

Kingdom of Cambodia
Nation Religion King

CONSTITUTION AND BY -LAW OF
THE JICA TRAINING ALUMNI OF CAMBODIA

- To facilitate all the alumni association's activities within the national and international frameworks.
- To pay attention to the Cambodian participants who used to participate in the JICA technical training courses in Japan.
- To strengthen the cooperation and friendship between the ex-participants and JICA, especially between Cambodia and Japan.
- We are Cambodian ex-participants who used to participate in the JICA' s technical training program in Japan have agreed to establish an independent organization with the following objectives and activities:

Chapter I

General Provision

Article 1:

This statute is the fundamental law of the JICA Training Alumni of Cambodia. All principles or decisions of the alumni association shall comply with the constitution and law of the kingdom of Cambodia.

Chapter II

Name, Logo, Address and Date

Article 2: Name

The formal name of this alumni association is “**JICA Training Alumni of Cambodia (JICATAC)**”.

Article 3: Logo

The logo of association is designed with the following meanings:

Article 4: Address

The office of **JICATAC** is temporarily located within the JICA Cambodia Office: House No. # 440, Preah Monivong Blvd., Sangkat Tonle Bassac, Khan Chamkar Mon, Phnom Penh.

This address is just the temporary location and it can be changed at any time when **JICATAC** is officially established.

Article 5: Date

- The association was established on...
- The activities of **JICATAC** are conducted without time limitation.

Chapter III

Objectives and Activities

Article 6: Objectives

The objectives of **JICATAC** are to gather all the ex-participants of JICA technical training courses in Japan in order to:

- a. Improve the solidarity and friendship between the previous JICA participants and the next, especially the friendship and mutual understanding between Cambodia and Japan.
- b. Improve the relationship with JICA and other local and international training institutions/centers both local and international in order to exchange the information, mutual understandings, techniques and experiences.
- c. Promote the social and economic growth and the cultural development in Cambodia through the joint efforts in the spirit of equality and equity.
- d. Promote the transferring of technical know-how, and skills among members and others.
- e. Facilitate the JICA cooperation's activities in Cambodia

Article 7: Activities

The association shall undertake the following activities:

- a. To strengthen the friendships of the two countries, Cambodia and Japan, and the people around the world.
- b. To learn, discuss, and meet among the members.
- c. To provide the pre-departure orientations to the JICA trainees who are going to join the training courses in Japan.
- d. To receive and welcome the visit of Japanese delegates to Cambodia
- e. The association is a non-profit organization and does not involve in any political parties/activities.

Chapter IV

Membership

Article 8: Members of JICATAC are divided into three groups:

1. **Founders:** Members who have taken part actively in forming the association.
2. **Active members:** members who took part in the technical training courses in Japan through the JICA's support and have taken part actively in any activities of the association so far.
3. **Supportive members:** Persons or entities that provides the supports to the alumni association as well as those as the following:
 - a. Government officials who have dealt or are dealing with the technical cooperation activities between Cambodia and Japan
 - b. The representatives of JICA who are responsible for administering the Japanese technical cooperation programs.
 - c. Japanese experts and instructors and JICA staff who are assigned to work in Cambodia
 - d. Individuals or entities that are willing to support the alumni association.
 - e. These members shall be the honorable chairman in the events organized by the alumni association

Article 9: Rights and duties of the members

1. **Rights:** All members shall have the right to:
 - Vote and be a candidate for the election of the Executive Committee Members, except for the supportive members.
 - Comment or recommend the progress of the alumni association and get the interest according to the criteria set by the alumni association. While fulfilling the obligation, if any accident occurs, all members have the right to seek the supports and solutions from the association at all time.
2. **Obligations:** All members shall have the obligation to:
 - Participate in any activities of the alumni association.
 - Respect and comply with the statute, internal regulations and decisions of the alumni association.

Article 10: Membership Registration

- All Cambodian ex-participants who used to participate in the JICA technical training courses in Japan are eligible for being the JICATAC's members.
- To be the members, ex-participants are required to fill out the registration form and pay the membership fee.

Article 11: The loss of membership

- Self-resignation from the membership. He/she must submit the formal written resignation letter.
- Death
- Is dismissed from the association by the vote of two-third of the Executive Committee Members in case he/she violates the statute and internal regulation of the association or behaves in the manners that damage the association.
- Only the self-resigned members can re-apply for being the members of the association

Chapter V

Management Structure

Article 12: JICATAC is managed by:

- The General Annual Meetings of Alumni Association
- The Board of Trustees
- The Executive Committee Members

Chapter VI

Roles and Duties of the Board of Trustees

Article 13: Board of Trustees:

- are composed of high-ranking government officials who have participated in the JICA technical training courses in Japan.
- are requested to be the members of the Board of Trustees by JICA without terms determined, but the Board of Trustees are able to resign whenever they wish to do

so.

- Give the advices to the Executive Committee Members whenever necessity arises.
- Receive the annual or progress report of alumni's activities and management regarding the plan, budget, personnel, ect...from the Executive Committee Members before/during/after the General Annual Meeting.

Chapter VII

Roles and Duties of Executive Committee Members

Article 14: The Executive Committee Members are composed of:

- | | |
|--|---------|
| 1. President | one (1) |
| 2. Vice President | one (1) |
| 3. Planning and Operation Secretary | one (1) |
| 4. Administration and Accounting Secretary | one (1) |
| 5. Auditor | one (1) |

Article 15: The Executive Committee Members have the duties:

- To create all works of the association,
- To review and enhance the implementation of association's activities quarterly,
- To approve the membership of the alumni association,
- To prepare the internal regulations,
- To examine and draft all documents, the amendment of the statute and other activities for the meeting of general body, and
- To report the alumni association's activities and its management to the Board of Trustees.

Article 16: President

- is elected by the general members in the annual general meeting.
- administrates all the activities of the association.
- has the obligation to communicate with both local and international organizations/institutions for the interest of the alumni association.

Article 17: Vice President

- is elected by the general members in the annual general meeting.
- has the obligation to help the President according to the assignment given.
- can be an acting president and manages the alumni association's works when the President is absent or has lost his/her membership.

Article 18: Administration and Accounting Secretary

- is elected by the general members in the annual general meeting.
- is responsible for all the administrative works.
- keeps all documents and files of the alumni association.
- examines the financial report of the association and sign all expense documents before submitting to the President for approval.
- is responsible for member registration and other activities related to the management of the association.
- collects the membership fee and all kinds of money on behalf of the alumni association and shall maintain an account of all monetary transactions.

Article 19: Planning and Operation Secretary

- is elected by the general members in the annual general meeting.
- Is responsible for planning and implementing the activities and /or program.
- give necessary instructions as per program.

Article 20: Auditor

- is elected by the general members in the general annual meeting.
- audits the financial documents once in a year and submit the report to the Board of Trustees to review.

Article 21: The appointment

- The election for the Executive Committee Members such as President, Vice President, Administration and Accounting Secretary, Planning and Operation Secretary and auditor shall be held in every two years.
- To be named as Executive Committee Members, he/she shall be elected by the general members of the alumni association.

**Chapter VIII
Session**

Article 22: Session is a supreme meeting of the alumni association arranged by the Executive Committee and divided into two categories as follows:

a. Ordinary session: is held every year with the following agenda:

- Discuss and approve the report and set the future direction for the association
- Review and facilitate the request for amendment of the statute
- The ordinary session shall be held with prior two-week notice.

b. Extra-ordinary session: Quorum of the extra-ordinary session of the general body shall be 50 + 1 of the total number of executive committee members and it should be given at least one-week notice in advance.

Article 23: Quorum of the urgent meeting of the executive committee members shall be held with 50+1 of the total number of executive committee members.

**Chapter IX
Funds**

Article 24: Funds of the association come from:

- A contribution of 10,000 riels per year as the membership fee from the members of the alumni association.
- Other sources

**Chapter X
Interpretation**

Article 25: All decisions made by the executive committee are the final ones if there has no any objection by a majority vote of the active members at the annual general session / meeting.

**Chapter XI
Amendment**

Article 26: This statute can be amended by one-third vote of the members who are present at the annual general session / meeting arranged by the executive committee.

Article 27: The terms which are not stated in this statute can be added or confirmed in the internal regulation.

Article 28: Provisions that is contrary to this statute are considered void.

Chapter XII Dissolution

Article 29: The dissolution of the alumni association shall be pronounced by a two-third-majority vote of all association's members and the proposal to dissolve the association can be raised with a two-third vote of the Executive Committee.

Article 30: After the dissolution, the assets of the alumni association are transferred to other organizations or institutions, which have the same objectives.

Article 31: This statute is made in Khmer and English with the same value.

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