

Un-incorporated association is an association established voluntarily by individuals or organizations when conditions set out in paragraph two of this

1. Objectives consistent with the Constitution, laws and fine national, local and ethnic traditions, non-threatening to national stability, social order and individual right to freedom;
2. The association's founder is a Lao citizen of minimum 18 years of age and in full possession of his mental capacity;
3. A mobilization committee composed of at least 3 persons appointed by the association's founder, of which at least one must have professional qualifications relevant to the association's objectives;
4. The future association's name must not be the same as other duly registered associations' names in the same area;
5. The association's incorporation is authorized by a government organization under this Decree;
6. The association has a charter, office and assets to ensure its set objectives are attained;
7. Voluntary enrollment of members as follows:
 - Associations operating throughout the national territory require at least 25 members;
 - Associations operating within a province or the capital require at least 15 members;
 - Associations operating within a district, municipality or village require at least 10 members.

Membership requirements for associations operating within specific regions, sectors, professions or localities will be considered on a case by case basis.

PART II

Types and Levels of Associations

Article 7 Types of Associations

Associations in Lao PDR include:

1. Economic associations;
2. Professional, technical and creative associations;
3. Social welfare associations;
4. And others.

Article 8 Levels of Associations

Associations are classified into three levels:

1. Associations operating at the national level;
2. Associations operating at province or capital level;
3. Associations operating at district or municipality or village level.

Article 9 National Level Associations

National level associations are associations registered and operating throughout the country or in parts covering several provinces and/or capital.

Article 10 Province or Capital Level Associations

Province or capital level associations are associations registered and operating within a specific province or the capital.

Article 11 District or Chief-Town or Village Level Associations

Associations operating within a district or chief-town or village are associations registered and operating within a specific district or chief-town or village only.

PART III**Association Incorporating Regulations and Procedures****Article 12 Rules and Procedures in Applying for an Association's Incorporation**

Associations are incorporated under the following rules and procedures:

1. Upon appointment of the mobilization committee by the association's founder, the authoritative agency is to be notified as outlined in Article 50.1 and Article 50.3 of this Decree for consideration;
2. The mobilization committee is required to file proper and complete documentation as required under Article 13 of this Decree to the province governor, capital mayor or President of the General Department of Public Administration and Civil Service for approval subject to recommendations from the relevant ministries or line authorities concerned;
3. Within 30 days from the receipt of the association's incorporation documentation, the registration authority shall issue a temporary license or reject the incorporation;
4. Upon receiving a temporary license, the mobilization committee prepares and carries out a statutory general assembly;
5. The mobilization committee is dissolved automatically as the association's general assembly elects its board;
6. The association will be automatically incorporated upon issuance by the licensing agency indicated in Articles 50.1 and 50.3 of this Decree of a decision adopting the association's charter.

Article 13 Association License Application

The mobilization committee is required to file the following documentation in full:

1. Association incorporation application;
2. Draft charter of the association;
3. Personal history, certificate of residence, police record, diplomas of the mobilization committee's members;
4. List of individuals or organizations enrolled voluntarily with the association;
5. Certification of the association's office.

Article 14 Association's Name, Office, Logo and Stamp

1. Name

The association's name shall be in Lao, clear, understandable, void from any impolite language and if required, may be translated into a foreign language.

2. Office

The association's office shall be set up in Lao PDR under lawful freehold or leasehold title.

3. Logo

Associations are authorized to have their own logos.

4. Stamp

Associations have their own stamps authorized by the relevant government organizations in the sizes and forms set out under relevant laws and regulations.

Article 15 Charter

Mobilization committees elaborate their associations' charter in line with the Government's policy guidelines and legislation. Upon approval by the association's general assembly, charters are submitted to the authoritative agencies. Charters of associations outline the following principal matters:

1. Name of the association;
2. Office location;
3. Logo (if any);
4. Objectives, scope and field of the association's activities;
5. Principles underlying the association's organization and activities;
6. Standards and criteria for each type of member;
7. Rights and obligations of each type of member;
8. Rules on membership and termination of membership;
9. Organs or officers entitled to grant or terminate membership;
10. Organizational structures of the association;
11. Mandates, rights, procedures on the el

Within 30 days from the assembly's closing date, the association's executive board is required to send a report on the assembly's outcome, minutes of the executive and control boards' election, draft charter of the association, work plan and resolution of the statutory assembly to the authoritative agency indicated under Articles 50.1 and 50.3 of this Decree for information and consideration.

Within 60 days from receiving the association's "draft" charter, the authoritative agency will examine and approve or disapprove the association's charter. In the event the charter may not be approved, the authoritative agency shall provide clear and complete explanations in writing to the relevant association.

Associations' charters are formally in effect and force from the date the authoritative agency issues a decision of approval.

2. Examine and approve the association's annual work plan and budget and set enrolment and membership fees, and other revenues and expenses of the association;
3. Consider and decide the organizational structures, appointments of the heads and deputy heads of the association's technical divisions;
4. Elect members of the permanent members of the Executive Board (if necessary) and the Supervision Board of the association;
5. Elect, appoint or dismiss the president, vice-president, secretary general, members of the permanent board (if any), approve the nomination of the control board's president, appoint or dismiss heads of the association's organs;
6. Support and supervise activities of the permanent board and organs of the association;
7. Exercise other rights and perform other obligations stipulated in the association's charter.

Section 3

Mandate, Rights and Duties of the Supervision Board

Article 24 Mandate

The Control Board is an organ elected by the association's assembly. Its role is to assist the association's executive board in controlling all activities carried out by the association to ensure their compliance with the association's charter and the laws and regulations.

Article 25 Rights and Duties

The Control Board's main rights and duties include:

management. Furthermore, the secretary-general is also in charge of specific areas of activities assigned by the president of the executive board.

Article 27 Rights and Duties

The secretary general of an association is vested with the rights and duties to:

1. Prepare documents, agenda for meetings of the executive board or permanent board (if any);
2. Present views and proposals to the President, Vice President of the association's Management Board on different issues;
3. Prepare the association's monthly, quarterly, semi-annual and annual reports for presentation to the Board or relevant government organizations;
4. Build conducive conditions and facilities as may be necessary for the performance of their activities by the association, board, President and Vice-President of the board;
5. Contact and coordinate with other associations, party and government organizations concerned on behalf of the association;
6. Execute other rights and perform other duties stipulated in the association's charter.

Article 28 Structures

The Secretary-General Office is a permanent support organ of the association providing support to the executive board in the management and administration of the association's activities.

PART VI Members of Associations

Article 29 Members of Associations

Members of associations include:

1. Ordinary members;
2. Supporters;
3. Honorary members.

Article 30 Ordinary Members

Ordinary members are organizations or Lao citizens that acknowledge the associations' charters, willingly enrol and fulfil all ordinary membership eligibility criteria set out in the

but do not meet membership eligibility criteria in full under the associations' charters or do not yet intend to enrol as ordinary members.

Supporters have similar rights and obligations as ordinary members but have no rights to elect and be elected to positions within the executive board, Control Council, Secretary-General and to vote on matters relating to associations.

Admission or dismissal of supporters is regulated by the associations' charters.

Article 32 Honorary Members

Honorary members are representatives of organizations or Lao citizens of recognized role, personality, social standing having previously contributed to the associations' activities and invited as honorary members of such associations.

Article 33 Advertising and Increased Membership

Each association's advertising and increased enrolment must be notified in writing to the accrediting agency and local administrative authorities.

PART VII Meetings of Associations

Article 34 Meetings

An association holds the following meetings:

1. General Assembly;
2. Extraordinary General Assembly;
3. Executive Board Meeting.

Article 35 General Assembly

The General Assembly of an association is the association's supreme organ that is held in the form of general assembly of members or general assembly of members' representatives as may be stipulated in the association's charter.

Sessions of the general assembly are held as stipulated in the association's charter, but no later than within five years from the previous session. In the event a general assembly may not be held, the President of the Board is required to provide the reasons in writing to the government organizations concerned.

Article 36 Extraordinary General Assembly

An association holds an extraordinary general assembly in the circumstances stipulated in its charter or at the request from over half of its members or at least two-thirds of the board members.

Rules and voting procedures at meetings are stipulated by the association's charter.

Article 37 Board Meetings

The Board meets as prescribed by the association's charter and in any case once a year to review the previous year's activities and develop the following year's work plan.

Article 38 Notice and Report of General Assembly

Prior to a general assembly, the Board is required to apply for the authorization and notify in writing the agenda and identity of the Board's Chairperson or Vice Chairperson to the accrediting agency within 30 days prior to the date proposed for the general assembly. Upon completion of the general assembly, its outcome shall be reported to the licensing agency within no later than 30 days.

PART VIII

Merger, Separation, Dissolution of Associations and Organization of Union of Associations

Article 39 Merger and Separation of Associations

A merger between associations into a single association or separation of an association into several associations shall be carried out consistently with such associations' charters on the basis of the consent of such associations and their members, and with the licensing agency's approval.

Article 40 Dissolution

An association will dissolve in any of the following circumstances:

1. Expiry of the operating term stipulated in its charter;
2. At the requirement of over half of its members;
3. Attainment of objectives stipulated in its charter;
4. Dissolution by decision of the government for failure to operate over a period of over 12 months, expiry of operating term without the association initiating its dissolution or upon gross violation of the laws or the association's charter.

A dissolved association's duties and rights lapse from the date the General Department of Public Administration and Civil Service or province/capital

4. Outstanding liability and remaining assets settlement plan.

Article 42 Organization of Federations of Associations

1. Associations formally incorporated and operating within the same area and sectors of activities may establish a federation of associations on a voluntary and consensual basis;
2. Membership or termination of membership in a federation of associations is based on each association's will as stipulated in its charter;
3. Merger, separation and dissolution of federations of associations shall be as stipulated under Articles 39, 40 and 41 of this Decree.

Article 43 Opening of Representative Offices or Branches

Associations may open representative offices or branches subject to the approval of local administrative authorities and organizations concerned.

PART IX

Finance and Assets of Associations

Section 1

Finance of Associations

- The Government recognizes and protects associations' lawful properties;
- The management and use of associations' properties are regulated by their charters and the relevant laws and regulations.

PART X

Development of Associations' Role and Government Policy towards Associations

Article 48 Promotion and Development of Associations' Role

The Government promotes and develops associations' roles as follows:

1. By guaranteeing the citizens' right of freedom in setting up associations in line with the laws and regulations;
2. By setting favourable conditions for associations' activities and by protecting the legitimate rights and interest of associations and their members;
3. By encouraging associations' open and transparent activities and their sustainable development;
4. By promoting the role of associations operating in the sectors of education, health, sciences and techniques, sports and environment;
5. By enacting laws and regulations as reference for associations' activities and to promote their sustainable growth.

Article 49 Government Policy Towards Associations

The Government applies the following policy towards associations:

1. The General Department of Public Administration and Civil Service of the Prime Minister's office;
2. Ministries and line authorities concerned;
3. Province/capital administrative authorities.

Article 51 Rights and Duties of the General Department of Public Administration and Civil Service of the Prime Minister's Office

The General Department of Public Administration and Civil Service at the Prime Minister's Office is vested with the following rights and duties:

1. Draft and submit policies and laws on associations to higher authorities for consideration and enactment in conjunction with agencies concerned;
2. Advertise, disseminate and advise on the implementation of policies, laws and regulations relating to associations;
3. Examine and consider authorizing the incorporation, merger, separation or dissolution of associations indicated in Article 9 of this Decree;
4. Monitor, control, inspect the organization and activities of associations indicated in Article 9 of this Decree;
5. Advise ministries, central equal ranking agencies and province and district administrative authorities on the management and control of associations' activities;
6. Examine and resolve complaints, petitions and requests within the scope of its rights.

Article 52 Rights and Duties of Ministries and Line Authorities

Ministries and line authorities are vested with the following rights and duties:

1. Examine and provide opinions on proposed incorporation, merger, separation and dissolution of associations relating to fields and sectors of activities under their preview;
2. Advertise, disseminate and advise associations on the implementation of policies, laws and regulations relating to their activities;
3. Advise, facilitate, monitor and supervise the alignment of associations' activities with their activities and role;
4. Propose accrediting agencies or the Government to award associations with prominent achievements in contribution to development and social assistance in sectors under their preview.

Article 53 Rights and Duties of Province/Capital Administrative Authorities

Province/capital administrative authorities are vested with the following rights and duties:

1. Examine and approve the incorporation, merger, separation or dissolution of associations indicated in Articles 10 and 11 of this Decree;
2. Advertise, disseminate and advise on the implementation of policies, laws and regulations on associations;

3. Advise, facilitate, monitor and supervise associations' efficient and proper activities in line with their objectives and role;
4. Review, examine and resolve complaints, petitions and requests with the scope of their rights;
5. Award or propose the competent government agencies to award associations with prominent achievements in contributing to development and social assistance in their jurisdictions.

Article 57 Awards

Associations or members with prominent achievements in sustaining their associations' beneficial actions and merit and the nation will be awarded under various forms as stipulated by the associations' charters and the Government's policies

Article 58 Penalties

Associations or members breaching this Decree or other laws and regulations relating to associations will be warned, educated, subject to disciplinary measures, fines or legal action according to nature of their acts.

PART XIII
Final Provisions

Article 59 Implementing Arrangements

Ministries, central agencies, local administrative authorities and local civil society organizations shall acknowledge and strictly abide by this Decree.