

Cooperative



Memphis

Incorporating as a Cooperative Memphis Project

We are a growing organization and are working to add more services to grow cooperatives and collectives of all kinds in Memphis, TN. Cooperative Memphis exists to aid in the development of cooperatives and collectives of all kinds that adhere to the following simple guidelines:

- They are based on **community ownership/stewardship over a resource** or activity.
- They must be **Member-based**, and membership structure must be clearly defined.
- If it is a **physical location**, the project must show outreach and research into the surrounding community, as well as cultivation of a relationship with that community.
- There must be a designated **Project Representative** who keeps the project organized, while keeping CM updated with **reports prior to each CM Meetings**. This person is also responsible for getting **financial reports to CM** core organizer.
- It is expected that someone from **each project will attend CM meetings**. If there is not someone from the project that can attend, it is the Project Representative's responsibility to get an update to CM's Core Organizer.
- We suggest having 3 members of your cooperative/collective active in Cooperative Memphis' Core Activities. However, it is understandable if this is not possible. You **must have at least 1 active member** of CM's core activities (this person is usually the Project Representative, however sometimes another member might have to attend in their place if they can't make it). The duties of organizing a cooperative/collective as Project Representative will take care of your membership dues. Make sure this person is checking in prior to the monthly meetings, and participating in monthly meeting polls that determine when meetings will be.

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Structures CM Offers Projects

Use of our Nonprofit Status will be allowed to CM Projects. We have our status through Mid-South Peace & Justice Center, allowing the mission to expand to include collectives and cooperatives. We believe in NOT reinventing the wheel.

A bank account will be allotted for the project, connected with CM's overall bank account. Project Representatives will be able to access the funds through Cooperative Memphis Treasurers. Only the CM Treasurers have access to Cooperative Memphis' account. (We used to be able to allow Project Representatives access, but changes in Orion FCU have made this impossible.) The Project Representative is in charge of their account and must keep written record and receipts of all purchases and transactions.

Any tax-deductible donations and grants that use the **nonprofit status must go through MSPJC**, as they are our fiscal agent. They will keep 5%-7% of this money due to processing (this is a legality and is unavoidable). These **tax-deductible donations must be logged using the donation forms** provided to Project Representatives.

Incoming money that doesn't need a tax-deduction or use the nonprofit status will go directly into the Project's account and MSPJC will not take a percentage. These **must still be logged** in the Project Representative's Packet.

CM does not take a percentage of any of your incoming funds. If the project has incoming funds and would like to give a percentage to help support CM as a whole, it is **appreciated but not required**.

A page on the website is available. We use a simple word-press format and you will have access to editing this page.

Projects will also gain **access to our calendar**, that shows up on our website. It is a google calendar.

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Cooperative Memphis Project Application

What is the name of your collective/cooperative?

Please list current starting members (must have at least 3).

Who will be the CM representative?

What resource in Memphis, TN is your cooperative / collective working to access, steward, or maintain?
Why?

What is your mission and vision?

How will membership be determined? (open, closed, loose, etc. This is up to you to research and find a structure that works for your group.)

How will decision-making, including financial decisions, work? (consensus, voting, small group with member support, etc.)
