

CONCEPT NOTE

CCC MEMBERS 277TH BI-MONTHLY MEETING ON “DEVELOPING BYLAW AND CLOSING NON-GOVERNMENTAL ORGANIZATION COMPLYING WITH LAW”

Date: 26 September 2024 (Time: 8:00 am - 12:00 pm)

Venue: Anik Palace Hotel (# 14, St. 278, Boeung Keng Kang, Phnom Penh)

Introduction

Sharing best practices and enhancing the capacity of the members on the relevant and important topics are the main focuses for the Cooperation Committee for Cambodia (CCC), as the largest membership-based organization with more 180 members, working in a variety of sectors in Cambodia.

Bylaw are considered a legal document that dictates how the organization must be governed and operated. Proper use of an organization’s bylaw not only provides the necessary structure to effective governance, but it also eliminates random guesswork among ineffective non-governmental organizations. Good governance establishes a foundation for good work. Since bylaws are such an important document, it stands to reason that what they contain and how they are used should be taken extremely seriously. Therefore, there are emerging questions and challenges from member organizations on the practical guidelines of developing bylaw for their organizations in the proper format, standardized and recognized by the donors and authority. Other challenges embedded in the process of dissolution, or the closing of an organization. It is very important to understand and be prepared for the steps and tasks involved in dissolving a non-governmental organization as it may serve as a guide for establishing a protocol for an honorable and respectful transition for all especially to comply with the law’s requirement.

In response to these concerns and to enhance the understanding among CCC’s members on how to properly develop bylaw and the legal process of the organization dissolution, CCC will conduct the sharing sessions with members in its 277th Bi-Monthly Meeting on of September 2024.

Based on CCC’s Bylaw, a member bi-monthly meeting is designed for participants who are Country Representatives/Executive Directors and Senior Leaders/Managers of CCC members to attend and share knowledge and experiences, the common concerns on the development challenges and other key issues of CCC members to be addressed together.

Objectives

- 1) To welcome new members, networking and sharing of members’ works.
- 2) To raise the understanding of the bylaw development and revision including the processes.
- 3) To share the procedure on closing an organization by complying with law’s requirement.

Meeting Agenda

Time	Key Agenda	Facilitator
8:00am – 8:30am	Registration and networking among members	CCC and All
8:30am – 8:35am	National anthem	MC: Miss. Saing Sochantrea

8:35am – 8:50am	Welcome and key opening remarks Update from CCC	Ms. Sin Putheary, Executive Director of CCC
8:50am – 9:20am	Sharing from CCC new members ❖ Women Peace Makers (WPM) ❖ Sustainable Soil for Life Association (SSLA) Hand over formal full membership letters	
9:20am – 9:30am	Coffee break and networking	All participants
9:30am – 10:30am	Sharing on Bylaw development for NGOs ❖ What is Bylaw? ❖ What is the structure of Bylaw? ❖ What should be included in Bylaw? ❖ The sample of standard Bylaw ❖ And the processes to revise the Bylaw.	Honorable Speaker from Department of Association and Political Party Affairs, Ministry of Interior
10:30am – 11:50am	The process to close the organization complying with law's requirement. ❖ When and who should submit the letter to the Ministry of Interior? ❖ What key important documents should be attached with? ❖ What organization can and cannot do during the process to close out the organization? ❖ How long an organization can get back the reply from the Ministry of Interior after they submitted the information about their organization dissolution? Questions and Answer	Honorable speaker from Department of Association and Political Party Affairs, Ministry of Interior
11:50am – 12:00pm	Wrap up and closing remark	Mr. Chan Pheakdey, Member of CCC's EXCOM, and Country Representative of Caritas Australia
Solidarity lunch together at the venue		

Note:

- Interpretation will be available in Khmer and English languages. The organizer reserves the right to alter the agenda depending on time constraints and the availability of speakers.
- Some of the pictures and key ideas will be quoted and shared in public through the organizer's social media and website.
<https://www.ccc-cambodia.org/en/resources/event-archives> www.facebook.com/CCCsince1990
www.youtube.com/CCCambodia
- Link to register your participation in this meeting: <https://www.ccc-cambodia.org/kh/resources/event-calendar/2024-09-26/ccc-members-277th-bi-monthly-meeting-on-developing-bylaw-and-closing-non-profit-organization-complying-with-law>

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