

The Kingdom of Cambodia
Nation Religion King

**Internal Regulations of
Cambodian Mathematical Society**

**Chapter 1:
General Legislation**

Article 1: This internal regulation has a priority over the CMS's management and Execution.

Article 2: All CMS's member has to respect this internal regulation.

**Chapter 2
Symbol and Stamp of CMS**

Article 3: CMS's symbol is a person thing on a snail and was written in Khmer “ សហគមន៍អ្នកគណិតវិទ្យាកម្ពុជា ” and English “ Cambodian Mathematical Society ” and also has Khmer abbreviation “ ស.អ.គ.ក ” in English “CMS ”.

Article 4: CMS's Stamp has a rotation of snail which is written in Khmer as “ សហគមន៍អ្នកគណិតវិទ្យាកម្ពុជា ” and at bottom write in English as “Cambodian Mathematical Society ” in the middle of symbol is Khmer and English of “ សអគក-CMS ”.

**Chapter 3
Constructor and Honor Members**

Article 5: The first constructors member of CMS has 11 persons such as:

1. Excellency CHAN Porn
2. Dr. CHAN Roath
3. Mrs. TY Polireth
4. Ms. CHHAY Rumnea
5. Mr. OU Pich Hang
6. Mr. Hun Visal
7. Mr. YOU Kongkea
8. Mr. LEAV Pharun
9. Mr. KIM Chamroeunvuthy
10. Mr. MONG Mara
11. Mr. VONG Buthoeun

After this society was built, others members can be classified as constructor member of and only if those person have given both material and fund for CMS or have done others activities that are useful for CMS.

Article 6: Honor member of CMS is a person who help CMS either an ideas or fund at least 1,500,000 Riel was stated in article 7 of CMS Status. This entry must be decided by 2/3 of all executive members.

Chapter 4 Executive Committee

Article 7: CMS has leaded by one executive committee that has 11 persons as:

- Executive President 01
- Executive vice president 02
- General Secretary 01
- Head of administrative and Finance 01
- Head of International Relation 01
- Head of Information, Library and Publication 01
- Head of Representatives of CMS branches in Educational Institutions 01
- Head of Training 01
- Head of Curriculum and Text books 01
- Head of Pedagogical Methodology and History of Mathematics Development 01

All of these members can be changed if it is necessary.

- Do others works which CMS's executive committee given.
- Obtain fund and others material that humanity gave to CMS.
- Pay all money that CMS's executive committee given.
- Responsible of CMS's account inventory own.
- Writing reports an income every month to meeting or to executive committee.

Article 8: Chief of executive committee is Chief of committee, and a practitioner and follow up the practices of condition of CMS and execute all the decision made by the director of executive committee or executive committee of CMS or conference and also take responsible for all the core work such as:

- Responsible for all the general process of committee
- Sign all the letters which are related to CMS
- Representative of CMS to the state and the people
- Responsible for income and general expenditure in their own mandate
- Making the decision for all the expenses not to exceed over 800,000 Riels (Eight hundred thousands riels) or US\$200 (two hundred dollars US).
In case the expenditure exceeds the amount, it must be agreed among the executive committee (at least two third) from the CMS.
- The person concern is responsible for the expenses without receipt.

Article 9: CMS has two Vice deputies:

-The first vice deputy must be responsible over the administration and financial matters, communicate internationally and scholarship, distribute the information, publication of articles and library.

-The second vice deputy must be responsible for the study programs, books for studying and teaching, professional skill and continuous education training program of Pedagogical Methodology and strategy of teaching mathematical development, and there is one of the managing secretary is in charge of secretarial works, and the work of Cambodian Mathematical Society through all the education institution in Cambodia.

In the absence of the President, one of the vice deputy has the right to resume the role and manage the committee's work.

Article 10: Administration and finance offices are responsible to ensure at all times the administration process of CMS which has the following duties:

- Facilitate the work in all part of CMS.
- Produce work plans for CMS.
- Manage the transaction of various documents of CMS.
- Retain all the official stamps of CMS.
- Responsible for the protocol.
- Assure the safety and effectiveness of the administration of CMS.
- Responsible for the labor law and the welfare of staff.
- Manage the performance of the staff.
- Summarize the statements, reports, records and other related works of CMS.

Article 11: Head of administration and finance cannot keep money more than 2,000,000 Riel or 500 US \$. If it has over this account, the head must keep in a bank that executive committee order.

Head of administration and finance can take out money from bank if there exist two persons of executive committee and any vice president Singe.

Article 12: Head of International Relation have to:

- Relate in international relation of entire world for seeking fund as well as material and technology.
- Relate with other university in region or in the world for finding Scholarships for mathematics students to continuous their study and Research.
- Do other works which CMS's executive committee given.

Article 13: Head of Information, Library and Publication has duty as following:

- Collect all important information that concern to mathematics Problem. Contribute all news to members of CMS.
- Select mathematics books in foreign languages for doing translation and publication
- Prepare digital library for CMS members doing research for improve the knowledge.
- Do other works which CMS's executive committee given.

Article 14: The department of study program and the books for studying-teaching have the following obligation:

- Collect all the Mathematical program documents from all level, from foreign University, internet as well as from various website to compare and prepare the correct Mathematics study program in all level in Cambodia in order to standardize which can be acceptable with international standard.
- Prepare and gather all the Mathematical professionals for the compilation of books for studying-teaching students– undergraduate students from all level and from all skills which is related to mathematics.
- Prepare the committee to approve the using of technical terms which is used in the studying and teaching books in order to agree unanimously.
- Perform other tasks which are offered by the executive committee of CMS.

Article 15: The department of professional skill and education training has the following obligations:

- Check and correct the research planning which have been requested for.
- Rising plans for various researches which are related for their own section and conduct the practice by using the CMS's budget.
- Prepare the various plans to seek support from outside the country.
- Build up the financial plan to service the continuous education training sector officially in CMS.
- Attend all other Science conferences.
- To manage the continuous educational training to be effective and seeking for expert lecturer to teach according to the programs arranged.
- Perform other task which will be offered by the executive committee of CMS.

Article 16: The department of Pedagogical Methodology and the history of Mathematical development have the following tasks:

- Arrange the compilation of methodology in teaching Mathematics according to the level of studies and follow the subjects to arouse the interest of student in studying Mathematics.
- Research and compile documents that talks about the history of Mathematical development in the world.
- -Set up plan to strengthen the pedagogy and principle for Mathematic teachers throughout the country by cooperating with the local Pedagogical schools and in every provincial, town, and city.
- Perform other task which will be offered by the executive committee of CMS.

Article 17: The department of the representative of the Mathematical committee in every institute throughout the country has the following roles:

- Cooperate among each other annually to share information and help to solve the problems that occur in each educational institute which is related to Mathematics matters.

- Prepare other projects to develop the community in the rural area to solve the problems and to strengthen the general education quality and the Mathematical section.
- Conduct seminar in a local base and advertise the new information – new knowledge.
- Do other task offered by the CMS executive committee.

Chapter 5 Job Discipline

Article 18: In order to benefit as a unit base on specific principles of CMS, all the staff of committee have to honor the following regulations:

- All the committee staffs have to serve the committee sincerely and pay close attention with high regard.
- Respect the working hours and be punctual:
 - Start work: 07:00am and 2:00pm
 - End work: 11:30am and 5:30pm
- All staffs have to sign in the attendance list or the book, if the name is not registered and signed, it will be recorded as absent.
- During working hours not allow to disturb the other staffs.
- All the staff must have good moral discipline, good attitude and good behavior, and fit to be good citizen of society
- All staff must have good relationship and kind to the guest who visit the office and avoid using impolite words to the guest
- All staff must be honest to the committee and not to deceive the committee for self gain.
- Do not use the committee's name for self gain and also do not do on behalf of committee contrary to the law of Kingdom of Cambodia. Forbidden to do anything in the name committee to serve the politic party or use as politic material for any politic party.

Chapter 6 Amendment of Committee Rules

Article 19: This regulation can be corrected unless there is a request from the committee member by one quarter of the whole member or the member of the executive director one third of the whole member or one third of executive committee members and must be approved by the majority two third of the whole member of executive committee.

Chapter 7 Final Regulation

Article 20: All the process of the committee must be strictly follow these regulations. The other regulations which are contrary to these rules are invalid.

Article 21: These regulations have to be used generally for CMS effective from the date of signature.

Phnom Penh, Dated: 7th, January, 2005.

Representative Executive Committee

Chief of Committee

Dr. Chan Porn