

Lao People's Democratic Republic
Peace Independence Democracy Unity Prosperity

**INTERNAL RULE AND REGULATION OF THE
LEARNING FOR DEVELOPMENT ASSOCIATION**

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CHAPTER I: GENERAL

Article 1: Objective of the Regulation

The regulation of the Learning for Development Association consist of the basic rules and guidelines for implementing of its project activities; it has system and rules for association to act in agreed direction in order for clarity of roles and responsibilities; transparency and for protection of the interests and rights of association and its members.

Article 2: Name of Association

Learning for Development Association is a Non-profit Association (NPA).

The full name: Learning for Development Association

Abbreviation: LDA

Article 3: Contact address of Association

The office of the LDA is situated at the House #: 163/11, Ban Thongkang, Lao-Thai Friendship Road, Sisatanak District, Vientiane, Laos

Telephone: +856 21316435; Email: khams@lda4dev.org; Website: www.lda4dev.org

Article 4: Stamp and Logo of Association

4.1 Stamp

Learning for Development Association has its own stamp which approves by the legal relevant line authority (they will give us when we got a final approval of LDA from MoHA).

4.2 Logo



The LDA has its own logo for using in the promotion and representation

Explanation note:

- The top line letter in green colour is the name of LDA in Lao Language which has a meaning of the fresh and green forest
- The ellipse shape with world map inside means that is our earth for cooperation in development, education, earth management for sustainable green and peace

- The green roof inside the ellipse with abbreviation letter LDA means school or educational institute
- The bottom line letter in green colour is the name of LDA in English Language which has a meaning of the fresh and green forest

Article 5: Vision

Strong and capable Lao civil society organisations which enable effectively contribute to the social-economic development challenges.

Article 6: Mission

Enhance the capability of target civil society organisations by providing capacity development in governance and management in order for them to enable implementation of efficient development projects in their target communities.

Article 7: Goal

To strengthen target members capabilities, coordination, information sharing, exchange experience and assisted each other for contribution to the sustainable socio-economic development

Article 8: Objectives

- 1) To strengthen the internal organisation, NPA member staff and other interested partners through the training, study tour, and exchange experiences
- 2) To facilitate mutual co-ordination, solidarity and sharing of information for Lao civil society
- 3) To contribute to an enabling environment which includes and recognises of NPAs at local, national and international level

Article 9: Rights and Responsibilities of Association

- 1) Identification of organisations strategic area, goal and activities under the laws
- 2) Provision relevant training for members and interested partners on both technical and organisation development for strengthening capabilities
- 3) Facilitation and consultation for members in communication, coordination, information sharing and assisting each other in implementation of project's activities in their target communities for better living condition.
- 4) Participation in the discussion with other development partners on relevant topics e.g. strategy for development in Laos etc.
- 5) Becoming a member and cooperation with other NPAs and development partners which have similar objective and mandate in the country and abroad

- 6) Mobilising funds from different donors in the country and abroad for implementing of organisation's project activities in order to contribute to social-economic development challenges
- 7) Provision of annual report about the organisation's situation, progress implementation of activities, financial issue and next plan to relevant government line ministries
- 8) Implement and respect relevant code of conduct, rules and law of organisation and government

Article 10: Area of Implementing of Association

Learning for Development Association is eligible to implement in the areas of education work

Article 11: Boundary of Implementing of Association

Learning for Development Association is eligible to implement in whole country (in all provinces of Laos)

CHAPTER II: MEMBER OF ASSOCIATION

Article 12. Member

Learning for Development Association has 2 types of member:

- 1) Regular member
- 2) Associated member

Article 13. Regular Member

Regular member is an interested Lao citizenship who agreed with LDA's rules and regulations and wants to become a member

13.1 Criteria for regular member

- 1) Lao citizenship who has 18 years old or over from different range of ethnic groups, sex and religion
- 2) Have clear biography and no case history (criminal, robbery...)
- 3) Interested and willing to contribute to the educational development activities
- 4) Has relevant knowledge and qualification suitable for implementing of organisation activities
- 5) Motivation, honest and sacrifice person
- 6) Applicant must have all necessary documents: request, ID card, family book...

13.2 Process and step to becoming a regular member

Applicant submits the request to secretariat office. Secretariat screens and presents in the board committee meeting for consideration and accepting. Secretariat informs the selection result to the candidate. If it is approved then he/she has to pay for registration and membership fee in amount of LAK: 30,000 and 10,000 respectively within 15 working days. The membership starts from the day of this payment

13.3 Role and responsibility of regular member

- 1) Equal right among all members
- 2) Members will receive all relevant information about organisation's activities
- 3) Receive relevant social welfare according to the organisation's rule and regulation
- 4) Participate in relevant of organisation's meetings and activities
- 5) Give recommendations, advices and other contribution for improvement of organisation's activities in order to achieve its goals and objectives
- 6) Participate in general organisation's meetings for consensus and vote for organisation's agreements, policies...
- 7) Eligible to apply to be coming a board committee member or auditing committee members
- 8) More than 50% of regular member have the right to request to board committee to organise a meeting for improvement of association's mandatory
- 9) Exchange knowledge and experience with members' associations
- 10) Implement and decide relevant problem on the assigned tasks
- 11) Resign from organisation which base on real situation and reasonable
- 12) Have the right to use and maintain of the organisation's assets
- 13) Etc.

Article 14: Associates Member

Associated member is a member who agreed with association's mandate, regulation and its objectives and interested to becoming member in order to charity support and donate his/her assets, money or ideas for improvement and implement of association's activities

14.1 Criteria for associated member

- 1) Lao citizenship
- 2) Have clear biography and no case history

14.2 Process and step to becoming a associated member

The interested applicant submit the request to secretariat office. Secretariat screening and present in the board committee meeting for consideration and accepting. After the board committee approved, the secretariat inform the selection result to the candidate, and that the membership is valid.

14.3 Role and responsibility of associated member

- 1) Equal right among all members
- 2) Receive certificate for membership
- 3) Receive relevant social welfare according to the organisation's rule and regulation
- 4) Have the right to use the organisation's office and assets

- 5) Give recommendations, advices and other contribution for improvement of organisation's activities in order to achieve its goals and objectives
- 6) Participate in general organisation's meetings for give recommendations, advices..., but no right consencus and vote for organisation's agreements, policies...
- 7) Contribute and donate assets, money or ideas for improvement and implement of association's activities
- 8) Participate in relevant of organisation's meetings and activities
- 9) Help to advertise and spread of ossociation's achievements, roles and regulations
- 10) Associated Member don't have to pay any mebership fees
- 11) Implement and respect of the govtment and ossociation laws and regulations

Article 15. Membership Termination

Mebership ended with following cases:

- 1) Resignation, but need to have an official resign letter to the board committee
- 2) Punnishment due to of seriuos mistakes
- 3) Disociate or have no time to work with association
- 4) Dismissal or unrespected the organisation's regulation or code of conduct by board committee

CHAPTER III: ORGANISATION STRUCTURE AND RESPONSIBILITIES

Article 16: Organisation Structure

- 1) Board Committee
- 2) President and Vice President
- 3) Auditing Committee
- 4) Secetrariat
- 5) Admin Unit
- 6) Technical Unit

Article 17. Board Committee

The board committee consists of 3 people who are elected by the members every three years in the general meeting or ordinary meeting. After 3 years if the association still cannot elect new committee yet then the existing committee has the right to work and act until it will have a new committee.

In the case if one of the existing committee member resgined, the other board members have the right to asign new person to replace that position as appropriated

17.1 Criteria for board committee

- 1) Lao citizenship who has 30 yaers old or over
- 2) Have a good knowledge in proposal writing, reporting, and development planning

- 3) Have clear biography and no case history
- 4) Have specific experiences and knowledge suitable for implementing of organisation activities
- 5) Have good experiences in governance and management of association

17.2 Role and responsibility of the board committee

- 1) Governance and management of the association to ensure that it implement according to the agreed planned activities in each period
- 2) Researching, planing and develop the relevant guidelines base on the regulation and law for staff mebers to enable implement of association activities.
- 3) Approve of the association plans and budget for each period
- 4) Management of the association assets and financial incomes
- 5) Certification the right and usefull of the association relevant documents
- 6) Asigment or removement of the president, vice president and auditing committee
- 7) Asigment or cancellation of any committee and sub-committee which base on the real situation and needs
- 8) Consideration and approval of new members and staff as required
- 9) Admiration and punishment of any committee, secretariat and staff who done well or unrespect the association's laws
- 10) Etc.

Article 18. President and Vice President

18.1 President

President of the association is the head of the board committee which was elected by the mebers in the first general meeting, and has following roles and responsibilities:

- 1) Facilitation and governance of association to ensure implement its activities transperency according to the agreed plans and objectices
- 2) Call for general, annual and board committee meetings
- 3) Chair of the general, annual and board committee meetings and approve of relevant meeting's documents
- 4) Advise board committee to consider and approval of new members and staff as required
- 5) Representation of association to coordinate and communicate for with relevant personnel, partner organisations in the country and abroad for coopeartion and exchange experience
- 6) Assign the vice president to work on behalf when the president is absent or busy with other missions

7) Etc.

18.2 Vice President

Vice President of the association is the assistant of president for governance the association which was elected by the mebers in the first general meeting, and has following roles and responsibilities:

- 1) Report the progress implementation of association's activities to the board committee in the general, and annual meetings
- 2) Development of activity plans, facilitate their implentation, monitoring and then report to president
- 3) Responsible for specific task according to the assigment of president
- 4) Responsible for president's work when the president is absent or busy with other missions e.g. chair of the relevant meetings, approval...
- 5) Perform othe relevant tasks as delegate by the president according to the association's rule and law

Article 19. Auditing Committee

Auditing Committee consist of 2 persons. They elected by the mebers in the general meeting, and have period as general meeting. Their roles and responsibilities:

- 1) Provision an auditing according to the plan and additional audit when there is something unusual cases
- 2) Audit the implementation of the agreements of the general, annual, and board committee meetings
- 3) Audit the management of financial expenditures according to the plans in each period
- 4) Report the auditing results of each part and period in the annual meeting
- 5) Consider and resolve the special requests of members according to auditing rights
- 6) Perform othe relevant tasks as according to the association's needs

Article 20. Termination of the Board Committee and Auditing Committee

- 1) End of assigment
- 2) Fail to be come membership
- 3) Resignation
- 4) Dismissal

Article 21. Secretary of Association

Secretary of association is a assistant of the president which assigned by the board committee, and has role for services, facilitatin, day to day management of association's activities.

Secretary responsible of specific task which assigned by president as follow:

- 1) Acting as the head of association office

- 2) Meetings arrangement: prepare relevant documents, its contents and taking minute of meetings
- 3) Report and recommend to president, vice president and board committee on progress of implementation of organisation's activities
- 4) Develop relevant funding proposals and submit to board committee for approval before sending to donors in the country and abroad to support
- 5) Prepare 6 monthly report to board committee, and yearly report to Ministry of Home Affair (MoHA) and report in the general meeting to members, board committee, donors and relevant organisations.
- 6) Summary and report on financial income and expenditure of each period to board committee
- 7) Representation of association to coordinate and communicate for with relevant personnel, partner organisations in the country and abroad for cooperation and exchange experience according to the assignment of the president
- 8) Recruitment of necessary staff for fulfil relevant position and select according to the organisation's recruitment rules
- 9) Perform other relevant tasks as delegate by the president according to the association's rule and law

Article 22. Admin Unit

Admin unit of organisation is for convenient to implement of its activities and for daily service which consist of some admin staffs. As for roles and responsibilities will be identified separately

Article 23. Technical Unit

Technical unit is for implementing of organisation's activities in order to fulfil its objectives which consist of some admin staffs. As for roles and responsibilities will be identified separately

CHAPTER IV: GENERAL MEETING

Article 24. Meetings

Learning for Development Association has main and important below meetings:

- 1) General meeting
- 2) Annual meeting
- 3) Board Committee meeting

Article 25. General Meeting

General meeting of association is an important and biggest event for all members who will be held every 3 years, but if there is any urgent matters need to be discussed then it can organized an irregular general meeting.

25.1 Meeting procedure

Before each general meeting the secretary has to inform all members and relevant government line agencies in advance at least 15 days in writing with the meeting agenda and list of candidates who are applied for board committee members.

The general meeting can be held only if there are more than 50% of members or members' representatives will be attended. If the confirmation of participants came to meeting are lower than 50% then the meeting has to be postponed and need to re-call for meeting again within 7 days, and if the number of participants came to meeting are lower or higher than 50% the general meeting is valid.

In the case of irregular general meeting which requested by the members, but members or representatives came to meeting are lower than 50% then the meeting has to be postponed or invalid

The general meeting's agreements and decisions is base on the majority vote, but if the vote's result is equal then the president has the right to decide.

In the case if president and vice president are absent or busy with other missions then the members have to select one of the board committee member to be a chair of that meeting

After the meeting, the association/secretary has to send the report of the meeting to relevant government line ministries (MoHA) within 30 days

25.2 Meeting agenda

- 1) Representative of the board committee report the progress implementation of organisation's activities (achievements, problems...) in the last period to the meeting members
- 2) Report on financial issue (income, expenditure, balance...) to the meeting members
- 3) Election of the new board and auditing committee
- 4) Presentation of the new phase activity plan and its budget
- 5) Admiration of the best personnel members who were well done their good jobs
- 6) Review of the rule and regulations if needed
- 7) Etc. (other topics as necessary and request by members)

Article 26. Annual Meeting

Annual meeting is for reporting on the summary of the achievements made annually period; presenting and accepting the next annual work plans, and admiration of the best personnel members who were well done their good jobs. The annual meeting will be held in during last week of November or beginning of December each year.

After the meeting, the association has to send the report of the meeting to relevant government line organisation (MoHA) and donors within 30 days

As for the meeting procedure is the same as for the general meeting above

Article 27. Board Committee Meeting

The board committee will be met every 6 months for discussion, consultation and reviewing on governance issue and discuss the next work plans. But if there is any urgent matters need to be discussed then they can call for irregular board meeting.

The participants for this meeting are board committee members, auditing members, secretary and the head of association units.

The board committee meeting's agreements and decisions is based on the majority vote, but if the vote's result is equal then the president has the right to decide.

CHAPTER V: FINANCE, ASSET AND INCOME

Article 28. Finance and assets

- 1) Finance and assets of the association is under the responsibility of the board committee
- 2) Cash has to be deposited in the association's bank account at the BCEL bank, Vientiane Branch
- 3) The association's budget will be used according to its agreed plans with reasonable and efficiency based on each financial plan
- 4) The authorized signatures are include president or vice president and secretary which based on association's financial rules.
- 5) The association has financial monitoring and auditing systems: audit every 3 months by auditing committee, and annually auditing by external auditor
- 6) There is a social welfare budget of association for serve to its members in special case or urgent
- 7) The president has the right to approve up to 20,000,000 LAK for each time (if more than that need to seek for an agreement from board committee)
- 8) The board committee has the right to approve up to 50,000,000 ກີບ time (if more than that need to seek for an agreement from general meeting/members)
- 9) Etc. (for more detail on finance is mentioned in the finance manual)

Article 29. Income

The association's incomes are from different sources:

- 1) From membership fees
- 2) Relevant services fees
- 3) From supporter and donation from local and international personnel which relevant to the rule and law
- 4) From donors both in the country and abroad to support the implementation of association activities
- 5) From other mobilizing and fund raising activities.

CHAPTER VI: AMENDMENT AND TERMINATION OF ASSOCIATION

Article 30. Amendment of regulation

The regulation can be amended and improved only the general meeting in order for it suitable with the actual situation and condition of members. It will be based on the voting result of the members and valid from when the relevant government agency is officially approved and accepted.

Article 31. Termination of association

The reasons for termination of association is already notified in the law, but it will effect when its members more than 50% agreed to terminate or stop it in the general meeting

If association is terminated by any reasons, its financial and assets (after clearance for all pendings), will handed over to other associations, charity organisations or poor communities base on the majority agreement of members in the general meeting.

CHAPTER VII: ADMIRATION AND DISMISSAL

Article 32. Admiration

The board committe is consider and approve to admire those staff members and organisations who were actively contribute to the achievements made and support for the association

1. Punishment due to of seriuos mistakes
2. Disociate or have no time to work with association
3. Dismissal or unrespected the organisation's regulation or code of conduct by board committee

Article 33. Punishment

All the board committee members, president, vice president, auditing committee members, secretary and staff of association are have responsibilities and obligations to their actions made to organisation, especially their respect and implement of the association's rules and regulations. If they didn't respect or done something seriuos mistakes against the organisation's regulation or code of conduct, they will punish as follow:

- 1) Verbal warning
- 2) In writing warning

- 3) Dismissal from board committee members, president, vice president, auditing committee members, secretary. As for the other actions due to serious mistakes against the laws of government need to be punished according to that relevant law

CHAPTER VIII: RESPECT, IMPLEMENT AND VALIDATION

Article 34. Respect and Implement

All the board committee members, president, vice president, auditing committee members, secretary and staff of association are informed and all together have to respect and implement of the association's rules and regulations.

Article 35. Validation of the Regulation

The rule and regulation was agreed and accepted by the members in the general meeting of the association on 29th November 2013 and it will be effected from the date when the government line ministry (MoHA) is approved and accepted.

Vientiane, 29th Nov 2013

On behalf of the LDA Board Committee

Signature and name:



Khammouane Siphonesay

(President of LDA)