**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
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|  | **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
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|  | **Reading TASK** Search and find information from the Internet (or any other source) for any NPO **By-Laws or Statutes.** |