

CODE OF CONDUCT

THAILAND - RUSSIA TRAVEL CLUB

CHAPTER I

GENERAL PROVISIONS

Article 1. Name of the Club

1. English name: **THAILAND – RUSSIA TRAVEL CLUB**
- 2 . Short name: (Open for suggestion) (Example: TRTC)

Article 2. Principle, purposes

1. Thailand-Russia Travel Club (hereinafter referred to as "The Club") is a professional club under the Thai Ministry of Tourism and Sports, Embassy of Russian Federation to the Kingdom of Thailand, and the National Tourism Office of Russian Federation in South East Easia – VISIT RUSSIA, which includes Thai businesses, economic organizations and citizens living in Thailand, Operating legally in the field of travel, accommodation, transportation of tourists, restaurants, tour guides and other fields related to tourism activities in the territory of the Kingdom of Thailand.
2. The purpose of the club is to gather and associate members to cooperate and support each other in business and service, to stabilize the market and improve the quality of tourism products. Together, we strive for the development of tourism and culture exchange between Thailand and Russia; represent and protect the legitimate rights and interests of the members.

Article 3. Field of coverage and scope of activities

1. The Club operates in the field of tourism and other fields related to tourism.
2. Scope of activities of the Club: In in the country of Kingdom of Thailand and in Russia (if applicable).

Article 4.- Principles for organization and operation

1. Clubs are established, organized and operated on the principles of voluntariness, self-management, equality and self-financing;

2. Thailand-Russia Travel Club is organized and operated under the Charter approved by the Ministry of Tourism and Sports of Thailand, Embassy of Russian Federation to the Kingdom of Thailand and Rosturism – Visit Russia Asia.

Article 5.- Legitimate status, account and head office

1. The club is a legal entity, has its own account, operates under the direct guidance of the Visit Russia Asia/ Rosturism, Thai Ministry of Tourism and Sports and Embassy of Russian Federation to the Kingdom of Thailand.
2. The club's head office is located in Bangkok:

CHAPTER II

TASKS, RIGHTS, OBLIGATIONS

Article 6. Tasks

1. Propagandizing and educating the members to realize and strictly follow the guidelines, guidelines and policies of Thai Government in tour business, transportation of tourists, business in restaurants and related services. At the same time to update the text of the industry for members to do business lawful, protect the legitimate rights and interests of members. Encourage the members to actively build and develop tourism products and investment in material and technical facilities, contributing to promoting the sustainable development of Thai tourism in general and Russia Tourism Products in particular.
2. Encourage the enthusiasm and creativity of the members, solidarity, cooperation, support, help each other specially in promoting and selling tours to Russia for Thai citizens and expats.
3. Participate in propaganda activities, promoting the Russian Tourism images for the Thai tourists, creating a positive image of Russia as a safe and interesting country with inexhaustible tourist opportunities, including the wide range of historical, cultural, ecological, educational, sports and other tours and suitable for visiting at any time of the year.
4. To represent members in proposing guidelines, policies and measures to encourage and facilitate the development of the tourism industry, and to protect the legitimate rights and interests of its members.

5. Support and advise members of the Club during the research, design and promoting Russian tour products to match the market expectation and get the best knowledge of the products.
6. Cooperate and support each other in business activities on the basis of exchange of experiences, consultancy on Russian destination information, tour information. To raise the management, executive and professional qualifications and skills of the members' staff members; Unite to help each other in trouble.
7. Collaborate with related organizations for the purpose of implementing the guideline and purpose of the Club.

Article 7. Powers

1. Encourage cooperation and cooperation among members to improve the quality of travel business, tourist transportation and tourism product development
2. Coordinate with organizations and organizations to provide supports in training, services, consultancy and other activities in accordance with the laws and the Association's Charter and the Club's. Cooperation, establishment and development of economic relations among member enterprises on the principle of equality, cooperation and mutual benefit.
3. Collect, study and consult with members to reflect and propose to the related Authorities all issues regarding to tour products, business activities of the members.
4. To engage members, Establish, develop and strengthen relations between private and public companies in the tourism and other sectors of the economy of Thailand with private and public companies in the Russian Federation to improve the performance, reputation and position of the club.
5. To exercise other powers of the Club as provided for by law.

Article 8. Obligations

1. Not to abuse the operation of the Club to harm the national security and social order and safety, affecting the morality, fine customs and traditions of the nation, to the right The benefits and legitimate interests of citizens.
2. Annually, the Club shall carry out the regime of reporting on the organization and operation of the club to the related authorities, ensuring the time and quality and public reporting.

3. To comply with the guidance, inspection and supervision of competent state agencies in law observance.
4. Conducting conciliation of disputes, disputes and restraining unfair competition among its members; To settle disputes, complaints, denunciations, disciplines internally according to the club's regulations and the provisions of law, report settlement results to competent state agencies.
5. The use of funds of the Club shall be implemented in accordance with the provisions of law.
6. To observe the law on archives, including:
 - a. To compile a list of members, clearly stating the name, age, occupation and address of the member; Books, documents about the club's assets and finance, documents related to the Club's activities, minutes of meetings of the Executive Committee, and kept regularly at the Club's office.
 - b. Determining the time limit for keeping and destroying documents and dossiers which have expired, ensuring compliance with the provisions of law.
 - c. Develop and issue rules in the operation of the Club

Chapter III

MEMBER

Article 9. Membership

1. Official Member:
 - a. Thai enterprises, organizations and citizens having lawful business activities in the field of tourism and tourist services in Thailand agree to the club's Charter; Application for joining, paying membership fee, can become an official member of the club.
 - b. For a member representing a legal entity that is a member of the Club, be the authorized representative of that entity.
2. Associate members:

Thai organizations and citizens having legal activities directly related to tourism business, tourism services and enterprises with foreign elements doing business and lawful tourism activities. The Club Charter, voluntarily applying for membership, and paying membership fees may become Associate Members of the Club.

Article 10.- Dossiers and procedures for admission of members

1. Profile includes
 - Application to join the Club (form)

- For a member of the organization, a copy of the decision on the establishment of the enterprise or the business license is required.
 - For individual members: they need to photocopy the ID card with original area upon receipt.
3. The Executive Committee shall issue the membership accreditation notice 10 days after receiving the complete dossier specified in Article 10 of this Regulation
 4. The representative of the member or his authorized representative must be the person competent to decide and take responsibility before the organization or enterprise for the full realization of the rights and obligations of the member according to the provisions of Regulations.
Members must notify the Club Executive Board in writing of any change of representative of the business or organization.

Article 11. Rights of Members

1. To participate in the Club meetings, to elect delegates to attend the meetings of the Club.
2. To discuss, vote, question the work of the Club; Be asked to express their opinions with the Association through the Club.
3. To be eligible for candidacy, nomination and election of the Executive Committee and other positions of the Club.
4. To be popularized by the Club, to improve the level in the forms of: providing information, documents, seminars, training courses, surveys in the local as well as in the country and abroad.
5. To be assisted by the Club, to support production and business activities within the scope, powers and capabilities of the Club.
6. To protect legitimate interests and legitimate interests in business activities.
7. Get the right out of the Club.
8. Associate members enjoy the same rights as official members, except for the right to stand for election, to vote and to vote.

Article 12. Obligations of members

1. To strictly abide by the Government's guidelines, policies and laws as well as the provisions of this Charter and propagate the development of new members. To protect the prestige of the Club, not to name the Club in external relations without being authorized by the Club.
2. Participate in the activities and activities of the Club; Unite, cooperate with other members to build stronger Club.
3. Provide necessary information and data for the Club's activities.
4. Full payment of membership fee, membership fee and other fees as specified by the Club.
5. Associate members do not have to pay membership fees, only pay the Entry Fee and other contributions on a voluntary basis.

Article 13. Abandonment of Membership

1. The member voluntarily withdraws from the Club, must submit an application to the Executive Committee; Full fees and membership fees are paid up to the time of membership and official membership is denied upon the Executive Board's decision.
2. Members will be expelled from the Club in the following circumstances:
 - a. The member loses his / her civil act capacity;
 - b. Failure to pay fees as prescribed;
 - c. Being disciplined in the form of a Warning more than 3 times due to violation of the Rules and Regulations of the Club.
 - d. Operating in contravention of the provisions of the laws of Thailand and the Charter of Thai-Russia Travel Club

CHAPTER IV THE ORGANIZATION AND OPERATION OF THE CLUB

Article 14. Principles of organizing the Club

The Club is organized and operates on the principle of voluntarism, self-governing, equality, self-financing and self-responsibility before the law. Collective leadership, minority submissive majority.

The activities of the Club unified with the activities of the Ministry of Tourism and Sports of Thailand, Embassy of Russian Federation to the Kingdom of Thailand and National Tourism Office VISIT RUSSIA

Article 15. Organizational structure of the Club

1. Executive Committee: The management of the Club is carried out by the "Executive Committee" (hereinafter "the Committee"). The Committee takes all decisions at the monthly general meeting by voting. The Committee is the only management structure of the Club.
2. Standing Committee : Organization of work, planning of activities and coordination of interaction of members of the "Committee" is carried out by the "Standing Committee"
3. Professional Departments (if applicable)
4. Office (if applicable)

Article 16. Club Meetings

1. Executive Meetings:
 - a. Discuss and approve the final report of the term and direction, programs and plans for the next term of the Club.

- b. Propose amendments and additions to the Club Charter (if any).
 - c. Discuss and decide on some important matters of the Club beyond the jurisdiction of the Club Executive Board.
 - d. Electing the Club Executive Committee
 - e. Election of the Inspection Committee
2. Full Members Conference, to:
- a. Discuss and vote on issues proposed by the Executive Committee, Supervisory Board or its members.
 - b. Electing additional members of the Examination Committee (if applicable)
3. Extraordinary Congress: To solve urgent matters of the Club, the Club Executive Committee may consult each member or convene an extraordinary congress. Extraordinary congresses are convened when two thirds of the members of the Executive Committee of the Club or more than half of the members request.
4. Resolutions of the Congress, the Conference, shall be adopted on the principle of democratic centralism.

Article 16. Executive Committee of the Club

- 1. The Executive Committee is the leading body of the Club. The number of members of the Executive Committee shall be voted by the members. The Executive Committee of the Club is elected directly by secret ballot or by a show of hands and must reach over 50% of the delegates attending the General Meeting.
- 2. The members of the Executive Committee of the Club may be re-elected or dismissed before the expiry of the Executive Committee's decision or at the request of more than half of the full members.
- 3. The Club Executive Board meets regularly at least once a month. The Executive Committee appoints a Standing Committee, consisting of the Club President, Vice Presidents and Secretary General.
- 4. Duties and rights of the Executive Committee of the Club
 - a. Decide the program and annual work plan and inform the performance of the Executive Committee to the members;
 - b. Approval of annual financial plans and settlements;
 - c. To stipulate the organization and operation of the specialized committees, the Club Offices. Decide the club's rules and regulations on the use and management of assets and finance.
 - d. Assignment of tasks and areas in charge of the members of the Executive Committee;
 - e. Electing and dismissing the leadership of the Club: President, Vice President and Secretary General.
 - f. Decide to convene the Congress or to attend annual congresses;
 - g. Consider admitting, expelling members.

Article 17 Standing Committee

- 1. Duties of the Standing Committee of the Club**
 - a.** Managing the permanent work of the Club
 - b.** To monitor and urge the implementation of the Resolution of the Annual General Meeting of Members, annual meetings of the Club and the Executive Committee;
 - c.** To keep close relations with the members and members of the Executive Committee;
 - d.** On behalf of the Club and Executive Committee of internal and external communication;
 - e.** To carry out the professional, administrative and financial activities of the Club
 - f.** The Standing Committee meets once a month or holds extraordinary meetings at the request of the Club President;
 - g.** Assist the Standing Committee of the Secretariat in the Secretariat.
- 2. Club president:**
 - a.** To manage and run all activities of the club, organize the implementation of the resolutions of the congresses, delegates' meetings and decisions of the Executive Board.
 - b.** As a legal representative of the Club, is the account holder of the Club
 - c.** To convene and preside over the meetings of the Executive Committee, the Plenary Meeting or its members.
 - d.** Directly direct the Secretary General
 - e.** Be responsible before the law, the Tourism Association, the Club Executive Board and all members for the Club's activities.
- 3. Vice Presidents:** is a person who performs specific tasks assigned by the President and the Executive Committee. Administer the work of the Executive Committee when authorized by the President. The number of vice presidents is decided by the Executive Board.
- 4. General Club Secretary:**
 - The person who directly manages all activities of the Club Office, is responsible to the President, the Executive Board and the law for all activities of the Club Office.
 - Develop the operating regulations of the Office, financial management regulations, assets of the Club for submission to the Executive Board for approval.
 - Periodically report to the Executive Board on Club and Office activities.
 - Make quarterly, biannual, annual, annual report, report the term of the Executive Committee of the club and send a report to the Executive Board of Hanoi Tourism Association.
 - Perform duties assigned by the President of the Club.

Article 18. Club Offices

- The office is organized and operates according to the regulations approved by the General Secretary to the Executive Board.
- Expenditures for the Office will be provided by the Secretary General to the Executive Board for approval.

Article 19 Inspection boards

- The Board of Supervisors elected by the Executive Board. The number of members of the Inspection Committee shall be decided by the Congress. The Inspection Committee operates under the general regulations approved by the Congress.
- The head of the examination and commissioning department shall elaborate specific operation regulations according to the general regulations of the examination boards already approved by the congress and take responsibility before the congress for the activities of the examination boards.

CHAPTER V. FINANCE AND PROPERTY OF CLUBS

Article 20. Revenues of the Club.

1. Fee to join the Club
2. Membership fees paid by members according to regulations
3. Funding of organizations and individuals at home and abroad in accordance with the law.
4. Other legal revenues

Article 21. Expenses of the Club

Expenses according to the financial management regulations and assets of the club: payment of staff salaries, training of collaborators, investment in material and technical foundations, charity activities and other reasonable expenses made by the Board Execute the decision.

Article 22. Management and use of finance and assets of the Club

1. The Club Executive Board shall regulate the management and use of the Club's assets and assets in accordance with the regulations of the State.
2. The inspection board shall have to examine the annual financial statements and assets disclosed to its members.

CHAPTER VI. REWARD AND DISCIPLINE

Article 23. Rewards

The members, members of the Club Executive Committee, the Inspection Committee and the staff of the Club have made great contributions to the development of the

Club and the cause of tourism development. Reward or request the Ministry of Tourism and Sports of Thailand, the National Tourism Office Visit Russia, Embassy of Russian Federation to Kingdom of Thailand to reward.

Article 24. Discipline

Members, members of the Club's Executive Committee, Inspection Committee, officers and employees who violate the Club's Charter and Resolution, harm the prestige and honor of the Club. Clubs, quitting regular activities many times without good reason, do not pay a one-year membership fee will be subject to disciplinary action: critique, reprimand, warning, deletion from the list. member.

CHAPTER VII. TERMS ENFORCEMENT

Article 21. Only the General Meeting of the Club shall have the right to amend and supplement the Regulations. All amendments and additions to the Charter must be validated by the Ministry of Tourism and Sports of Thailand, Embassy of Russian Federation to the Kingdom of Thailand and the National Tourism Office Visit Russia.

Article 22. This Charter is composed of 7 chapters and 22 articles which have been ratified by the Thai-Russian Travel Club for the period 2018-2020 and will come into effect from the date of February, 2018 .