

**Kingdom of Cambodia**

**National Religion King**



**Statute**

**Association of Professional Social Workers of Cambodia  
( APSWC )**

Office House No 94 B Road 4 B Mol Village Sangkat Dangkor Dangkor District Phnom Penh Cambodia.

# Kingdom of Cambodia

## National Religion King



## Statute

### Association of Professional Social Workers of Cambodia

#### Chapter 1

#### About Name Address Logo And seals

##### Article 1 : About the name

This association is called the Khmer name " សមាគមអ្នកវិជ្ជាជីវៈសង្គមកិច្ចកម្ពុជា " And abbreviated in Khmer as " ស.អ.វ.ស.ក " and has the English name " Association of Professional Social Workers of Cambodia " abbreviated in English as " APSWC " .

##### Article 2 : Address

APSWC has its office in Phnom Penh, Cambodia.

##### Article 3 : Logos and Stamps

APEWC there is a blue logo on the top and green on the bottom of the circle. The inside of the circle is a picture of people holding hands, which is above a lotus flower. Inside the upper part there is an acronym in Khmer that " ស.អ.វ.ស.ក " And the bottom part is abbreviated in English as " APSWC " . Next to the circle is the Khmer text " សមាគមអ្នកវិជ្ជាជីវៈសង្គមកិច្ចកម្ពុជា " And the English text " ASSOCIATION OF PROFESSIONAL SOCIAL WORKERS OF CAMBODIA " .

The seal of APSWC Double rounded by the top of the circle inscribed in Khmer " សមាគមអ្នកវិជ្ជាជីវៈសង្គមកិច្ចកម្ពុជា " And below is written in English " APSWC " . Between the Khmer and English scripts are two stars. Inside the seal, there is a picture of a

person holding hands, a picture of a lotus flower, and the acronym in Khmer: “ គ.ស.ក . គ.ស.ក ”. This seal is 34 mm in size and uses blue ink.

**People holding hands** : confirm that APSWC It’s believed that social work is the catalyst in Social change that empowers individuals, families, groups and organizations to enhance our social well-being. APSWC also believe that different people can work together to strengthen each other’s authority regardless of race, religion, gender, gender and politics.

**Blue and green:** The blue that reflects the sky and the hope that society has for a better future and the green that reflects the solid foundation of knowledge and skills that the social work profession has developed.

## Chapter 2

### **About General Identity, Vision and Goals**

**Article 4** : Social Work it’s a catalyst for social change that promotes support for individuals, families, groups, organizations and communities to improve our social well-being. APSWC is committed to strengthening its profession to help vulnerable and vulnerable people by promoting social justice, respect for the rule of law, mutual respect, dignity and compassion.

**Article 5** : APSWC established in January 2014 .

#### **Article 6 : Identity**

APSWC is a non-profit, non-profit, non-partisan, non-religious, non-political, non-political, non-political, non-partisan, non-partisan, non-partisan, non-partisan, non-partisan, non-partisan organization. Support any but an association serving the public interest and its members.

APSWC is an association that has no political affiliation and follows Constitution of the Kingdom of Cambodia. APSWC is a professional and autonomous association with no governance from any organization or association . APSWC Developed by professional social workers Or Students studying social sciences at the university ( Bachelor Degree Master 's degree or PhD ) as well as individuals who have not passed the Social Sciences but have at least experience in social work.

## **Article 7 : Vision and Goals**

APSWC has a vision to see social work as a professional in Cambodia, has a strong ethics , strong support network and a commitment to excellent practice.

APSWC will achieve its goal to develop social work into a career a profession and to maintain a high standard of social work in Cambodia through:

- Strengthen the capacity of its members by creating educational opportunities ( such as teaching, discussion, exchange of ideas, etc. ), sharing of professional experiences and other opportunities for professional development at the national, regional and international levels.
- Build and promote a network of social workers to build a spirit of solidarity and commitment to a perfect social work career.
- There are effective measures to achieve legal status in promoting general social welfare and social role in society
- Promote contextual social studies
- Collaborate with relevant institutions in the Royal Government, if necessary, to promote and support the development of policies Serve to promote social services And Social welfare
- Collaborate with relevant institutions to provide professional certification to those which showed the correct properties and
- Maintaining a social work ethic Carefully monitored as a condition of membership benefits.

## **Chapter 3**

### **About Membership and Loss of Membership**

**Article 8 :** The APSWC has three types of membership: Honorary Members, Professional Social Worker Members, and Para- Professional Social Worker Members.

#### **Article 9 : Qualifications**

**- Honorary Members:**

1. Individuals who are members of the Executive Board, who are the founders or former members of the Executive Board of the next generation, or individuals

who have taken the initiative to establish this Association of Cambodian Social Professionals.

- **Professional Social Worker Members:**

1. Bachelor's degree in social work or equivalent, bachelor's degree, master's degree or doctorate from a local or foreign educational institution
2. Khmer nationals who have been living and working full time in the social sector for at least one year in Cambodia and are committed to continue working in this field in the future
3. Work to serve or directly or indirectly benefit vulnerable people
4. Performs at least one of the functions of a social worker, for example: facilitator, manager, educator, analyst and evaluator, negotiator, advocate, case manager and researcher, integrator, etc. And
- 5 . Other criteria set by the Executive Board.

- **Para-Professional Social Worker Members:**

1. Has received social skills training from competent organizations or institutions in or outside the country
2. Khmer nationals who have been living and working in the social sector for at least one year in Cambodia and are committed to continue working in this field in the future
4. Work to serve or directly or indirectly benefit vulnerable people
- 5 . Perform at least one of the functions of a social worker Example: Moderator Administrator Educator Analyst And evaluators Negotiator Advocate Case Manager And researchers Integrators, etc. And
- 6 . Other criteria set by the Executive Board.

**Article 11 : Rights and privileges of members**

- **Honorary member :**

- Become Honorary Member Automatic and permanent
- Be able to act as an advisor, contribute input, or assist the APSWC Board of Trustees.
- Participate in discussions during ordinary meetings, extraordinary meetings and other meetings

- Can elect the leadership of the Executive Committee of the APSWC in the General Assembly
  - Demonstrates professional relationship with APSWC public
  - APSWC workshops, events and other capacity building programs and network building for free or with discounts
  - Reports, publications and regular updates from the APSWC
  - Request for Support from the APSWC or contribute inputs through the APSWC in advocating for social development or issues affecting local social workers
  - Request other specific support.
- **Professional Social Worker Members:**
- Nominated as a member of the Executive Board of the Executive Committee of the APSWC
  - Elect the leadership of the Executive Committee of the APSWC
  - Opportunity to be appointed for vacancies in the Executive Board of the APSWC
  - Participate in leading discussions during ordinary meetings, extraordinary meetings and other meetings
  - Key decisions on the formulation of APSWC policy
  - Accredited by the APSWC for members' commitment and qualifications in the field of social work
  - Demonstrates professional relationship with APSWC public
  - APSWC workshops, events and other capacity building programs and free or discounted networking
  - Reports, publications and regular updates from the APSWC
  - Request for Support from the APSWC or contribute inputs through the APSWC in advocating for social development or issues affecting local social workers
  - Request other specific support.
- **Para-Professional Social Worker Members:**

- Be able to act as an advisor, contribute input, or assist the APSWC Board of Trustees.
- Participate in discussions during ordinary meetings, extraordinary meetings and other meetings
- Can elect the leadership of the Executive Committee of the APSWC in the General Assembly
- Provide input for the APSWC Executive Board to decide policy-making
- Accredited by the APSWC for members' commitment and qualifications in the field of social work
- Demonstrates professional relationship with APSWC public
- APSWC workshops, events and other capacity building programs and network building for free or with discounts
- Reports, publications and regular updates from the APSWC
- Request for Support from the APSW or contribute inputs through the APSWC in advocating for social development or issues affecting local social workers
- Request other specific support.

#### **Article 12 : Membership Contribution Payment**

Membership contributions will be determined by the Executive Board and are required to be paid to the APSWC at the time of registration with the APSWC secretariat. The annual membership payment will be made for the selected candidates within one week after the notice and the annual membership will be renewed until the last payment date. Contributions are waived for all honorary members.

#### **Article 13 : Termination of membership**

Members of APSWC It is necessary to adhere to the code of ethics of social work and adhere to the appropriate attitude in accordance with the profession and goals APSWC. Any member who fails to comply will be expelled or lose his / her membership from the Association, as set out in the APSWC Membership Guidelines.

Any member can be terminated from membership if the member fails to meet the following conditions:

- Failure to pay annual membership fee on time

- Non- compliance with the code of ethics APSWC
- Death of a member
- Members have submitted a written request to resign from the APSWC membership. Go to the Executive Board for 15 days before the deadline
- Non-compliance with the statute and the official decision of APSWC and completed in accordance with the official decision of the Executive Board after receiving counseling, support and without a commitment to improve
- Convicted of misdemeanor or any criminal offense who issued the verdict or final judgment by a court in the Kingdom of Cambodia.

## Chapter 4

### **About the Administration and the Executive Board**

#### **Article 14 : Executive Board**

APSWC led by the Executive Committee, which has nine ( nine ) members and is voted on by a majority. Two thirds ( 2/3 ) vote during the ordinary general assembly. All members of the social work profession can stand for election after submitting an application to the Executive Board. Will be supported by secretariat staff who are permanent staff at the association. Can use other advisors depending on your needs.

#### **Article 15 : Member of the Executive Board**

The Executive Board consists of 9 ( nine ) members:

- 1 Chairman
- 1 Vice President
- 1 Treasurer
- 1 Executive Member ( Program Manager )
- 1 executive member ( in charge of membership )
- 1 Executive Member ( Policy Development )
- 1 executive member ( in charge of resource mobilization )
- 1 Executive Member ( in charge of Partnership )
- 1 Executive member ( in charge of communication )



### **Article 16 : Vacancies**

In the case of any member of Executive Board the vacancy will be replaced by an announcement among members of the social work profession and will be interviewed by the Executive Board.

### **Article 17 : Mandate**

Board of directors of APSWC approve the following mandates for the selected positions:

- The Chief Executive Officer, Deputy Treasurer and Executive Member shall hold office for two terms. ( Two ) years from the date of election.
- The Chairman may serve for a term of two ( 2 ) terms and must wait at least two ( 2 ) years before being able to stand for election as the Vice-Chairman or any position of the Executive Board.
- All other elected positions Can continue to work for 2 ( two ) terms for the same position.

### **Article 18 : Quorum**

A majority of the members of the Executive Board shall form a two-thirds quorum. (2/3) To make any decision that affects the Executive Board And members of the Executive Board.

### **Article 19 : Duties of the Executive Board**

The Executive Board shall exercise its functions and powers as set forth in the statutes and legal documents or jurisdiction of the APSWC approved by the Executive Board. In particular, the Executive Board performs the following tasks:

- Approve policies, strategies, disciplines and / or internal regulations for APSWC
- Provide advice on policies, strategies and governance to the Secretariat
- Determine membership fee and payment period
- Meet every two months at a set time and place. The Executive Board members may not send their representatives to the meeting. A majority of the executive board will form a quorum of two-thirds ( 2/3 ).
- Perform other duties as stated in its job description.

## **Article 20 : Chairman**

The chairperson of the Executive Council of the APSWC is responsible for:

- Convene and chair meetings of the Executive Board
- Decide on the agenda of the meeting of the Executive Board
- Sign all important documents and co-sign all expenses and withdrawals from the bank authorized by the Executive Board
- Lead the Executive Board in making decisions that ensure adequate interpretation of key points and make decisions based on agreed policies and procedures.
- Play an important role in developing resources for APSWC
- Meet regularly with Secretariat officials to be aware of the council's key issues and to provide appropriate advice.
- Represent the APSWC in the official functions and with the on-demand information system
- Complete other tasks as described in their job description .

## **Article 21 : Vice President**

Vice President will assume the powers and duties of the acting chairman in the absence of the acting chairman and will automatically assume the powers and duties as set out in the Statute in the event of the Chairman's resignation, incompetence or death. The Vice-Chairman shall perform other duties . Which is still in its job description.

## **Article 22 : Treasurer**

The treasurer will be in charge of all and managing all financial resources.

In particular, there are tasks:

- Recommend policy orientation in financial management
- Manage cash at the bank as directed by the Board of Directors
- APSWC accounting and expense information
- Prepare / Examine annual budget and quarterly and annual report
- Advise the Executive Board on matters relating to financial management, implementation standards and requirements of laws

- Overall responsibility for the audit work, including the introduction of an independent accounting firm, overseeing the audit process, presenting and explaining the audit results and making recommendations for modification of required procedures.
- Perform other duties as described in their job description .

**Article 23 : Executive member**

All executive members must be prepared and attend the APSWC meetings regularly and perform other duties as set out in their job descriptions. .

**Article 24 : Meetings**

The Executive Board meets six ( six ) times a year on the first Saturday of each month at a ~~set~~ time and place. Additional meetings may be proposed by the chairperson or by request of at least two-thirds of the votes ( 2/3 ) of the quorum of the existing Executive Board members .

Regular meetings electronic notifications must include the agenda and minutes of the latest meetings. Electronic notifications, including agendas and emergency information, must be provided within 5 ( five ) days. Before the meeting.

**Chapter 5**

**About Conference and Meetings**

**Article 25 : Ordinary Assembly Conference**

general meeting of the Board of Directors, executives and all members shall be held in December every two years. The meeting shall present the financial statements and achievements in two years have passed and decisions of the Executive Board have been made. The General Assembly is responsible for electing the members of the Executive Board. For vacancies Including chairman.

**Article 26 :** The convention will be chaired by the Executive Board with the assistance of the Secretariat.

**Article 27 : Extraordinary General Assembly**

Extraordinary meetings due to emergencies may be convened on the recommendation of the Executive Board by a two-thirds ( 2/3 ) vote of the Executive

Board. For Extraordinary Meetings, electronic notices including agendas and emergency information shall be provided five ( 5 ) days prior to the meeting date .

#### **Article 28 : Legal conditions**

All decisions of both meetings are of legal value unless at least two-thirds ( 2/3 ) of the members of the Executive Board are **present and approved by a two-thirds majority vote. 2/3** On the quorum to attend the conference. In the event of a tie, the vote of the President of the Assembly shall prevail. The President of the Assembly may be the President of the Association or an independent person elected by the Assembly.

## Chapter 6

### **About the Secretariat**

**Article 29** : Secretariat of APSWC will be created from available resources. The Secretariat shall provide general support to the Executive Board. And to manage the day-to-day operations of APSWC.

**Article 30** : The office of the Secretariat shall be located in a place approved by the Executive Board .

**Article 31** : Secretariat officials are elected by the Executive Board.

**Article 32** : Secretariat administered by the chairman of the Executive Board of APSWC neck or an assigned executive board member. The secretariat is responsible for recruiting other staff as needed and available resources.

**Article 33** : The secretariat has the following responsibilities:

- Manage and process the day-to-day operations of APSWC
- Hold Executive Board Meetings and Ordinary Meetings
- APSWC reports.
- Lead the implementation of the decisions of the Executive Board
- Submit recruitment proposals to the Executive Board and be responsible for managing recruitment and staffing to serve the association.
- Establish responsibilities and employment contracts for employees APSWC, with consultation and approval of the Executive Board

- Prepare evaluations of other employees of APSWC is responsible for managing membership data in accordance with the APSWC membership guidelines.
- Responsible for managing and executing financial work in accordance with the policy of APSWC and related laws
- Responsible for managing and executing administrative and human resources in accordance with the policy of APSWC and related laws
- Make regular reports to the Executive Board on the progress of the APSWC. And successes related to the decisions of the Executive Board
- Perform other duties as appropriate to their position.

## Chapter 7

### About the Technical Committee

**Article 34 :** The Executive Board may establish a number of technical committees. As necessary to serve APSWC.

**Article 35 :** The following technical committees will be formed and members of the committee will be elected by the Executive Board.

- Governance Committee
- Program Committee
- Resource Development Committee

#### **Article 36 : Functions of the Chairman of the Technical Committee**

The chairpersons of these technical committees shall:

- Elected by the Board of Directors
- Introduce the membership of the Technical Committee Executive Board, Lead, Develop and Implement the Committee's Plan
- Report regularly to the Board of Directors on the implementation of its activities.

**Article 37 :** The members of the Technical Committee must:

- Develop committee work plan
- Prepare and attend meetings regularly

- Implement the tasks set by the technical committee as described in the work plan.

## Chapter 8

### **About budget resources**

**Article 38** : Sources of funding resources come from membership contributions as well as other resources, such as donations from donors.

**Article 39** : Funds received for APSWC. Must have a valid invoice and deposit into a bank selected by the Executive Board.

**Article 40** Withdrawals from the bank can only be made within the jurisdiction of the Executive Board as stated in this statute. The check must be jointly signed by at least two people, including the chairman or deputy chairman with the treasurer. The chairman or vice-chairman is the first to sign.

**Article 41** : The Executive Board will select an appropriate accounting system.

## Chapter 09

### **About the amendment and dissolution of the association**

**Article 42** : This statute may be amended by a two-thirds ( two-thirds ) majority vote of the Executive Board of Directors in the general assembly if the proposed amendment is submitted to the Secretariat within thirty ( 30 ) days in advance that meeting.

**Article 43** : The Executive Board must approve the amendment proposal before notifying members. Written notice must be sent to members APSWC at least two weeks ( 14 days ) before the Ordinary Assembly.

**Article 44** : **Only convention can decide to dissolve this association**

When APSWC dissolved, the convention must set up a commission to clear the list of APSWC all assets of APSWC the remaining after clearing the debt of the association must be transferred to any legal organization or association with the same purpose APSWC. When the association dissolves, the members of the association are also dissolved.

## Chapter 10

### About the Executive Board, Founders and Members

**Article 45** : Executive Board, founder APSWC will have to serve two consecutive terms to ensure a smooth transition Within two terms, when a fully elected executive board will be formed.

**Article 46** : The Executive Board, the founding and former members of the Executive Board, has been granted the privilege of being an honorary member and to qualify for the Advisory Council . In addition, individuals who have taken the initiative to establish the Association of Professional Social Workers of Cambodia are also given the privilege of becoming honorary members in recognition of their contribution to Establishment of this association.

## Chapter 11

### Final Provisions

**Article 47** : After APSWC registered at the Ministry of Interior Executive Board APSWC. Must carry out its activities properly in accordance with this statute. In case of violation of this statute, the competent authority has the right to take action in accordance with legal procedures.

**Article 48** : Statute shall be implemented by APSWC Until APSWC is dissolved.

**Article 49** : All provisions of APSWC contents that are contrary to this statute shall be abrogated.

**Article 50** : The statute of the Association of Professional Social Workers of Cambodia is valid from the date of signing.

Phnom Penh, day ..... month ..... year  
Date ..... .. month ..... .. year 20 22

Executive Board

President

Soeung Sambath







## Structure of the Association of Professional Social Workers of Cambodia

