

**OPERATING PROCEDURES:
LOCAL CHAPTER OF THE NETWORK OF ASIA-PACIFIC SCHOOLS AND
INSTITUTES OF PUBLIC ADMINISTRATION AND GOVERNANCE**

Procedure I – Name

This Local Chapter shall be known as the (.....by country or sub-region) Chapter of **NAPSIPAG**, e.g.: the Malaysian Chapter of NAPSIPAG or Pacific Islands Chapter of NAPSIPAG.

Procedure II – Objectives

The Local Chapter shall help accomplish the eight objectives of the Network set forth in Article II, by-laws of NAPSIPAG; namely:

- 1) Strengthening member institutions;
- 2) Encouraging improved professional competence;
- 3) Promoting knowledge about good governance;
- 4) Creating a professional identity and community;
- 5) Promoting professional standards and ethics;
- 6) Promoting professional communication about good governance;
- 7) Promoting the discipline of public administration; and
- 8) Promoting academic freedom

The Local Chapter shall promote activities of NAPSIPAG and help attract institutions and individuals to join NAPSIPAG.

Procedure III – Membership

Members of the Local Chapter are all members of NAPSIPAG in that particular country.

Procedure IV – Structure and Responsibilities/Activities

The NAPSIPAG Steering Committee member will be the leader/chairperson of the respective country's Local Chapter.

For countries that do not have representative in the NAPSIPAG Steering Committee, the Secretariat shall appoint one of the members from that country to act as the leader/chairperson of that country's Local Chapter.

The leader/chairperson shall be invited to the meeting of the Steering Committee when necessary.

The leader/chairperson is responsible to form a Committee. The Committee members shall be from members of NAPSIPAG in that country. No limit to the number of members in the Committee.

The Committee shall perform the following responsibilities/activities:

- 1) To implement at the country level the decisions taken by the General Assembly;
- 2) To propose activities for implementation at country level;
- 3) To help the Secretariat in promoting and coordinate activities of NAPSIPAG at the country level;
- 4) To help create ad-hoc committee/s at the country level that will enable the Network to respond to emerging situations;
- 5) To help facilitate the exchange staff within the region;
- 6) To help attract new members;
- 7) To suggest and implement activities that can generate revenue to the Network; and
- 8) To perform other duties and functions that may be required by the Secretariat and/or Steering Committee.

All activities under the name of NAPSIPAG or Local Chapter of NAPSIPAG shall have endorsement from the Secretariat and/or the NAPSIPAG Steering Committee.

Procedure V – Financing of Activities

The Committee for the Local Chapter shall find its own creative legal ways to finance the activities of the Local Chapter.

The account of the Institution where the Leader/Chairperson belongs to shall be used to temporarily park any proceeds.

It is the responsibility of the leader/chairperson to record and report to the Committee of the Local Chapter and to the NAPSIPAG Secretariat all proceeds and expenditure of the Local Chapter, no later than thirty days after the conclusion of any activities. The report has to be examined and endorsed by all members of the Committee.

All net proceeds have to be sent to the account of NAPSIPAG that will be used to finance the future activities for the benefit of all members of NAPSIPAG.

The Committee is encouraged to create activities that can generate income to NAPSIPAG.

The Secretariat will approach donors to finance activities that are endorsed by the General Assembly or by the Steering Committee.

Neither officer nor member of the Local Chapter can enter into any debt or obligation under the name of NAPSIPAG.

Procedure VI – The Responsibility of the Secretariat

For coordination and governance, the Secretariat shall take the following responsibilities:

- 1) To appoint the leader/Chairperson of the Local Chapter if there is no representative in the steering Committee from that particular country;
- 2) To monitor and coordinate the activities of all Local Chapters;
- 3) To help approach international donors for financing some of the approved activities of the Local Chapters;
- 4) To help invite experts in the international institutions to provide expertise in the priority areas of the Local Chapter;
- 5) To advise and report to the Steering Committee on the implementation of activities of the Local Chapters; and
- 6) To provide report of activities of the Local Chapters to the General Assembly.