

INTERNAL RULE

Cambodia Constructors Association (CCA)

According to the statute of Cambodia constructors association, which was adopted by the first general assembly of the association on 6th October 2011, at the Diamond Island convention & exhibition center, Phnom Penh. The executive committee of the Cambodia constructor association has established and defines internal rules for the associations as following:

Chapter 1

The office of the Association

Article1.-

The office of association of the first mandate, is the chairman of the first mandate is determine and assume full responsibilities for all spending of the services in order to carry out the work of the association. The office of the association shall be determined or changed according to the decision of the general assembly of the association.

Chapter 2

Registration as Member of Association

Article 2.-

Registration as a member of the association is required to pay a subscription fee at the first registration and a monthly contribution fee every months. All companies in the construction industry business can apply to be a member of the Cambodia constructors association, this member called “supporting member”. The association member has 3 type, there are supporting member, founding member and honorary member. In other to the honorary and the founding members not should be pay.

Article3.-

In case the member fails to pay a contribution in the last month for no apparent reason he/her is not considered a member of the association. However, if he/her wish to remain a member of the aassociation, must re-pay contribution fee from the date of interrupted payment to association.

Article 4.-

Payment of registering fee and monthly contribution fee to the Cambodia constructors association allowed to pay every 6 months or 12 months. The payments are defined as follows:

No.	Category of Construction and design Company	Registration Member	Honorary Member	Monthly Contribution Free
1	Category of Number 1	100 USD	-	50 USD
2	Category of Number 2	100 USD	-	35 USD
3	Category of Number 3	100 USD	-	25 USD
4	Others Company	100 USD	-	50 USD

Article 5.-

There are two ways for fee payments:

- by cashing at the Cambodia constructor association
- by sending to the association account.

Article 6.-

The amount of payment is based on the type of business construction registration, at the ministry of land management, urban planning and construction. In other non-constructors or designer companies that has not register in MLMUPC are classified as different company and have to pay 50\$ per month.

Article 7.-

Applications form membership of the association can be obtained directly from the association's secretariat or downloaded from the association's **website www.cca.org.kh** once completed, must be submitted to the association's headquarters or sent via e-mail. **secretariatcca@yahoo.com**

Please attach with:

- A copy of certificate of incorporation registered at the Ministry of Commerce
- A copy of the company statute
- A copy of the company director's passport and visa
- The company director's CV with a photo (4 x 6)
- 2 additional photos (4 x 6)
- A copy of business operation certificate registered at the ministry of land management urban planning and construction (If has)

Article 8.-

All members will be received membership of the association certificate after payment of the register fee and member fee.

Article 9.-

Enterprises, companies or individuals who contributed or donated the fund, the materials, and facilities to the association, the secretariat will record those donations or gifts as well as will give a certificate to the donors with the greatest pleasure.

Chapter 3

The rights of Association Member

Article 10.-

Each of association members has the same right to express the ideas, share the experiences, in order to improve and develop the society.

Article 11.-

Each of association members is entitled to attend the meeting by the invitation of the association chairman or vice-chairman. In case, if he / she absence they can assigned their staffs to attend the meeting instead, as well as they must specify the reasons and to appoint and a representative who can authorized the decision on behalf of.

Article 12.-

Each of association members should have the right to help persuade, advice, and disseminate the companies which involved in the construction business to become the members of association.

Article 13.-

Association members have the right to cooperate with the association in order organize some various programs to promote the company's products, such as conducting workshops, business networking programs, exhibitions, through the association secretariat coordination with the approval of the association chairman.

Article 14.-

Members of the association have the right to attend meetings or programs on behalf of the Cambodia constructors association, both domestically and internationally, with the permission and permission of the president of the association.

Article 15.-

The training course that organized by the association or the partners cooperation of association has conducted the course. The association member has the right to send their technicians to participate in accordance with the limited, just carbon copy to secretariat and request to association chairman. In team of over limited of participation, all facilities were under responsible of company. Other in case of chairman assignment, those spending amount under chairman responsible.

Article 16.-

All members of the association have the right to communicate on business networking with the national or international cooperation of association's partners, through the association's secretariat coordinating.

Article 17.-

All members of the association have the right to co-operate or provide the works for member of the association, but it must be transparencies, not be have occurrence effect to association prestige.

Article 18.-

All members of the association have the right to provide requirements information to the association secretariat for disseminate that information through the association medias system for free of charging such as the sale or purchase or promotion of the materials, equipment, machineries of construction, seeking partners, investing in investment, development, etc.

Article 19.-

All members are not allowed to use the name of the association to engage in illegal activities of their business. In case the problems occurred by the association member that opposite to the law or related to the political, that member should be response him/herself

Article 20.-

Each member of the association must cooperate, not compete, exploit and oppress each other, should be cooperate with each other for the common interests.

Chapter 4

The Association Executive Committee Members

Article 21.-

All members of the association can be stand the name for the member of general assembly, to elect to be a member of executive committee, that consist the chairman, the vice-chairman, the secretary-general, the deputy secretary-general and other executive members of the association.

Article 22.-

Association executive committee members are qualified according to the following conditions:

1. The position as a Chairman

1. Should has a large company with more than 2, 000 employees
2. Has branches company or businesses more than 10 companies
3. Has abilities and volition to support as well as inspire the association activities to be successful and sustainability, take responsible on employees as well as a stable workplace for association.

2. The position as Vice Chairman

1. Should has a company with more than 500 employees
2. Has company branches or businesses more than 10 companies
3. Has abilities and volition to support as well as inspire association activities to be successful and sustainability.

3. The position as General Secretary or deputy general secretary of the Association

1. Should has the company with less than 500 employees
2. Has company branches or businesses more than 2 companies
3. Has abilities and volition to support as well as inspire association activities to be successful and sustainability.

4. The position as an Executive Committee Members

1. Should has the company with less than 100 employees
2. Has abilities and volition to support as well as inspire association activities to be successful and sustainability.

Article 23.-

The chairman of the executive committee of the association can be appoint any members of the executive committee as his / her or association representative to attend the meetings, events or to stand for the name of association representative by invitation of national and international institutions.

Article 24.-

The members of the executive committee should be have a meeting to be select and as well as appoint their members to be in charge of each work in the secretariat of the association. This composition must be voted by majority of the association executive committee members. Members in charge of each section of the first mandate should be determinants by chairman of the first mandate.

Article 25.-

When member of the executive committee was lost membership or dismissed position or died, those all members of the executive committee shall be immediately convene meeting the executive committee and vote for the new member to replacement after two weeks.

Article 26.-

The chairman association who has term ends of his mandate can be stand as an honorary member of the association.

Chapter 5

Vocational training

Article 27.-

The Cambodia constructors association, or association cooperation partners, should organized the vocational training on construction technical in order to supplement or train the company's technicians that is the association's members to be have accurate technical standards.

Article 28.-

All members of the association have the right to cooperate with the association in order to establish or organize, workshops or training courses for each member's workers and employees with a professional skills and accurate technical standards.

Article 29.-

All members of the association can send their employees or workers in the company to attend the professional workshops or training courses that organized by the association free of charge. Particularly if all members of the association wish to have more employees or workers of the company than the association has limited, the company shall pay each tuition fee to its staff or workers.

Chapter 6

Financial work

Article 30.-

All the expenses of the association should be have approved by the chairman or Vice-chairman that has received eligible of the association, and should have short signatures, acknowledges and endorsements by the treasurer.

Article 31.-

The secretariat of the association should be prepare the revenue and expenditure procedures in accordance with the financial procedure with the approval by treasurer before submitting it to the chairman or to the vice-chairman that has received eligible of the association. All expenses must be requested in advance by the chairman or vice-chairman of admissions.

Article 32.-

All purchases of materials and equipment for association using should be have testimonial invoice for certifying actual purchase. In case the goods are of small value, no invoice shall be reported to the chairman or vice chairman that has received eligible of the association in order to request the expenses entitle principle.

Article 33.-

Any expenses that are urgently in needed to serve the association works and not exceed the association chairman has limited less than \$ 500, the general manager of the association secretariat cans determination to pay pre cash then submit request documents for payment after, but should be have necessary testimonial invoice.

Article 34.-

Registration and payment of income-expense works, will be carried out accurately in accordance with the financial procedures, should have recorded flow documents in- out in the accountant book and should have a receipt of income or expense card which is easily track any cash flow.

Article 35.-

Accountant books should keep and responsible by accounting staffs of the secretariat association. Any budget lose from the accountant books the accountant staff should be response by him/her self in front of the law of Cambodia.

Article 36.-

The revenue card shall record all incoming movements as follows:

- Contributions fee
- Donations and gifts
- The budget from other services
- Repayment advances and external borrowings

Article 37

The expenses card shall record all outward movements such as:

- Incentive allowance
- General expenses
- Advance
- Staff salaries

Article 38

The incomes, experiences and related documents of cash will be reviewed and short signed by the treasurer and signed by the chairman or the vice-chairman that has received eligible of the association.

Article 39

The association secretariat should report to the treasurer, chairman or vice-chairman of the association to review and approve on financial status, balance sheet, and inventory, income and expense list, with invoices or other references in every quarters, semester and annual.

Chapter 7

Banking operations

Article 40.-

The association should open an account at any banks in Cambodia, with it has branch in the capital or province, as well as acknowledge by the National Bank of Cambodia. Opening an account on behalf of the association at bank should be signed by the chairman of the association. The chairman of the association is the account owner and all the funds of the association are should kept in the bank account of association. The bank account of association first mandate is the chairman of first mandate was opened and selected the bank for operating.

Article 41.-

Bank deposits or bank withdrawals must be signed by the chairman of the association. As well as should be have some one that received eligible to sort signed on testimonial documents.

Article 42.-

The association chairman has term ends or revocation position from the association chairman. The individual must be transfer and receive all related works, including submitting the accounts book of the association to the new chairman without any conditions, and officially signing and acknowledge by most members of the executive committees.

Chapter 8

Disseminate

Article 43.-

Cambodia constructors association has to disseminate the information by website, facebook etc. of the association media system to assist disseminate and show the activities works, achievements, projects plan, business development, human resources, national and international cooperation, training courses, events, domestic meetings as well as overseas meeting, etc. Which are related to the activities of the Association.

Article 44.-

All members of the association can promote their company's works or business activities through the association's media systems, without charging.

Chapter 9

The Secretariat

Article 45.-

The association has to create the secretariat for implementation of the association works, to be have sustainability and the secretariat should has a general director to lead general task of secretariat. The managing directors has be nominated and appointed by the association chairman of the first mandate as well as have to elected and approved by the members of the executive committee and should have implementation approved majority vote.

Article 46.-

Association secretariat should have quantity staffs appropriately working in necessary to ensure that functioning of the secretariat have good processing and sustainable. The staffs of association secretariat, the general manager have to select and then request to the chairman of the association for check and make a decision. The secretariat of the association has duties and responsibilities of the association works forever, although the chairman of each association mandate term has ended and has been replaced too.

Article 47.-

The works of the Secretariat were divided into five sections as follows:

- 1-Administration and finance
- 2-Marketing
- 3-Information technology and decoration design
- 4- National and international relations and
- 5-Education and training

Each division is managed and responsible by a section director, a vice-director and staff as well as necessary.

Article 48.-

The sector of administration and finance should has duties and tasks as following:

- Manage in and out letters of documentations keeping, inspect sanitary in the association's office.
- Take note and reports of each meeting, domestic and oversea meeting.
- Create plane and goals of association works.
- Prepare documentation of the salaries, discipline and terminate staffs.
- Create vocational technical training plane for staffs and workers
- Organize training courses and propose amendments the existing regulation and should be more preparing.
- Assist the facilitate in preparation of application forms, contracts, agreements and related documents for submitting to various institutions
- Organize meetings and other programs, including various procedures, domestic and oversea meeting of the association.
- Supervise the general affairs in whole office of the association
- Check the application form and register the members
- Manage estate, real estate and all sources of income and expenses of the association
- Build the income- expenses plan of the association by collecting all the data related to the revenue-expenditure plan of the association

Article 49.-

The sector of marketing should has duties and tasks as following:

- Communicate and persuade companies to join the association
- Facilitate and find the markets for the association members
- Disseminate and communicate marketing affairs for the benefit of the association and association members
- Communicate and cooperate with relevant institutions to be prepare the social development plans and programs
- Communicate with other institutions to collect legal documents related to the construction industry
- Communicate with other institutions to collect information about the constructor investment and development of construction industry.

Article 50.-

The sector of information technology (IT) should has duties and task as following:

- Research, extract the news article, pictures, and other activities related to the association
- Create information technology related to association activities
- Disseminate the association's work activities widely by all facilities of medias system.
- Post all information of association by all medias system
- Maintenance and update all medias system of association

Article 51.-

The sector of national and international relationship should has duties and task as following:

- Communicate receiving and responding information of the association's with others national and international institutions
- Participate in the meetings or other events of domestic and abroad in case of assignment or the leader has absence on behalf of the association
- Translate documents related to the work of the association
- Participate and prepare the meetings with foreigners or go to meetings abroad
- Prepare documents, plans and programs for communication with national institutions and international cooperation.

Article 52.-

The sector of training and Education

- Organize short and long term of workshops or training courses
- To communicate and cooperation with national and international institutions to establish vocational training that related to construction industry.
- Participate in workshops and training courses through the invitation from national and international institutions.
- Provide feedback about the norm and regulations of construction, technical and other documents required to help by various institutions.

Article 53.-

Each staffs of the association secretariat must respect the rules and internal rules of the association properly and consistently. For the staffs of the association secretariat, who is sick or died in any incident during works mission of the association should be supported, according to the ability and decision of chairman of the association.

Article 54.-

For the staffs of the secretariat who has resigned and stop working, they should have receive the allowance for seniority, but must be has a condition, as that employee must be work for over than three years. The amount that will received must be calculate by formula (the number of years served multiply with last month's salary). In order to receive the seniority bonus, the applicant must apply for resignation three months in advance and have the duty to teach the new employee who has been selected to replace his / her job have known, then the applicant cans receive the seniority bonus. However, if not be able to teach the new staffs for completing of full three months, those seniority bonus should be deduct follow the quantity of month that not able to teach, there is 1 month equal 1 year. The dismissed employees are no any services subsidy.

Article 55.-

Staffs of association secretariat who has done a great job, worked hard, have a good disciplined will be encouraged by the chairman of the association

Chapter 10

Amendments internal rules of association

Article 56.-

These internal rules can be amended by the executive committee of the association to hold an extraordinary meeting with approved majority vote.

Chapter 11

Article 57.-

These internal rules effective from the date of signed on.

Phnom Penh, Date month year

Executive Committee of the Cambodian Constructors Association

Chairman