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Community-based
Bamboo Enterprise
Group (C-BEG)



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BY-LAWS

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Handicraft Association of Bhutan (HAB)

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Resilient Nations.

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1. THE GROUP

- 1.1. The Group shall be called/known as 'Community Bamboo Enterprise Group of Handicrafts Association of Bhutan (HAB), enforced w.e.f. 17th of November 2019, corresponding to 20th Day of the 9th Bhutaneese month of Female Earth Pig Year.
- 1.2. The by-law shall be legally binding from the date of enforcement.

2. VISION

- 2.1. To become a leading Bamboo Enterprise in Bhutan.

3. MISSION

- 3.1. Work towards creating an inclusive, innovative and sustainable bamboo enterprise in Zhemgang Dzongkhag.

4. THE EXECUTIVE BOARD MEMBERS (EBM)

- 4.1. In order to realize the vision and mission of the C-BEG, the executive board, hereafter referred as EBM, shall be formed from among the core group members;
- 4.2. The composition of EBM shall be as follows:
 1. The Chairperson
 2. Secretary
 3. Treasurer
 4. Member 1
 5. Member 2
 6. Member 3
 7. Member 4
- 4.3. The term for the elected EBM shall be two years and re-election of the members shall be done during the Annual General Meeting (AGM) of C-BEG.

5. DUTIES AND RESPONSIBILITIES OF EBM

- 5.1. Ensure proper organization and implementation of programs and day-to-day activities;
- 5.2. Ensure transparent and proper management of accounts;
- 5.3. Render support for the successful proceedings of meetings; and
- 5.4. Maintain cordial relation with the concerned regulatory authorities, local government officials and the public.

6. TERMS OF REFERENCE FOR BOARD MEMBERS

1.1 Chairperson:

The Chairperson shall:

- a) Ensure that the EBM and general members to be abided by the By-Laws;
- b) Ensure implementation of the resolutions of the AGM;
- c) Chair all the meetings of the Group in an inclusive manner and maintain due decorum of the meetings;
- d) Encourage and motivate members to participate in the C-BEG programs and activities;
- e) Make decision based on the majority consensus but wherever there is tie in decision making process, he shall exercise his discretion; and
- f) Be the co-signatory for the operation of bank accounts of C-BEG.

1.2 Secretary:

The Secretary shall:

- a) Maintain the records of the meetings, assets etc.;
- a) Function as the head of C-BEG Administration and assist chairperson wherever necessary;
- a) Arrange meetings in close consultation with the

- chairperson;
- a) Appraise the chairperson on affairs of C-BEG from time to time; and
 - a) Foster effective implementation of day-to-day activities and programs.

1.3 **Treasurer:**

The Treasurer shall:

- a) Maintain proper books of account for any transactions related to C-BEG;
- a) Prepare detail annual income and expenditures statement;
- a) Be co-signatory for the operation of bank accounts of C-BEG;
- a) Procure materials and services in close coordination with the Secretary and the chairperson; and
- a) Report financial status of the C-BEG to the EBM quarterly.

7. **CORE GROUP MEMBERS:**

The core group members shall:

- 7.1. Be 18 members attached in the annexes dully signed by all the members;
- 7.2. Be the main decision-making body;
- 7.3. Approve and endorse annual budget and work plan; and
- 7.4. Actively engage in day-to-day activities of the group;

8. **DZONGKHAG PROJECT ADVISORY COMMITTEE (D-PAC)/HANDICRAFT ASSOCIATION OF BHUTAN (HAB)**

The HAB/D-PAC shall:

- 8.1. Be the main guardian of the group;
- 8.2. Provide handholding and technical support;
- 8.3. Provide marketing and promotion support; and
- 8.4. Have final decision-making power in the event of group dispute and dissolution.

9. **FINANCIAL MANAGEMENT**

9.1. **Bank Account Operation:**

- a) Bank account shall be operated under joint signatures of Treasurer and the Chairperson; and
- b) In event of unavailability of the signatories, signing authority shall be given in writing to one of the EBM.

9.2. **Fund Utilization:**

- c) The fund shall be utilized for the purposes specified under the objectives only;
- d) The C-BEG shall utilize funds for activities endorsed by the C-BEG AGM.
- e) The Secretary and the Treasurer shall prepare annual budget and submit to AGM for review, endorsement and approval;
- f) Financial transactions/records shall be made available for scrutiny by internal and external auditors/authority.

9.3. **Fund Management and investment:**

- g) The investment of any funds of C-BEG shall get due endorsement from all the partners mentioned therein;

- h) The Secretary and the Treasurer shall prepare and maintain proper books of account for any endorsement;
- i) Any C-BEG funds shall be parked in the recognized banks in term-deposits in the name of C-BEG;
- j) The C-BEG AGM shall endorse and decide on the duration of the deposits; and
- k) The funds shall not be permitted for any private loans.

9.4. Maintenance of Books and Accounts:

- l) The Secretary and Treasurer shall prepare annual receipt and payment statement and submit to the C-BEG;
- m) All supporting document such as bills and invoice shall be filed and properly maintained for record and made available for auditing; and
- n) The yearly receipt, payment and profit statement shall be presented during the AGM.

10. MEMBERSHIP

- 10.1. C-BEG shall be composed of members from Phangkhar, Goshing and Nangla Gewogs;
- 10.2. The member shall maintain confidentiality of any matters related to C-BEG;
- 10.3. The member shall participate during the proceedings of the meetings; and
- 10.4. The member shall inform on any pertinent issues verbally, WeChat, Whatsapp or phone to the Secretary for onward deliberations.

11. CONDITION UNDER WHICH MEMBERS CAN RESIGN

- 11.1. Any Group member can resign under the following conditions subject to verification by the EBM:

- 11.2. Disabilities through accidents and illness;
- 11.3. Migrating to other regions through marriage or employment;
- 11.4. Has completed at least two years term in the Group; and
- 11.5. The member, who fulfils the above-mentioned criteria, shall be eligible for 50 percent of the share he/she is entitled for at the time of resigning.

12. DISQUALIFICATION OF MEMBERSHIP

- 12.1. Any members found guilty of corrupt practices shall be compulsorily terminated by EBM with the following conditions:
 - 12.1.1. He/she shall not be eligible for any benefits, whatsoever, individual is entitled; and
 - 12.1.2. He/she shall be dealt as per the laws of the Kingdom.

13. BENEFIT SHARING

- 13.1. Benefit sharing shall be effective only after two years of operation of the enterprise;
- 13.2. The percentage of share among the members and group saving shall be determined by HAB/D-PAC and C-BEG EBM;
- 13.3. From the annual gross profit, 5 percent shall be given to HAB.

14. CONDUCT OF MEETINGS

- 14.1. The C-BEG shall meet minimum two times in a year. The resolution of the meetings shall be recorded and distributed to the members, D-PAC and HAB for comments;

- 14.2. Any agenda of meetings related to investment and fund disbursement of C-BEG shall be done in consultation and due endorsement from HAB;
- 14.3. If the members failing to comment on the minutes or resolution within ten working days, shall be considered as agreement;
- 14.4. The quorum of the meetings shall be simple majority i.e., 50 percent of C-BEG/EBM;
- 14.5. C-BEG meetings shall be chaired by the Chairperson; and in the Secretary shall chair the meetings in the absence of Chairperson;
- 14.6. Secretary and Treasurer must be present for any C-BEG meetings;
- 14.7. The Chairperson or Secretary shall set the date, time and venue for the meetings and the Secretary shall notify the members thereof, in writing, at least a week in advance; and
- 14.8. Special meetings may be called by the Chairperson with due notice to the members by the Secretary.

15. MONITORING AND EVALUATION

- 15.1. The EBM and HAB shall monitor the facilities and programs as and when required;
- 15.2. The day-to-day monitoring of the C-BEG programs shall be done by the EBM; and
- 15.3. The books of accounts shall be audited by Dzongkhag Internal Auditor on the direction of D-PAC/HAB, at least once in a year.

16. AMENDMENTS

- 16.1. Amendment of the By-Laws must be done only upon endorsement from HAB and D-PAC; and
- 16.2. A two-third majority of C-BEG must agree the amendment.

17. SUNSET CLAUSE

- 17.1. In case of any unforeseen or unavoidable circumstances from EBM, group members, finance etc., the By-Laws and Group shall cease to function and automatically be dissolute;
- 17.2. The decision of the dissolution shall be made upon deliberation in C-BEG, D-PAC and HAB; and
- 17.3. HAB and the D-PAC shall have an authority to disburse the property, whatsoever registered in the name of C-BEG.

Whereas,

The By-Laws of Community Bamboo Enterprise Group (C-BEG) is agreed by core group members and the EBM on “17th of November, 2019 corresponding to 20th Day of the 9th Bhutanese month of Female Earth Pig Year”.

SIGNED:



Mr. Chorten Dorji
Executive Director
Handicraft Association of Bhutan



Dorji Wangdi
Chairperson
C-BEG

Elected Executive Board Members

1. Dorji Wangdi, Chairperson 
2. Yeshi Dorji, Secretary 
3. Pema Dendup, Treasurer 
4. Tashi Zangmo, Member 
5. Leki Tshethup, Member 
6. Leki Choda, Member 
7. Tshering, Member 

ANNEXURE:

Annexure 1: List of Core Group Members

SL. No.	Name	Address	Gewog	CID Number	Contact Number
1	Dorji Wangdi	Marangduth	Ngangla	12005000826	17680976
2	Leki Tsheth-up	Bramang	Ngangla	12005000695	17249724
3	Sangay Duba	Kaktong	Ngangla	12005000421	17707652
4	Karma Dorji	Kaktong	Ngangla	12005000167	17483956
5	Kinzang Rinchen	Marangduth	Ngangla	12005000840	17391345
6	Rinchen Wangdi	Rebati	Ngangla	12005002069	17312410
7	Tshering-Jamtsho	Kaktong	Ngangla	12005003031	17534929
8	Dorji Lungten	Sonamthang	Ngangla	12005002444	17640198
9	Rinchen Pemo	Kaktong	Ngangla	12005000441	17897206
10	TashiZangmo	Lamtang	Goshing	12003000889	17879487
11	Sangay Karma	Lamtang	Goshing	12003000778	17392159
12	Pema Dend-up	Lemapong	Goshing	12003001896	17852881
13	Pema Dorji	Lamtang	Goshing	12003000808	17270288
14	Sonam Dorji	Yumdang	Ngangla	12005003668	17634212
15	Tshering	Budhashi	Goshing	12003000528	17528947
16	Yeshi Dorji	Budhashi	Goshing	11315001578	17613093
17	LekiTshogyel	Goshing		12003001853	17639757
18	LekiChoedra	Chengnarzam	Phang-khar	11508002408	17343528



COMMUNITY-BASED BAMBOO ENTERPRISE GROUP

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