

REGULATIONS
HANDICRAFT AND WOOD INDUSTRY ASSOCIATION

Chapter I : NAME – GUIDELINE – PURPOSE

Article 1 :

Name in Vietnamese : HỘI MỸ NGHỆ & CHÈ BIẾN GỖ TP. HCM
Name in English : HANDICRAFT AND WOOD INDUSTRY ASSOCIATION
Abbreviated name : HAWA

Article 2 :

Handicraft And Wood Industry Association is a volunteer organization of enterprises that belonged to many economical members who operate mutually in the industry of handicraft and wood processing, operate on the area of city, when they have had the needs and ask volunteer for join.

Article 3 :

The Handicraft And Wood Industry Association is a member of Enterprise Association in City, operated in the system of organization of association, under the administrative management of state organization.

The Handicraft And Wood Industry Association had the legal status, allowed to use a private seal and open an account at the bank.

The head office of association located in Ho Chi Minh City.

Article 4 :

The purpose of association is meeting, to campaign on the volunteer principle from the enterprises that belonged to many economic members; the related material suppliers; managers; the technical experts invest the effort and intelligence for the development of handicraft & wood industry just as the guideline, law of state, simultaneously, to protect the legitimate and legal benefits of member.

Chapter II : MISSION AND POWER OF ASSOCIATION

Article 5 :

The association had the missions as below :

5.1. To represent for the member, to protect the legitimate, legal interests of member and enterprise in the social – economical relations at home and overseas.

5.2. To study the aspiration of member to put forward the government through the enterprise association about the policies that related to operation of manufacturing and commerce of industry.

5.3. To help the member who promote every capacity and potential in order to stabilize and develop the manufacturing and commerce, it doesn't cease to enhance the productivity, quality and effect by many forms to supply the information in trading promotion, management, economy, market, technical and scientific progresses... related to the industry; to support the member in the process of integration.

5.4. To encourage and conduct the member who will execute the social policies and participate the mass movements in city. To co-operate the operations from the members for the foundation of co-operation, union from the common profits; to conciliate the internal dispute.

Article 6 :

The association has the authorities that as below :

6.1. To propagandize, popularize the purpose of association.

6.2. To represent the member in the interior and exterior relations related to the function, mission of association.

6.3. It allowed to raise a fund from the member on the foundation of membership fees and the sources of income from the operations of investment, service and to allow and to receive the domestic and foreign sponsored sources according to the regulations of law to self-cover the expenditure of operation.

6.4. To allow from the state's managed organizations, enterprise's association to supply the information about the policies, economical law that related to the industry. To allow appointing the representative who participate the conferences, seminars, to appoint the representative of association participate into the list of candidates in the elective organization; ... To allow from the state's managed organizations reserved the advantages in the operations that belong to the industry. To allow participating for the related operations that be organized by the association.

6.5. To allow introducing the member and appointment for the representative who go abroad to access the market, research the technical and scientific subjects, investigation of investment, etc... according to the status of state.

Chapter III : MEMBER – INTERESTS AND OBLIGATIONS

Article 7 :

The enterprises belong to the economical members as well as spoke at article 2, the managers, technical experts who joined to the industry, agreed with the regulations and made a volunteer application for joining, it will be approved by the Standing committee and they will become the official members of association.

Article 8 :

When the Standing committee approves the joining application, the Standing committee will inform to the applicant to pay the fees of joining. The payment of fees must execute within 30 days from the notice of Standing committee. Without payment, it hasn't counted yet as a member.

Article 9 :

Member emeritus is a person who had had the efforts that contributed into the foundation and development of association, to be unanimous to offer for the joining from the executive board.

Article 10 :

The membership will run out of the validity when it happens one of the cases that as below :

10.1. The enterprise is suspended to operate, is dissolved or spoken out for bankrupt.

10.2. According to the decision of executive board, with the agreement of 2/3 members, because one of the reasons that as below :

- Unlawful operation in Vietnam.
- Don't execute just or violate seriously to the regulations (including the self-aware obligation for payment of membership fees), resolution of standing committee, execute board of society and enterprise's association.
- To operate contrary from the guideline, purpose of association and enterprise association that cause for the damage of prestige or finance of association or society.

10.3. Didn't pay the membership fees in 18 continuous months, the executive board has repeated it.

Article 11 :

The member has the interests as below :

11.1. To participate the congress, to vote the delegate to participate the congress of society and enterprise's association in city.

11.2. To allow to be a candidate, to nominate and vote the delegate for the executive board and other titles of society and enterprise association in city.

11.3. To allow for discuss, to vote on the documents, resolution of association; to allow for criticism, question from the executive board, standing committee about all policies and operations of society.

11.4. To request leave to speak and propose the aspiration to the organizations of party, government, front who will examine, solve its requirements through the society and enterprise association in city.

11.5. To be issued the membership card, to participate the activities in the organization of society and enterprise association in city. To enjoy the favored regime when use of all kinds of services from the society.

11.6. To allow for support, help of society and association in all operations of manufacturing and commerce that belonged to its profession in the field of authorities and capacities of society and association.

11.7. To be entitled for ask to leave the society when it examined that it can't or don't want to participate continuously. In the case, the member needs to inform formal by written text in one month before to the executive board.

Article 12 :

The member has the obligations :

12.1. To pay the fees for joining (one time) & the membership fees annual just as the term according to the regulations of society. To participate the activities that the society to take the initiative or organize mutually.

12.2. To obey the articles in the regulations of society and the resolutions of congress, the executive board and the standing committee.

12.3. To supply the necessary information, data that serve for the activities of society and enterprise association in city.

12.4. To unite, co-operate with the other members in order to execute mutually the purpose of society, to contribute a part to construct the society which be stronger and stronger.

Chapter IV : ORGANIZATION – MANAGEMENT

Article 13 :

The society is organized in cities only. There is no-organization at any district.

Article 14 :

The organizations of management, supervision of society consist :

- Congress of whole members or congress of delegates.
- Executive board
- Standing committee
- Control board

Article 15 :

The congress of whole members or congress of delegates is the highest organization of society. There are 2 kinds : ordinary congress or extraordinary congress.

The executive board base on the quantity of members at the time that summons the congress to decide for the summoning of whole members or delegates of members. In the case that it's summoned the Delegate of members only, the executive board will have the instruction concretely.

Article 16 :

The ordinary congress is summoned in 3 years/1 time by the executive board with the purposes :

- To approve the operated report of society in the last term and the developed strategy of society in the next term.
- To approve the financial report and the summation of assets of society.
- To decide for modification or supplement from the regulations of society (when there are the requirements).
- To discuss and decide some important matters of society that exceeded the authorities of executive board.
- To vote the executive board and control board.

Article 17 :

The extraordinary congress can summon at any time according to the decision of 2/3 members of executive board or according to the proposal of over 1/2 quantity of members to solve the matters about the organization and operation of society that exceed the authority of executive board.

Article 18:

The organization summons the congress must announce the agenda of congress and it must send a letter to invitation to the members in 5 days at least from the meeting anticipated date.

The resolutions of congress will be voted according to the majority of members ($\geq 1/2$) or delegates of present members.

As for the very-important matters as following, it must be voted to approve from 2/3 quantity of members, or present delegates and the quantity must be over 1/2 members of society.

- To modify or supplement the regulations.
- To dissolve or liquidate the assets of society.
- To decide to separate, merge, modulation, join the foreign organization.

In the case that the first congress can't reach the stipulated quorum, it will summon in 2nd time with 5 days later and at the time, the matter of quorum won't be mentioned.

Article 19 :

The executive board will lead; manage all operations of society in the interval between 2 congresses.

The quantity of members of executive board that be stipulated by congress will depend to the quantity of members who will be many or few and it's voted with the term of 3 years/1 time, directly by private votes. The candidates are successful with over 50% legal votes.

The members of executive board can be re-voted or dismissed before the term according to the decision of congress, according to the proposal of over ½ quantity of members.

Article 20 :

The executive board has the missions :

20.1. To study and propose the necessary jobs and the feasible measures to execute the resolution of congress.

20.2. To approve the program of missions and annual budget of society, to examine and decide the fees that the society allows to receive, the joining fees and the membership fees of member.

20.3. The structural decision of organized apparatus of society.

20.4. To supervise the jobs of executive board and the organizations directly under it.

20.5. To prepare for the content of congress, to summon the ordinary and extraordinary congress.

20.6. To vote the Standing committee of society.

20.7. To examine to expel the member, to dismiss the member of executive board according to the application or it's not participated the activities within 1 year.

Article 21 :

The executive board meet ordinary with 3 months/1 time to sum up partially for the situation of operation of society, to review the mission of standing board, to decide the matters that be proposed by the standing board. The executive board can meet extraordinary when requirement.

The decisions of executive board will be voted according to the majority of present members. In the case that there is the equal quantity of votes of members, the decision will depend on the idea of president of executive board.

The executive board will depend on the requirement of mission to found the subcommittee, major team, club to solve the professional matters in the field, function of society; or to found the company to strengthen the service to serve for the needs of member and to create the expenditure for operations.

In every year, the executive board will organize a summarized congress and to propose a mission program in the next year, based on the resolution of congress and to vote supplement for the executive board, if any.

Article 22 :

The standing committee :

22.1. The standing committee is voted directly by the executive board with the private votes. The quantity is not exceeded 1/3 members of executive board that be voted by congress.

22.2. The Presidency of Society is undertaken 2 terms maximum only.

22.3. The standing committee is a permanent organization of executive board with 2 missions :

- To organize the jobs of congress and the executive board who proposes it.
- To construct and manage the subcommittees.
- To examine, decide for joining of new members.
- To contact with the organizations of state management and the related professions about the matters in the field of function, mission of society.

22.4. The executive board meet ordinary 1 time/1 month at least to review the missions and to discuss the plan, executed measures for the resolutions, decisions of executive board, to prepare for the report and the matters that needs to discuss, decide by the congress of executive board.

22.5. The decisions of standing committee is valid only when it's over ½ quality of members who approve it.

Article 23 :

The control board is voted by congress, it's same term with the executive board. The quantity is decided by the congress.

The control board votes the board chief to manage the jobs of board, it has the mission to control the activities of society about the execution of regulations, to execute the resolutions of congress and of executive board, financial receipts and expenses and to make the report to present the congress.

The control board can be invited to participate the meetings of executive board, but there is not the franchise.

Chapter V : THE RELATIONSHIPS

Article 24 :

The society has the permanent relationship to the organizations of state management and the related functional professions to catch the policy, law in the development of profession, simultaneously, to court for the support in order to execute good for the missions of society.

To develop the relationship with the organizations of society that related foreign and domestic on the base of law to exchange, study the experiences and to co-ordinate the mission to make prosper the industry of country.

Article 25 :

The society has the mission to execute the mission of enterprise's association of city that entrusted to. To propose the matters of society that need for attention and to execute the obligations according to the regulations of association.

BÁND. CH

Article 26 :

To contact to the societies that be inner and out of system of enterprise association to exchange, study the experience for organization, to gather the member, to develop the profession.

Chapter VI : FINANCE – ASSETS OF SOCIETY

Article 27 :

The society has the private finance and operates self-control. The society has the sources of income that as below :

- The fees to join the society.
- The membership fees of member.
- The volunteer support or sponsor of member.
- The receipts from the activities, services of society.
- The supports from the domestic or foreign individuals, organizations.

Article 28 :

The finance of society is used for the matters :

- To pay salary for employees who work permanent for society, to improve the freelances who contributes the efforts toward the society.
- The cost to maintain the housing, power and water, to buy the means.
- To entertain guests, to contribute for the charitable and social missions.
- The items of expenditure for enterprise association according to the regulations.
- Other costs.

Article 29 :

The finance and assets of society are used just as the purpose according to the society's requirements, with books, the accounting of receipts and expenses according to the law and it must be approved by the executive board, the public report before the ordinary congress.

Chapter VII : REWARD AND DISCIPLINE

Article 30 :

The members, members of executive board, standing committee, control board, personnel of society who had many achievements that contribute into the activities of society, it will be commended and rewarded or proposed the government, front, association commend and reward.

Article 31 :

The members, members of executive board, standing committee, control board, personnel of society who damaged the prestige, interests of society will be punished. The form of punishment is stipulated by the executive board.

Chapter VIII : THE EXECUTIVE ARTICLE

Article 32 :

After the approval of regulations by the congress with the vote, it will be valid and the executive effect from the approved date that People's Committee of Ho Chi Minh City.

Article 33 :

The Handicraft And Wood Industry Association can terminate the activities in the cases :

- To dismiss because the association don't need to be.
- The modulation for a new organization.

Article 34 :

The termination of activities of association will be executed according to articles 18, 33 and according to the regulations of law.

Article 35 :

In the case of temporary termination of activities, the executive board will appoint a board of assets liquidation to control, pay and maintain the assets (if any) until the end of liquidation. The foundation of board of assets liquidation must be reported to People's Committee of City (through the Enterprise Association of City) to execute the control from the state.

Article 36 :

It's the Handicraft And Wood Industry Association only has the right to modify, supplement the regulations, with the agreement of Enterprise Association and after People's Committee of Ho Chi Minh City approves, it has the executed value only.

The regulations has 8 chapters, 36 articles that the Congress of Handicraft And Wood Industry Association at IV time votes to approve on 23 June 2007.

**The regulations has been signed to verify by Chairman team of Congress of
The Handicraft And Wood Industry Association – IV time**

This is from the original of Vietnamese into English
THIEN QUY Trades - Services Company Ltd.,
Address: 229/16 Tan Huong Street, Tan Quy Ward,
Tan Phu District, Ho Chi Minh City, Vietnam.
HoChiMinh City, date 05 month 02 year 2013

DIRECTOR



VŨ QUỐC TOẢN