
	POLICY – GUIDELINES FOR THE FUNCTIONING OF A CHAPTER	G/POL/204
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Terms & Definitions

- a) **Chapter** – Where only chapter is indicated that means current executive committee of the GOPIO chapter.
- b) **GOPIO International** – Where only GOPIO International is indicated that means the current executive committee of the GOPIO International.
- c) **Immediate Reporting Official** – Area Coordinator / National Coordinator / International Coordinator: Region, as applicable.

GUIDELINES

1. **Chapter Name** – GOPIO chapter's name will be based on city and area only, e.g., GOPIO Sydney North West.
2. **Chapter Committee** – Chapter executive committee is required to act as per prescribed position descriptions supplied to the chapter. No chapter is allowed to deviate from the laid down By-laws, policies, procedures and guidelines of the GOPIO International. A chapter will consist of at least 15 members. There are only five authorised titles for the executive committee of the chapter as president, vice president, secretary, assistant/joint secretary and treasurer. No other title can be given to any member of the chapter without the written approval of the President of GOPIO International. The chapter will follow the constitution of GOPIO Chapter for official use as supplied to the chapter. The chapter is also bound to follow the country's state laws where chapter is located.
3. **Events** – Chapter members shall meet at least once in two months (preferably monthly) to attend a lecture by a guest speaker organized by the Chapter. The topics may be chosen on current issues of Indian Diaspora or on any subject of interest to Chapter members, e.g., Health, education, small businesses, economical shopping, awareness on taxes, domestic violence, etc. The Chapter should also organize major events for children, women and elderly people of the community. Charity events for raising funds may also be organized in cases of need. For major events, Immediate Reporting Official, Chairman and President of GOPIO International should be invited by the Chapter besides other local dignitaries.
4. **Sub-Committees** – A Chapter may have sub-committees for youth and seniors to organize events for them. The leading persons will be titled as Director of Youth Wing and Director of Senior's Wing respectively. Directors will be elected democratically from the Chapter, who has interest in such activities.
5. **Distance Between Chapters** – As a rule of thumb, the distance from one chapter to another chapter should be beyond 10 miles or 16 km to avoid personality clashes.

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6. Immediate Reporting Officials

- a. **International Coordinator** – To represent a region, International Coordinator shall be a member of GOPIO International.
- b. **National Coordinator** – The position of National Coordinator will be created, in consultation with respective chapters, only if 10 or more chapters in good standing are operational in that country. The National Coordinator shall be a Life member of GOPIO International.
- c. **Area Coordinator** – The position of Area Coordinator shall be created, in consultation with respective chapters, only if 5 or more chapters in good standing are operational in the area. Preferably Area Coordinator shall be a Life member of GOPIO International, but if no Life member is available in the area, then GOPIO International may appoint Area Coordinator from the existing staff in that area.


7. **GOPIO Logo** - The use of GOPIO logo is restricted to the current executive committee of the chapter only. GOPIO logo is an intellectual property of GOPIO International. The chapters are only authorized to use the logo and associated names of the GOPIO International as a licensee only. GOPIO International reserves the right to withdraw its logo and associated names if so warranted. License agreement for the use of GOPIO logo and associated names will be signed between the local chapter and GOPIO International and is included in the “Letter of Intention” (LOI).

8. **Chapter Awards** – GOPIO chapters are required to follow By-laws and policies of GOPIO International for giving public awards or any other awards to anybody. These awards are optional. If the Chapter decides to go ahead with “GOPIO Chapter Awards”, then the selection criteria given below shall be followed by the executive committee and nominations shall be sent on the nomination form (G/FRM/305) to the Immediate Reporting Official at least 30 days in advance for approval. GOPIO Chapter members are not eligible for this award. Such awards can also be given to sponsors, supporters or “Friend of GOPIO”, but no repeats of such awards are encouraged. The award recipient must be present at the award event. No stipend or expenses to be reimbursed to the award recipient. The selection criteria is as follows:

- a. Demonstrated excellence in their field.
- b. Significant contribution to the Indian Diaspora.
- c. An inspirational role model.
- d. Non-controversial in the community.
- e. Demonstrated leadership, innovation and creativity.
- f. Voluntary work beyond paid employment.
- g. Nature and length of activity or service.
- h. Availability and commitment to promote the Indian Community pride.

9. **Chapter Websites** – If a Chapter decides to have a separate website, then the website shall contain the following:


- a. approved design of the website by the immediate reporting official

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- b. GOPIO Logo
- c. about GOPIO
- d. objectives of GOPIO
- e. structure and names of the chapter executive committee
- f. contact details of the chapter
- g. GOPIO membership application form
- h. activities performed, may be with a photo gallery for evidence
- i. upcoming activities/programs with flyer
- j. link to GOPIO International website

For any other addition to the website, written approval is required from the Immediate Reporting Official.

10. **Chapter Press Statements** – The chapter may draft a press statement or press release on any activity performed and will pass on to the immediate reporting official for review and approval. The approved press release will be issued by the president of the chapter or in his/her absence vice president. A copy of the press release will be sent to the Secretary, GOPIO International for records.
11. **Chapter Affiliation with other Organisations** – GOPIO chapter can work together with a local organisation of a good standing on common issues and matters, but cannot work under or become a member of any other body.
12. **Non-compliance** – The immediate reporting official will monitor the performance of the chapter on a regular basis. Any non-compliance observed against GOPIO By-laws, policies, procedures or guidelines will be reported and highlighted in the report along with good work. 30 days will be given to the chapter to correct the non-compliance. If the issue is not resolved by the chapter, the Immediate Reporting Official will act as a mediator and will have another 30 days to resolve the problem. Any agreement arising from mediation should be documented and signed by all involved. All decisions will be binding on all parties involved. Again, if the issue is not resolved, then GOPIO International will intervene and may take appropriate corrective action.
13. **Adherence to Local Laws** - It is envisaged that all GOPIO Chapters shall observe and follow the local laws of their respective countries
14. **Conflict of Interest** - It is important that Chapter members show that their decisions are made in the best interests of the organisation and not in personal interests. Chapter members should seek to avoid conflict of interest wherever possible.
15. **Standard of Banners** – Chapters and Councils can use banners for their events as per the following samples. Banner can be with or without Chapter or Council name (both are acceptable), but must have a the logo of GOPIO International in Red with “Global Organisation of People of Indian Origin” or “Global Organization of People of Indian Origin” in capital bold letters in Blue or Black as per samples

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below. The size of the banner will depend upon the availability in the local market and event where in use. Any other design or style must have prior approval of the Immediate Reporting Official.

GOPIO Sydney North West



GOPIO

**GLOBAL ORGANISATION OF
PEOPLE OF INDIAN ORIGIN**



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