

KINGDOM OF CAMBODIA

Nation Religion King

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Statutes

Cambodia Chef Association (CCA)

Preamble

Cambodia is a country that enjoyed fame and prosperity in the great Angkor era recognized across Southeast Asia. In terms of religious beliefs and their economy, Khmer people of ancient times can be seen to have left behind a rich heritage of numerous famous temples, including Angkor Wat, Bayon, Bakheng, Banteay Srey, and Preavihear temples, which are full of the most fascinating artistic decorations in the world. But these many cultural sites have been damaged by civil war over many centuries.

The war is now over and the nation is experiencing widespread peace and political stability across all parts of the country under the **Win-Win Policy of the Head of the Cambodian Royal Government**, driving the country towards significant growth in all sectors, for instance in the tourism sector, such as with guesthouses, hotels, restaurants etc. that have seen substantial growth and created jobs for many people within and outside the region.

In line with the policy and vision of the Cambodian Royal Government, in 2015, Cambodia will incorporate employment-related sectors in ASEAN in terms of such skills as: front office reception, engineering, housekeeping, and especially food and drink services.

Therefore, as Khmer citizens, we are proud to contribute to developing and cooperating to train our existing human resources, particularly in terms of tourism development because we realize that tourists travelling from one area to another need clean accommodation, hygienic dining places, social security and good services.

With the support of Mr. **Willment Leong**, Singaporean citizen, Founder Chairman Thailand Culinary Academy and highest scoring member of the World Association of Chef Societies, who wants Cambodia to establish this chef association to introduce Cambodian foods to Asia and Europe;

Also, with cooperation and instruction from:

- H.E. **Mey Marady**, Deputy Director General of the Apsara Authority in charge of the Department of Angkor Tourism Development.
- Mr. **Hanno Stamm** , General Manager of Victoria Angkor Resort & Spa (Siem Reap)

- Mr. **Ngov Sengkak**, Director of Siem Reap Provincial Department
- Mr. **Thim Seryvuth**, Office Chief of Siem Reap Provincial Tourism Industry, supports us in establishing the Cambodia Chef Association with the following structure:
 1. Mr. **Hai Vuthy**, President of the Cambodia Chef Association and currently holding the position of Executive Chef of Victoria Angkor Resort and Spa in Siem Reap province.
 2. Mr. **Ving San**, Vice President of the chef association and currently holding the position of Executive Chef of Grand Saluxe Angkor Palace Resort & Spa in Siem Reap province.
 3. Mr. **Long Bora**, Vice President of the chef association and currently holding the position as Executive Chef of Ree Hotel in Siem Reap and owner of Asian Square Restaurant.
 4. Mr. **Chan Sophea**, Facilitation Manager in charge of administration and finance for the chef association and currently holding the position as food and beverage manager at Victoria Angkor Resort and Spa in Siem Reap province And Executive Assistant Manager at Victoria Hotel Chau Doc Vietnam and instructor training tourism and business at Build Bright University.
 5. Mr. **Sie Panyathon**, Member Facilitation Manager at the chef association and currently holding the position as Deputy General Manager of Grand Saluxe Angkor Palace Resort and Spa in Siem Reap province.
 6. Mr. **Born Englack**, Public Work Facilitation Manager at the chef association and currently holding the position as General Manager at La Carve Company.
 7. Mr. **Koun Samnang**, Facilitation Manager in charge of information technology at the chef association and currently holding the position as Assistant Food and Beverage Manager at Victoria Angkor Resort and Spa in Siem Reap province.

Chapter 1

General Provision

Article 1: These **statutes** constitutes the rules and regulations of the Cambodia Chef Association and all provisions, decisions and principles of the association must be governed by this statute, and strictly in compliance with the constitution and laws of the Kingdom of Cambodia in force.

Article 2: The **purpose** of developing these statutes is to define, instruct and cover all processes of the functioning of the Cambodia Chef Association.

Article 3: The Cambodia Chef Association is a local nongovernment, nonprofit, private, and neutral organization, which does not discriminate on the basis of race, color, religion or political tendency, and does not carry out any political activity or serve as a political tool that provides such means as material, financial, and human resource supports to any political parties, candidates or supporters, meaning that it is an association that serves the public interest. This does not mean that those who become members or leaders of the association will lose their political rights, but they must not use the influence of the association to serve any political purpose.

Article 4: All principles, activities and directions of the Cambodia Chef Association are aimed at benefiting the restoration of household economy and the development of human resources.

Chapter 2

Name, Logo, Stamp, ID Card, and Head Office

Article 5: Name. This association is named សហគមន៍ចូងក្រដា with the acronym “ស.ច.ក” and is called the Cambodia Chef Association in English with the acronym (CCA).

Article 6: Logo

- In the center is picture of a chef’s cap as the icon
- The upper ribbon bears writing in Khmer: សហគមន៍ចូងក្រដា
- The lower ribbon bears writing in English: the Cambodia Chef Association

Article 7: Stamp. The stamp of the Cambodia Chef Association is round in shape and has a diameter of 34mm with the association’s logo in the circle and uses blue ink for official use.

Article 8: ID card. The ID card of the Cambodia Chef Association is as follows:

- The card is rectangular in shape, measuring 9 x 6 centimeter with the front being blue accompanied by a dark red strip, and the reverse side being dark red.
- On the reverse is the signature of the director of the association and the phone numbers of the members.
- On the right side of the front is a 4 x 6 photo of the member.
- On the left side of the front is the association’s logo.
- On the dark red front is the member’s name accompanied by ID number of the member.

Article 9: Head Office. The head office of the Cambodia Chef Association is located at Asian Square Restaurant, 7 Makara Street, Wat Bo village, Sala Kamreuk quarter, Siem Reap city,

Siem Reap province, with the contact numbers: Tel: +855 17 97 47 66, +855 12 707 811, 012 823 061. The head office may be relocated based on the decision of the Executive Board, and it may establish branch offices in other provinces in the Kingdom of Cambodia.

Chapter 3

Visions, Missions, Goals, Purposes and Plans

Article 10: Vision: The Cambodia Chef Association has the vision of making cooking skills available in Cambodia, being nationally and internationally recognized, and introducing international standard Khmer food.

Article 11: Missions: The Cambodia Chef Association has the following missions:

- To introduce Khmer food to the world.
- To develop Khmer cooks of the next generation.
- To provide advice for visiting Cambodia, in particular Siem Reap province, and make known the availability of skilled local chefs to provide national and international standard food services.
- To promote and encourage the training of cooking skills and introduce Cambodian chefs to the world.

Article 12: Goals: The Cambodia Chef Association has the following goals:

- To take Cambodian chefs to attend the competition with local, Asian, and European chefs.
- To establish domestic competitions to be held in Siem Reap province or Phnom Penh, or other provinces in the Kingdom of Cambodia.
- To seek assistance from generous people to contribute to social charities.
- To join with the Royal Government of Cambodia to contribute to poverty reduction of the people.

Article 13: Purposes: The Cambodia Chef Association has the following purposes:

- To establish a specific chef association in Cambodia to attend cooking competitions internationally, including taking Khmer chefs to attend competitions in the ASEAN region and Europe.
- To introduce Khmer cooking skills or foods to the world.

- To help the chefs of next generation to better understand food hygiene to improve local food quality in line with the program of the Royal Government: Clean Cities, Clean Resorts, and Good Services.
- Have the intention to attend WACS (World Association Chef Society) with over 10 million chef members around the world.
- To train and share experience through inviting world-class chefs to introduce cooking every three months.
- To promote and support the chefs of the next generation so they receive adequate salaries.
- To help facilitate and solve problems of chef members who experience problems in their workplaces peacefully and transparently.

Article 14: Action plans. The Cambodia Chef Association has the following action plans:

- To take skilled chefs to attend competitions abroad every year.
- To invite skilled chefs around the world to present their cooking skills and sell food to visitors to collect money to support poor people and orphans.
- To train and share experience through inviting domestic head chefs to present their cooking skills each month.

Chapter 4

Membership, Staff Status, Rights, Duties, and Loss of Membership

Article 15: Membership. The Cambodia Chef Association was initiated by founding members on August 4, 2012, and officially registered with the Ministry of Interior in accordance with the law in force. Citizens over 18 may apply for membership with the Cambodia Chef Association. Members must submit application forms to the association and be approved by the Executive Board.

Members of the Cambodia Chef Association are divided into **three** categories:

- **Honorary members:** are prominent people and those who have the kindness to provide the association with money, experience, physical and mental strength and knowledge. These members may be Khmer or foreign nationals. This type of member shall not have the right to vote or stand for election.
- **Founding members** are members who have devoted their physical and mental strength, materials or personal budget to support and initiate this association, and shall be appointed to the **Board of Directors of the Cambodia Chef Association**. A foreigner may not become president of the

association, but only have the right to become a member. Foreign members may not exceed the number of Khmer nationals.

- **Active members** are those members who actively serve the Cambodia Chef Association without demanding any pay or benefits.

Cambodia Chef Association:

- The Board of Directors is made up of at least seven members.
- The Cambodia Chef Association is made up of at least 60 members in total.
- The group is made up of at least 47 members.

Members of the Cambodia Chef Association may be changed where necessary and must be reviewed and decided on by the congress.

Article 16: Qualification. The members may join the Cambodia Chef Association provided they have the following qualifications:

- Members of both sexes must be professional chefs in a company or their own establishment.
- Those members who have already become members of the association are still members of the association even if they become unemployed for a period of time. The determination of the unemployment period shall be stated in other rules and regulations.
- All members who work for any hotels or restaurants but are not chefs shall have the rights to join the association, but not to stand for election to become members of the Executive Board; however, they shall have the right to vote. In such case, members shall have the right to vote in every election.

Article 17: Members of both sexes of the Cambodia Chef Association shall have the right to vote and run as candidates in the election of the association's Board of Directors.

Article 18: Rights and Duties:

- Apply for authorization to attend a competition abroad.
- Provide recommendations and share comments to approve plans and work activities of the association to assist its smooth running.
- Apply for support from the association in terms of the process of their professions.
- Provide constructive criticism to the Board of Directors, members, and any person during a meeting.
- Request resignation from the association for any valid reason.
- Provide their services to the Board of Directors should they be capable or if required by the association.

- Properly comply with the statutes and rules and regulations of the association and any laws of the state.
- Carry out activities with a high sense of responsibility in implementing the decisions on any plans or actions of the association to accomplish good results.
- Attend the monthly meeting.
- Regularly pay a contribution of five US dollars a month or 60 US dollars a year, or 120 US dollars for those who have the ability to contribute money to the association budget. The amount of the contribution may increase or decrease according to the decision of the association meeting.

Article 19: Staff status. The Cambodia Chef Association may recruit people to meet the needs of actual work by agreement. The staff shall not have the right to stand for election or to vote.

Article 20: Characteristics of staff

- Be committed to the ideal of the public interest.
- Be hard-working and patient.
- Possess qualifications suitable for their positions.
- Show solidarity with peers or people in general.
- Have a sense of duties and strictly comply with the statutes, rules and regulations and with the state's laws.

Article 21: Lost of membership and staff status may result from any of the following conditions:

- Demise or loss of physical ability with clear certification.
- End of employment contract.
- Written letter submitted by the person concerned to resign from the association by clarifying valid reason three months in advance.
- Failure to pay the monthly contribution to the association for three months in a row.
- Absence from work for one month without a valid reason or notification.
- Being convicted of any crimes as proved by the final judgment or sentence from the court through conviction in appearance or absentia.
- Implementing activities contrary to the rules, regulations and principles of the Cambodia Chef Association.

- Be fired by a 50%+1 decision of the Board of Directors after being twice advised by the president of the association but the person concerned fails to correct his/her mistake.

Chapter 5

Provision of Support

Article 22: The provision of any support to the Cambodia Chef Association to those companies or partners to contribute to any part of the development of the association by becoming supporting members.

Article 23: Rights and duties of the supporting members are as follows:

- To join the Cambodia Chef Association as supporting members by paying 250 US dollars a year to the association.
- To share constructive and corrective comments with the association.
- Supporting members must be authorized by the Cambodia Chef Association to display the logo of the company or names of those partners on a website and in any meetings or parties of the Cambodia Chef Association.
- Supporting members may advertise their products and share information with chef members during a meeting or party after requesting permission from and receiving approval from the Board of Directors. The advertising of their products shall be conducted every three months.
- Supporting members shall be granted ID cards with one year's validity.
- Other than an annual contribution, they may pay more money to cover expenses of the association when members of the association are sent to join the competition abroad where possible.
- Provide support to the association in any activities.

Chapter 5

Management Structure, Tasks, and Duties

Article 24: The management structure of the Cambodia Chef Association is as follows:

- A. Congress** is the supreme ruling body of the association. The congress of the association is divided into two types:
 - **Ordinary congress**
 - And **extraordinary congress**
- B. The Board of Directors** is the body that directly manages all tasks of the association in its term, consisting of at least six members, having a four-year term, at the end of which the members of the Board of Directors may stand for reelection. Members of the Board of Directors are composed of:

- 01 Chairperson of the Board of Directors as President of the Association
- 02 Vice Chairmen of the Board of Directors as Vice President of the Association
- 04 members of the Board of Directors as departmental chiefs of the Association

The members of the Board of Directors may be increased from 07 to 10 based on the growth and the number of members and suggestions.

Article 25: Members of both sexes shall have the rights to run as candidates in the election of members of the Board of Directors if they have the following qualifications:

- Specifically residing in Siem Reap provincial town.
- Hold the position as director-deputy director of any company, or as chef manger–deputy manager or departmental manger–deputy manager of any hotel or restaurant (deputy chef, executive deputy chef or executive chef).
- Have more than seven years’ experience in the hospitalization sector.
- Candidates supported by the majority voice shall take the position of chairperson, and the next shall become vice chairperson and subsequently members of the Board of Directors.

Article 26: In an exceptional case, those members who have committed any criminal offenses or been sentenced to imprisonment shall be prohibited from standing for election.

Article 27: The Board of Directors shall have the duties to:

- Lead and manage the process of the association to achieve good results as per the decision of the meeting.
- Act as representative in liaising and signing various documents related to the activities of the association.
- Build good cooperation with relevant competent authorities and such organizations–associations as: Provincial Hall, local authorities, Provincial Department of Tourism, Provincial Department of Health, Provincial Department of Environment, and line ministries–institutions.
- Intervene in solving any disputes arising between members of the association based on the actual situation.
- Investigate and collect information that is useful for the growth of the profession to be disseminated to members of the association.
- Build good relationships with product companies or partners to seek budget to make the association grow.
- Lead and encourage the members to attend any competitions of both public and private institutions.

- Build good relationships with foreign chefs to invite them to give presentations of their cooking skills.
- Having no purpose of demanding and wanting any properties of the association for their personal interests.

Article 28: Tasks and duties of each member of the Board of Directors:

- 1. The Chairperson of the Board of Directors** shall have the duties to:
 - Hold the position as President of the Cambodia Chef Association and be responsible for leading and managing the work of the association.
 - Sign such documents as: income/expenditure vouchers, budget, contracts, as well as association meeting and congress minutes.
 - Chair the meeting and submit monthly, quarterly and annual reports to the Board of Directors, congress and relevant institutions.
 - Control, monitor and evaluate performance of the members and staff, and strengthen solidarity between staff and members.
 - Propose expense plans according to directions and projects.
 - Control the expenses and lead the implementation of the association to achieve its goals.
 - Seek funds to sustain the functioning of the association.
- 2. The Vice Chairperson of the Board of Directors** shall have the duties to:
 - Hold the position as Vice President of the Association and act as assistant to the Chairperson. In the case that the Chairperson is busy or absent, the Vice Chairperson who is granted written authorization from the Chairperson shall be Acting President.
 - Perform any other duties as ordered by the Chairperson.
- 3. Member Facilitation Manager** shall have the duties to:
 - Improve good relationships between members.
 - Convey requests made by the members.
- 4. Finance and administration manager** shall have the duties to:
 - Manage administrative affairs and manage daily tasks following direct order from the President and Chairperson of the Board of Directors.
 - File instruments and documentations of the association.
 - Submit reports on the activities of the association to the President and Chairperson of the Board of Directors.
 - Organize meetings and congresses.
 - Manage the members and sign letters and documents relevant to their respective responsibilities.
 - Educate new members to understand their obligations and duties.

- Perform other necessary tasks as ordered by the President.
- Manage documents or vouchers, and supporting documents related to monthly, quarterly, biannual and annual income.
- Enter income into the bank account and submit the monthly expense plan to the Board of Directors for review and decision.
- Make reports on income balance, budget expenses and asset balance.
- Be in charge of making income/expense reports.
- Be a co-signatory with the President in controlling, managing and using budget.
- Perform other necessary tasks as ordered by the President.

5. Information Technology Manager shall have the following duties:

- Be responsible for entering data and advertisement on the internet.

6. Public Work Facilitation Manager shall have the following duties:

- Be in charge of communicating and controlling the implementation of the Statutes, rules and regulations by the members of the association.
- Communicate and facilitate the tasks related to the association.
- Manage and register the monthly and annual payment by the members
- Perform other necessary tasks as ordered by the President.

Chapter 6

Congress and Meeting of the Board of Directors

Article 29: Ordinary congress

Ordinary congress is hold once a year in December and attended by all members of the association, donor partners, or possibly by national and international organizations and relevant institutions–entities. **The ordinary congress** is held to:

- Elect or reshuffle the composition of the Board of Directors.
- Review and evaluate the report on the annual task performance and previous financial reports.
- Review and approve, and set out the directions of work plans and budgets to be implemented in the following year.
- Review and approve amendments to the statutes, rules and regulations, policies and other necessary tasks.

Article 30: Extraordinary congress

In a special case, the Cambodia Chef Association may hold an extraordinary congress at an unscheduled time as convened by the President or as per the suggestion of two-thirds of the members of the Board of Directors.

The extraordinary congress shall have the duties to:

- Review and amend the statutes, rules and regulations, and policies.
- Review and decide on the change in membership of the Board of Directors in cases such as demise or loss of work capability, or wrongdoing etc.
- Review and approve dissolution of the association, and dispose of the properties of the association following the dissolution.
- Review and deal with other necessary tasks.

Article 31: The process of this congress is determined and stipulated in separate rules and regulations.

Article 32: All decisions made by these two congresses, **ordinary and extraordinary congress**, shall not be legally valid unless approved by a two-thirds quorum in attendance of at least two-thirds of the attending association members.

Article 33: Meeting of the Board of Directors

This shall be held at least once a month as convened by the President. The agenda and schedule of the meeting shall be managed by the administration and approved by the President.

In a necessary case, the Board of Directors may convene the ordinary meeting as initiated by the President or as per the suggestion of two-thirds of the Board of Directors.

The meeting of the Board of Directors is held to:

- Discuss and decide on the seeking of funds and the signing of contracts.
- Discuss and decide on the relocation of head office or branches.
- Discuss the decision to recruit, dismiss members, advisors, and staff.
- Review and analyze the previous month's performance and set direction for the following month to seek means of making the association grow.
- Review and decide how to address the suggestions of members.
- Review and discuss the tasks based on necessity.

Article 34: All decisions made by the meeting of the Board of Directors shall not be legally valid unless approved by a 50%+1 majority of the two-thirds attending quorum of the members of the Board of Directors. In case of a tied vote, a vote from the chair of the meeting shall have preponderance.

Article 35: The procedure for holding the congress and meeting of the Board of Directors is stipulated in a separate order or decision.

Chapter 7

Funding and Management

Article 36: The fund sources of the association are as follows:

- Monthly contributions paid to the association by each member as set forth in Articles 18 and 23.
- Support provided by any product companies or partners.
- Material or budgetary support provided by association, organization, institutions or generous people.
- Revenue may be derived from the legal activities of the association.

Article 37: The budget of the association shall be deposited at any bank in Siem Reap province based on the decision of the Board of Directors. The management and use of budget, such as spending, withdrawing and depositing shall be signed by the President and Finance Manager.

Article 38: The treasurer, also as the cashier, shall have the rights to reserve budget for necessary expenses of 400 US dollars only.

Article 39: The spending of the association's budget shall conform to the project approved by the Board of Directors. The expenses not covered by the planned project of the association shall be decided by:

- The Board of Directors if the expense exceeds 50 US dollars.
- President or Vice President if the expense is less than 50 US dollars.

Article 40: All expenses of the association shall be proved by vouchers and other relevant documents signed by the treasurer and the President. All expenses made by unilateral decision or against the interests of the association shall be considered invalid.

Article 41: An allowance may be granted to advisors or assistant staff who work for the association and appointed through the approval of the Board of Directors.

Article 42: Allowances:

- The association shall provide an allowance of 100 US dollars to members of the association who passed away.
- The association shall provide those members who have had traffic accidents with 20% of the loss within the range of 1 US dollar to 200 US dollars if the accident occurs on their way to the workplace and they have a zero blood alcohol level.
- The members must report it to the Board of Directors to inspect the scene.

- If the association finds that a member has forged documents to claim an allowance from the association, he/she shall be prohibited from taking part in the association's activities for six months.

Chapter 8

Amendment to the Statutes and Dissolution of the Association

Article 43: The statutes of the Cambodia Chef Association may be amended upon request from the President or two-thirds of the members of the Board of Directors.

Article 44: Only the congress shall have the rights to dissolve the Cambodia Chef Association. Upon dissolution of the association, the congress shall establish a committee to liquidate the association. After paying off all debts, all remaining lawful assets of the Cambodia Chef Association shall be handed over to any lawful organization or association whose purpose is similar to that of the association or it shall be donated to the Cambodian Red Cross.

All members and staff of the organization shall also be disbanded once the Cambodia Chef Association is dissolved.

Chapter 9

Final Provision

Article 45: To remedy the shortcomings in implementing the statutes, the Board of Directors shall develop additional rules and regulations and guidelines for implementation.

Article 46: Any provisions contrary to the statutes herewith shall be considered null and void.

Article 47: The statutes herewith shall be legally valid from the date of signatures onwards.

Siem Reap,, 201...

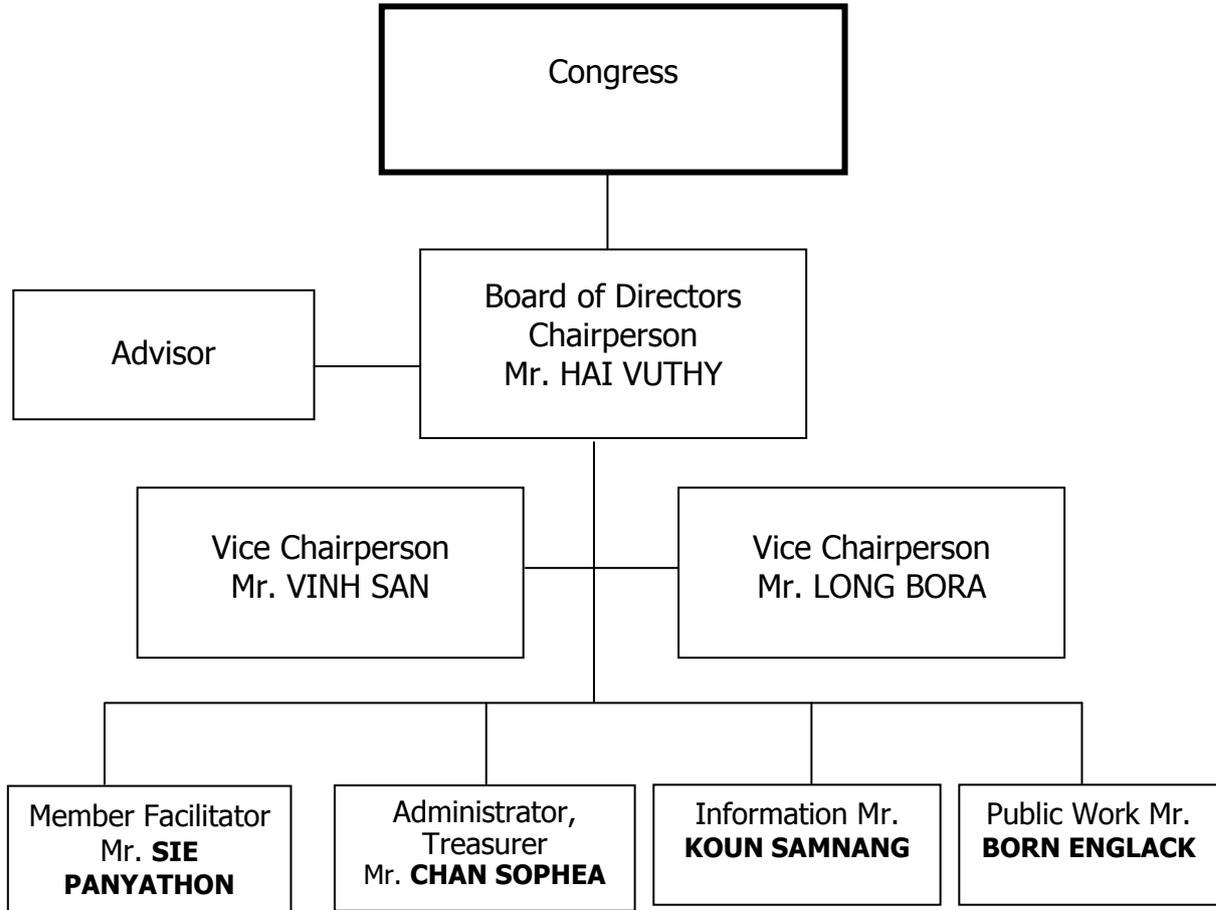
On behalf of the Board of Directors

Chairperson

HAI VUTHY

Organization Chart

Cambodia Chef Association (CCA)



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**On behalf of the Board of Directors
Chairperson**

HAI VUTHY

Stamp sample

Cambodia Chef Association (CCA)

Siem Reap,, 201...

On behalf of the Board of Directors

Chairperson

HAI VUTHY