

**POLICY OF THE COOPERATING ORGANIZATIONS  
OF  
STAR KAMPUCHEA**

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In conformity with STAR Kampuchea Charter approved on August 01, 1997.

Being considered that the participation and cooperation with communities, committees, alliances, federations, national and international associations and non-profit organizations are very crucial in achieving the Vision, Goal, and Objectives of STAR Kampuchea as well as the work of civil society, that stipulated in Chapter II of STAR Kampuchea that:

**VISION**

A society with state of law, democracy, justice and prosperity

**MISSION**

To promote and strengthen Cambodian civil society actors, by initiating action, by cooperating with and supporting them, and by provide means for a common voice for those groups so that they can advocate for the democracy

**GOAL**

To strengthen democracy by strengthening civil society in Cambodia

**OBJECTIVES**

To advocate for promulgation of appropriate laws and effective implementation of laws, related to civil society

To strengthen the capacity and roles of the civil society groups through providing trainings and technical support

**CHAPTER 1  
General Principle**

**Article 1:** This policy is to define the direction and condition for registration of the communities, committees, alliances, federations and associations and non-profit organizations to be officially affiliated Cooperating Organizations of STAR Kampuchea.

Article 2: National and international communities, committees, alliances, federations, associations and non-profit organizations working in the Kingdom of Cambodia have rights to be Cooperating Organizations of STAR Kampuchea.

**Article 3:** Every national and international community, committee, alliance, federation and association and non-profit organization applying to be a Cooperating Organizations of STAR Kampuchea shall respect to this policy.

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**Article 4:** Only Cambodian communities, committees, alliances, federations and associations and non-profit organizations that are considered strong and their activities are compatible with STAR Kampuchea's Vision, Goal, and Objectives are not required to send or attach documents as mentioned in Article 9 of this policy. However, STAR Kampuchea's Executive Committee requests them to send a written letter expressing the purpose of cooperating and supporting STAR Kampuchea's Vision, Goal, and Objectives.

**Article 5:** For Cambodian communities, committees, alliances, federations and associations or non-profit organizations, which want to support the STAR Kampuchea's Vision, Goal and Objectives; and wants to cooperate with STAR Kampuchea to strengthen Cambodian civil society, it is enough to write a letter about willingness to cooperate with STAR Kampuchea.

### CHAPTER 2 General Provisions

**Article 6: “Cooperating Organization”** is a national and international community, committee, alliance, federation or NGO, which cooperates with STAR Kampuchea in order to strengthen Cambodian civil society.

**Article 7:** To be a cooperating organization, the applicant shall meet the following criteria:

- a) A majority of the leaders are Cambodian nationals; exception for international communities, committees, alliances, federations and NGOs.
- b) Non-political party
- b) Has an office and it must be located in Cambodia
- d) Recognition by a local authority or the Ministry of Interior
- e) Clear activities; exception for recently established organizations, but they must have an appropriate plan
- f) Internal conflicts have been solved
- g) A clear and appropriate organizational structure

**Article 8:** The Cooperating Organizations have to sign the Code of Ethics of NGOs drafted by the Cooperation Committee for Cambodia (CCC) and revised by NGO Fair held on January 1997.

### CHAPTER 3 Registration

**Article 9:** To be a Cooperating Organization, the Cambodian community, committee, alliance, federation and association or non-profit organization shall submit the following documents:

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- a) A cover letter for registration, which emphasizes the purpose of cooperation with STAR Kampuchea, with a signature by the Director.
- b) A copy the organizational charter and structure, logo, letter of recognition by the local authorities or Ministry of Interior, and the list of names and roles of the Executive Committee.
- b) A copy of a map with the office in it
- d) A copy of the action plan
- e) A copy of the internal regulations of the organization

**Article 10:** To become a Cooperating Organization, each applicant shall be approved by the Executive Committee of STAR Kampuchea, which holds the meeting every two weeks, only after realizing their actual activities and situation. The Executive Committee shall inform them in writing at last fifteen days after the day of approval, with the following points

- a) Applicant is approved to be a Cooperating Organization of STAR Kampuchea; or
- b) Applicant is required to submit further documents as mentioned in Article 9; or
- c) Applicants is disapproved by the Executive Committee

**Article 11:** In case of any Cooperating Organizations have amended its management system, it shall inform STAR Kampuchea in writing at least thirty days after the day of amendment.

**Article 12:** Each of the Cooperating Organizations has a two-year term. After two years each Cooperating Organizations shall apply for the immediate term and shall be approved by the Executive Director of STAR Kampuchea. If any Cooperating Organizations violates this policy, it shall be dismissed before the term as mentioned in Article 16 of Chapter 6.

## CHAPTER 4 Rights and Responsibilities

**Article 13:** Each Cooperating Organization enjoys rights to:

- a) Participate in the meetings and national and international events organized by STAR Kampuchea
- b) Participate in organizing committees for events, chaired by the Executive Director of STAR Kampuchea
- c) Exchange information with each other
- d) Attend training courses or workshops and get services delivered by STAR Kampuchea (according to the Service Policy)

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- e) Vote for approval or disapproval for advocacy work
- f) Give feedback to the members of the Executive Committee and Board of Directors of STAR Kampuchea
- g) Read the meeting minutes of the Cooperating Organizations and Board of Directors
- h) Resign from being a Cooperating Organizations by submitting a request to the Executive Director
- i) Receive the newsletters and annual reports of STAR Kampuchea

**Article 14:** In spirit of strengthening civil society as well as the roles of NGOs, Cooperating Organizations are highly responsible for:

- a) Abiding the policies set up by STAR Kampuchea and the Code of Ethics of NGOs
- b) Regularly attending bi-monthly meetings and events initiated and organized by STAR Kampuchea
- c) Promoting good reputation or give constructive feedback
- d) Not commit acts that may affect the reputation of STAR Kampuchea
- e) If possible, grant financial or technical support to STAR Kampuchea
- f) Not taking advantages from using STAR Kampuchea's name for individual or the own organization's benefit
- g) Not sabotaging against mobilizing people or forming networks in order to strengthen the civil society
- h) Not demanding STAR Kampuchea to seek for financial support.

## CHAPTER 5 Meetings

**Article 15:** There are two kinds of Cooperation Organizations' meetings, the ordinary and extraordinary ones.

- a) Ordinary meetings shall be held every two months on a Friday in the beginning of the month, except some months, if necessary, the day is changed. Ordinary meetings shall be proclaimed at least two weeks in advance
- b) Extraordinary meetings shall be held in any case of emergency or necessity. The extraordinary meeting will be announced at least 3 days in advance
- c) Every ordinary meeting shall be approved by the Executive Director of STAR Kampuchea while the extraordinary meetings shall approved by the Executive

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Committee of STAR Kampuchea with the support of a two thirds majority and with the support of a two thirds majority of the Board of Directors of STAR Kampuchea

- d) The Executive Director shall arrange the meetings, invite all of the participants and confirm the place and the date to the Cooperating Organizations
- e) The Executive Director chairs the meetings
- f) The decisions must be taken with at least a 51% majority of the Cooperating Organizations attending the meeting
- g) Each Cooperating Organization has an equal vote for approval or disapproval.

### **CHAPTER 6 Dismissal of Cooperating Organizations**

**Article 16:** Organizations can lose their status of being an officially affiliated Cooperating Organization only if they have committed one of the following acts:

- a) Any Cooperating Organization that violates or acts against this principle and the Code of NGO Ethics shall be dismissed from the list of Cooperating Organizations of STAR Kampuchea.

Before dismissal, the Executive Committee shall invite the concerned organization to inform three times about the violation against this Policy. In case of serious acts against the points of a, d, f, and g of the Article 14 in chapter 4 of the Policy, or in case of using their organization to serve personal or political party benefits, the organization shall be immediately dismissed. If that organization still continues to commit against this Policy, the Executive Committee shall declare of dismissal or deletion of the name from the Cooperating Organization list of STAR Kampuchea.

- b) Any Cooperating Organizations that ignore more than 30 days to resubmit the application for the next mandate
- c) Any Cooperating Organizations that fails to attend the bi-monthly meeting three times is considered as having automatically resigned from being a Cooperating Organizations, except when a letter has been sent to confirm the definite reason for the absence.
- d) Every dismissal or deletion of the name from the list, the Executive Committee shall inform by letter to the concerned organization. At least thirty days after the date of dismissal, if there are no complaints, the dismissal is considered as accepted. If a dismissed organization refuses to accept the decision, the Executive Committee shall review it and then make a final decision.

### **CHAPTER 7 Final Provisions**

**Article 17:** All provisions contrary to this Policy shall be abrogated.

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**Article 18:** This Policy is effective from the date of signing.

Phnom Penh, October 14, 1997

Thida C. Khus  
Chairwoman of the Board of Directors  
STAR Kampuchea

Revised and approved on September 26, 2000

Pok Nanda

Chairwoman of the Board of Directors  
STAR Kampuchea

Signed on the original Khmer language version