**BY- LAW OF THE WOMEN’S ASSOCIATION OF THE NLCS**

1. **NAME:** “THE WOMEN’S ASSOCIATON OF NLCS” in English and “SACHA LHENTSHOG AMSU TSHOGPA” in Dzongkha. The name of the Association is NLC WOMEN’S ASSOCIATION which is hereinafter called the ‘Association’.
2. OBJECTIVES:

Upon the kind suggestion by the Hon’ble Secretary and due to his concerns for the welfare of the female staffs of National Land Commission Secretariat (hereinafter referred to as THE Organization), the Association was formed on 06/03/2017;

The Aim of the Association is to increase the capacity and improve the lives of women staff of the National Land Commission Secretariat and the objectives are as follows:

* The Association shall be a social welfare association which shall organize social events for raising fund for the Association and shall be a welfare association catering mainly to the members of the Association in times of need;
* To work towards the welfare of the female staff of Organization;
* To strengthen and develop relationships between the female staffs;
* To provide a forum for open discussions on matters relating to the interests and concerns of the female staff;
* Through fund raising and effective management of finances enable actions to be taken to further the aims of the women’s’ association;
* Promote better interaction and association amongst the female staff;
* Eliminate all forms of discrimination and promote equalities within the organization in consonance with articles of CEDAW.
* Operate within the framework provided by the National Commission for Women and Children.
* The Association will organize sports and recreational activities for good health of its members

### III. Structure of the Association

**a) Type of Association:**

The Association shall be:

1. Charging a nominal fee for membership;
2. running events;
3. raising funds;
4. Lobbying the government; etc.

**b) Composition of the Association**

The Association shall comprise of the following:

**Board of Committee**: -

* + 1. President
    2. Gen. Secretary
    3. Treasurer I
    4. Treasurer II
    5. The Division Representatives
    6. Communication manager
    7. Legal Advisor

**c) Procedures for election/removal of office bearers**

The office bearers will be elected through a general election at the end of an office term which is one year from the date of election. The person who secures the maximum vote will be elected as the office bearer.

In case an office bearer acts against the code of conduct mentioned in this by law for the association or does not perform her duties as required per this by law, she will be removed from her post with another vote of yes or no.

1. **THE FUNCTIONS OF THE BOARD:**
2. **The Association shall operate through an elected body headed by the President, General Secretary, Two Treasurers and Division Representatives.**
3. **President: Key representative of the association who shall lead the association and act as a spokesperson.**
4. **General Secretary: A supportive role who shall offer a backup for the president. She shall be the acting president in absence of the president.**
5. **Treasurer: Responsible for managing the Association’s finance such as keeping track of the Association’s capital, record of fees collected, annual expenditure, payment of bills etc.**
6. **Communication Manager/Membership Manager:** Responsible for recording the minutes of meeting; drafting objectives; keeping track of goals for activities, dates for gatherings; sending out meeting reminders and invitations, etc. and shall be responsible for maintaining member records.
7. **Division Representatives: Key representative of the members in their division shall be responsible for the welfare of the division, raise issues on behalf of the members etc.**
8. **Legal Advisor: Shall be responsible for giving legal advice to the Association whenever required so that the Association functions in accordance to the laws of the country.**

The Association may consider having additional roles and/or a full Board or Executive Committee to help manage its operations if need arise.

**V) DUTIES OF THE BOARD:**

1. The Board being the highest decision making body of the Association, the trustees shall maintain the highest standard of ethics, integrity and professionalism in discharging their duties as Board members. They shall individually and collectively ensure and maintain the integrity of the Association.
2. The Board shall promote accountability, transparency and effective management of the Association.
3. The Board may review and amend this Association’s Articles of Association, in accordance with the changing needs of the time, as per the laws.
4. The Board shall always make decisions that are consistent and compatible with the laws of the land.
5. The Board shall approve plans and programs, projects, activities and annual budget of the Association.
6. The Board shall mobilize fund for the Association through loans and other means permitted by the laws.
7. The board shall review and resolve any issues (pertaining to conflicts within the members, other staffs of NLCS) and may be submitted to the head of the organization and/or NCWC (National Commission of Women and Children) if the issue needs serious institutional intervention.

**VI. CODE OF CONDUCT:**

The trustee and other office bearers shall conduct themselves always in the manner befitting the staff of the Association and shall:

1. Conduct themselves in accordance with the laws and this Association’s Articles of Association.
2. Always use the Association’s resource to bring maximum benefits to the Association.
3. Not use the name of the Association for his/her personal and his/her kin’s gain and gratification.
4. Declare his conflict of interest that may harm the Association in any form.
5. Not take the advantage of the Association to achieve his/her personal ambition or other gains.

**VII. MEMBERSHIP TO THE ASSOCIATION:**

### Membership Eligibility Criteria

1. All the female staff working with Organization are members of the Association unless they opt not to be one. The members include both permanent employees and employees employed on contract basis under the Organization. .
2. This membership is restricted only to the female staff employed under the National Land Commission Secretariat, however the Association may consider membership from the Female staff based under the Land Sectors in the Dzongkhag in the future
3. There shall be no age restrictions for the membership.
4. A nominal membership fee of Ngultrum 100 shall be charged for all the members monthly for the Association. The membership fee shall be deducted monthly from the member’s salary.
5. There shall be no differentiating titles amongst the members of the Association. Every member shall stand in the same footing as any other member. No one shall be discriminated based on grounds relating to caste, religion, etc. There shall be equal treatment of all.
6. **Membership benefits**
7. A member shall be eligible for a loan of Nu. 10000(ten thousand)with the following conditions:

* The borrower shall return the amount starting next month from the date of borrowing, on a monthly installment basis within a maximum of six months and no interest shall be charged on the amount borrowed.
* Loans shall be availed only for specific reasons defined in the section 3, Article VII of this by law of the association and the final decision on the sanction of the same shall be decided by the Board.
* The monthly installment of loan repayment shall be deducted from the borrower’s monthly salary.

1. A member shall be entitled to benefit in terms of kinds and cash in the case of the following:

Cash of Nu.5000/- (five thousand only) as semso (condolence) and assistance at times of death of a family member (declared as nominee for welfare);

Note\*\* In cases where the member is very much in need of financial support the board will meet and discuss the amount to be given which will be more than Nu.5000.

Cash of Nu.3000/- (three thousand only) during sickness and cash of Nu 1500 during childbirth.

Cash of Nu.3000/-(three thousand only) in cases of loss of property (place of residence) due to destruction by natural calamities.

1. Valid Reasons for Loan

Loan will be availed for only valid reasons such as:

* Death of a family member.
* Medical emergency of a member or her family member.
* Children’s education fees

In case of other reason which is deemed valid by the members but are not included in the above section will be reviewed by the board members.

VIII. **Capital/Income**

1. The starting capital for the Association shall be provided by the Parent Organization which is National Land Commission Secretariat.
2. The capital of the Association shall be constituted by the membership fees charged monthly and other funds raised through sales, fund raising events, donations etc.
3. The potential Association’s expenses related to existing meetings or events as well as plans for the next year (e.g. food, equipment, bank fees, promotional costs, member service costs, etc.) shall be itemized.
4. Annual budget will be drafted and maintained by the Treasurers which shall be subject to inspection by the Board Members.
5. Financial policies for the Association (e.g., member fees, meeting fees, sponsorship levels, etc.) should be in place.
6. No part of the fund, either principal or the income there from, shall be used for any purpose other than that of the association.
7. In the event the income accrued is insufficient to fund the activities, the necessary fund to be utilized may be determined by the Board.
8. The fund may also be raised through other means with the approval of the relevant authorities.

### **IX. Outreach and Engagement**

1. Membership Database:   
   As the membership data is truly the heart of the association, the care and maintenance of the member list is critical to the continued success. An up-to-date list is mandatory in order to send out meeting invitations (by email or mail), request and acknowledge member fees, and much more. From many methods to maintain this database, to ensure it is easily updated and available to all members that need it, the association will manage this database [in the cloud](https://www.wildapricot.com/blogs/newsblog/2012/06/07/what-is-the-cloud-anyway)– with online membership management software. For this we can:
2. Association Website:The association website can be the key to presenting the “public face” of the members, prospective members, the media, and the general public and contents will be frequently updated for both accuracy and efficiency. The website should outline the benefits of membership and include a membership application and contact information for potential members to connect and ask questions.
3. Member’s Forum: On the club website there should be a “members-only” pages or sections, a forum where there can be free online discussions between members or supporter’s .The discussion forum will allow club members to connect with one another and also offers your club leadership an opportunity to communicate with members. This is to build the online community by providing a place for the members to congregate online, collaborate, discuss and share their ideas.    
     
   4. Social Media: The association will also connect informally via social media such as:

* [Facebook](https://www.wildapricot.com/blogs/newsblog/2010/06/25/free-facebook-guide-for-small-non-profits)
* WeChat
* WhatsApp

For more connectivity and accessibility the above social media applications can be used but however, communication, information shared and discussions on these platforms will be informal and not official and binding.