

# Bylaws of the Potsdam Consumer Cooperative – Potsdam, NY

Effective February 2008 – as approved at February 7, 2013, Annual Membership Meeting  
As Amended at the February 16, 2017 Annual Membership Meeting

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## Article I—Name

This organization is incorporated under the Cooperative Corporations Law of the State of New York and is known as *Potsdam Consumer Cooperative, Inc.*, referred to in these Bylaws as the Co-op.

## Article II—Purpose

The purpose of the Co-op is to meet the community's need for specialty and whole foods at the lowest possible cost, to support local suppliers, to encourage environmental respect, and to provide a model of responsible business practices based on co-operative principles.

## Article III—Membership

**Section 1:** Any person of at least 18 years of age is eligible to initiate a membership by meeting the requirements of Section 2(a) and 2(b) below, and any other requirements which the Board of Directors may set. Hereinafter, a membership in good standing is any non-resigned membership which meets the requirement of sections 2(a) and 2(b) below, and such requirements as set by the Board of Directors. Hereinafter, a member is any person participating in a membership in good standing. A volunteer membership is any membership which has met the requirements for volunteer work as set by the Board of Directors.

**Section 2:** Each membership shall be required:

- a) to buy a minimum of one \$10.00 share in the Coop upon joining and a minimum of one \$10.00 share for each succeeding year of the membership up to a maximum accumulation of \$100.00.
- b) to pay a non-refundable yearly membership fee established annually by the Board of Directors and reviewed by the membership at the annual meeting.

**Section 3:** Each membership in good standing shall be entitled to one vote.

**Section 4:** A membership shall be entitled to a refund of its share monies after written resignation from the Co-op. However, the balance of share-monies in the Co-op account may not be less than 80% of the share monies recorded on January 1 of that year. A four-month waiting period is required for eligibility to re-join the Co-op. This waiting period shall be waived if the membership reinvests the refunded share monies at the time of rejoining. The organization shall not be responsible for the return of share monies after a period of one year beyond the normal expiration of a lapsed membership. After one year beyond the normal expiration of a lapsed membership, these share monies will be considered donated to the general fund of the Co-op.

**Section 5:** It is the responsibility of each membership to provide the Co-op with a current address at all times.

**Section 6:** The public is allowed and welcome to shop at the Co-op, and to take advantage of such other Co-op services as the Board of Directors deems appropriate.

## Article IV — Meetings of the Membership

**Section 1: *Annual and Special Meetings.***

There shall be an annual meeting of the Co-op membership during the month of February for receiving annual reports of officers and of the manager, for conducting elections to the Board of Directors, and for transacting such other business as may properly come before the meeting. In addition, the Board of Directors may call special membership meetings. The Board must call a special meeting when petitioned to do so by a least thirty (30) memberships. The Board of Directors shall organize and preside over the annual meeting, all special meetings of the membership, and all elections.

**Section 2: *Quorum.***

Voting may take place only at the annual meeting and at special membership meetings. A quorum is necessary to hold an election or conduct business. A quorum at membership meetings shall be 100 memberships or 10 percent of the total current memberships, whichever is smaller. Attendance by proxy shall count toward the quorum.

**Section 3: *Meeting Notices.***

Notice of the annual meeting and of any special meetings of the membership shall be posted at the Co-op at least thirty (30) days prior to the meeting and shall be sent to the recorded email address of record if available at least thirty (30) days prior to the meeting or the postal address of record by postal mail at least ten (10) days prior to the meeting. If an email notice is unable to be delivered within ten (10) days, a notice will be sent to the postal address of record. Notice of the annual meeting shall include names of and brief statements from each of the Board of Directors nominees, instructions for voting by proxy, and notice of any other motions of business to be considered at the meeting. Notice of a special meeting shall state the purpose(s) for which the meeting is called.

**Section 4: *Election to the Board of Directors.***

The Nominating Committee shall make a public solicitation for and prepare a slate of candidates for the Board of Directors. This slate shall be posted at the Co-op no later than thirty (30) days prior to the annual meeting with the prior consent of the nominees. This committee shall post the procedure for nomination of additional candidates at the Co-op at the same time that the slate is posted. Election to the Board of Directors shall be on an at-large basis, with each membership

casting up to the same number of votes as there are openings on the Board of Directors. The winners will be those candidates receiving the highest number of votes cast (including votes cast by proxy), provided there is a quorum. A tally of the election results shall be posted at the Co-op.

**Section 5: *Motions of Business.***

The Board of Directors shall insure that all motions of business to be considered at membership meetings are fairly presented, with adequate space given to opposing viewpoints, in advance notices to the membership as provided for in Section 3. Unless otherwise noted in these bylaws, passage shall be by two-thirds majority of those voting (including votes cast by proxy), provided there is a quorum. A tally of the voting results shall be posted at the Co-op. Decisions duly reached by the membership at a membership meeting shall be binding upon the Co-op, its staff, and its Board of Directors, unless such decisions countermand the obligations of Directors under these bylaws or under any law. Proposals involving a change in these bylaws must follow the procedures given in Article VII.

**Article V—Board of Directors**

**Section 1:** The membership of the Co-op shall be represented by an elected Board of Directors which is responsible for directing the policies of the Co-op. The Board shall consist of 12 Directors. Any member who is not an employee of the Co-op shall be eligible for election to the Board.

**Section 2:** The term of office for elected directors is three years. An elected director shall serve no more than two consecutive elected terms plus the portion of an unexpired term to which he/she may have been appointed. Any previously elected director will be eligible for re-election or appointment to the Board of Directors after a lapse of one (1) years following service on the Board.

Each year directors shall be elected for four seats with three year terms, as well as for any vacant seats to complete the remainder of unexpired terms.

Directors shall assume their official duty at the Board meeting immediately following the annual meeting.

**Section 3:** Duties of the Board of Directors shall include the following:

1. Elect a president, vice-president, secretary, and treasurer annually as officers of the Board.
2. Hold meetings of the membership and of the Board.
3. Hire and supervise management.
4. Consult with, seek advice of, and represent membership.

5. Inform the membership of Co-op and Board activities and decisions.
6. Determine overall policy including pricing and membership policies.
7. Arrange an annual independent review of Co-op accounts as explained in Article V Section 6.
8. Such other duties as are usual for a Board of Directors.

**Section 4:** Meetings of the Board of Directors shall be held at least quarterly, or as often as necessary and shall be open to all members.

**Section 5:** Committees: The Board shall appoint standing committees including Finance and Nominating. Other ad hoc committees shall be appointed as needed.

**Section 6:** The Board shall arrange an annual independent review of Co-op accounts to be conducted in accordance with review standards generally accepted in the U.S. with a full audit of accounts, conducted in accord with audit standards generally accepted in the U.S. to be conducted every five years or earlier if deemed necessary.

**Section 7:** Any member of the Board who misses more than three consecutive Board meetings without being excused by the President shall be deemed to have resigned.

**Section 8:** If a vacancy occurs on the Board of Directors, a successor shall be appointed by a majority of Board members present at a regularly scheduled Board meeting. The Board must be notified of this agenda item at least the (10) days in advance of the meeting. The term of the appointment shall be until the next annual meeting at which time a successor shall be elected by the membership to complete the remainder of the term of the Board member being replaced.

**Section 9:** A quorum for a meeting of the Board of Directors shall be a majority of its members.

**Article VI—Dissolution**

The dissolution of the Co-op may take place as provided in the Cooperative Corporations Law of the State of New York, as presently existing or hereinafter amended. Net assets remaining after paying debts and expenses shall first be used to reimburse share monies. Any remaining assets shall be divided equally among membership in good standing.

**Article VII—Amendments**

These Bylaws may be adopted, repealed or amended on the affirmative vote of two-thirds of the membership voting thereon. Said vote shall be held at a meeting held in accordance with Article IV.