



**COUNCIL OF ASIA FURNITURE ASSOCIATIONS**  
**亚洲家具联合会**

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formerly known as Confederation of Asia Pacific Chambers of Commerce and Industry (CACCI)  
and Council of Asia Pacific Furniture Associations (CAPFA)

**ARTICLES OF ASSOCIATION**

**CHAPTER 1 – GENERAL RULES**

**Article 1 – Name**

This council shall be known as Council of Asia Furniture Associations (hereinafter referred to as CAFA).

**Article 2 – Offices**

1. The head office of this Council shall be located in the country of the Chairman. Branch offices shall be located in each of the other member countries and areas.
2. Bylaws concerning branch offices shall be provided separately.

**Article 3 – Purpose**

CAFA is organised to promote international cooperation based on mutual understanding and harmony for the promotion and development of the furniture and commerce industry in the Asia and Pacific region, and thus to contribute to the improvement and prosperity of the furniture in the region.

**Article 4 – Activities**

To achieve the objectives laid down in Article 3,

1. To promote mutual understanding, cooperation and coordination between and among business associations and enterprises engaged in the furniture industry in the Asian and Pacific region.
2. To carry out joint measures of the improvement of business conditions for increased trade of furniture materials, semi-finished and finished products and for the promotion of the growth of the furniture industry in the region.
3. To promote joint ventures and exchange in technology in the furniture industry between and among the countries and areas of the region.
4. To ascertain the view of those in the furniture industry and express them in the proper way that would result in the development of the furniture industry in the region.

5. To promote fellowship and the rendering of assistance and services between and among member associations and enterprises.
6. To cooperate with regional and international organisations which have purposes and objectives similar to those of CAFA.
7. To carry out an exchange of information of the furniture industry among member associations and enterprises and to conduct research and studies in various related fields and to disseminate same to members.
8. To undertake the publication of informative materials useful for the furniture industry in the region.
9. To cooperate with furniture fairs to be held in the region.
10. To initiate and carry out any other activities considered necessary for the development and promotion of the furniture industry in the region.

## **CHAPTER 2 – MEMBERSHIP**

### **Article 5 – Qualification**

CAFA shall, in principle, be composed of relevant and trade associations representing the region or areas in which they are located (hereinafter referred to as "Charter" members). All associations which have been members for more than 2 years, shall be Charter members and shall be entitled to vote at meetings and be entitled to nominate their Representatives to be Chairman of CAFA.

Where there is more than one business association in the country of a Charter member, other associations shall be qualified to apply as "Associate" members, subject to endorsement by the Charter member of that country.

Where there is no business association in the industry in existence or where there is no such business association participation in CAFA, individual enterprises shall be qualified to apply as "Enterprise" members.

### **Article 6 – Application**

Applications for membership shall be made in writing to the Council, and shall be subject to the approval of the Charter members, by circular resolution to Charter members, or at a General Meeting of CAFA.

### **Article 7 – Representatives**

An association member shall nominate its Representatives and advise CAFA head office accordingly.

### **Article 8 – Subscription**

Members shall pay an annual subscription to CAFA to defray the operational cost of the Council, the amount of which shall be determined by the Board of Directors.

## **CHAPTER 3 – OFFICERS**

### **Article 9 – Titles and Number**

CAFA shall have the following officers:

1. Chairman (1) to be nominated by Members by majority vote.
2. Vice-Chairman (1~3) to be nominated by the Chairman.
3. Directors (1~4) to be nominated by the each member.
4. Secretary-General (1) to be nominated by the Chairman.
5. Deputy Secretary-General (1~2) to be nominated by the Chairman.
6. Honorary Chairman The immediate past Chairman will automatically become Honorary Chairman in the following term. All other Honorary Chairmen shall be nominated by the Chairman during his term.

### **Article 10 – Appointment**

1. The Chairman shall be elected from among the Representatives of Charter Members (of at least 2 terms) at a general meeting.
2. The Vice-Chairman shall be nominated by the Chairman subject to the approval of the Board of Directors or by circular resolution to Charter members.
3. Directors shall be nominated by the Association Member in each country or area with the approval of the Board of Directors or at a general meeting. In the countries and areas where are only enterprise members, Directors shall be appointed by the Chairman.
4. The Secretary-General and the Deputy Secretary-General shall be appointed by the Chairman.

### **Article 11 – Term of Officers**

1. The officers shall have tenure of two (2) years.
2. The officers elected as replacements shall have a tenure of the remaining period of their predecessors' tenure.
3. The officers shall remain in office even after their expiration of their tenure until such time as their successors have been appointed.
4. The officers may be elected for another term as determined by Charter Members.

### **Article 12 – Duties**

1. The Chairman shall represent the Council and serve as its Chief Executive Officer.

2. The Vice-Chairman shall assist the Chairman, act for him in the event that he is unable to perform his duties and organise meetings of Chairman and Vice-Chairman in cooperation with the Chairman.
3. The Directors shall represent their respective countries or area, organise meetings of Directors in cooperation with the Chairman, Vice-Chairman and Secretary-General and participate in the deliberation and decisions on matters concerning the operations of the Council.
4. The Secretary-General shall assist the Chairman and Vice-Chairman and supervise the day-to-day operations of the Secretariat under the guidance of the Chairman and administer the business of the Council.
5. The Deputy Secretary-General shall act on behalf of the Secretary-General in his absent

## **CHAPTER 4 – MEETINGS**

### **Article 13 – Meetings of CAFA**

Meetings of CAFA shall consist of General Meetings, Board of Directors' meeting and Meetings of Chairman and Vice-Chairman.

### **Article 14 – General Meetings**

General meetings shall consist of regular general meetings and special general meetings. The regular general meetings shall be held once every two years whenever deemed necessary by the Board of Directors and the meetings of Chairman and Vice-Chairman or whenever deemed necessary.

### **Article 15 – Meetings of the Board of Directors**

Meetings of the Board of Directors shall be held once every year and whenever deemed necessary by the meetings of Chairman and Vice-Chairman.

### **Article 16 – Meeting of Chairman and Vice-Chairman**

Meetings of Chairman and Vice-Chairman shall be held whenever deemed necessary by the Chairman or by a majority of the Vice-Chairman.

### **Article 17 – Convocation and Chairmanship**

1. Meetings of CAFA shall be convened by the Chairman. Notices of meetings shall be made in writing by the Secretary-General in the name of the Chairman, 60 days in advance of general meetings and meetings of the Board of Directors, and 30 days in advance of meetings of Chairman and Vice-Chairman. Notices shall include such information as the agenda, time and venue of the meetings.
2. Meetings shall be chaired by the Chairman.

## **Article 18 – Decisions**

Decisions at meetings shall be arrived at by a majority vote.

## **Article 19 – Matters Requiring Decisions at General Meetings**

Matters requiring decisions at general meetings shall be as follows:

1. Alteration in the Articles of Association.
2. Planning and report on activities.
3. Budget policy and settlement of accounts (Revenues and Expenditure)
4. Other matters provided in the Articles of Association.
5. Matters basic to the operation of CAFA and deemed necessary by the Board of Directors or at the meetings of Chairman and Vice-Chairman.

## **CHAPTER 5 – ASSETS AND ACCOUNTING**

### **Article 20 – Assets**

Assets of CAFA shall be composed of the following:

1. Annual Subscription – US\$ 1,000/= per year, for all Members.

US\$ 1,000/= - Charter and Associate US\$ 2,000 per term of 2 years (US\$ 1,000 per year)

2. The subscription is payable by term (each term of 2 years) at the beginning of each term.
3. Contributions
4. Revenues accruing from activities
5. Others

### **Article 21 – Expenditures**

Expenditure necessary for operation of CAFA shall be defrayed from the assets provided in Article 20.

### **Article 22 – Administration Period**

The assets of CAFA shall be administered by the Board of Directors with the approval of the Council.

### **Article 23 – Accounting Period**

The accounting period of CAFA shall begin on 1st January in the year following the general meeting during which the Chairman is appointed and end on 31<sup>st</sup> December two years later.

### **Article 24 – Settlement of Accounts**

An accounting report shall be made by the Chairman at the regular general meeting to be held after the end of an accounting period.

## **CHAPTER 6 – MISCELLANEOUS RULES**

### **Article 25 – Committees**

1. CAFA shall establish committees whenever deemed necessary for its smooth operation.
2. Committees shall operate in accordance with the Bylaws provided separately.

### **Article 26– Secretariat**

A main Secretariat office and branch secretariat offices shall be established at the head office and branch of CAFA respectively to conduct its business.

### **Article 27 – Remuneration**

Officers at the head office and branch offices shall serve without remuneration.

### **Article 28 – Matters Not Provided in the Articles of Association**

Matters not provided in the Articles of Association shall be decided upon by the Chairman with the approval of the Board of Directors at the meetings of Chairman and Vice-Chairman.

## **BY LAW OF CAFA BRANCH OFFICES**

The branch office to be established under article 2 of the Articles of Association of CAFA (hereinafter referred to as "the Article") shall be administered in accordance with the rules provided herein:

### **Article 1**

1. A branch office of CAFA shall be established in a country or area where there is least one association member prescribed in Article 5 of the Articles of CAFA.
2. In a Country or area where there are only enterprise members, a branch office of CAFA shall not be established until such time as the number of enterprise members reach five (5) or more.

## **Article 2**

A branch office shall have a branch manager, where there is an association member prescribed in Article 7 of the Articles of CAFA. The representative of the association member shall be the branch office manager, where there only enterprise members and his name shall be notified to the Chairman of CAFA.

## **Article 3**

All branch offices shall have a Secretariat with a Secretary-General appointed by the branch office manager whose name shall be submitted to the Chairman of CAFA.

## **Article 4**

A branch office shall have a Secretariat with a secretary-General appointed by the branch office manager whose name shall be submitted to the Chairman of CAFA.

## **Article 5**

The operational details of a branch office shall be decided upon by each branch office.

# **BYLAWS OF CAFA COMMITTEES**

## **Article 1**

The committees to be established under Article 25 of the Articles of CAFA shall operate in accordance with the rules provided herein.

## **Article 2**

Committees shall study the functions entrusted to them by meetings of CAFA and make a report to the Chairman and Vice-Chairman or meetings of the Board of Directors.

## **Article 3**

Committees shall execute the functions entrusted to them by meetings of CAFA and make a report to the Chairman and to the Board of Directors on their Findings and recommendations.

## **Article 4**

The number of the committees shall be decided upon by the Chairman with the approval of the Board of Directors or at the meetings of Chairman and Vice-Chairman. The members of the committees shall be appointed by the Chairman with the approval of the Board of directors or at the meetings of Chairman and Vice-Chairman.

## **Article 5**

1. A committee shall have a Chief Officer and a few officers appointed by the Chairman with the approval of the Board of Directors or at the meetings of Chairman and Vice-Chairman.
2. The Chief Officer of the committee shall serve as its chief executive office.

3. The officers shall assist the Chief Officer and act for him in pre-arrange order in the event that he is unable to perform his duties.

#### **Article 6**

1. The officers of the committees shall have tenure of two (2) years and be eligible for re-appointment upon expiration of their tenure. Where committees are organised for a period of less than two (2) years, the officers of such committees shall have tenure of less than two (2) years.
2. The officers appointed as replacements shall have a tenure of remaining period of their predecessors' tenure.

#### **Article 7**

1. Committees meetings shall be convened and chaired by the Committee Chairman with the approval of the Chairman.
2. The committee members shall be notified in writing by the Chairman 30 days in advance of meetings, the notices shall include the agenda, time and venue of the meetings.

#### **Article 8**

The committee office shall be located in the country or area of the committee Chief Officer.

### **BYLAWS OF CAFA ADVISOR**

#### **Article 1 – Purpose**

The rule is prescribed to request the person who is experienced or Specialist to act as Advisor for the execution of CAFA business.

#### **Article 2 – Duties**

The Advisor shall provide advice and suggestions as requested by the Chairman in relation to the business management of CAFA, and carry on the entrusted work from a comprehensive standpoint.

#### **Article 3 – Term of Advisor**

The term of the Advisor shall be determined by the Chairman and will at the end of the term of the Chairman.