association shall be entitled to apply for membership of international organizations that support the vision and mission of the association and/or having the same line of activities. The application for membership of such organizations shall require the approval of the General Meeting.

Chapter 9 - PROVISIONAL CHAPTER

- Art.32) These Bylaws shall be effective from the date on which the association was registered as a judicial entity onwards.
- Art.33) Upon the registration as a juridical entity of the association, all founders shall be Directors of the association to enroll members and to organize the first General Meeting as specified in these Bylaws.

-Signed-

(Mr. Ekachai Chutrutrangi) Bylaws' Presenter

Approved by the General Meeting in Bangkok, Thailand on July 25, 1992

-Signed-

(Mr. Prateep Anumathanggul) Bylaws' Presenter

1st amendment unanimously approved by ACCU 16th General Meeting in the Philippines on September 21, 1997.

Signed-

(Mr. Ranjith Hettiarachchi) Bylaws' Presenter

2nd amendment unanimously approved by ACCU 26th General Meeting in the Indonesia on September 23, 2007

The effectiveness of the Bylaws will be only in the 2008 in General Meeting

3rd amendment unanimously approved by ACCU 29th General Meeting in the Korea on September 10, 2010

MEMBERSHIP POLICY

(IN CONJUNCTION WITH THE BYLAWS OF ACCU)

The General Meeting of the Association of Asian Confederation of Credit Unions has established these regulations regarding Membership not contrary to the provisions of the Bylaws, as follows:

1. The supreme authority of the association shall be vested in the General Meeting which shall be held at least once a year.
2. Regular Membership shall be open to National Credit Union Leagues/Federations, other National Cooperative Financial or similar financial organizations which follow the International Credit Union Operating Principles and whose membership consists of at least 20,000 individual members or one per cent (1%) of the total population of the country in which the said organization is situated, whichever is lower.
3. Each member shall exercise one (1) vote and be entitled to one (1) delegate. However, the delegate of a member to the General Meeting must be appointed by the board of directors of their National Body except where the delegate is a staff member of the Federation.
4. Each member shall be entitled to representation by one (1) delegate who may exercise one (1) vote. No member country may cast more than one-third (1/3) of the total votes at any given time.
5. The ACCU General Meeting shall be conducted on a self funded basis. ACCU shall not be responsible for the costs of travel, accommodation or board.
6. Any organization engaged in Credit Union / Cooperative Promotion, Training or Support may be admitted as an Associate, Affiliate or Supporter Member provided they have satisfied the required qualifications.
7. The Board of Directors shall have the power to act as a "Mediation Committee" in the event of dispute between organizations of a member country.

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

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- 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

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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.

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

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.

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- 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**