



# STATUTE TEMPLATE

This template will be useful to have a sample of a how a real statute looks like. The statute is a fundamental aspect of the creation of a cooperative: it is the "law" of the cooperative, and it represents a sort of contract between the cooperative and its members. Please keep in mind that the statute is an official document and shall comply with the law provisions! Below you will find the statute sanctioning the creation of the Music Coop Cooperative: as you see, a statute enlists rules, duties and rights in accordance with the specific features of a coop business. Thus, you should go on creating your own statute by using the empty template below: remember that this is just a sample, and it can always adapt to your coop working project needs!

## Chapter 1

### REGISTERED NAME, SEAT AND PLACE OF BUSINESS

#### ART.1 COMPANY NAME

The name of the cooperative society shall be "....." Co-operative Society.

#### ART.2 DURATION

The society has been established on the ..... and shall exist till .....

The society's existence shall be extended by resolution provided by the Members' Assembly.

#### ART.3 PURPOSES

*According to the mutualistic goal, please insert the list of activities the cooperative aims at undertaking.*

The cooperative shall pursue the following activities:

- .....
- .....
- .....





**ART.4 PLACE OF SOCIAL PURPOSE**

The cooperative shall have its principal place of social purpose in

.....

**Chapter 2**

**FINANCIAL COMMITMENT**

**ART.5 COOPERATIVE SHARE CAPITAL**

*Describe the consistency of cooperative share capital.*

The capital stock of the Cooperative shall consist in total of .....€. Each member contributes to the capital stock with an established share of .....€. Each share allows each member to equal rights and obligations to the cooperative activity.

**ART. 6 SURPLUS DISTRIBUTION**

Eventual surplus originated by project activities shall be distributed according the following modality:

.....

**Chapitre 3**

**MEMBERS AND SOCIAL BODIES OF**

**THE COOPERATIVE**

**ART.7 REQUIREMENTS FOR MEMBERS**

*Within this article, you must enlist the necessary requirements to be part of the bodies of the cooperative. Please remember that any discrimination based on gender, racial, religious and political grounds, is strictly forbidden. The number of cooperative members is unlimited; however, it cannot be less than the statutory minimal.*

Within the Cooperative ".....", in accordance with the "open door" principle and non-discrimination value, the following requirements for applicant members are imposed:

- .....
- .....





**ART.8 APPLICATION**

*The members' assembly sanctions on the new members application.*

*Within this article, it is necessary to describe how to formalize the member's candidacy.*

To admit a new member, it is necessary to:

- .....
- .....

**ART.9 MEMBERS'OBLIGATIONS**

Members of the cooperative are compelled to:

- deposit the subscribed shares, according to the modalities and the deadlines established by the General Assembly;
- comply with the statute, the internal procedures and the adopted resolutions by the social bodies of the cooperative.

*It is possible to insert further obligations.*

- .....
- .....

**ART.10 MEMBERS'RIGHTS**

Members have the right to be informed by the Management Committee on the social business of the cooperative enterprise and examine the relevant social documents.

*It is possible to insert further rights.*

- .....
- .....

**ART.11 WITHDRAWAL AND LOSS OF THE CONDITION OF MEMBER**

Each member can exercise his/her right of withdrawal by communicating it to the General Assembly.

*Please enlist the withdrawal causes.*

- .....
- .....

**ART.12 MEMBERS' ASSEMBLY**

The members' assembly is the highest decision body of the cooperative. It is constituted by all the members and it meets once a month in order to take the important and strategic decisions.

Members sanction on the statutory subjects:

**Members sanction on the statutory subjects:**

- Election of the President of the Cooperative
- approval of the budget





- designation and revocation of Team Leaders in case of serious reasons
- approval of regulations
- amendments to constitutive acts
- Approval of cooperative strategy
- .....
- .....

**ART.13 CONVENING THE ASSEMBLY MEETING**

*Describe the modalities of convocation of the Assembly, keeping in mind that the notice of convening must be communicated to members by any mean capable of guaranteeing the acknowledgement of receipt.*

.....  
.....

**ART.14 CONSTITUTIVE AND DECISIONAL QUORUM**

This refers to the number of members and votes which are necessary for the correct establishment of the Assembly and for validating the sanction. Please establish a quorum for both ordinary and extraordinary assemblies.

.....  
.....

**ART.15 ADMINISTRATION**

*The administration of the cooperative can be entrusted to a Management Committee or to a sole administrator.*

*Please indicate the number of members composing the Management Committee*

- *Please indicate the Management Committee tasks*
- *President's tasks*

**ART.16 COOPERATIVE DISSOLUTION**

Signature by all members:

Done in, ..... the .....





# MUSIC COOP EXAMPLE

## COOPERATIVE MUSIC COOP STATUTE

### Chapitre 1

## REGISTERED NAME, SEAT AND PLACE OF BUSINESS

#### ART.1 COMPANY NAME

The name of the cooperative society shall be "MUSIC COOP" Cooperative Society.

#### ART.2 DURATION

The society has been established on the date 21/9/17 and shall exist till 15/6/18 (end of the school year).

The society's existence shall be extended by resolution provided by the Members' Assembly.

#### ART.3 PURPOSES

According to the mutualistic goal, please insert the list of activities the cooperative aims at undertaking.

The cooperative shall pursue the following activities:

- Promote music culture and practice among all the school students
- Offer a place to practice music to all the people interested in playing music together
- Offer the opportunity to meet and know people and make new friends who share a common passion for music
- Organise music events and parties within the school as a way of promoting a healthy, fun and tolerant recreation time for young adolescents in school.

#### ART.4 PLACE OF SOCIAL PURPOSE

The cooperative shall have its principal place of social purpose in COOPLAND, cooperation road 125, Seville, Spain.





## Chapter 2

### FINANCIAL COMMITMENT

#### ART.5 COOPERATIVE SHARE CAPITAL

Describe the consistency of cooperative share capital.

The capital stock of the Cooperative shall consist in total of 200 €. Each member contributes to the capital stock with an established share of 10 €. Each share allows each member to have equal rights and obligations to the cooperative activity.

For the purpose of MUSIC COOP project, contributions of all members will be treated as donations for the common project: that means that members do not expect to recover back their contributions at the end of the project.

#### ART. 6 SURPLUS DISTRIBUTION

Eventual surplus originated by project activities shall be distributed according the following modality:

- 50% will be donated to another coop working project in our school in order to give continuity to our Cooplabor experience.
- 50% will be donated to the local association "MUSICULTURE".

## Chapter 3

### MEMBERS AND SOCIAL BODIES OF THE COOPERATIVE

#### ART.7 REQUIREMENTS FOR MEMBERS

*Within this article, you must enlist the necessary requirements to be part of the bodies of the cooperative. Please remember that any discrimination based on gender, racial, religious and political grounds, is strictly forbidden. The number of cooperative members is unlimited; however, it cannot be less than the statutory minimal.*

Within the Cooperative "MUSIC COOP", in accordance with the "open door" principle and non-discrimination value, the following requirements for applicant members are imposed:

- Be passionate about music
- Be respectful of all types of music, from classical to punk
- Be willing to contribute to the diffusion of music culture and opportunities to play music together in our community.





### ART.8 APPLICATION

*The members' assembly sanctions on the new member's application.*

Within this article, it is necessary to describe how to formalize the member's candidacy.

To admit a new member, it is necessary to:

- Present a written request to the General Assembly.
- Approve the candidacy by the majority of the assembly.

### ART.9 MEMBERS'OBLIGATIONS

Members of the cooperative are compelled to:

- deposit the subscribed shares, according to the modalities and the deadlines established by the General Assembly;
- comply with the statute, the internal procedures and the adopted resolutions by the social bodies of the cooperative.
- Contribute to the activity of the cooperative within the work team they are assigned to.
- Participate to members' assemblies.

### ART.10 MEMBERS'RIGHTS

Members have the right to be informed by the Management Committee on the social business of the cooperative enterprise and examine the relevant social documents.

*It is possible to insert further rights.*

### ART.11 WITHDRAWAL AND LOSS OF THE CONDITION OF MEMBER

Each member can exercise his/her right of withdrawal by communicating it to the General Assembly.

*Please enlist the withdrawal causes.*

Members can withdraw from the MUSIC COOP in the following case:

- if they do not share the project and its aims anymore.
- if they do not have enough time or energies to dedicate to the coop working project.
- for personal reasons.

In any case they should communicate their withdrawal and motivate it to the General Assembly.

Every coop members that hinder the good functioning of the cooperative with his/her behaviour or causes damage to the cooperative project can be excluded from the cooperative by the vote of the majority of assembly members and shall not participate anymore to cooperative activities and functioning.

### ART.12 MEMBERS' ASSEMBLY

The members' assembly is the highest decision body of the cooperative. It is con-





stituted by all the members and it meets once a month in order to take the important and strategic decisions.

Members sanction on the statutory subjects:

- Election of the President of the Cooperative
- approval of the budget
- designation and revocation of Team Leaders in case of serious reasons
- approval of regulations
- amendments to constitutive acts
- Approval of cooperative strategy

#### **ART.13 CONVENING THE ASSEMBLY MEETING**

*Describe the modalities of convocation of the Assembly, keeping in mind that the notice of convening must be communicated to members by any mean capable of guaranteeing the acknowledgement of receipt.*

The assembly meeting will be hold in School building once a month. The place, date and hour must be communicated to all the coop members both by e-mail and through the Whats App groups that will be constituted and managed by Cooperative president and by the Management Committee.

#### **ART.14 CONSTITUTIVE AND DECISIONAL QUORUM**

*This refers to the number of members and votes which are necessary for the correct establishment of the Assembly and for validating the sanction. Please establish quorum for both ordinary and extraordinary assemblies.*

**MUSIC COOP members' assembly will take its decision by simple majority of the members attending the Assembly.**

#### **ART.15 ADMINISTRATION**

*The administration of the cooperative can be entrusted to a Management Committee or to a sole administrator.*

To better manage MUSIC COOP all the members are divided in 4 working teams:

- Marketing and Customer Relations
- Operations and Logistics
- Events and Parties
- Finance

Every team shall nominate a team leader. The four team leaders plus the elected president of the Cooperative constitute the Management Committee.

The Management Committee has the responsibility to supervise all cooperative activities and to guarantee the correct execution of all assembly decisions.

The members of the Management Committee convene the monthly members' assembly and coordinate it.

Moreover, the Management Committee will meet every two weeks to coordinate MUSIC COOP activities.





**ART.16 COOPERATIVE DISSOLUTION**

MUSIC COOP will extinguish in the date fixed in art. 2 unless any prorogation is voted by the members' assembly.

In order to cease its operations Management Committee shall prepare and present to the assembly the final balance sheets of its economic and financial situation for its approval and for the eventual redistribution of surplus according to what is established in art. 6.

Signature by all members:

Done in COOPLAND, on the 21/9/2017

