



Help Our Homeland

(HOH)

Statute

Official Address:

No 43 Double, Group 5, Sonsomkosal II, Boeun Tumpun Commune, Meanchey District,
Phnom Pneh, Cambodia.

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Preface

Some people left their homeland to settle in a new place or a new country to carry on their study or to do the business for their bright future. It is seen that majority of them will not go back to their homeland because there is no opportunity for them to find the jobs or to do the business.

However, they always bear in their mind their homeland, which was the place of their births, growth, relatives and friends, and their past remembrances. Also, the feeling of love and reminiscences of their homeland is the unforgettable thing in their life. Likewise, the development and growth of their homeland and their contribution to building their homeland remains in their compassionated thought.

In the past, Cambodia used to be a very distinguished country in the region during Angkor regime. Unfortunately, because of the conflict, the break down of the solidarity, and the chronic wars, Cambodia commenced to lessen its strength gradually. Especially, after passing through more than 2 decades of civil war, Khmer society declined and was treated as one of a poorest country in the world.

This dreadful past experiences left Khmer society with many issues such as:

- The lost of trust, love, solidarity and compassion
- The remarkable decline of moral conduct in Khmer society
- The lack of human resources both the capacity and skills, and the quality of education was very low, especially the provincial human resources for development and improvement of the community which are the foundation for development of the whole country.

To contribute to the construction and development of our country, in response to the above-issues and to achieving the aims of those who is thinking of helping their homeland, we founded an association, Help Our Homeland, which has the following statute.

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Section 1

Name, Logo, Address and Date of Foundation

Article 1: Non-profit and non-political organisation "Help Our Homeland" has been founded as the result of a free decision of a group of people from various provinces, which are their homelands, on the ground of common interests.

Article 2: The name of the Association is as following:

1. The full name in Khmer is "ជំរុញស្រុកកំណើនយើង"
2. The full name in English is "Help Our Homeland"

Article 3: The abbreviated name in Khmer is "ជ.ស.ក.យ"

Article 4: The abbreviated name in English is "HOH"

Article 5: The association's logo is the house-like-shape picture that has the word "HOH" in the middle.

The meaning of this shape is as following:

- The house-like-shape represent our homeland
- "HOH" is the abbreviation of the word "Help Our Homeland" whose meaning in Khmer is "ជំរុញស្រុកកំណើនយើង"

Article 6: The following is the official address of the association:

"No 43 Double, Group 5, Sonsomkosal II, Boeun Tumpun Commune, Meanchey District, Phnom Pneh, Cambodia."

Article 7: Help Our Homeland was officially founded in December 13th, 2004.

Article 8: The Association is an independent, non-government and voluntary body, incorporated in the form of non-profit and non-political alliance. The individuals recognise the statute of the Association and are willing to provide assistance to the development of our homeland.

Article 9: The Association independently develops its programs and implements public activities aimed at the fulfilment of its tasks stipulated in the statute.

Article 10: Revenues from the Association activities are directed to the fulfilment of its tasks - the development of its members and homelands.

Section 2

Vision, Core Values and Mission

Article 11: Vision of the Association:

“Prosperity in our homeland through our network”

Article 12: Core values:

We thrive to be one of the most desirable organisations by our stakeholders through our:

- Love
- Compassion
- Solidarity

Section 3

Mission, Objectives and Activities of the Association

Article 13: The mission of the association is to **“build the network of the people from the same homeland so as to help develop their homeland and build the solidarity among themselves.”**

Article 14: Objectives and Activities:

1. Team networking & capacity building

- 1.1 Establish networks among our friends from the same provinces.
- 1.2 Prepare a network database for detailed contact information of all members.
- 1.3 Share knowledge and experiences among our team members.
- 1.4 Help our members as much as possible in all means to achieve their goals.
- 1.5 Conduct friend reunion and recreational activities.
- 1.6 Establish good governance and ensure proper accountability of all resources entrusted to the organization.

2. Motivating education and sports in high schools

- 2.1 Work with all high school directors for our reward and sports programs.
- 2.2 Provide rewards to best students in High School on an annual basis.
- 2.3 Organize sports competition among high school students once a year.

3. Building capacity of human resources for community based development

- 3.1 Rent training center and equip with training materials and equipments.
- 3.2 Look for teachers and volunteer teachers to conduct trainings.
- 3.3 Recruit students from high schools to participate in the training.
- 3.4 Design training curriculums and training materials packages for all related training programs.

4. Setting up community based development

- 4.1 From the training participants recruited, form different community-based development groups for different districts where they come from.
- 4.2 Continue providing capacity building and technical supports to the community-based development groups.
- 4.3 Raise funds from many sources for the community-based development groups.
- 4.4 Monitor the progress and quality of the development program.

5. Donor networking and fund raising

- 5.1 Establish marketing strategies for fund raising activities.
- 5.2 Build good relationship with all possible donors.
- 5.3 Raise funds from individuals and donors.

Section 4

The Organizational Chart of the Association

Article 15: The organizational chart of leadership and management of the HOH consists of Advisory Board, President, Vice President and Executive Committee.

Article 16: The head quarter of HOH is in the centre of Phnom Penh and will have the branches in each province or city. Advisory Board, President and Vice President of the association have a General Secretariat andin Phnom Penh. The General Secretariat has 6 offices as following:

- Administrative Department
- Accounting and Finance Department
- Proposal Writing Department
- Promotion Department
- Training and Education Department
- Communication and Fundraising Department

Each department is managed by a manager.

Section 5

The Advisory Board, President, Vice President and Executive Committee of the Association

Article 17: The Advisory Board must consists of at least 5 members managed by a president of the board which was elected by the board members based on majority of the votes in the meeting. The mandate of the head of the board lasts for 2 years. At the end of the mandate, the head of the board can apply for the next mandate.

Article 18: The supplementation of the members of the Advisory Board will be elected by the meeting of the advisory board members.

Article 19: The Advisory Board has the following roles and responsibilities:

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- Play an important role in advising, coordinating and guiding the president of the association and the Executive Committee to follow the association's policy and activities, and have full authority to prevent the association from the misuses in any form deviated from the association's vision, objectives, and activities to ensure that the statute and internal regulations are followed.
- Play an advisory role in expending and opening new branches of the association.
- Help the president of the association and the Executive Committee in proposal writing for fundraising and build the relationship with the national and international communities.
- Can appoint the external agents to check and evaluate the financial position of the association
- Elect the members of the Advisory Board and the head of the Advisory Board
- Head of the Advisory Board has the responsibility in checking and making decision on the agendas of the Advisory Board meeting.
- Head of the Advisory Board has to lead the meeting and summons the advisory board members to take part in the common meeting every quarter and extraordinary meeting according to the suggestion of the head of board or 1/3 of the Advisory Board members or from the president of the association.

Article 20: The president of the association has the following roles:

- Represent the association
- Manage, monitor and ensure that all activities go along with the vision and mission of the association.
- Prepare the proposal for funding from donor, seek for funding and build the relationship with the national and international communities.
- Prepare the reports about association's activities, financial position and the annual statistics, and the proposal for funding the congress and the Advisory Board.
- Decide on any appointments within the association in some circumstances with the vice president, the members of the General Secretariat and others based on the need of the association, and determine the amount of the salary after having discussed and agreed with the head of the Advisory Board.
- Summon the members of the Executive Committee to take part in the meeting to solve the problems, especially in necessary circumstances.
- Preside over the meeting of the Executive Committee and the Congress
- Monitor and manage the activities and expenditure of the association
- Provide guiding and make decision on the misconduct of the members that is contrary to the statute and internal regulation.

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- Ensure that all activities of the association are not contrary to the existing law and social moral conduct.

Article 21: The president of the association has two-year mandate and is elected by the congress with 2/3 votes of the member presented in the congress. The vice president of the association has the same mandate as the president of the association and can be re-elected. The vice president of the association has the responsibility in helping the president of the association and represent him in case of his absence with delegation of responsibility.

Article 22: The following is the requirements for the members who can apply for the position of president of the association:

- Khmer national
- At least 25 years old
- No relationship with any political party
- Not a head of the Advisory Board
- At least Bachelor degree
- At least two-year experiences
- Good fame and moral conduct

Article 23: The president of the association must notify the Advisory Board one month in advance in case of resignation from the position. The head of the Advisory Board must host a special meeting with the board members and the heads of executive committee to elect the new president within the same month. The new elected president must work for the remaining duration.

Article 24: Each Provincial Committee must have at least 8 members including a head of the committee. The Executive Committee will be elected every two years by the provincial association members based on majority votes.

Article 25: The Executive Committees are the branches of the association in each province. The Executive Committee in each province is a leading body in their homeland, which has full authority to make decision and implement the association activities in accordance with the association's vision and objectives.

Article 26: Roles and responsibilities of the Executive Committee:

The Executive Committee has the following roles and responsibilities:

- Lead and ensure that the activities were implemented in compliance with the statute and internal regulation of the association
- Make decision and rejection on the membership of the association with the agreement from the president of the association
- Considers and presents perspective plans of the Association's activities to the common meeting;
- Write the proposal for fund to support its activities
- Prepare the reports about its activities, financial position and annual statistics

- Assign, as needed, for the positions within the Association such as accountant, secretary, and other positions.
- Monitor and manage the implementation of its activities and expenditures.

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- Direct and punish the members under control who violate the statutes and the internal regulation of the association
- Lead the meeting and summon the members of the association to participate in the meetings and the extraordinary meeting of the Executive Committee.

Article 27: The ExCom is authorized to make decision within its authority following the majority of the decision made by the presented members. In case of the same numbers of votes, the final decision is made by the president. The meeting can be formed only if 7/10 members take part in the meeting. All decisions made by the Executive Committee must be signed by the president of the association.

Article 28: The ExCom meets at least once per month to solve the problems within its authority and to find the strategies for the development of the association.

Section 6

The Association Membership

Article 29: HOH establishes two types of membership: Active and Honoured Members.

Article 30: The president of the Association has the right to categorize the kind of membership based on the statutes of the Association.

Article 31: The president of the Association and the ExCom of the Association authorises admission to the Association as well as expulsion from it.

Article 32: Active members of the Association may be those who recognise the Association's statutes, take part in the Association's activities and voluntarily pay regular membership fee.

Article 33: Honoured members of the Association may be those who voluntarily take part and contribute their support to the association on an occasional basis.

Article 34: An Association member who does not meet the statutes requirements or his/her obligations, otherwise who causes damage to the Association's interests shall be expelled from the Association.

Section 7

Rights and Duties of the Members of the Association

Article 35: The members of the Association have the rights to:

1. Elect and to be elected to the leading bodies of the Association;
2. Introduce their ideas of improvement of the Association's activities;
3. Make use of the Association's activities.

Article 36: The members of the Association are obliged to:

1. Recognise decisions of the leading bodies of the Association

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2. Take an active part in the Association activities
3. Bear the responsibilities for the damage caused to the Association in accordance with the rules and regulations of the Association and/competent authorities;
4. Fulfil other obligations stipulated in this statutes, as well as agreement within the Association.

Section 8

Funding and Financial Activities

Article 37: Financial means of the Association come from the following sources:

- Contributions from the active members and other members of the Association.
- Contributions from the individuals, national and international organization.
- The contributions from the private company
- Income from the training activities
- And other legal sources of fund

Article 38: Fund of the Association are used for the following purposes:

- Ensure the Association statutes activities and fulfilment of the stated objectives.
- Spend on the salary of the employees and the leaders of the association
- Organise and hold of the common meetings and other activities.
- Cover the costs of the Association activities to ensure its sustainability
- Association's other activities, which were not stated in the statutes if necessary.

Article 39: The following persons has the authority to use the Association's fund

- The head of the Advisory Board
 - The president and vice president of the Association
 - The head of the Executive Committee
 - The accountant of the association and the Executive Committee
- The process of the Association's finance will be set forth in detail in the internal regulation of the Association.

Section 9

Association's Congress

Article 40: The Advisory Council and the president of the Association shall decide the date and the agendas of the congress which will be hosted annually. The advisory board, vice president of the association, the members of the General Secretariat and the members of the Executive Committee have to take part in the congress that is hosted by the president of the association.

Article 41: The congress has the following objectives:

1. Consolidate the reports on the past activities of the Association, including the financial activities.

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2. Raise the Strategic Plan for further implementation of the activities and problem solving.
3. Elect the president of the Association once every two years.

Section 10

Association Termination

Article 42: The termination of the Association can be made only if the president of the association or the Advisory Board suggests with 2/3 members and have to be approved by the extraordinary congress with 2/3 members of the presented members via the secret vote.

Article 43: If the Association was terminated, fund raised and the properties of the HOH will be divided or transferred to the Non-governmental organizations or local Khmer Associations that have similar objectives to the objectives and program of HOH.

Section 11

Revision and Amendments of the Statute

Article 44: The statute can be revised or amended if necessary or based on the request of the president of the association or the head of the Advisory Board or 1/3 board member. The decision on the revision or termination must follow 2/3 votes decided by the presented members in the extraordinary congress.

Article 45: The revision or amendment of the Association's statute cannot be done if this revision or amendment affect the vision and mission of the association set forth in article 11, 12, 13 and 14.

Section 12

Transitional Provision

Article 46: The initial mandate of the Advisory Board of the Association consists of five members appointed by the founders of the Association, and the mandate of the head of the Advisory Board is three years.

Article 47: During the initial foundation of the Association, the Advisory Board has to appoint the president, vice president, members of the General Secretariat and the Executive Committee in Kampong Thom Province for two-year mandate so as to make the Association's activities develop faster.

Article 48: When opening a new provincial branch, the initial Provincial Executive Committee will be elected by the Advisory Board with majority of the votes for two-year mandate.

Section 13

Transitional Provision

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Article 49: Any provision of the association that is contrary to this statute will be rebuffed.

Article 50: This statute was approved by the Advisory Board in the first mandate in the meeting on 25th September 2004 and was initially amended on 19th December 2004 and later on 26th December 2004.

OIC: President of Association
Vice President

SIGNATURE

KONG CHANTHA

Phnom Penh, December 26th, 2004
Head of Advisory Board

SIGNATURE

Om Seng Bora

Received and kept the statute of **Help
Our Homeland** in the Ministry of
Interior via letter: **139 គ.ខ.ន** dated
14th February 2005.

Phnom Penh, **15th February 2005**
Department of Political Affairs
OIC: Department Head

First Deputy

SIGNATURE AND SEAL

DY OUKPHAN