



## Rules & Regulations for Executive Committee

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- Referring to Chapter IV of STAR Kampuchea's Charter dated 01 August 1997,
- Considering the needs for effective implementation.

The STAR Kampuchea Executive Committee decides to formulate a set of rules and regulations stated as below for its formal management implementation.

### CHAPTER I

#### The Composition of the Executive Committee

Article I      The Executive Committee shall be consisted of:

- The Executive Director
- The Deputy Executive Director
- The Administrative Manager
- The Program Coordinators

Article II      The Executive Director shall be the chairman of the Executive Committee and shall be preside over Executive Committee meeting sessions.

### CHAPTER II

#### Roles and Responsibilities

Article III      The roles and responsibilities of the Executive Committee shall be the following:

- Amend the drafted charter, rules, financial amendment policy, Executive Committee rules, salary scale, principle, and other major policies and submit them to staff's discussion for approval before submitting to the Board of Directors for final decision. Whereas other policies such as Staff's job description, employment contract, expenditure policy, program expenditure rules of using equipment and materials, gender policy and other policies, which are not vital for the organization shall be approved by only the Executive Committee.
- Draft yearly plan of activities and budgets and submit them to program staff for discussion and making decision before consulting to the Board of Directors.
- All amendments of policies shall be in accordance with articles 37 & 38 of STAR Kampuchea's charter.
- Be involved with reports presentation of activities performed by each program to the Board of Directors in every board meeting sessions.
- Organize staff's recruitment process.
- Promote staff's position, salary increasing or staff dismissed as requested of the Executive Director. This cannot be applied to Deputy Executive Director, the Administrative Manager, and the Program Coordinators; unless it is approved by Board of Directors included organization and staff's performance evaluation.

- g) Promote the organization's reputation by providing suggestions and advised to staff in accordance with the code of ethic.
- h) Be involved in the recruitment of the Executive Director as the requested of the Board of Directors.
- i) Accomplish other unexpectedly emergency tasks as needed.

### CHAPTER III Meeting

- Article 4 The Executive Committee meeting shall be conducted every moth. It shall be due on Friday afternoon of the 4<sup>th</sup> week of each month. In emergency case, the Executive Director has the rights to invite for the meeting.
- Article 5 The meeting will be possible if it has enough quorums, comprising of 2/3 of the members. The executive Director is the highest and the final decision maker in the executive committee related to discussed issues. (Amendment of Organisational Structure of SK in BOD meeting on 18<sup>th</sup> August, 2012).
- Article 6 Prospective Executive Committee members may take part in this meeting to share good ideas for improvement, but do not have the rights to take a vote or make decision on vital issues of the organization.
- Article 7 Each Executive Committee meeting shall be chaired by the Executive Director. When the Executive Director is absent, the next position inferior to the Executive Director i.e. the Deputy Executive Director will be the first priority to chair the meeting and the second priority, the Administrative Manager.
- Article 8 In case of absence any member from any unit, the unit can send his/her unit representative to be involved in the meeting as the Executive Committee's request, but the proxy has only the rights to share ideas not the rights to vote or make decision.
- Article 9 The advisor can be invited by the Executive Committee to take part in the meeting to share good and constructive ideas but not share decision making or vote. He/She will not be invited to join the meeting when the Executive Committee considers it is unnecessary for him/her to participate.
- Article 10 An Executive Committee member shall not be allowed, to participate in the discussion or decision making on a confidential issue that needs being hidden against him/her, except when the chair of the Executive Committee allows him/her to join and prove the fact. Under this circumstance, the Executive Committee has the rights to make decision.
- Article 11 Executive Committee must keep secret of the issue approved by the meeting.
- Article 12 For every activity and result of the meeting, the Administrative Manager shall take note, or write a report and distribute it to the staff and the Board of Directors for information. Except for a confidential or vital issue of the organization that needs a separated not taking.

## CHAPTER IV

### The Rights to Vote

Article 13 In the situation where the organization faces a serious problem affecting its vitality or need to fire a staff, the decision shall be made by 2/3+1 of members' vote. In case of the decision making on actual project budget line requires (50% +1) of the vote.

Article 14 The election shall be either secret or open depending on the meeting decision.

Article 15 All Executive Committee's members have equal rights to vote for or against a decision. In case of repeated election with repeatedly equal member's votes, the final decision is made by chairman, who has a superior vote.

## CHAPTER V

### Final Provision

Article 16 This regulation shall be carried out from the date of this signature.

Article 17 Any provision that is contrary to this regulation is considered invalid.

Phnom Penh, 01 August 2008

Phnom Penh, 21 July 2007

**Ms. Prok Vanny**

Chair Women of Board of Director

**Chet Charya**

Executive Director