



CREATIVE INDUSTRIES OF CAMBODIA ASSOCIATION FOR DEVELOPMENT AND ADVOCACY (CICADA)

MEMBERSHIP TERMS OF REFERENCE

Article 1: Preamble, key abbreviations and definitions

This Membership Terms of Reference is a deliberation and extension to CICADA's Statutes deposited with the Ministry of Interior of the Kingdom of Cambodia.

- AGM: Annual General Meeting of the members
- EGM: Extraordinary General Meeting of members

Article 2: Members Responsibilities

As a member of CICADA, you will be playing a key role in representing and advocating for the cultural and creative industries to develop a sustainable and inclusive infrastructure to ensure that our sector is at the heart of political, economic and social decision-making.

Membership requires commitment towards the shared goal and shared responsibilities for the effective running of the association and decision making more specifically:

- Make members' voices heard in CICADA's meetings & events by speaking and voting
- Stand for election to serve in CICADA's Steering Committee to widen & deepen member's impact
- Join CICADA's AGM/EGM to collectively address common concerns to member's practice or organization
- Vote for Steering Committee chairperson & members candidature
- In case of unavailability to join meetings, give proxy in writing to another member to represent his/her vote in the AGM/EGM.

- Contribute to an ongoing policy dialogue with all stakeholders and Royal Government of the Kingdom of Cambodia
- Participate in a data collection survey in our industry

Article 3: Membership Benefits

While members have collective responsibilities as defined in Article 2, members will gain numerous benefits and resources as following:

- Be able to actively engage with an influential and impactful community
- Be legitimately represented by a duly and legally registered and recognized representative association for cultural and creative sectors.
- Enjoy communications and brandings with CICADA's communication strategies and channels when and wherever appropriate.
- Receive special discounts or free of charge access to capacity buildings, events and trainings organized by CICADA and her partner organizations.
- Get priority invitation to limited place of networking events
- Gain support and consultancies from CICADA members
- Be featured on CICADA's website and other communication channels where appropriate
- Can propose or be invited as guest speakers in CICADA's events
- Get updates on important Government Policy and regulatory changes on CCI related issues and laws applicable to our sector
- Expand network and create new business opportunities
- Meet and exchange views with other members as a hub of information
- Get financial funding opportunities thanks to CICADA's networks
- Get access to a regional and global network of CICADA & partner associations & networks.

Article 4: Membership Categories

4.1: Membership in CICADA shall be divided into three (3) categories:

Individual Members: individuals of good standing and are either:

- (1) Who are national Cambodia or a Cambodia Permanent Resident (Holding Cambodian Work permit) working in or in relation to Cultural & Creative Industry of Cambodia; or
- (2) Who are not permanent residents in Cambodia and who can demonstrate to the satisfaction of the Steering Committee that they are actively involved in

business, trade, investment and/or other permitted activities in Cambodia in the cultural and creative industry.

- Employee(s) of an organization can join separately from the employer organization as individual member(s).
- One individual member has 1 vote in the AGM/EGM

Organizational Members:

- Are organizations in good standing which have a legal presence in Cambodia, operate activities in cultural & creative industry, and are established under the laws of Cambodia.
- Each Organizational Member can appoint a maximum two (2) persons representing their organization in meetings. 1 organizational member has 2 votes in the AGM/EGM.

Honorary Member: Honorary Members includes:

- Duly appointed Ambassadors to the Kingdom of Cambodia, Public Figures who are the respected contributors to the cultural & creative industry in Cambodia, invited by CICADA Steering Committee.
- Any person, organization, corporation or entity invited by the Steering Committee, which has made distinguished contributions in furthering the purposes of CICADA. Membership acceptance rule applied as usual with the quorum vote of the Steering Committee.
- Out-going Ambassadors shall transfer the membership status to the incoming Ambassadors. Normal membership acceptance voted by the Steering Committee applies.

4.2: Founding Association

- The Founding Organizations are Baramey Productions, Phare Ponleu Selpak Association, Bophana Audiovisual Resource Center, Epic Arts, Cambodian Living Arts and Phare Performing Social Enterprise Co.,Ltd (Phare Circus & Phare Creative Studio) who initiated the establishment of CICADA and developed its original Statutes.
- Founding Organizations are recognized for their contributions to the foundation of CICADA, they are de facto members of CICADA and the 50% of annual membership fee is therefore waived.

4.3: Admission

Any natural or legal entities that meet the membership criteria who wish to become members of CICADA shall submit an application for membership in compliance with the procedures prescribed in CICADA Membership Terms of Reference. All such applications will be reviewed and are required to be approved by the Steering Committee.

4.4: Membership termination

The members of the Cultural and Creative Industries of Cambodia Association for Development and Advocacy will forfeit their membership for any of the following reasons:

- Death (for the type of Individual and Honorary Member)
- Bankruptcy (for the type of Organizational Member)
- Written resignation from the member
- Non-payment of membership fees
- Non-compliance with the Statutes, internal rules, decision of the association, and other effective legal instruments of the Kingdom of Cambodia.

The termination shall be effective by the decision of the Steering Committee with a simple majority vote (50%+1) of a quorum of the $\frac{2}{3}$ (two-thirds) of the members of the Steering Committee.

Article 5: Membership entitlement and duties

5.1: All members shall be entitled:

- To participate in CICADA's AGM/EGM meetings in accordance with CICADA's invitations;
- To stand for election and to elect and dismiss the Chair and Steering Committee Members;
- To participate in CICADA's activities and
- To have such other privileges and rights as determined in CICADA's statutes

5.2: Duties of the member:

Each member has the responsibility and obligation to conduct themselves in accordance with the vision, mission, and values of CICADA and to adhere to the decisions made by CICADA's Steering Committee & the Assembly.

Article 6: Membership Dues

Membership dues are according to the member categories. The payment of membership fees are due fifteen (15) days after receiving the acceptance letter or a confirmation from the association and are due 30 days before the expiry day of the membership status.

The validity of membership fee is based on semester pro-rata basis. E.g. If a member joins and has been approved in February, the full annual membership fee applied and membership is valid until the end of December. If a member joins and has been approved in August, 50% of annual membership fee applied and membership is valid until the end of December.

Individual Members: The Annual membership fee for 2023 is waved. After 2023, the Annual membership is USD 10.00 (about 40,000 Khmer Riels) per calendar year. Subsidy of membership fee for individual artist/creative practitioners can be made available based on CICADA's financial status & CICADA's Secretariat.

Organizational Member: Annual membership is USD 100.00 (about 400,000 Khmer Riels) per calendar year. Organization members can make additional contributions to subsidize accessibility of the membership for individual artists/creative, small arts troupes, grassroots organizations.

Honorary Members: Membership fee is USD 50.00 (about 200,000 Khmer Riels) per calendar year. In an exceptional case: the fee can be subsidized, discounted or completely waived with a request from the simple majority votes of the quorum meeting of the Steering Committee.

Annual Sponsorship:

CICADA seeks annual sponsorship from members for the functioning of CICADA and subsidies of membership fees to those who need them.

Article 7: Processes and required materials for application

7.1: Processes of application

- 7.1.1: Fill in the membership application and send to sakun@icadakh.org
- 7.1.2: Pay for the membership fees
- 7.1.3: Receive a confirmation letter or membership card

7.2: Required materials for application

7.2.1 Individual members

- A scanned copy of the validated ID card or passport
- A complete application form

7.2.2 Organizational Members:

- Certificate of Registration (or no need if not yet registered)
- A complete application form

7.2.3 Who applies for a type of Honorary Members:

- A scanned copy of the validated ID card or passport
- A complete application form

Article 8: Final Provisions

Other provisions in addition to this membership ToR are stipulated in CICADA's statutes. **Membership Terms of Reference** can be amended from time to time with the request from the Steering Committee and final approval by the Assembly. Normal quorum requirement applies.

Steering Committee Chair

CICADA Director

MAM LAURA TEVARY

SO Phina

Steering Committee Member

ONN Sokny

CHEA Sopheap

HUOT Dara

Osman KHAWAJA

PRIM Phloeun