

LA MONTAÑITA COOPERATIVE
BOARD OF DIRECTORS DISCOUNT POLICY

1. Purpose. The La Montañita Cooperative (LMC) requires Directors to maintain high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of the LMC, honesty and integrity must be practiced not only in fulfilling the duties of a Director, but also when utilizing any benefits bestowed upon the Directors for their work on the Board. This Policy outlines the process to obtain discount card(s), procedures for use, and limitations of use of the discount. The discount amount will be the same as the LMC Staff discounts.
2. Discount Card(s). Each Director will be issued a discount card with their name on it to be used at any Coop retail store. The Directors will also receive one additional Director discount card for use by another member number of his or her household who is listed on that membership and resides with the Director. This additional card will include the Director's name and the household member's name. The Director or household member will need to present the discount card and a photo I.D. to the cashier to receive the discount. The Cooperative Operations and Support Officer (COSO) will maintain a list of all Directors and household members who have been issued a card.
3. Issuance/Revocation. The Director discount cards will expire each December 31st and June 30th. The Board President, or Vice, must submit an email to the COSO and LMC Human Resources by the 15th of the expiration months, identifying all Directors and household members authorized to receive a new discount card. A new card will be issued to the directors prior to the expiration dates. At any point during the year that a Director steps down or is removed, the President or Vice-President must immediately revoke the privilege of use of the cards by taking the card(s) and notifying the COSO in writing.
4. Limitations. The discount can only be used for personal use at the retail stores and not for business purchases or wholesale purchases at the Cooperative Distribution Center (CDC). The discount card cannot be loaned to friends or to organizations at which Director may volunteer. The discounts cannot be stacked; for example volume discount or case discount plus the Director discount is not allowed. However, sale items are not considered discounts and Directors will receive their discount on top of the sale price. LMC reserves the right to restrict discounts on low margin items at its discretion.
5. Handling of Reported Violations. Any misuse of either card will be forwarded to the President and Vice-President of the Board for investigation, as it is contrary to their fiduciary duty to the Coop and integrity of a Director. If the President and Vice-President of the Board are implicated, then the Treasurer will lead the investigation.