



គណៈកម្មាធិការ
សហប្រតិបត្តិការដើម្បីកម្ពុជា
Cooperation Committee
for Cambodia
Comité de Coopération
Pour le Cambodge

BY-LAW

Cooperation Committee for Cambodia (CCC)

Revised: 08 August 2014

Partnerships for Sustainable Development in Cambodia

August 2014



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INTRODUCTION

Since 1979, associations and non-profit Non-Government Organizations (NGOs) have actively played important roles to serve the Cambodian people in reconciliation, rehabilitation, humanitarian and development as well as providing technical skills, resources, and promoting democracy and human rights. គណៈកម្មាធិការសហប្រតិបត្តិការដើម្បីកម្ពុជា (គ.ស.ក) or in English named Cooperation Committee for Cambodia (CCC) and in French named Comité de Coopération Pour le Cambodge (CCC) was created since 1990 as the leading and longest established membership organization for local and international NGOs in Cambodia. CCC has played a unique role since 1990 in coordinating, network building, and advocacy to strengthen the cooperation, professionalism, accountability, governance, and development effectiveness of the civil society organizations (CSOs) that are working across diverse sectors in Cambodia and to foster enabling environment for all development actors for sustainable development in Cambodia.

ARTICLE 1: NAME AND GOAL

- 1.1 Hereinafter, Cooperation Committee for Cambodia will be recognized and referred to as “CCC.” At the same time, the terms of Associations and NGOs will be referred to as “Civil Society Organization or CSO.”
- 1.2 Vision: Sustainable development for Cambodia.
Slogan: Partnerships for sustainable development in Cambodia
- 1.3 Mission: We provide high quality services to civil society and influence Cambodia’s development actors.
- 1.4 Goal: A strong and capable civil society, cooperating and responsive to Cambodia’s development challenges.
- 1.5 Objective of CCC is as follows:
 - 1.5.1. Promote cooperation and collective voice of any kind of CSOs, which has been active in Cambodia and the improving quality of CSO services.
 - 1.5.2. Promote good governance, professionalism, and efficiency of the CSOs in Cambodia.
 - 1.5.3. Fostering enabling environment and partnership with government institutions, development partners, private sector and civil society to address issues of common interest.
- 1.6 Value
All policies, programs, and activities of the organization will comply with the following values:
 - Integrity
 - Responsiveness
 - Cooperation
 - Quality
 - Inclusiveness

ARTICLE 2: LOGO AND SEAL

- 2.1 Logo of CCC is designed with vertical rectangle box, classified into three (3) columns. The middle column is colored with dark blue with abbreviation in it from up to down in both Khmer (គីសក) and English (CCC).

and Latin alphabet (CCC). The other two (2) columns colored with green are on the other side of this dark blue column and on the right side of those three columns, there is a name of the organization into three languages. They are as follows:

- គណៈកម្មាធិការសហប្រតិបត្តិការដើម្បីកម្ពុជា (Khmer at the top);
- Cooperation Committee for Cambodia (English at the middle); and
- Comité de coopération Pour le Cambodge (French at the bottom).



2.2 Seal of Cooperation Committee for Cambodia (CCC) is a round shape with 34mm size and uses blue ink. There are two circles in the round seal, the outer, and the inner. Between the both circles, there is the name of the organization in Khmer “គណៈកម្មាធិការសហប្រតិបត្តិការដើម្បីកម្ពុជា” at the upper part and in English “Cooperation Committee for Cambodia” at the lower part. In the middle of the both circles, there are three columns with the abbreviation of the organization both in Khmer “គគគ” and in Latin alphabet “CCC.” See picture below.



ARTICLE 3: OFFICE

The temporary office address of Cooperation Committee for Cambodia (CCC) is at House No 9-11, Street 476, Sangkat Tuol Tumpong I, Khan Chamkamorn, P.O. Box: 855, Phnom Penh, Kingdom of Cambodia. The branch office shall be established in any province, if necessary.

ARTICLE 4: STRUCTURE

The CCC organization shall consist of four bodies, the Membership, the Executive Committee, other committees, and the staff and office.

ARTICLE 5: MEMBERSHIP

5.1 MEMBERSHIP

Membership of the CCC organization is open to all civil works that provide humanitarian aid to promote economic development, democracy, human rights, social and environmental sustainability in other fields, rather than promoting and involving with political or religious aims. Requirements, type of members, and procedure to apply for membership are articulated in the Articles 5.2; 5.3; 5.4. The CCC organization will try to make broader participation from civil society organization members and partners.

5.2 TYPE OF MEMBERSHIP

5.2.1 Full Member

Full member is the NGO who satisfy the eligibility requirements from as stated by paragraph 5.3 in Article 5 below are eligible for full member. Senior management from full member organization has the rights to stand for selecting to be Executive Committee member and to serve on any CCC committee.

5.2.2 Associate Member

Associate member refers to any NGO who satisfy the eligibility requirements listed in 5.2 is eligible for associate status. Agencies with Associate Member has the rights of voice out only. Senior management or staff of Associate Member may be chosen to serve on CCC sub-committee or ad hoc committees. Agencies eligible for full member may not choose Associate Member instead of full member.

5.3 MEMBERSHIP ELIGIBILITY REQUIREMENTS

- 5.3.1 Documented status as a non-governmental organization and a non-profit organization, which it is not for the personal benefit within the organizations (only for member).
- 5.3.2 Objective - holding development issues, humanitarian assistance, promoting human rights and democracy, or sustainable environment conservation as its primary objective, rather than focus promoting political or religious aims. (In case of doubt or contention regarding the activities of an organization, CCC has the right to ask for - and to follow up - references).
- 5.3.3 Representation or accredited office - NGO applicants should have an accredited office in Cambodia with the representative resident in Cambodia, or they should have staff resident in Cambodia that are explicitly authorized to represent the organization, and who are able to participate in the activities of the CCC.
- 5.3.4 Program - applicants should be operating on-going programs in Cambodia, or supporting programs and/or NGOs/local initiatives in Cambodia, technically or financially and materials, which have a primary objective to provide assistance beneficial to the Cambodian people in this country, for a minimum of at least one year prior to applying for CCC membership.
- 5.3.5 Specific documentation is required which demonstrates that the above requirements have been met. The necessary documentation is defined in the application form.

- 5.3.6 After joining CCC, members or associates must inform CCC in writing, and annually provide the necessary documentation, about finance and staff and any change in status and /or charter, both in Cambodia as well as, in the case of international NGOs, changes within the international organization.
- 5.3.7 The CCC Executive Committee or Membership Committee may question or review an organization's membership status on the basis of information provided by the organization or on the basis of any other information it obtains.

5.4. PROCEDURES FOR MEMBERSHIP APPLICATION

- 5.4.1 An organization, meeting eligibility requirements, must apply to be an Observer for a period of two (2) months. An Observer Members can comment, vote, and participate in any activity of CCC.
- 5.4.2 Within two (2) months of becoming an Observer, the organization must complete the required documentation for membership, the membership informed, and be brought to the Executive Committee Member for majority vote (50% + 1 vote) in its general meeting.
- 5.4.3 A set of CCC documents must be obtained from the office, which includes the following:
- 1) An application form
 - 2) Bylaw and working guideline of CCC
 - 3) List of current membership organizations
 - 4) Details of membership fees, membership benefit grids, and the other important documents.
- 5.4.4 Application documents required include:
- 5.4.4.1 A letter stating the Organization's desire to join the CCC must be submitted to the CCC Executive Director.
- 5.4.4.2 The application form will include:
- 1) The name of the organization;
 - 2) The names of the designated representative and alternate to attend CCC meeting.
 - 3) A statement for signing that pledges the Organization to adhere to the principles of the CCC as in the CCC Bylaw;
 - 4) A statement for signing that pledges the Organization to participate regularly by presence or by proxy in the general meetings or extraordinary meeting of the CCC;
 - 5) A Statement for signing indicating the Organization understands that Membership fee is to be paid in full upon entry into the CCC;
 - 6) Legal registration documents (from the country in which the main office is registered), which confirm the civil society non-governmental status and non-profit organization in case of applicant NGO to be a Member);
 - 7) A description of the Organization including philosophy and mandate, funding sources/procedures, a copy of the Organization charter and any printed promotional material used by the agency's headquarters;
 - 8) A description of the Organization's program in Cambodia with project information including goals objectives, intended beneficiaries and the current annual operating budget.

5.5 APPLICATION FORM

- 1) Upon receipt of the initial application documents, the executive director will inform the Executive Committee and the general membership of the organization's eligibility for membership.
- 2) After receipt of all required application documents, the Executive Committee evaluates the observer's documents and recommends either to bring the observer to vote or, if necessary, to submit additional supporting documents about the organization for further clarification.
- 3) At the end of the observer period, the Executive Committee will vote on and formally accept the new member by a majority 50% plus 1 vote or reject the application if the vote is less than the required majority.
- 4) If rejected, the Executive Committee is required to note the specific criteria for membership that are not met by the organization making the application, as set out in the membership procedures.
- 5) The executive director then advises the membership of the vote results. The final decision, with objective rationale, will be recorded in the minutes of the CCC general meeting.
- 6) Payment of full membership fees will be required from both members and associates as from the day of acceptance into CCC.
- 7) Observers are those organizations in the process of joining CCC required to pay 'fee for cover all the services and other resources during the two-month observer period.

5.6 RIGHTS AND DUTIES OF THE MEMBERSHIP

- 5.6.1 While the role of CCC is to facilitate the attainment of aims and objectives of member organizations, organizations of the membership shall retain complete autonomy over and responsibility for their respective operations and programs.
- 5.6.2 Ordinarily, decision-making authority on matters that affect the full membership shall rest with members.
- 5.6.3 Member organizations are entitled to one vote in every election for positions on committees and on every issue placed before quorum meetings of the members.
- 5.6.4 Staff of member, Associate and Observer status agencies are eligible to stand for election or be appointed to positions on CCC committees.
- 5.6.5 Members and Associates have the right to observe at any and all CCC meetings with the exception of Executive Committee meetings.
- 5.6.6 Members and Associates have the right to raise issues, provide comment, and offer recommendations on all matters relevant to the activities and operation of the CCC.
- 5.6.7 Members and Associates shall have ready access to all general information kept on file at the CCC office.
- 5.6.8 Members can receive a significant benefit as many tangible and intangible, such as networking with various national and international organizations, information sharing among members and

CSOs, a share voice of CSOs, organizational development and peer-learning, access to all publications and using online CSO database, advisory services on all NGOs operational matter, stay informed on update and debate on policies of government and development partners relating NGOs at national, regional and international levels. For benefit, details will be set out in a separate document.

5.7 DISCONTINUATION MEMBERSHIP

5.7.1 Membership shall be discontinued under the following circumstances:

- 1) A vote by 50% + 1 majority of all members resolving that a given member's or Associate's activities and/or objectives are not in accordance with the objectives of the CCC or are detrimental to the collective effort by the CCC membership;
- 2) A vote by 50% + 1 of all members resolving that the organization no longer meets the eligibility criteria as stated in provision 5.1 of Article 5 and further of the Bylaw.

5.7.2 In case a membership is being discontinued under Article 5.7.1 of the Bylaw, the reasons for seeking the discontinuation of membership request must be submitted by CCC to the Executive Committee at least fifteen (15) days prior to an ordinary meeting of the membership for review and distribution. This request will be presented for discussion at the monthly meeting and will be considered for the purpose of a vote at the following monthly meeting.

5.7.3 Failure to pay annual Membership fees by a period exceeding three months of the normal due date. In this case, there must be evidence that two written reminders of fees due were sent to the Member or Associate before this discontinuation can be applied. These reminders are the responsibility of the staff of the CCC.

5.7.4 Discontinuation of Membership under Article 5.7.2 of the Bylaw will be decided by the Executive Committee, on notification from the CCC office.

5.7.5 Notification in writing from a Member or Associate Organization advising the intention to withdraw from Membership.

5.7.6 If an Organization withdraws its Membership under 5.7.2 of the Bylaw, it is the responsibility of the Executive Committee to notify the Membership, at the following monthly meeting, of that Organization's withdrawal.

5.8 HOLDING MEETING

5.8.1 Through Executive Directors, the Executive Committee shall convene the membership for a meeting every two (2) months and for other extraordinary meeting.

5.8.2 The annual general meeting (AGM) for membership shall be held every year in order to review performance for the past year and also to discuss plans for the following years. This AGM can be held on any appropriate day for the availability of Executive Committee but not later than March of the following year.

5.8.3 An ordinary Membership meeting shall be held at least every two (2) months (Bi Monthly Member Meeting). The date of the meeting shall be set by the Executive Committee and shall be informed to NGO members. Representatives of the NGO member have rights to comment and

vote on behalf of the NGO they represent. Guests or other parties are not allowed to participate unless getting approval from chairperson of executive committee or executive director.

5.8.4 A special meeting consisting of a representative(s) of Membership Organizations and invited guests or consisting solely of representatives of Member Organizations may be called by:

- a) The Chairperson, or the Executive Director in consultation with the other Executive Committee Members; or
- b) Representatives of Member Organizations submitting to the Chairperson or Executive Director a written request signed by at least one-fifth (20%) of all Members, upon receipt of which the meeting shall be held within ten (10) days.

5.9. QUORUM

5.9.1 A quorum for meetings convened with two weeks' notice is attained by registration of attendance of at least one-third of all Member Organizations.

5.9.2 A quorum may be achieved by including proxies.

5.9.3 The quorum needed and number of Member agencies registered shall be announced at the beginning of each meeting's business.

5.10. PROXIES

5.10.1 A proxy must be provided in writing from one Member Organization to another Member or Associate Organization and must be submitted at each meeting.

5.10.2 Member Organizations may vote on all matters by proxy.

5.10.3 No Member or Associate Organization may vote the proxy for more than one (1) Member on any one matter.

5.11. VOTING

5.11.1 The Chairperson of the meeting is responsible that there are procedures to ensure that Member attendance and the resulting quorum situation is assessed and announced, that all proxies have been verified in writing, and that each Member agency vote only once on each motion.

5.11.2 Votes must be initiated by one representative of a Member agency making a motion and a representative of a second Member agency seconding the motion.

5.11.3 All motions must be recorded in writing before a vote is taken.

5.11.4 Votes on Membership in the CCC, finances, and the election of persons to committees will be by confidential/written ballot. A registration to show who voted must be made.

5.11.5 All other votes will be by show of hands unless there is a vote for another procedure.

5.11.6 The Chairperson of the meeting is responsible for establishing discussion and voting procedures, within the principles of the CCC charter and Bylaw, unless the Members vote for a different procedure.

5.11.7 Resolutions on policy for which a vote is scheduled shall be advertised in writing at least ten days prior to the vote. This does not prevent Member representatives attending a meeting from making motions and voting on these during the course of the meeting.

5.11.8 The votes required for a motion to be passed are as follows:

5.11.8.1 Motions to grant CCC Membership, to withdraw CCC Membership or to pass budget matters require a simple majority vote (50% + 1) of the Members.

5.11.8.2 Motions to amend the Bylaw, or to elect/remove Executive Committee members require a vote of two-thirds of all Member Organizations.

5.11.8.3 For elections of persons to a committee, other than the Executive Committee, and all other motions shall be carried by a majority vote (50% + 1) of those present and voting, including proxies.

5.11.9 If there is an urgent matter before the CCC but no quorum at the meeting, a vote of those Members present may be taken and the results completed with a follow-up postal ballot or email/website of those Member agencies, which did not attend the meeting.

5.11.10 All decisions made by vote, CCC shall not be binding on Organizations of the Membership, the Executive Committee and the staff shall be bound by the decisions.

ARTICLE 6: EXECUTIVE COMMITTEE

6.1 ROLE OF THE EXECUTIVE COMMITTEE

The Executive Committee acts as the Board of Directors of the CCC. It has as a main task to guide and advise the Executive Director on policy developments which are desired by the CCC Member Organizations. The Executive Committee is at all times accountable to the CCC Membership. It devises a broad framework for CCC policies, to be approved by the CCC Membership. The Executive Committee assist the Executive Director in interpreting his/her mandate, and ensures that all actions taken on behalf of the CCC Member Organizations, by either the CCC Executive Director, the Executive Committee Members or the CCC Staff, fall within the mandate given by the Member Organizations and are in compliance with the approved broad policy lines.

6.2 TASKS OF THE EXECUTIVE COMMITTEE

6.2.1 The Executive Committee will ensure the effective over-all management and accountability of the CCC to its Membership and partners, within the law of Cambodia.

6.2.2 The Executive Committee will formulate policy with the approval of the Membership and identify action in response to issues raised by the Membership.

6.2.3 The Executive Committee will recruit, select and execute a contract with the Executive Director. It will supervise all tasks that are specifically allocated to the Executive Director, and for which the Executive Director carries primary responsibility.

- 6.2.4 The Executive Committee shall discuss, examine and approve, prior to distribution or enactment, all documents drafted by the Executive Director listed in Article 8 of these Bylaw.
- 6.2.5 Requests for CCC actions by members or the Executive Director outside the normal CCC office operations will be prioritized by the Executive Committee.
- 6.2.6 No Member of the Executive Committee, the staff, or the Membership of the CCC shall present him / herself, either in writing or in person, as an official spokesperson of the CCC without having been designated by the Executive Director, the Chair of the Executive Committee, or the CCC Membership to speak on behalf of the CCC on a particular issue. Authority to delegate this responsibility must follow the policy for official communications as stated below in Article 8.
- 6.2.7 The Executive Committee will ensure the organization of an Annual General Meeting at which the Annual Report and Audited Accounts will be presented.
- 6.2.8 The Executive Committee will establish and dissolve committees as required to accomplish CCC objectives as provided in Article 7.
- 6.2.9 The Executive Committee will establish a meeting schedule and meet at least at least four times (4x) per year; the Executive Committee may also call special meetings, as circumstances require.
- 6.2.10 The Executive Committee shall monitor the financial affairs of the CCC as carried out by the staff.
- 6.2.11 The Executive Committee shall be responsible to ensure the financial viability and accountability of the CCC; the Executive Committee and Executive Director shall have signing authority for financial transactions within limits set by the Executive Committee annually at the first meeting of the Executive Committee immediately following the Annual General Meeting.

6.3 DUTIES OF MEMBER OF EXECUTIVE COMMITTEE

- 6.3.1 The Chairperson, or Vice-Chairperson in his/her absence, shall preside at meetings of the Executive Committee; the Executive Director shall preside at meetings of CCC.
- 6.3.2 The Chairperson shall be responsible for authorizing minutes, reports, and all documents pertaining to the CCC, in accord with approval by the Executive Committee.
- 6.3.3 The Vice-Chairperson and Members-at-Large of the Executive Committee shall assist other Members of the Executive Committee as requested by the Chairperson and may be allocated responsibilities with regard to the following key tasks:
- 1) Finance and fund-raising
 - 2) Membership
 - 3) Personnel and staffing
 - 4) Any others that may be assigned from time to time.

6.4 ELECTION PROCEDURES FOR EXECUTIVE COMMITTEE

- 6.4.1 The CCC Member organizations shall select seven (7) members of Executive Committee for two-year mandate. After voting, the members of the committee shall convene an extra ordinary

meeting in order to select and appoint the chairperson, vice chairperson, treasurer and members in its first meeting. The Executive Director of CCC is authorized to participate in all meeting of Executive Committee but has no rights to vote and to make decisions.

- 6.4.2 The election of Executive Committee shall be held every year in order to choose new members to replace out-of-mandate members through membership meeting or e-voting. The received result of voting shall be publicly announced in the AGM for members.
- 6.4.3 In the case member(s) of the Executive Committee resigns three months before the mandate ends, voting for new members shall be held to replace them.
- 6.4.4 The Executive committee shall respect all decisions approved by its members.
- 6.4.5 Staff members from the Membership Organizations who are able to come to work for executive committee can be selected to be candidates. Females are encouraged to stand as candidates for the members of the executive committee of CCC.
- 6.4.6. A form for nominations shall be provided and must be completed; for the nomination to be valid, acceptance of the nominee for the nomination must be included.
- 6.4.7 Nominations shall be opened at least four weeks prior to the election and the names of nominees shall be posted at the office as they are received.
- 6.4.8 The closing date for nominations shall be two weeks prior to the election.
- 6.4.9 The complete list of nominees will be distributed directly to Members by sending through email or hosting on website 10 days prior to the election.
- 6.4.10 Elections for Executive Committee Members will be held once a year. The term of office will be for 2 (two) years. Each member of the Executive Committee shall serve a minimum 2 (two) years term; however, no member may serve more than two consecutive terms.

6.5 OPERATING PROCEDURES

- 6.5.1 At its first meeting following the Annual General Meeting, the Executive Committee shall agree on operating procedures for their meetings, which are consistent with the principles of the CCC Charter and Bylaw.
- 6.5.2 The schedule for all meetings of the Executive Committee shall be posted at the CCC.
- 6.5.3 Any Member organization may ask, at any time, to meet with the Executive Committee to raise a matter of concern.
- 6.5.4 For any decision to be made by the Executive Committee ordinarily a majority of the Committee Members shall be present and at least a majority of those present must be in agreement.
- 6.5.5 Ordinarily, decisions shall be made by the Committee at meetings, not through individual consultation; this is to foster discussion, the hearing of different viewpoints, professional execution of CCC business, and the accountability of Members of the Committee to attend meetings.
- 6.5.6 On matters of personnel and other concerns of a sensitive nature, the Executive Committee may vote to go into Executive (i.e. closed) Session.

6.6 MEETING RECORDS AND ATTENDANCE

- 6.6.1 Minutes, including attendance, of all meetings of the Executive Committee shall be kept by the Executive Director or by an agreed Executive Committee Member in case there is an Executive Session when the Executive Director is not present.
- 6.6.2 Minutes of Executive Committee meetings shall be available to the Membership for inspection; however, minutes of Executive Session shall not be available to the Membership unless expressly authorized by a unanimous vote of the Executive Committee.
- 6.6.3 While committed to transparency and openness, the Members of the Executive Committee shall observe confidentiality as necessary, in order to preserve the integrity of the CCC organization, the security of individuals and the interests of the CCC Member Organizations.

6.7 RETIREMENT OF THE EXECUTIVE COMMITTEE

- 6.7.1 The Executive Committee as a whole shall be appointed or retired upon the following:
 - 6.7.1.1 A decision passed by a vote result of 50% +1 of the Members can dissolve the Executive Committee and hold new elections.
- 6.7.2 Individual Members of the Executive Committee shall retire upon the following:
 - 6.7.2.1 Expiration of the term of appointment
 - 6.7.2.2 A decision passed by a vote result of 50% +1 of the Members to retire the Member.
 - 6.7.2.3 The Executive Committee Member ceasing to be a staff Member of any Member organization of the CCC, either because that organization ceases Membership in the CCC, or because the staff Member leaves the employment of the Member organization. The staff Member may be eligible for re-election and service in the Executive Committee if he/she takes employment with another Member organization.
 - 6.7.2.4 Executive Committee Members missing or absent for three (3) consecutive Executive Committee Meetings may be requested to stand down.

ARTICLE 7: COMMITTEES

7.1 ESTABLISHMENT OF COMMITTEES (OTHER THAN EXECUTIVE COMMITTEE)

- 7.1.1 The Executive Committee may establish “Sub-Committees” and “Ad Hoc Committees” as they see appropriate or on request from Members.
 - 7.1.1.1 The purpose of Sub-Committees is to assist the Executive Committee in matters like Finance and Membership status. Ad-Hoc Committees would be established for special tasks.
 - 7.1.1.2 The term of office of these committees shall depend on the nature of the task of the committee and set at the time of selection.

7.1.2 Members of such committees will be appointed by the Executive Committee and CCC membership informed.

7.1.3 The terms of reference and operating procedures for all committees are to be established by the Executive Committee.

7.2 ELIGIBILITY FOR PARTICIPATION COMMITTEES

7.2.1 Members of committees may be selected from among staff of Member or Associate Organizations and NGO partners.

7.2.2 Any Member organization may make nominations of eligible persons to serve on CCC committees.

7.2.3 Representatives of Organizations, which are not in the CCC Membership may be invited to participate as members of other committees if necessary.

7.2.4 Each Sub-Committee shall also have one designated Member of the CCC Executive Committee.

7.2. 4.1 If a designated member have no voting voice due to the absentia from a meeting, the Executive Committee shall make an effort to identify another member to take over the task and proxy of the absentia.

7.2.4.2 If any sub-committee have remained its members less than 3 persons and there is only two more month remains prior to the end of the term of the office, it is the responsibility of the Executive Committee to designate new members to fulfill the vacant.

7.2.5 The chairperson of each committee shall be elected by the Members of the committee and any Member of the committee may be nominated for the position of chairperson.

ARTICLE 8: CCC EXECUTIVE DIRECTOR

8.1 The Executive Director is not allowed to vote and is an unofficial member of the executive committee. The Executive Director shall be chosen from capable people and be suitable to the first-time work for the four-year mandate. The Executive Director is allowed to continue for another mandate if he/she gets favor majority vote (50+1) from members of executive committee and staff members of CCC regarding working activities and his/her performance.

8.2 The Executive Director serves as the secretary to the Executive Committee. (S)he prepares the meetings of the Executive Committee, including the agenda. The Executive Director will solicit the views of the Executive Committee on all policy matters regarding CCC's relationship to its Members. (S)he ensures that activities undertaken by the CCC Office are in line with approved planning documents and minute decisions of the Executive Committee. (S)he works in close consultation with the CCC Chair-person.

8.3 Other Tasks and Responsibilities of the Executive Director include:

- 1) Preparation of funding proposals for presentation to the Executive Committee, and will seek approval from the Executive Committee, of these proposals.
- 2) Arranging a yearly audit of the CCC accounts.

- 3) Preparation of the schedules of events and work plan for the CCC calendar year.
- 4) Preparation of agendas for meetings of CCC Members for submission to the Executive Committee for approval.
- 5) The Executive Director may, with the approval of the Executive Committee, be delegated to represent the CCC Office to Member Organizations, donors, international Organizations, Cambodian institutions or other Organizations. (S)he establishes and maintains close contacts with relevant administrative bodies inside and outside government, liaises with bilateral and multi-lateral agencies operating in Cambodia and explores areas for mutual support and cooperation. These external communications will be carried out according to policy established by the Executive Committee.
- 6) It is a primary task of the Executive Director to ensure all CCC staff have valid contracts specifying responsibilities, and conditions of employment. At least once annually, the Executive Director shall submit the statements of duties, delegated authorities and conditions of employment for the CCC Staff to the Executive Committee for final approval.
- 7) It is a primary task of the Executive Director to supervise daily operations and the overall performance of the CCC staff. The Executive Director ensures that CCC Staff are regularly and properly appraised, according to established guidelines and procedures. Though the Executive Committee is end-responsible for the hiring and firing of all CCC Staff, the Director ensures that proper procedures are established and being followed in relation to all staffing matters.
- 8) The Executive Director is responsible for the well being and security of all CCC Staff and will consult the Executive Committee (whenever appropriate) regarding concerns over staff matters.
- 9) In working with the Executive Committee, the Executive Director may initiate and introduce administrative policies, either individually or in collaboration with committees specifically appointed by the Executive Committee or the membership. The Executive Director will seek approval of policies and guidelines from the Executive Committee.
- 10) Although the Executive Committee carries the fiscal end-responsibility for all financial decisions and transactions made by the CCC Office, the Executive Director oversees the CCC's administrative procedures and financial systems and therefore supervises and directs the work of the CCC accountant.
- 11) All correspondence or communication, which presents itself as an official message to the Ministries of the Royal Cambodian Government or Heads of state, must bear the signatures of both the Executive Director and the Chair of the Executive Committee and prior notification to the Executive Committee.
- 12) The Executive Committee shall delegate specific signing authorities for finance and correspondence to the Executive Director. As a rule, contracts and other legally binding documents shall be signed by the Executive Director. The Executive Committee may, at its discretion, request that the Chairperson of the Executive Committee to counter-sign

documents signed by the Executive Director.

ARTICLE 9: FINANCE

9.1 BUDGETING

The budget for the CCC shall be financed by annual membership fees and by additional contributions solicited from member organizations, development partners, source of funds and other legitimate incomes.

9.2 USE OF BUDGET

The Executive Committee shall be responsible for and use its best efforts to manage the finances and assets of the CCC. Members of the Executive Committee, individually and collectively, shall have no personal financial liability for obligations incurred by the CCC. The Member organizations employing the Executive Committee members shall have liability for obligations incurred by the CCC to the same extent that other Members and Associates have such liability.

9.3 BUDGETARY EXPENDITURES

The budget for the forthcoming year shall be presented each year at the Annual Meeting in December, for ratification by Members.

9.4 ANNUAL BUDGET

The annual budget shall be prepared by the Executive Director, with the assistance of the Treasurer, for presentation and approval by a 50% +1 vote of the Executive Committee.

9.5 EXTRA-BUDGETARY EXPENDITURES

If extra-budgetary expenditures in excess of US\$ five thousand (US\$ 5,000) are foreseen to occur which would affect the provision of planned services and would affect meeting contractual obligations, the Executive Director needs to get the approval from Executive Committee in advance by a 50% +1 vote.

9.6 MEMBERSHIP FEE

9.6.1 An annual membership fee is charged based on the actual annual approved budget plan of members multiplied by 0.00225. The result is the annual fee which the member will pay, but not more than 12,000,000 Riel or USD \$3,000.

9.6.2 Supporting members are required to pay only 75 per cent of the certified member fee.

9.6.3 Civil Society Organizations, which apply for membership, are required to pay 200,000 Riel or USD 50 for the cost of file control and participation in any action as defined in Bylaw in the name of observation members of CCC.

9.6.4 Membership fees are to be paid in the period of time from 02 January to 30 March of each or at the latest in the third (3rd) month of the member's fiscal year with the amount as set out in provision 9.6.1 to 9.6.2 of this Article 9.

9.7 FUNDRAISING

Fundraising activities, as required for specific purposes, are to be initiated and approved by the Executive Committee.

9.8 DONATIONS FROM NON-MEMBER ORGANIZATIONS

Executive Committee approval is necessary for receipt of donations of cash or in-kind from Non-member Organizations.

9.9 FINANCIAL REPORTS

Semester financial reports will be provided to the Executive Committee for approval. Copies will be provided to any Member organization upon written request to the Executive Committee.

9.10 AUDIT

The Executive Director is responsible for arranging a yearly audit of the CCC accounts. The Auditor will be recommended to the Executive Committee by the Executive Director for approval. The audit report and management letter shall be submitted to the Executive Committee for circulation to the Membership.

ARTICLE 10: DISSOLUTION AND ASSET MANAGEMENT WHEN ORGANIZATION CLOSED

10.1 DISSOLUTION

The Cooperation Committee for Cambodia (CCC) shall not be dissolved unless supported by majority votes (59% +1) of its member organizations through election.

10.2 ASSET MANAGEMENT

The Executive Committee (ExCom) of the Cooperation Committee for Cambodia (CCC), with the collaboration of the Executive Director, shall take part in clearing relevant accounts, reimbursements and shall return the assets as listed in the Asset/Inventory List to donors or other organizations, with donors' written approval.

ARTICLE 11: BYLAW AMENDMENTS

11.1 Proposed amendments to the Bylaw will be presented to the Membership through the Executive Committee upon any one of the following:

- a) recommendation by the Executive Committee;
- b) receiving of the written letter for a proposed change accompanied by signatures representing ten percent (10%) of a total of member organizations and attached with a list of their signatures.

11.2 Proposed amendments to the Bylaw must be submitted to the Executive Committee at least fifteen (15) days prior to a bi-monthly meeting of the Membership for review and distribution.

11.3 The proposed amendments will be presented for discussion at the monthly meeting and considered for purposes of amendment and vote through a confidential/written ballot.

11.4 The Bylaw shall be adopted and may be amended by majority votes or 50% +1 of the Member organizations.



គណៈកម្មាធិការ
សហប្រតិបត្តិការដើម្បីកម្ពុជា
Cooperation Committee
for Cambodia
Comité de Coopération
Pour le Cambodge

ទស្សនវិស័យ: ការអភិវឌ្ឍប្រកបដោយនិរន្តរភាពសម្រាប់ប្រទេសកម្ពុជា
Vision: Sustainable development for Cambodia

To : CCC Executive Committee (EXCOM)

Date : 08 August 2014

Re : By-law revision

Dear Esteemed EXCOM,

As per recent approval from 2/3 of CCC's members on the revision of CCC by-law, I have already reflected all of their comments into the revised version.

Thus, I would like to submit you the attached revised CCC's by-law for your endorsement so that we can update our file accordingly.

Thanks and regards,

SOEUNG Saroeun

Executive Director of CCC

Partnerships for Sustainable Development in Cambodia



Revision Date: 8 August 2014

Endorsed by Executive Committee (EXCOM) Members

Nº	Name/Title/Organization	Signature
1	Dr. Sok Thim Chairperson of CCC EXCOM Executive Director Cambodian Health Committee (CHC)	
2	Mr. Richard Winterton Vice-Chairperson of CCC EXCOM Programme Development and Communication Advisor Voluntary Service Overseas (VSO)	
3	Ms. Bou Molika Treasurer of CCC EXCOM Program Coordinator Australian Volunteers International (AVI)	
4	Ms. Keo Keang Member-at-large of CCC EXCOM Country Director Heifer International Cambodia (Heifer)	
5	Ms. Ros Sopheap Member-at-large of CCC EXCOM Executive Director Gender and Development for Cambodia (GADC)	
6	Mr. Ernst Jürgensen Member-at-large of CCC EXCOM Country Representative Danmission Cambodia	
7	Ms. Nop Vanthy Member-at-large of CCC EXCOM Executive Advisor for the Country Director World Vision - Cambodia (WV-C)	

Partnerships for Sustainable Development in Cambodia

Vision:

Sustainable development for Cambodia.

Mission:

We provide high quality service to society and influence Cambodia's development actors.

Values:

- ★ Integrity
- ★ Cooperation
- ★ Responsiveness
- ★ Quality
- ★ Inclusiveness

Goal:

A strong and capable civil society, cooperating and responsive to Cambodia's development challenges.

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