

Cambodian Education Excellence Foundation

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www.CEEFoundation.org

A nation's vitality depends upon a well educated citizenry

Organization Handbook

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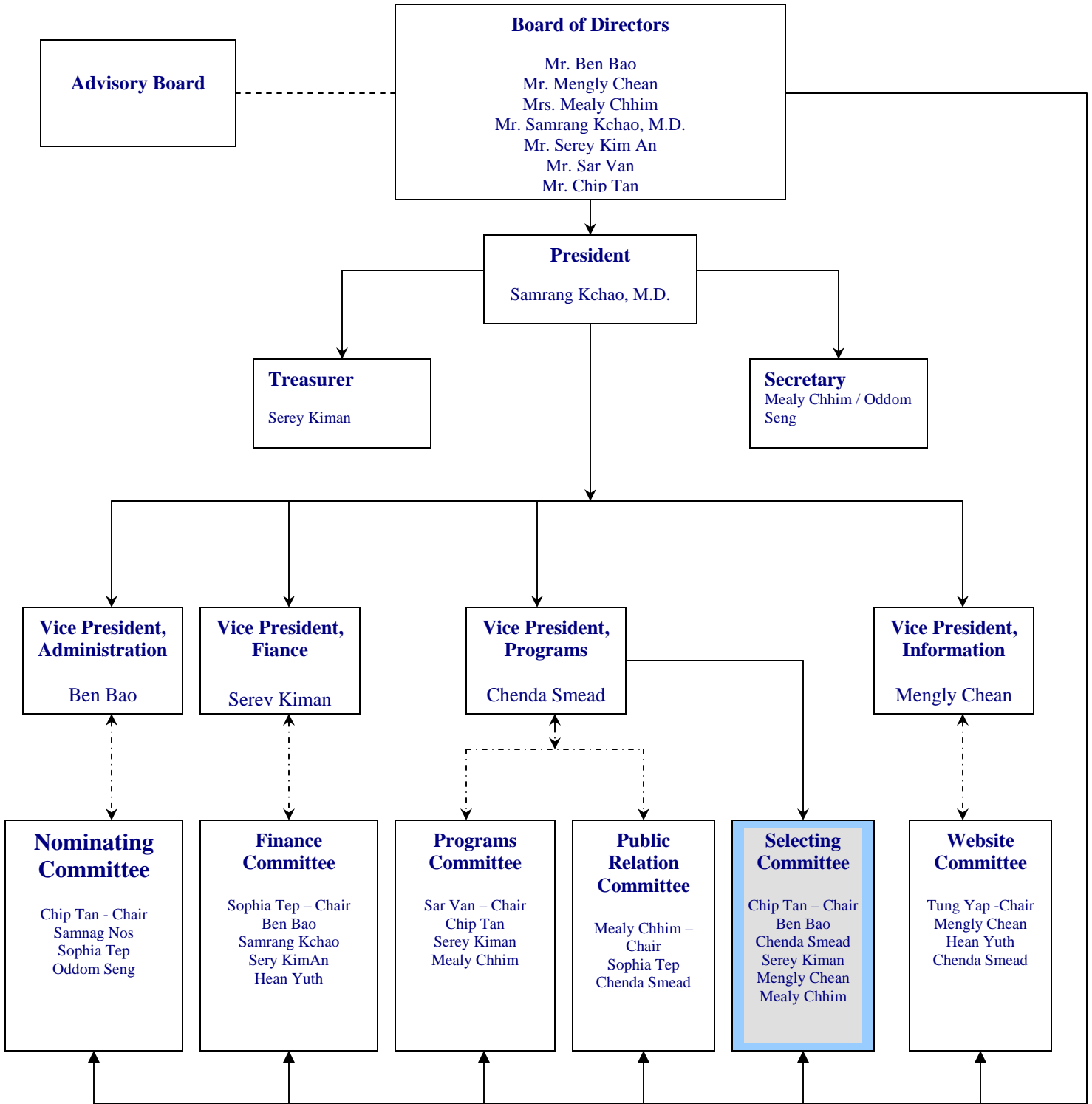
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Organizational Chart



Role Description and Responsibilities

I. Vice Presidents

Vice President, Administration

The VP Administration shall report to the President of the CEE Foundation. He/she shall manage the day-to-day affairs of the Corporation, such as record keepings and corporation activities. The VP Administration shall oversee:

- The Nominating Committee, who facilitates the election process and the recruitment of members;
- The administration of the Corporation, to make sure that everything abides by the rules, regulations, and legal affairs with the state and federal governments; it shall enforce the By-Laws upon all committees and members of the Corporation;
- Other tasks that the President deems they are necessary.

Vice President, Finance

The VP Finance shall report to the President of the CEE Foundation. He/she shall manage the financial affairs of the Corporation. The VP Finance shall oversee:

- The Finance Committee who maintains and advises the Board on financial and other resources of the Corporation;
- The management of the corporation funds and resources, including book keeping, banking, fund exchange or transfer, etc.

Vice President, Programs

The VP Program shall report to the President of CEE Foundation. He/she shall manage all programs, projects, and plans, as defined by the CEE Foundation. The VP Program shall oversee:

- The Programs Committee, who explores initiatives, programs, projects, plan, and reach-out strategies for the Corporation;
- The Public Relation Committee who submits communication guidelines and conducts activities to reach out to the public at large in order to promote opportunities, encouragement, and development to support higher education;
- The promotion and development of schedules;
- The monitoring of all implementation of programs, projects, and plans in order to reassess and to ensure their effectiveness.
- The searching for students who may meet the scholarship eligibility requirements.
- The relationship with field representatives in Cambodia.
- The submission of all applications to Selecting Committee who will select the scholarship recipients and submit them to the Board of Directors for final approval.
- The submission of all recipients' records to the VP of administration for record keeping, and to the VP of Finance for fund disbursement.
- The feedback of each program.

Vice President, Information

The VP Information shall report to the President of CEE Foundation. He/she shall manage and process information to disseminate to the public at large and to gain their support for the Corporation. The VP Information shall oversee:

- The Website Committee, who abides by the established guidelines, approves and monitors its contents to insure they are aligned with the overall mission, objectives, and goals of the Corporation;
- The development and monitoring of the public communication guidelines for group discussion, flyers, advertising materials, and all publications for the Corporation;

- The proper use of technology and communications media to achieve effectiveness in reaching out to the public at large.

II. Treasurer

The Treasurer shall report to the VP Finance of CEE Foundation. He/she shall manage all financial transactions and shall have charge and custody of records of all funds and securities. The Treasurer shall:

- Perform bookkeeping;
- Receive and give receipts, thank you note or acknowledgment letter for moneys dues or donations that are payable to the CEE Foundation from any sources;
- Deposit all moneys received in the name of the CEE Foundation to its bank account;
- Have authorization to write check(s) for expenses related to the operations the CEE Foundation and disbursements of fund to the recipients of the scholarship and other educational programs;
- Shall prepare financial report monthly and make it available for the Board of Directors and officers and/or members to view;
- Perform other financial related duties as may be assigned by the VP Finance, President or by the Board of Directors.

II. Secretary

The Secretary shall report to the VP Administration. He/she shall:

- Take and keep the minutes of meetings of the Board of Directors;
- Set up and announce any meeting that is planned or directed by the President and/or Board of Directors;
- Be a custodian of the corporate records;
- See that all notices are duly given in accordance with the provisions of these Bylaws and as required by laws;
- Keep a register of the post office address of each director;
- Perform other administrative duties as may be assigned by the President or by the Board of Directors.

IV. Committees

In reference to the Bylaws, Article 11, Section 11.1, the Board of Directors may designate or create various committees by function. Each committee shall have a Chairperson and at least two members selected from the pool of members. One member could serve or chair in more than one committees. The CEE Foundation committees shall be deemed as strategic planners in a specific area of responsibilities. It collects information, researches and studies in any area of interest develop proposals and plans to be submitted to the Board of Directors for approval and Officers for implementation. It only reports the Board of Directors, but shares the area of responsibility and relationship with appropriate VP.

Nominating Committee

- Recruit new members (Founding member, Individual member, Organization member, Honorary member) in the US or outside the US;
- Ask the potential member(s) to complete the Application Form for consideration and tell them about the membership fee, if any;
- Explain the potential member(s) about the Mission and Goal of our CEE Foundation;

- Nominate candidate(s) from the pool of members and facilitate an election process to fill position(s) vacated in the Board of Director, Officers, and committee(s) of the CEE Foundation;
- Work in collaboration with other committees (such as Public Relation Committee), Board of Director and/or Officers to recruit potential good members;
- Submit newly recruited member(s) to the Board of Directors for final approval;
- Provide or inform a location where this organizational handbook is located to all members;
- Assist other committees for fundraising or fundraising event(s), and for public relation as requested.
- Provide input(s) or suggestion(s) to other committees, Board of Directors, and/or Officers as deemed beneficial to the causes of the CEE Foundation;

Finance Committee

The Finance Committee shall establish financial policies; prepare the budget to be adopted by the Board of Directors. The Finance Committee shall complete a report and send to all officers annually and make available to all Board members. The Finance Committee shall be responsible for fundraising for special projects.

Public Relation Committee

The Public Relations Committee shall develop and monitor public communication guidelines, flyers, advertising materials, plans and strategies for a purpose of outreaching to the public at large and gaining their support for the Corporation.

The Public Relations Committee shall submit communication guidelines, flyers, advertising materials, plans and strategies to the Board of Directors and/or the Officers for their approval.

The Public Relations Committee shall assist the Finance Committee in organizing a fundraising event.

Programs Committee

The Programs Committee shall explore initiatives, programs, projects and plans and recommend them to the Board of Directors for approval. The Programs committee shall have duties to monitor the implementation of programs, projects and plans and shall from time to time complete progress reports and make them available to all members, the Board of Directors and the Officers.

Website Committee

The Website Committee shall have duties to guide, approve, and monitor a design and development of a corporate website, approve and monitor its contents to insure they are aligned with the overall mission, objectives and goals of the Corporation.

The Website Committee shall submit website page presentations and contents to the Board of Directors and/or the Executive Committee for their approval.

Selecting Committee

The Selecting Committee is an operating committee under the VP of Programs. It shall have duties to verify that the applications for scholarship meet all the requirements, duly select the best candidate, submit all names to the Board of Directors for final approval. Once the Board approves the scholarship recipients, it shall send all records to VP of Administration for record keeping and to VP of Finance for fund disbursement.

The Board of Directors approves the membership of this committee. Each member must have general knowledge about education, must be diligent and fair, and must have no relationship to the students who apply for our assistant. In the case a member has practiced an unfair advantage, or there is a conflict of interest, or the applicant has a family relationship with a member, such a member will be excused from his/her duty and will be replaced. The membership/ nominating committee will pick a member with the most qualification as stated above and submit his/her name to the full Board of Director for final approval.

Code of Ethics and Conduct

Each member, regardless of his/her position with the CEE Foundation, shall, to the best of his/her ability and conscience, abide by the following Code of Ethics and personal conduct.

1. A member shall conduct himself/herself with integrity and dignity and encourage such conduct to other members;
2. A member shall act with courage and strive to maintain, develop and improve his/her ingenuity, and physical and intellectual capacity;
3. A member shall exercise independent judgment;
4. A member shall apply, for himself/herself and with other fellow members, and the public in general, the concepts of helpfulness, truthfulness, perseverance and patience;
5. A member shall reasonably monitor his/her personal activities so as not to discredit the honor and the noble cause of the Corporation;

6. A member shall abide by all applicable laws and regulations in all states and countries where the business and affairs of the Corporation are conducted;
7. A member shall be receptive, objective and open minded;
8. A member shall respect other members' opinion and one would want his or her to be respected;
9. A member shall avoid destructive criticism and character assassination of any of the Corporation's members, community's members and any other person;
10. A member shall avoid other activities not mentioned above, but are deemed to be contrary to the overall mission, objectives and goals of the Corporation.