**Day 4:- 22.11.2022–Block 1&2 (8:30-11:45)**

**M6.5-11a – NPO Management - Concept Development & Planning**

**Topic: - Organizing NPOs (NPO) –Regulatory Issues**

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| 8:30-11:45 | **Functional Requirements AND Legal Requirements** |
|  | **Task- last session - Organizing NPOs - Functional Requirements**  **Search for information about your NPO & find out**   1. Its Objective and its Key functions 2. Its Organizational Structure- -its Branches- Divisions-Department 3. Its Managerial Structure- - Its General Meeting -Board of Directors- General Manager/Director 4. Its Supporters |
|  |  |
|  | **Organizing NPOs - Legal Requirements - Main Topics**   1. What are By-Laws/Statutes 2. Procedures to Establish NPO By-Laws/Statutes 3. 10 main Contents of By-Laws/Statutes    * By-Laws/Statutes - Diaspora Academic Community (D.A.C.) e.v. 4. Guidelines of Frankfurt City Guide – NGO Purposes/Goals 5. Reading Task for the week |
|  | **Reading TASK**  Search and find information from the Internet (or any other source) for any NPO **By-Laws or Statutes.** |