

Rules and Regulations of the HOTEL SECURITY EXECUTIVE GROUP (HOSEG)

Section 1: Acceptance

1. The name of the Association

The name of the Association in Thai:

ชมรมผู้บริหารฝ่ายรักษาความปลอดภัยโรงแรม

The name of the Association in English:

HOTEL SECURITY EXECUTIVE GROUP

The abbreviation of the name:

HOSEG

2. Logo

The logo is a centered building surrounded by red, blue and white.

3. Meaning of the logo's symbols

3.1 **Red** stands for the protection of life and our protecting care of the property of the person to use services in our buildings.

3.2 **Blue** stands for honesty and strength in the carrying out of our duties and responsibilities to the Association.

3.3 **White** stands for purity of both body and mind in order to provide our customers with equal attention, with the heart of service and security simultaneously.

4. Objectives

4.1 To protect against crime and risk that occurs in the hotel business, the Association is a center to coordinate the exchange and distribution of information. The Association encourages all members to disseminate information.

4.2 To develop the professionalism of our security work in the hotel business, the Association will organize training, supply instructors, technology and knowledge to all members.

4.3 the Association will represent the hotel business to lobby and influence the authorities to enact law and order purposefully to extend the safety and security to hotel guests.

4.4 To share knowledge, ability, experience and perspectives useful to the Association.

4.5 To coordinate with the government agencies and the private sector for development of the Association's practices and correct compliance with the laws and standards.

4.6 To create a sense of unity among all members and to support all members, for the maximum benefit of all members.

4.7 To remain neutral in politics and support the administration of democracy.

Section 2: Membership

Membership is divided into two types.

1. Regular members are executives or representatives of organizations that the members of the Board of Directors have approved. Ordinary Members shall consist of the following features.

1.1 Be a legal adult.

1.2 Be a person of good conduct.

1.3 Has never received a sentence from the court of bankruptcy and has never been imprisoned, except for offenses of minor negligence or misdemeanor. The judgment of the court in all cases will apply during application for membership or while membership is active in the Association.

1.4 Must be the administrators or assistants or operators who maintain the Security Department.

1.5 The membership fee must be paid, which is set by the Association, within 60 days after termination of membership.

1.6 The Association reserves the right to change the membership fee as appropriate and approved by the Board.

- 1.7 Honorary members are not required to pay the registration fee or any other expenses.
- 1.8 The process of applying for membership.
 - 1.8.1 Send an application form to the secretary of the Association.
 - 1.8.2 Secretary will announce the membership status within 30 days.
 - 1.8.3 Once the Board approves the candidate for membership, the new applicant must pay the membership fee to the Association within 30 days from the date of receipt of notification by the Secretary. Applicants who have not completed payment shall have their application for membership canceled.
- 1.9 The status of Honorary Members will begin from the date of the response to the letter of invitation by the Board, after a vote to invite this person to become a member of the Association has come to the attention of the President of the Association.
- 1.10 The conditions of and process of termination of membership
 - 1.10.1 Death
 - 1.10.2 Submission of a letter of resignation to the Board for consideration. After the resigning member has been approved and paid all pending fees, the resignation is finalized.
 - 1.10.3 The person becomes disqualified for membership.
 - 1.10.4 Through a general meeting of the Association or the Board of Directors a vote has been finalized to remove the person from the register because of the conduct that is detrimental to the Association.
 - 1.10.5 The termination of the individual as an employee of the relevant organization.
- 1.11 Rights and obligations of membership.
 - 1.11.1 The right to offer opinions about the operations of the Association's Board.
 - 1.11.2 The right to the various benefits that the Association offers.
 - 1.11.3 The right to attend meetings of the Association.
 - 1.11.4 Only regular members have the right to vote or be appointed and nominated for the Board of Directors and are entitled to vote in the various meetings, counting as one vote per person.
 - 1.11.5 The right to request the Board to review documents and assets of the Association's accounts.
 - 1.11.6 Obligated to attend at least one third of all general members meetings in which membership must not be less than half without a letter requesting the Board for an Extraordinary General Meeting.
 - 1.11.7 Responsible for compliance with rules and regulations of the Association, which the Association must strictly enforce.
 - 1.11.8 Responsible for conducting oneself as appropriate to a member of the Association.
 - 1.11.9 Responsible for the support and cooperation of the Association's various activities.
 - 1.11.10 The right to participate in the Association's activities that are held.
 - 1.11.11 Responsible for assisting in ensuring that the reputation of the Association is widely known.
2. Honorary members, who are honored guests or experts or those who have valuable equipment for the Association at the time they are voted on by the Board's invitation. Their membership and its duration is set by the Board but not longer than the members of the Board who nominated them.

Section 3: Operations of the Association

1. The President shall be elected by members in general meeting and the President will appoint a Committee for the executive affairs of the Association. The Board of Directors consists of not less than 15 members and advisors of up to 5 people. The

President shall appoint a Vice President and select the Board meetings in locations as appropriate, and notify members of future meetings.

The duties of the Board Members are as follows:

- 1.1 The Association's President serves as head of the administration of the Association's activities. He is the representative for contacts with third parties and serves as chairman of the Board meetings and general meetings of the Association.
 - 1.2 The Vice President serves as assistant to the President of the Association in the Association's affairs. He will represent the President when the President is not present or unable to perform his duties.
 - 1.3 The Secretary is responsible for the administration of the Association and is the head of the officers of the Association in all affairs and activities, to carry out the directives of the President, and to act as the secretary of each meeting of the Association.
 - 1.4 The Treasurer is responsible for the administration of all finances, preparation and maintenance of accounts, revenue expenditure, the Association's balance sheet, various documents and collections required.
 - 1.5 The Association provides for the Association's guests and is responsible for the preparation of the meeting locations and providing a venue for the Association's different.
 - 1.6 The Registrar is responsible for all registered members, in coordination with the Treasurer in charge, to collect fees from Association members.
 - 1.7 Public relations activity for the good reputation of the Association is a benefit for its members and guests of the hotels, via making the Association widely known.
2. The President and Board of Directors of the Association have a term of not more than two years in office. If a new Committee has not yet been appointed, the previous Committee may act for the new office, and to carry out the election of a new Committee, to be completed within 60 days after the termination of their office.
 3. The positions of the Association's Committee. If a vacancy in the Board of Directors occurs, the Directors shall appoint only one member as deemed appropriate to the vacant position within 15 days of the Director's leaving. A vacancy of a Director's position may be for one of the following reasons:
 - 3.1 Death.
 - 3.2 Resignation.
 - 3.3 Lack of membership.
 - 3.4 Through a general meeting in which termination has been decided.
 4. Directors wishing resign must submit a written resignation to the President, and his resignation will be finalized when it is approved by the Committee.
 5. Authority of the Board of Directors.
 - 5.1 Draft regulations for different rules to follow for members, which are not contrary to law.
 - 5.2 Appointment of consultants. However, the Advisory Committee Member may remain in office only for as long as the Board by which he was appointed.
 - 5.3 Calling the Annual General Meeting.
 - 5.4 Appointing a Committee Member in any other Position not yet determined by these Rules.
 - 5.5 To administer the affairs toward the Committee's objectives under the regulations set forth.
 - 5.6 Responsible for all activities, including finances and all property, of the Association.
 - 5.7 Organizing the special meeting as per request of ordinary members numbering 1 / 3 of all members to request it or the Annual

- General Meeting. This must be held within 60 days after the receiving letter of request.
- 5.8 A duty to keep documents and the various fiscal properties and operations of that the Association has the right to, and which its members may review upon request of the members.
 - 5.9 Preparation of the Association's records to be kept as evidence and distributed to the members for their knowledge.
 - 5.10 Have other duties according to the regulations.
6. The Committee provides for the Board meeting at least 4 times per year or as needed. This is to discuss administrative affairs of the Association.
 7. Board meetings. Directors must attend the meeting for at least half of the Directors to be deemed a complete meeting and to make a quorum of the Board of Directors for any resolutions decided upon, and if regulations do not specify otherwise, it shall be a majority vote. If the result of a vote is a tie of votes, the Chairman of the meetings is the arbiter.
 8. In Board meetings, if the President and Vice President are not in the meeting, or unable to perform their duty, then the Secretary shall perform the required duties instead. If the Secretary is also not present, the Board of Directors shall elect any one of their members as chairman for that meeting.

Section 4: Meetings

1. There are two types of member meetings
 - 1.1 General Meeting.
 - 1.2 Extraordinary Meeting.
2. The Committee shall organize the Annual General Meeting not less than three times less per year (as determined by the Commission on time and location).
3. An Extraordinary General Meeting may be called by the Committee or called by members not less than 1 / 3 of all members.

4. The Secretary is to inform members of the General Meetings in writing, stating the date, time and place clearly and to inform at least 7 days before the meeting is scheduled.
5. The General Meeting must have a full agenda, including at least the following:
 - 5.1 Statement of previous actions taken by the Association.
 - 5.2 Expenditure statement, balance sheet and accounts receivable.
 - 5.3 An election of new Board of Directors at the end of the term.
 - 5.4 Selection of an auditor. (If required).
 - 5.5 All other business.
 - 5.6 In the General Meeting or an Extraordinary Meeting, members must attend numbering at least one third of all members to be considered a quorum.
 - 5.7 In all votes of the General Meetings, if regulations do not specify otherwise, it shall be a majority vote. If the result of a vote is a tie of votes, the Chairman of the meetings is the arbiter.
 - 5.8 In General Meetings, if the President and VicePresident are not in the meeting, or unable to perform their duty, then the Secretary shall perform the required duties instead. If the Secretary is also not present, the Board of Directors shall elect any one of their members as chairman for that meeting.

Section 5: Finance and Property

1. All finances and property are under the responsibility of the Board of Directors of the Association. Money belonging to the Association shall be evidenced by deposit at the bank.
2. The signing of bills or checks belonging to the Association must be signed by the President or Secretary Treasurer as registered.
3. The President has the power to pay for the Association at one time no more than 5,000 (Five thousand) Baht. Any amount more than this

not exceeding 50,000 (fifty thousand) Baht must be approved by the Board also on a one time basis. If it is necessary to pay more than this, it must be approved by a General Meeting with a resolution of half of the participants.

4. The Treasurer has the authority to keep a cash amount belonging to the Association of no more than 5,000 (five thousand) Baht. If more than this amount comes into his possession, he must deposit it in the Association's bank account immediately.
5. The Treasurer is responsible for the accounts of the Association and the balance sheet, which must be based on formal methods. The receipt or payment is required each time with evidence in writing, signed by the President with the Treasurer and bear the Association's seal every time.
6. An auditor must not be one of the Directors or officers of the Association, but an approved auditor (as required by the Association).
7. The Auditor has the authority and duty to collect relevant documents of finance and property from the Board and to approach the Board of Directors to inquire about the accounts and assets of the Association.
8. The Committee shall cooperate with the auditor during investigation of the accounts. The Upon request of the auditor, the Treasurer must provide the account transactions and records of property other than cash every six months to General Meeting, acknowledging lost inventory or deterioration, which must be approved by the Association's Committee prior to the sale of any property every time.

Section 6: Changes and Modifications to the Association's Regulations, and Dissolution of Association

Regulations of the Association can be changed by the following:

1. Change by current Board Members with a resolution by consensus which considers that such changes be required urgent action and if ignored will affect the status of operation of the Association and prompts a General Meeting at the time to discuss the objective on that issue.
2. The dissolution of the Association will be enacted by resolution at the Association's annual General Meeting, except when dissolution is necessary because of a law, and must be approved by not less than 3/4 of ordinary members attending the meeting and the attendance at the meeting is not less than half of all members.
3. If the Association must dissolve, any of the property held by the Association remaining after the liquidation is complete will be donated to the constituent entities of charitable purposes for the public only.

Section 7: Temporary Provisions

1. These Rules and Regulations are enforceable from the date of 9 January 2009.
2. The Association's rules are canceled when the Association is dissolved.
3. An Honorary Consultant is a qualified person, dignitary, or one with a benefit to the Association, from either the private or government sectors, and whom the Board has voted to approve an invitation as an advisor. Honorary Consultants have authority in areas relevant to the Association but are not eligible to vote. There can be no more than 5 persons in this position at any time and the maximum term of appointment is that of the Directors through which he was appointed, or not more than two years.