

**CONSTITUTION
OF THE COMMITTEE FOR CO-ORDINATION OF SERVICES
TO DISPLACED PERSONS IN THAILAND (CCSDPT)
(Revised October 2006)**

Preamble

In early 1975 large numbers of displaced persons from Indochina began seeking refuge in Thailand. This movement of displaced persons into Thailand presented unusual needs and problems for the Royal Thai Government.

A number of voluntary agencies responded to these needs. Some of these agencies had already been involved in social, development and religious work in Thailand for some time. Others were specialised agencies which came specifically to help with the displaced persons problem. Some agencies were large, some small. Some were religious, others non-sectarian. These varied organisations realised that they could best maximise their assistance by carefully co-ordinating their efforts with the Royal Thai Government and among themselves. Hence the Committee for the Co-ordination of Services to Displaced Persons in Thailand (CCSDPT) was established in September 1975.

The charter organisations were:

CAMA Services, Inc.	Cath Coun Thai for Dev.
Finnish Free Foreign Mission	Food for the Hungry, Inc.
International Rescue Committee	Medecins Sans Frontieres
Norwegian Refugee Council	Norwegian Church Relief
Overseas Missionary Fellowship	Project Vietnam Orphans
Scandinavian Pentecostal Mission	Thailand Baptist Mission
The Save the Children Fund	Tom Dooley Heritage, Inc.
Y.W.C.A. Bangkok	Y.M.C.A. Bangkok

At its peak in 1981, CCSDPT membership included 52 agencies all serving displaced persons from Laos, Vietnam and Cambodia. There was a large reduction in membership in the early 1990's as the situation in these countries began to return to normal and most of the displaced persons were either resettled to third countries or returned home.

Displaced persons began to arrive from Burma in 1984 and a number of CCSDPT Members began to offer services to these people. The number of displaced Burmese increased throughout the 1990s and by the year 2005 CCSDPT Members were working exclusively with the Burmese caseload. Current Member organisations are listed in the Annex.

CCSDPT Member Agencies are committed to the delivery of impartial assistance based on humanitarian needs alone.

Chapter I

Name and Objectives

Section 1:

This committee shall be known as the Committee for Co-ordination of Services to Displaced Persons in Thailand (CCSDPT).

Section 2:

Mission Statement

To optimise the assistance to displaced persons in Thailand in accordance with the *Humanitarian Charter* and the *Code of Conduct for the International Red Cross and Red Crescent Movement and NGOs in Disaster Relief*.

Goal Statements

- 1) To coordinate the provision of services in four main sectors affecting displaced persons: food, shelter, health and education;
- 2) To facilitate cooperation between NGOs providing assistance to displaced persons in Thailand and the Royal Thai Government;
- 3) To provide mechanisms for sharing information among stakeholders;
- 4) To advocate for the rights of displaced persons in Thailand;
- 5) To commit to the protection of the displaced in Thailand, through information sharing and coordination of interventions, as a shared responsibility of member organizations.

Chapter II

Members and Membership

Section 3:

CCSDPT shall be composed only of Members with an office in Thailand and which have a continuing interest in the provision of services to displaced persons.

Section 4:

CCSDPT will consider applications for Membership from agencies who have programmes approved by the Ministry of Interior Operations Centre for Displaced Persons. Prospective Members must apply to the CCSDPT as follows:

- 1) Submit a letter stating the organisation's desire to join and naming the organisation's designated representative and his or her position with the organisation, to the CCSDPT Chairperson.

- 2) On receipt of an application for Membership the Chairperson shall invite the prospective member to a CCSDPT Directors Meeting to explain their programme and objectives to the Members. The CCSDPT Members as represented by the Directors and/or the appropriate Sub-committee will ensure the following:
 - a) that prospective members' programs do not duplicate existing services;
 - b) that prospective members' meeting an existing, well-defined need as indicated by a consensus of the sub-committee members and other credible sources which have documented humanitarian aid and service delivery gaps" and
 - c) that the prospective members' agency and program goals are compatible to the CCSDPT's mission statement and goals (Chapter I, section 2).
- 3) It is recognized that membership in CCSDPT does not affect a Members' autonomy over their own operations (Chapter III, section 6.) Likewise, CCSDPT will not affect a prospective members' autonomy. As such, the CCSDPT does not evaluate the role or form an opinion of the programmes/projects of its members or prospective members. However, the CCSDPT is obliged to examine prospective members' programmes on behalf of the MOI and to convey to the MOI that the applicant meets the three criteria as outlined above points a), b) and c).
- 4) After consideration a vote shall be taken and membership determined by two-thirds majority of Members present.
- 5) The decision and rationale of the CCSDPT membership shall be made known to the applicant in writing.

Section 5:

Membership of CCSDPT shall be discontinued upon:

- 1) A Member notifying the Chairperson in writing of its intention to withdraw;
- 2) A two-third's majority of Members in a CCSDPT Directors Meeting or Special Meeting resolving that a given Member's activities and/or objectives are not in accordance with the objectives of CCSDPT or are detrimental to the collective effort by the Members of CCSDPT;
- 3) A Member failing to pay any quarterly membership dues by a period exceeding six months after the normal due date ; or
- 4) The CCSDPT being dissolved.

Chapter III

Rights and Responsibilities of Members

Section 6:

Membership in CCSDPT does not affect Members' autonomy over their own operations.

Section 7:

A Member has the right to request the Secretariat of CCSDPT for advice and assistance in matters concerning displaced persons in Thailand and is entitled to receive circulars, annual reports and any other information available through CCSDPT.

Section 8:

A Member has the right to present comments and to offer recommendations to the membership on matters concerning the activities and operations of CCSDPT.

Section 9:

Each Member is entitled to one vote on any motion or in any election. A Member unable to attend a meeting may nominate another Member to exercise their vote by notifying the Chairperson in writing.

Section 10:

CCSDPT is committed to cooperation and coordination between Members. To be effective, it relies on its Members to provide the necessary leadership and support required for its administration. Members are encouraged to serve on committees and to provide support as appropriate such as offering staff for the annual audit of the CCSDPT accounts. Additionally, Members are required to submit in a timely manner, all reports (quarterly, six-month, affected Thai village), annual proposals and any office documentation required by the MOI through the CCSDPT.

Chapter IV

Meetings

Section 11:

- 1) The CCSDPT Directors Meeting is the decision-making forum of the CCSDPT. The objectives of this meeting are information sharing and coordination of services. Directors or representatives of Members attend. Meetings shall normally be held once a month, at such times as advised by the Chairperson.
- 2) An Annual General Meeting shall be held during a CCSDPT Directors Meeting before the end of each year for the purpose of electing CCSDPT officers and approving the budget for the following year.
- 3) Observers may attend the CCSDPT Directors Meeting upon request and agreement of the Membership.
- 4) The CCSDPT Meeting is the information sharing forum of the CCSDPT. Representatives from the membership plus the Royal Thai Government, International Organizations and Embassies may attend. This meeting will normally also be convened monthly.
- 5) Other persons interested in the refugee and displaced persons situation may attend the CCSDPT Meeting subject to the agreement of the Chairperson.
- 6) The press shall be excluded from all CCSDPT meetings.

Section 12:

Special meetings may be called by:

- 1) The Chairperson in consultation with the other CCSDPT officers; or

- 2) Representatives of Members submitting to the Chairperson a written request signed by at least one third of the total Membership, upon receipt of which the meeting shall be held as soon as practical and not later than the following CCSDPT Directors Meeting.

The membership should be notified of the purpose of the Special Meeting and any resolution proposed at least 15 days in advance.

Section 13:

A quorum for a CCSDPT Directors Meeting or Special Meeting shall be one half of the total membership and a resolution shall be carried upon a majority voting in favour of the resolution except that in the event of an equally split vote, the Chairperson shall cast the deciding vote. When a quorum is not achieved, decisions can be made by a majority vote of those present at the next meeting.

Section 14:

- 1) Subject to the discretion of the CCSDPT officers, the minutes of the CCSDPT Meetings may be made available to any outside individual or organisation providing that the individual or organisation states in writing to the Chairperson the reason for which the minutes are required. An appropriate subscription may be charged.
- 2) Copies of minutes of CCSDPT Directors Meetings shall be distributed exclusively to Members paying subscriptions. The proceedings of the CCSDPT Directors Meetings are not for circulation outside of the Membership and under no circumstances may be quoted. [The minutes are considered confidential and are sent to NGO directors only]

Section 15:

The dates of all CCSDPT Directors Meetings and CCSDPT Meetings, the Annual General Meeting and any Special Meetings must be announced to all members giving at least fifteen days notice. In the case of Special Meetings the purpose of the meeting and any potential resolution arising must be clearly stated and no other business shall be considered.

Chapter V

Sub-Committees

Section 16:

- 1) Sub-committees may be established or dissolved by the Membership at any regular CCSDPT Directors Meeting or a Special Meeting.
- 2) Membership of sub-committees shall be open to all Member organisations and sub-committee meetings may be attended by staff of the CCSDPT Secretariat, staff of Member organisations or representatives of non-members which have like aims and objectives to the CCSDPT at the discretion of the Sub-committee Chairperson/Vice-Chairperson.
- 3) The Chairperson and Vice-Chairperson of a sub-committee shall be elected by the Members of the sub-committee and ratified by the Membership at the next CCSDPT Directors Meeting. Any member of the sub-committee, being a designated representative from a CCSDPT Member may be nominated for the position of Chairperson/Vice-Chairperson.

Chapter VI

CCSDPT Officers

Section 17:

The CCSDPT shall elect 3 CCSDPT officers comprising a Chairperson, a Vice-Chairperson and a Treasurer, from the Membership.

Section 18:

The CCSDPT officers shall be elected at the Annual General Meeting for a period of one year by calling for nominations and conducting an election by secret ballot.

Section 19:

In the event that the Chairperson is unable to complete the term of office, the Vice Chairperson shall assume the chair for the remainder of the term.

Section 20:

In the event that any CCSDPT officer resigns prior to the holding of annual elections, the vacant position shall be filled at the first CCSDPT Directors Meeting following the resignation by calling for nominations and conducting an election by secret ballot.

Section 21:

CCSDPT officers have no personal or organizational financial liability towards CCSDPT.

Section 22:

The CCSDPT officers shall leave office upon:

- 1) The expiration of their terms.
- 2) The Members of CCSDPT so resolving by a two thirds majority of those present in a CCSDPT Directors Meeting or Special Meeting;
- 3) The membership of their organization in CCSDPT is terminated for whatever reason; or
- 4) The dissolution of the CCSDPT.

Chapter VII

Responsibilities of CCSDPT Officers

Section 23:

The Chairperson shall have the following responsibilities, namely:

- 1) To represent CCSDPT at such functions as and when invited as Chairperson of CCSDPT.
- 2) To represent CCSDPT before the Royal Thai Government, the United Nations High Commissioner for Refugees, and other international organisations and agencies, if no other Member agencies are in attendance.
- 3) To prepare agendas in consultation with the Membership and lead at CCSDPT Directors Meetings, CCSDPT Meetings and Special Meetings of CCSDPT.
- 4) To sign all documents of CCSDPT including normal business contracts.
- 5) Documents of statements on joint positions will be decided on a case-by-case basis with the

Membership.

- 6) To report to the Members at the CCSDPT Directors Meetings of his or her activities as Chairperson.

Section 24:

The Vice Chairperson shall assume the responsibilities of the Chair in the absence of the elected Chairperson.

Section 25:

The Treasurer shall supervise and report on all monetary affairs related to CCSDPT. The Chairperson, and two other Member representatives selected by the CCSDPT Directors, shall be signatories to the CCSDPT bank accounts, with any of these to sign. The Treasurer cannot sign. If the amount exceeds 20,000 baht, two signatures are required.

Chapter VIII

Election Procedures

Section 26:

The outgoing Chairperson shall, at least 30 calendar days before the Annual General Meeting, identify a person among the Members to record nominations for all elected positions.

Section 27:

All CCSDPT officers elected shall be held only by the individual - an authorised representative of a Member agency.

Section 28:

Nominations for all elected positions will be accepted at the Annual General Meeting provided that the nominee is either present at the meeting or has arranged for his or her written consent to be given to the Chairperson of the meeting prior to the meeting.

Section 29:

Election to each position is by secret ballot, which shall be exercised by one authorised representative. Results shall be presented simply as “elected” or “not elected”. In cases where there is only one nomination for any position, the nominated candidate will be appointed to the position and no ballot will be taken.

Section 30:

The Member representative chosen to record nominations shall also conduct and supervise the ballots including the distribution and collection of ballot papers, the counting and scrutinising and the certifying of the results. This Member representative cannot run for office. If he or she wishes to do so, an alternative shall be selected from among the Membership.

Chapter IX

The CCSDPT Secretariat

Section 31:

The CCSDPT Secretariat shall have the following functions:

- 1) To serve as a contact through which Members may communicate among themselves, with the Royal Thai Government offices, and with other agencies interested in displaced persons in Thailand,
- 2) To keep records of CCSDPT membership and all meetings available for Members' references, collect membership fees, and control the CCSDPT petty cash.

Chapter X

Finance

Section 32:

The fiscal year for CCSDPT shall be from the first day of January to the thirty-first day of December inclusive.

Section 33:

- 1) A one year expenditures budget denominated in Thai Baht shall be prepared for each fiscal year prior to the commencement of that fiscal year and shall be supported by schedules and explanations of the items comprising the major components in the budget.
- 2) The budget shall be prepared by the Treasurer. The budget shall then be presented for consideration and approval by CCSDPT Directors at the Annual General Meeting.

Section 34:

Once the budget has been approved at the Annual General Meeting, a line item of the budget may be revised upward or downward within 15% of the original figure at the discretion of the Chairperson in consultation with the other CCSDPT officers. Any change to the overall budget or to components of the budget greater than 15% must be brought before the Members for a decision.

Section 35:

- 1) The CCSDPT operational costs shall be financed by an annual subscription fee the amount of which and the means of payment of which, shall be recommended from time to time by the Chairperson and approved by a two-thirds majority of Members at a CCSDPT Directors Meeting, having notified Members of the proposed change at least fifteen days prior to the meeting.
- 2) Other funding may be sought from outside funding sources, regular observers, the International Organisations and embassies or by soliciting additional contributions from Members.

Section 36:

The Secretariat staff, shall regularly prepare in accordance with established accounting practice, monthly financial reports which are denominated in Thai Baht, and which set out the budgeted and current financial position. The reports shall be presented by the Treasurer at the monthly CCSDPT Directors Meeting for approval.

Section 37:

Each year the accounts of CCSDPT shall be audited by an auditor/s approved by the Members. The results of the audit will be reported to the Membership at a CCSDPT Directors Meeting and kept on file available to the Members on request. Member agencies may choose to undertake the audit providing that at least two agencies participate and at least one of the auditors is not from a CCSDPT officer's agency.

Section 38:

The CCSDPT shall, as a general policy, have a three month working cash surplus held in the bank account of CCSDPT. Changes to this policy shall be with the knowledge and consent of a two-thirds majority at a CCSDPT Directors Meeting or Special Meeting.

Chapter XI

Alteration of the Constitution and Dissolution of CCSDPT

Section 39:

The Constitution of CCSDPT may be amended by Members at a CCSDPT Directors Meeting or Special Meeting, by a vote of two-thirds majority present. Members shall be notified in writing of the proposed change at least fifteen days in advance.

Section 40:

The CCSDPT may be dissolved by:

- 1) Two-thirds of Members present at a CCSDPT Directors Meeting or Special Meeting called for this purpose. Members shall be notified in writing of the proposal at least fifteen days in advance.
- 2) All Members terminating programmes for displaced persons in Thailand.
- 3) The instruction of the Royal Thai Government.

Section 41:

In the event that CCSDPT is dissolved, all assets remaining after the payment of all outstanding debts and the fulfilment of all obligations, shall be transferred to appropriate charitable institutions or, in the case of the Resource Centre, appropriate research or library institutions, approved by a majority of Members present at the dissolution meeting. Assets donated to CCSDPT may be returned to the original donors.

CCSDPT Members as of October 2006

Agency	Acronym
Adventist Development and Relief Agency	ADRA
Aide Medicale Internationale	AMI
ARC International	ARC
Catholic Office for Emergency Relief and Refugees	COERR
Handicap International	HI
International Child Support-Asia	ICS-ASIA
International Rescue Committee	IRC
Jesuit Refugee Service	JRS
Malteser International	MI
Medecins Sans Frontieres - France	MSF - F
Norwegian Church Aid	NCA
Right To Play	RTP
Shanti Volunteer Association	SVA
Taipei Overseas Peace Service	TOPS
Thailand Burma Border Consortium	TBBC
World Education/ Consortium	WE/C
Women's Education for Advancement and Empowerment	WEAVE
ZOA Refugee Care Netherlands	ZOA