



**សមាគមនិស្សិតខ្មែរក្រុងប្រចាំចក្រភពអង់គ្លេស**

**CAMBODIAN STUDENT ASSOCIATION**

**IN THE UNITED KINGDOM**



**THE CONSTITUTION**

In this *Constitution*, any masculine references are applicable to both the masculine and feminine gender.

## SECTION 1: GENERAL TERMS

### Article 1: Official Names and Logo

1. The Association shall be called “**Cambodian Student Association in the United Kingdom**”; herein after referred to as **CSA-UK**.
2. **CSA-UK** shall be known in the 2 official languages as
  1. “ **Cambodian Student Association in the United Kingdom** ”
  2. “**សហគមន៍សិស្សកម្ពុជាប្រចាំប្រទេសអង់គ្លេស** ”
3. The official logo shall be displayed visually in appropriate prominence in all official documents of **CSA-UK**.



## **Article 2: Affiliations**

1. **Cambodian Student Association in the United Kingdom (CSA-UK)** may not be affiliated to any sectarian organisations, but may be with religious or political groups, but may not propagate their messages.

### **Article 3: Aims**

The aims of **CSA-UK** shall be:

1. To provide Cambodian students a platform to reach out to one another.
2. To create a faithful Cambodian student community across the UK.
3. To create a strong relationship between Cambodian students.
4. To raise Cambodia's reputation and awareness of Cambodian culture.
5. To assist help to Cambodian Students as much as possible.
6. To foster unity among members in **CSA-UK**.
7. To work in harmony with Cambodian Students and organisations in the UK.
8. To represent Cambodian Students in the UK when required.
9. To provide opportunities for members to participate in conferences that related to their interest.
10. To strengthen the relationship with other associations, especially ASEAN students' association.
11. To promote inter-society interactions and collaborations among our Partners.

#### **Article 4: Official Language**

1. The official languages of **CSA-UK** shall be Khmer (Cambodian Language) OR English, and will be used for all correspondences.

## Article 5: Eligibility

1. All Cambodian Students in the United Kingdom and college alumni are eligible to become part of **CSA-UK**.
2. Interest related societies' members managed by and for benefit of Cambodian Students are eligible to be part of **CSA-UK**. However, an approval by the President of **CSA-UK** is required. The status as "a partner of **CSA-UK**" is only approved, after there is a formal exchange of email between **CSA-UK** president and the society that wants to become as a partner with **CSA-UK**. In that formal email, the society needs to explain in detail about why they want to become as a partner with **CSA-UK**. The president can then choose to approve or refuse with discussion in Executive Committee of **CSA-UK**.
3. Any new Cambodian students can become as a member of **CSA-UK** after an exchange of email OR formal registration with Head of **CSA-UK** in each region.
4. When any partners of **CSA-UK** make/plan to make any actions that could affect **CSA-UK**'s reputation OR image, the partners shall ask for approval from **CSA-UK** before taking action. Any serious damage to **CSA-UK**, the Executive Committee of **CSA-UK** shall response immediately OR shall end the partnership.
5. The new President of **CSA-UK** in each term have the right to consult/place members into Executive Committee's positions, however, 3/4 votes agreement from existing members of Executive Committee are required to make any change of existing members of Executive Committee.
6. The title of Head of each Region can be granted only there are more than 5 Cambodian Students/Members of **CSA-UK** in each region.
7. If there are less than 5 of Cambodian Students/Members of **CSA-UK** in specific region, they can only become 'Representative' of that specific region, but can request for the title of Head in the region later after there are more than 5 Cambodian Students/Member of **CSA-UK**.

## **Article 6: Privileges**

1. For all members of **CSA-UK**:
  - a. To participate in events organised by **CSA-UK**.
  - b. To vote and stand for the election.
  - c. To raise opinions and pass on to Executive Committee of **CSA-UK**.
  
2. For **CSA-UK**'s Executive members:
  - a. To attend all General Meetings of **CSA-UK**.
  - b. To vote in the General Meetings.
  
3. For **CSA-UK**'s President and Vice-President:
  - a. Always have right to attend in any meeting of **CSA-UK**.

## Article 7: Obligation

1. For all members of **CSA-UK**:
  - a. To abide by the Constitution of **CSA-UK**.
  - b. To abide by the resolutions adopted during the General Meetings.
  - c. To uphold the reputation and image of CSA-UK and Cambodia.
  - d. To inform **CSA-UK** of any changes in leadership positions and/or contact details no later than four (4) weeks after taking effect.
2. For President of **CSA-UK**:
  - a. To represent **CSA-UK** in all its matters.
  - b. To undertake all liaison with external organisations that wish to partake in the dealings of **CSA-UK**.
  - c. To assist Cambodian Students in the UK to get in touch with the Royal Embassy of Cambodia to the United Kingdom.
  - d. To cooperate with other Cambodian Society in the United Kingdom.
  - e. To cooperate and build network with other Student Associations within ASEAN Countries in the UK.
  - f. To raise Cambodia's reputation within **ASEAN** and the **UK**.
  - g. To create more networking and jobs opportunities for Cambodian students in the UK.
  - h. To lead and organise traditional events.
  - i. To strengthen relationship among Cambodian Students by gathering and organising sports activities regularly.
3. For Vice-President of **CSA-UK**:
  - a. To work closely with the President in maintaining ties with assistance from the Regional Heads, to promote the aims and objectives of **CSA-UK**.
  - b. To manage over all Heads of Students in all regions.
  - c. To cooperate with Advisors to manage general events.
  - d. To update all student information from each regions to President.



4. For Secretary-General of **CSA-UK**:
  - a. To be in charge of administration and networking.
  - b. To help the President to pass information to other members.
  - c. To discuss and advise strategies with the President and Vice-President.
5. For Treasurer of **CSA-UK**:
  - a. To be in charge of CSA-UK finance.
  - b. To develop and advise strategies on potential sources of finance.
6. For Executive Members of **CSA-UK**:
  - a. To produce efficiency in order to reach the aims of **CSA-UK**.
  - b. To be presented for the General Meeting.
7. For all Heads of Regions:
  - a. To be responsible with Cambodian students around each area.
  - b. To update new information of new students/existing members to President OR Vice-President OR Secretary-General.
  - c. To pass on information transparently from the top through students in the regions.
  - d. Each Head of region shall present in each General Meeting, unless they have reasonable excuses to be absent.
  - e. Head of London shall be responsible in London area.
  - f. Head of Northwest England shall be responsible in the areas of Carlisle, Lancaster, Liverpool, Manchester, and Chester.
  - g. Head of Northeast & Yorkshire England shall be responsible in the areas of Morpeth, Newcastle, Durham, Leeds, York, Beverley, and Sheffield.
  - h. Head of West Midlands England shall be responsible in the areas of Stafford, Shrewsbury, Birmingham, Warwick, Hereford, and Worcester.
  - i. Head of East Midlands England shall be responsible in the areas of Lincoln, Derby, Nottingham, Leicester, Oakham, and Northampton.
  - j. Head of Eastern England shall be responsible in the areas of Norwich, Bedford, Cambridge, Ipswich, Hertford, and Chelmsford.
  - k. Head of Southwest England shall be responsible in the areas of Gloucester, Bristol, Trowbridge, Taunton, Truro, Exeter, and Dorchester.

- l. Head of Southeast England shall be responsible in the areas of Oxford, Aylesbury, Reading, Winchester, Guildford, Chichester, Lewes, and Maidstone.
  - m. Head of Scotland shall be responsible in Scotland area.
  - n. Head of Wales shall be responsible in Wales area.
8. Advisor of **CSA-UK** shall independently advise the President OR Executive Committee regarding operation, legislation, and networking issues.
9. Any other obligations of specific roles/positions in Executive Committee of **CSA-UK** shall be guided by the new President of **CSA-UK** in each term.

## **SECTION 2: MEETINGS**

### **Article 8: Types of Meeting**

There are three kinds of meeting in **CSA-UK**:

1. General Meetings is the regular meeting in every 2 months and shall have the highest authority to decide or take any action in **CSA-UK**.
2. 1<sup>st</sup> Class Meeting is the critical meeting for national/international level. This is when **CSA-UK** shall take opinions from the Royal Cambodian Embassy to the United Kingdom, Honourary Chairman, or any other government officials with regards of **CSA-UK** and Cambodia's benefits/issues.
3. Regional Meeting is the ad-hoc in each region that is specified by the Executive Committee.

### **Article 9: Quorum**

1. The quorum for all the General Meeting shall be one-third (1/3) of the Executive Committee members.
2. If the quorum is not obtained, another General Meeting can be called after not more than fourteen (14) working days. This General Meeting will quorate with one-fourth (1/4) of the Executive Committee members.
3. All General Meeting called to discuss the Constitution must quorate with at least two-third (2/3) of the Executive Committee members.
4. There is no quorum for 1<sup>st</sup> Class and Regional Meeting. This shall depend on the situations.

## **Article 10: Procedure**

1. The meeting shall be chaired by the President of **CSA-UK**, and he/she shall be assisted by either the Vice-Presidents or the General Secretary of **CSA-UK**.
2. All motions proposed shall be forwarded to the chairperson prior to being tabled for discussion.
3. The chairperson shall ensure that the motion proposed is of concern to the **CSA-UK**.
4. The decision adopted for ordinary matters during a General Meeting shall be based on a simple majority vote of the members present, except any changing in Executive Committee or Constitution.
5. During the meeting, if the attendance falls below that of the quorum, the meeting shall be adjourned, and the rest of agenda shall be handled in accordance to article 9(2).

## **Article 11: Resignation**

1. Any member of the Executive Committee who wishes to resign shall submit an official letter to the Executive Committee through Secretary-General and the letter shall be made public 28 days before the date that he/she wishes to end his/her duties.
2. The vacated post shall be filled within 15 days by internal election within the Executive Committee.

## **Article 12: Placement and Removal from the Executive Committee**

1. The Executive Committee Members shall remain the same under their working period (2 years) even the new President has been elected. However, the President may have the right to place any members into any positions if reasons are acceptable.
2. The new Executive Committee shall be confirmed by the new President of **CSA-UK** in each term and publish no later than 28 days after the General Election.
3. Any Executive Committee member may only be removed from the board by a unanimous vote of no confidence from the Executive Committee or at least two-thirds (2/3) of the total number of **CSA-UK**'s members if:
  - a. His/her actions are deemed contrary to the Constitution.
  - b. He/she is deemed not to have fulfilled his duties and responsibilities as prescribed in this Constitution.

## **SECTION 3: FINANCES**

### **Article 13: Sources**

1. **CSA-UK** shall obtain its sources of finances by legal means only.

### **Article 14: Uses**

1. The finances of **CSA-UK** shall be used only on the CSA-UK's activities, in compliance with the objectives and aims of **CSA-UK**, as stated in article 3 of the Constitution.

### **Article 15: Control**

1. The control of the **CSA-UK'** finances shall be vested in the Executive Committee. The financial balance of The **CSA-UK** shall be presented during each General Meeting.

## **SECTION 4: ELECTIONS**

### **Article 16: Types**

1. There shall be two types of elections:
  - a. General Election, when the new President of **CSA-UK** is elected to the position (Shall be in October to let both existing and new members have chance to participate).
    - General Election shall due in one year after the new President has been in charge in the position.
    - Otherwise, the General Election can only be occurred if the current President have to urgently stepdown.
  - b. Regional Election/Nomination in regional areas for one representative person to be the Heads in the regions.

## **SECTION 5: CONSTITUTION AMENDMENT AND INTERPRETATION**

### **Article 17: Amendments**

1. Any amendments shall be subjected to ratification by at least three-quarters (3/4) of the registered Executive Committee members of **CSA-UK** and the unanimous vote of the full Advisory Panel.

### **Article 18: Interpretation**

1. The interpretation of the Constitution shall be vested with the Executive Committee unless objected by a majority during the General Meeting.



## **SECTION 6: DISSOLUTION OF EXECUTIVE COMMITTEE OF CSA-UK**

### **Article 19: Procedure**

1. **CSA-UK** shall dissolve if the decision to dissolve is passed with the approval of three-quarters (3/4) of the registered Executive Committee members of **CSA-UK** during a General Meeting, however advices/agreement from former Presidents of **CSA-UK** and Honourary Chairman are required.

## SECTION 7: ELECTION

1. Notice of the General Elections shall be served at least twenty-one (21) days before the event. Notice of the by-elections shall be served at least seven (7) days before the event.
2. The list of nominees shall be served and updated at least seven (7) days preceding the event.
3. Members who are contesting for the election must send their Personal Statement and Curriculum Vitae to the current Executive Committee at least fourteen (14) days before the election.
  - a. Personal Statement shall at least answer the sections below:
    - i. The reason for applying for specific position.
    - ii. The unique sets of skills/experiences or resources which he/she could bring into **CSA-UK**.
    - iii. Visions of **CSA-UK** in the next 5 years.
4. Nominees shall be short-listed after evaluated their Personal Statement and Curriculum Vitae.
5. The Election could be done through Meeting OR Online. Specification of the election shall be classified by the Executive Committee of **CSA-UK** in each term.