



# **MEMBERS HANDBOOK**

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## Charter

### **1. Name, Place, Business Year**

The Trust is called “**CCLP Worldwide**”. It is founded by The Chamber of Computer Logistics People as Front base international Charitable Trust. The Trust has its registered office in Kolkata. The business year of the Trust is the calendar year.

### **2. Purpose of the Trust**

The Purpose of the Trust is to promote the need of higher education for youth and take effort to educate the underprivileged and needy youth to help build a world in which every youth become accessible to higher education at affordable price and Trust unites to help them achieve the future. Recognizing the global dynamics of Education availability, the Trust acts both at the international and, through its Regional and National Chapters at the regional or national level to spread and ignite the social awareness of educating the youth for better livelihood. The Trust does this in particular by:

- Raising Public Awareness of the occurrence and impact of low-accessibility of Higher Education;
- Developing coalitions to address it;
- Developing and disseminating tools to effect it;
- Promoting transparency and accountability in spreading the mantra of free higher Education
- Monitoring the availability of quality education to youth
- Supporting institutions and mechanisms to combat it.

### **3. Non-Profit-Making Purpose of the Trust**

The Trust will pursue exclusively and directly non-profit making goals in accordance with the law of origin Country. The Trust will act altruistically; its primary motive is not profit-oriented. The funds of the Trust may only be used for the stated purposes of the Trust pursuant to this Charter. Members of the Trust shall not, in that capacity, receive allocations from Trust funds.

No individual may benefit from these funds through expenditure which is not in line with the purpose of the Trust, or through disproportionately high remuneration. Should the Trust be dissolved, or when the tax exemption status is revoked, the assets of the Trust are to be used for donating to other registered Trust of same objectives.

#### **4. Organs of the Trust**

The Organs of the Trust are the Membership Meeting –which comprises the accredited Regional and National Chapters and the Individual Members- the Board and the Executive.

#### **5. National and Regional Chapters**

The Trust will encourage the establishment of National and Regional or local Chapters within appropriate frameworks. The form and organization of these chapters will vary depending on the country or region concerned, and the relevant local legal system. Regional Chapters may also be established in appropriate circumstances.

#### **6. Membership**

Membership is open to organizations and individuals of recognized integrity from diverse geographical, cultural and professional backgrounds that acknowledge the Charter of the Trust and are committed to the active promotion and realisation of its goals. The membership comprises accredited National and Regional Chapters, Individual Members and recognised Trust and Societies (NGO). Membership is granted by decision of the Board of Governors. An accreditation policy for National and Regional Chapters and an appointment policy for Individual Members will be decided by the Membership Meeting, upon a proposal by the Board of Governors, and may be revised from time to time. These policies shall also provide a mechanism to appeal against decisions of the Board of Governors concerning suspension, dis-accreditation, and removal. Each accredited Regional or National Chapter shall appoint one of its officers or members by resolution of its board to represent it at Membership Meetings. The appointed person shall be referred to as the Official Chapter Representative.

#### **7. Supporters and Honorary Members**

The status of Supporter is open to governments and government agencies, corporate or other business entities, organisations and individuals. Supporters are expected to make available to the Trust funds and/or material assistance for its activities, above and beyond acknowledging their support

for the objectives of the Trust. Supporters are entitled to be informed as to the activities of the Trust, and to attend the Membership Meetings. They have no voting rights and shall not be counted towards the quorum at Membership Meetings, but they may assist with the work of the Trust in an advisory capacity. Individuals or bodies may apply to become Supporters by declaring in writing to the Chairperson their willingness to further the work of the Trust. Their applications are subject to approval by the Board of Governors. Individuals who have distinguished themselves in the fight against low accessibility of education to youth may be appointed Honorary Members by the Board of Governors. Honorary Members do not have voting rights and shall not be counted towards the quorum at Membership Meetings. The status of Supporter or Honorary Member may be terminated by the Board of Governors at any time in its sole discretion.

## **8. Termination of Membership**

1. Membership terminates:

- In the case of Individual Members upon death and in the case of National Chapters upon dissolution or disaccreditation;
- Upon voluntary withdrawal (by declaration of withdrawal in writing to the Secretary General, or at the expiry of the specified membership term);
- Upon expulsion;
- Upon dissolution of the Trust.

2. All membership rights cease with the termination of membership. Membership fees owed to the Trust remain to be paid.

## **9. Membership Fees**

Members of the Trust must pay annual membership fees. The Membership Meeting shall determine the fees (if any) payable by Members and the date by which such fees shall be payable.

## **10. The Executive**

The Chairperson and the Vice-Chairperson shall comprise the Executive of the Trust for purposes chairing the general meeting. The Membership Meeting may decide that an allowance may be paid to the Chair to enable him or her to undertake the tasks of that role. The Chairperson and the Vice-Chairperson shall be elected by the Membership Meeting from among the Official Chapter Representatives and the Individual Members for a three-year term. They shall be eligible for re-election for a maximum of a further four terms but will not be eligible for re-election for a Fifth term if they had earlier served for four terms as an ordinary Board member. The Chairperson

and the Vice-Chairperson shall, however, remain in office until another Executive is elected. If the position of Chair becomes vacant for any reason, the Vice Chair should act as Chair until the next Annual Membership Meeting. If the positions of both Chair and Vice Chair become vacant for any reason, the remaining Board members should elect one of their members to be Chair until the next Annual Membership Meeting.

### **11. Appointment and Powers of Secretary General**

The Executive, in order to perform its duties, appoint, with the approval of the Board of Governors, Secretary General, Asst Secretary General and Under Secretary General for smooth running of day to day affair of the trust and working of Secretariat office. The Secretary General shall be the head of the secretariat office of the Trust. The member of Board Of Governors may be appointed as Secretary General of the Trust and any member or chapter representative or paid Secretariat staff may be appointed as Asst. Secretary General or Under Secretary General by Board of Governors in consultation with the Secretary General.

- The Secretary General shall have the rights to attend and vote at annual membership meeting.
- The Secretary General shall have the right to speak for the trust
- The day to day affair of the trust and running of the secretariat office shall be the responsibility of the Secretary General.

### **12. Meetings and Decisions of the Executive**

Decisions of the Executive are taken at meetings convened by the Chairperson or by teleconferencing, fax, post or e-mail. The Executive may provide for its own procedures. In the event of the Executive being unable to reach a unanimous decision, the matter shall be referred to the Board of Governors for its decision.

### **13. Board of Governors**

The Board of Governors comprises the members of the Executive and between two and thirteen additional members elected by the Membership Meeting from among the Official Chapter Representatives and the Individual Members. Members of the Board of Governors shall be elected for a three-year term. Retiring Members are eligible for re-election for a second term, but must retire for at least one year before being eligible for re-election for a final third term as a Director. The Chairperson, or in his or her absence the Vice-Chairperson, shall serve as chairperson and vice-chairperson respectively of the Board of Governors. The Board of Governors shall make

decisions at meetings convened by the Chairperson or Vice-Chairperson. At least two-week' written notice shall be given along with an agenda. If all members of the Board of Governors agree, formal requirements and periods of notice may be waived. As an alternative to meetings convened, the Board of Governors may determine procedures to conduct official business by teleconferencing, fax, post or e-mail. If a decision is to be made by any of the above means, all members of the Board of Governors have to be informed in writing about decisions to be tabled at least one week in advance. A quorum consists of two thirds of the members of the Board of Governors, including at least one member of the Executive. Decisions are made by majority voting; in the event of there being no majority, the Chairperson, or in his or her absence the Vice-Chairperson, has a casting vote. Members of the Board of Governors unable to attend a meeting may by written notice to the Chairperson appoint another member of the Board of Governors as their proxy to vote on their behalf and will in this case be included in the quorum. Minutes will be kept of the decisions made, and signed by the minute-taker and by the person who chaired the meeting. Members of the Board of Governors may only be removed during their term by resolution of the Membership Meeting. In the event of an unanticipated vacancy on the Board, the seat shall be filled for a full three-year term by election at the next Membership Meeting.

#### **14. Responsibility of the Board of Governors**

The Board of Governors is responsible for determining the strategy and policy of the Trust and supervising its activities. It is, in particular, responsible for the following:

- approving the annual budget;
- referring to the Membership Meeting any matters to be decided upon by that meeting;
- implementing decisions of the Membership Meeting; proposing the Annual Report and financial statements of the Trust for the last fiscal year for approval by the Membership Meeting;
- accrediting, suspending and dis-accrediting Regional or National Chapters;
- appointing, suspending, removing and expelling Individual Members;
- appointing, suspending and removing Supporters and Honorary Members;
- approving the appointment of the Managing Director(s);

- making decisions on any other matters of particular importance not reserved to the Membership Meeting;
- determining from time to time the size of the Board of Governors, within the parameters; approving the minutes and disseminating to the membership decisions taken at Board Meetings;
- and Appointing and removing members' of the Advisory Council and its Chairperson.

### **15. Membership Meeting**

Each Member has one vote at the Membership Meeting. The votes of Regional or National Chapters are cast by their respective Official Chapter Representatives. A Member may give any other Member a proxy to vote in his or her place. A proxy can only be given for a specific Membership Meeting. No Member may cast more than two votes on behalf of absent Members. Supporters and Honorary Members have no voting rights. The Membership Meeting is responsible in particular for the following:

- a) Considering the Annual Report and financial statements of the Trust presented by the Board of Governors and giving formal approval to the actions of the Executive and the Board of Governors;
- b) Determining the fees if any to be paid by Members;
- c) Electing and removing the Chairperson, the Vice Chairperson and members of the Board of Governors;
- d) Deciding and revising a policy for the accreditation of National and Regional Chapters and for the appointment of Individual Members.
- e) Approving amendments to the Charter of the Trust, or its dissolution.

### **16. Convening of Membership Meetings**

A Membership Meeting shall be held at least once in each calendar year. It shall be convened by the Executive giving at least four weeks notice in writing and including the proposed agenda. The four-week period runs from the day immediately following the date of the postmark on the notice of meeting. The notice shall be deemed to have been received by a Member if it has been sent to the most recent address given to the Trust by the Member. The agenda shall be determined by the Executive in consultation with the Board of Governors. Members may for consideration by the Executive submit matters for inclusion on the agenda by sending notice in writing to the Chairperson at least two weeks before the date of the Membership

Meeting. The person chairing the Membership Meeting shall announce these additional matters at the start of the Meeting. The Membership Meeting itself shall decide whether to accept such additional matters for inclusion on the agenda.

### **17. Extraordinary Membership Meeting**

The Executive shall call an extraordinary Membership Meeting where such action is necessary in the interests of the Trust, or where the Board of Governors has decided on such a course of action, or where not less than one quarter of the Members submit to the Chairperson a written request that such a meeting be held, giving their reasons.

### **18. Decisions of the Membership Meeting**

The Membership Meeting will be chaired by the Chairperson or, in the absence of the Chairperson, by the Vice- Chairperson or, if he/she is also absent, by a member of the Board of Governors. The person chairing the Membership Meeting shall determine the voting procedures to be adopted following consultation of the Meeting. However, if at least one-third of the Members present in person or by proxy request a secret voting procedure, this must be adopted. The quorum comprises one half of all the Members of the Trust. Proxies shall be counted towards the quorum. Where there is no quorum, the Executive must call another Membership Meeting with the same agenda to take place within six weeks. This second meeting shall be deemed to have a quorum irrespective of how many Members attend. This fact should be included in the notice of meeting. Decisions of the Membership Meeting are made by a simple majority of all valid votes cast in person or by proxy, except that

- (i) a majority of two-thirds of such votes is required to amend the Charter, to remove the Chairperson, the Vice-Chairperson or a member of the Board of Governors and
- (ii) a majority of three quarters of such votes is required to dissolve the Trust.

An abstention shall not be deemed to be a valid vote. A vote to change the purpose of the Trust can only be made with the approval of all Members of the Trust. Members not casting their vote at the Membership Meeting in person or by proxy can cast their vote subsequently by writing to the Chairperson. Minutes must be kept of decisions of the Membership Meeting and signed by the minute taker and by the person who chaired the meeting.

### **19. Advisory Council**

To support the work of the Trust an Advisory Council shall be appointed comprising individuals of recognised integrity from varied geographical, cultural and professional backgrounds and with extensive experience in areas specifically relating to the purpose and work of the Trust. Members of the Advisory Council will be appointed and removed by the Board of Governors in consultation with the Chairperson of the Advisory Council. The Chairperson of the Advisory Council will be appointed and removed by the Board of Governors. The Advisory Council will determine its own procedures. It will meet from time to time, and develop recommendations for the work of the Trust. The Board of Governors will maintain close contact with the Chairperson of the Advisory Council and may request the opinion of the Advisory Council.

### **20. Annual Statement of Accounts**

The Trust's accounts shall be audited by a member of the accounting profession and published annually.

### **21. Dissolution of the Trust**

A decision to dissolve the Trust requires a resolution passed at a Membership Meeting and supported by three-quarters of all valid votes cast in person or by proxy in accordance with Article. Unless the Membership Meeting determines otherwise, the Chairperson and the Vice-Chairperson shall be joint liquidators, and shall represent the Trust. The above provisions shall also apply should the Trust be dissolved for any other reason, or should it lose its legal capacity.

### **22. Governing Language**

The English version of this Charter shall prevail in cases of interpretation and determination of the content of this Charter.

### **23. Place of Jurisdiction**

The Jurisdiction of Kolkata has sole authority in cases of litigation within the Trust.

### **24. Salvatory Clause**

If any provision of this Charter shall be held void or unenforceable or contrary to Indian law, the validity of the remaining provisions shall remain unaffected.

## **DECLARATION**

CCLP Worldwide believes and adopts following declarations

1. "Declaration on Higher Education for sustainable better livelihood"(HESBL).  
More information can be found at our site <http://www.cclpworldwide.com>
2. "World Declaration on Higher Education for the Twenty-First Century"  
For more information please log onto UNESCO site [http://www.unesco.org/education/educprog/wche/declaration\\_eng.htm](http://www.unesco.org/education/educprog/wche/declaration_eng.htm)
3. "The United Nation Global Compact's ten principles in the areas of human rights, labour, the environment and anti-corruption"  
For more information please log on to United Nation Global Compact site <http://www.unglobalcompact.org>
4. The International code and charter of International Parliament for safety and peace for protection of Human Life  
Site: <http://international-parliament.net>

## **A Statement of Vision, Values and Guiding Principles**

### **Vision**

A world in which Higher Education is accessible and available to all gender, caste, creed, age ,race and Society at large.

### **Our values**

1. Equality stands for Education for every one
2. Accountability stands for responsibility of Government for education
3. Integrity stands for the cohesive force for igniting the movement
4. Solidarity stands for fellowship arising from common responsibilities and interests
5. Courage stands for brave face of society to promote the education for every one
6. Justice stands for rights of every citizen to receive proper education

### **Our guiding principles**

We are a civil Trust organization committed to respecting the following principles:

1. As coalition builders, we will work cooperatively with all individuals and groups, with for profit and not for profit organizations, and with governments and international bodies committed to the fight against inaccessibility of quality education, subject only to the policies and priorities set by our governing bodies. We undertake to be open, honest and accountable in our relationships with everyone we work with and with each other.
2. We will be democratic, non-religious, politically non partisan and non sectarian in our work.
3. We will condemn acting of educational institute as profit making entity
4. The positions we take will be based on sound, objective and professional analysis and high standards of research.
5. We will only accept funding that does not compromise our ability to address issues freely, thoroughly and objectively.
6. We will provide accurate and timely reports of our activities to our stakeholders.
7. We will respect and encourage respect for fundamental rights and freedoms.
8. We are committed to building, working with and working through regional and national chapters' world wide.
9. We will strive for balanced and diverse representation on our governing bodies

## CODE OF CONDUCT

Adopted by the International Board of Governors

### 1. Introduction

a. This Code of Conduct for the Members of the International Board of Governors of CCLP worldwide is based on the Umbrella Statement of CCLP worldwide entitled "Vision, Values and Guiding Principles" that was agreed upon by the CCLP Worldwide Annual Membership Meeting.

b. While the Umbrella Statement provides a firm ethical framework for our global movement, this Code of Conduct reflects the particular needs of the Members of the International Board of Governors.

c. The Members of the CCLP Board are committed to uphold the highest standards of integrity and accountability, to act according to the core values and guiding principles of CCLP Worldwide and to promote these standards and principles.

d. The Members of the CCLP Board are also aware that they have a special role to play in promoting the movement and its ideals to other stakeholders.

e. This Code of Conduct is a living document. Its value to the CCLP Worldwide movement lies in its ability to create an enhancing environment for a culture of integrity.

### 2. CCLP Worldwide Umbrella Statement

The Members of the CCLP Worldwide Board agree to and adhere to the CCLP Worldwide Umbrella Statement

### 3. CCLP Worldwide Conflict of Interest Policy

The Members of the CCLP Worldwide Board agree to comply fully with the CCLP Worldwide Conflict of Interest Policy

### 4. Practical Guidelines

a. The Members of the CCLP Worldwide Board will consult the National Chapters and Individual Members of CCLP in the development and implementation of all policies and activities that could have an impact on them.

b. The Members of the CCLP Worldwide Board will treat the other Members of the CCLP Board with respect and consideration.

c. The Members of the CCLP Worldwide Board will communicate and consult with the other Members of the CCLP Board openly and collegially and in a manner that assists each of us to fulfill our duties and responsibilities faithfully and efficiently.

d. The Members of the CCLP Worldwide Board will respect the privacy and private lives of our colleagues when dealing with personal information.

## **Member Appointment policy**

### Individual Member Appointment policy

The objective of appointing Individual Members is for the movement to avail itself of the competence, dedication and experience of individuals of recognized integrity from diverse geographical, cultural and professional backgrounds, who acknowledge the Charter of CCLP Worldwide and are committed to the active promotion and realization of its goals.

An individual can be considered for membership as an Individual Member through three means:

- Through Self application (given format) in writing supported by two reference as registered NGO
- Through self-application in writing supported by two existing Members, or
- Through recommendation by a National Chapter

In all cases, these should be addressed to the Chairperson for consultation of the Membership Accreditation Committee (MAC) and final submission to the Board of Governors for its approval.

In this context:

(1) Recommendations by the MAC on Individual Member appointments should be published on the CCLP Chapter Zone at least one month prior to the Board taking a decision, so that the views of Chapters and other Individual Members could be made known to the Board to inform its decision. Such posting on the Chapter Zone should be notified to the CCLP Movement by e-mail. The MAC recommendation should be accompanied by a resume and application of the applicant and outline the reasons by making explicit the competence and dedication the candidate would bring to CCLP Worldwide. The Board of Governors will also proactively invite the comments of the Regional or National Chapter of the applicant's country of residence before taking a decision.

(2) When considering new applications the Board should review the competence and dedication of the concerned candidates and bear in mind geographic diversity, gender and age.

(3) In cases where the Board decides in favour of appointing new Individual Members, this should be reported on the Chapter Zone, outlining the Board's rationale, particularly concerning the competence of the new Individual Member and her/his dedication to CCLP Worldwide. The Board should report annually about the composition of the Individual Member group in terms of geographic diversity, gender and age. The appointment of Individual Members will be for a term of up to five years. If recommended by the MAC to the Board, renewal could be without a limit to the number of terms.

### Removal

An Individual Member may be removed from the Register of Members by decision of the Board of Governors should he or she fail to pay relevant membership fees (if any such membership fees are decided upon by Board) after two written reminders. The Individual Member may only be removed on expiration of a period stipulated in the second reminder, and only if the second reminder explicitly states that removal will be the penalty for any continued failure to pay. The Individual Member must be informed of any decision to remove him or her.

### Expulsion

If in the opinion of the Board of Governors an Individual Member prejudices the interests of the Trust through his or her action or inaction, that Member may be expelled from the Trust by decision of the Board of Governors. Before such decision is taken, the Individual Member must be afforded an opportunity by the board of Governors to reply to the charges either at a hearing or in writing. Thereafter the Board of Governors must send the Individual Member in writing the reasons for its decision.

## Suspension

The Board of Governors may at any time suspend a Individual Member with immediate effect, if this is considered necessary to avoid a threat to CCLP worldwide or its reputation, or for reasons threatening the safety or security of any R/NC member, officer or staff member.

## Appeals

The respective Individual Member may appeal against any removal, expulsion or suspension decision to the Board, by writing to the Chairperson within six weeks of the receipt of the decision appealed against. In such cases, the Board will seek the advice of the MAC before making its final decision, and will append the recommendation of the MAC to its final decision.

## **Conflict of Interest Policy**

### **1. Applicability**

This policy applies, except as otherwise stated, to every person associated with CCLP Worldwide, its Secretariat or any of its Regional or National Chapters as a board member, officer, resource person or staff member. The “interests of any person associated with CCLP Worldwide” include the interests of any person with whom they have a close personal relationship, including their spouse, life partner, children, parents, siblings or other close family members.

### **2. General Policy**

a. Every person associated with CCLP Worldwide (according to paragraph 1) must avoid or manage any potential real or perceived conflict of interest (inter alia by refraining from any decision making or voting on matters subject to a potential conflict of interest), and openly acknowledge any potential or actual conflict of interest which arises through his/her association with CCLP Worldwide

b. Conflicts of interest may arise from time to time in the course of such persons’ activities and decisions. They may arise in their work for the CCLP Worldwide movement with regard to pecuniary or financial interests, or interests that impede them in their duty to act in the best interests of the CCLP Worldwide movement.

c. Members of the International Board of Governors, and members of the board of Governors or any similar governance body of any National or Regional Chapter, shall declare their financial and non-financial interests which could potentially lead to or could conceivably be perceived as a conflict of interest. Such declaration shall be made by way of a register, which shall be open to the public. Where there are personal safeties or similar serious concerns about full publicity, parts or even the whole of the declaration should be submitted to the Chair of the CCLP-Board Ethics Committee who shall hold it, and act upon it as appropriate, in confidence.

d. CCLP’s global efforts to raise the ethical standards of government officials, business people and other individuals could be compromised by any ethical lapses on the part of individuals representing CCLP Worldwide

or any of its National or Regional Chapters. It is essential that everyone associated with CCLP or any of its National or National Chapters be highly sensitive to potential conflicts of interest.

### **3. Remunerated Work Contracts and Consultancies**

a. Staff members (including management) of CCLP Worldwide and its National Chapters sometimes are employed by, or undertake paid work for, other organisations. Such work may be undertaken:

- (i) where the work is related to education, only with the express permission of their superior;
- (ii) in all other cases, only if the work is declared as early as practicable.

b. Much of CCLP Worldwide's work is done by individuals who are not employees of CCLP Worldwide or any of its National or Regional Chapters but who act for or on behalf of CCLP Worldwide on a voluntary basis. This includes, among others, the members of the International Board of Governors and the International Advisory Council of CCLP Worldwide, most of the members of the boards of Governors or other governance bodies of any of the Regional or National Chapters, and the resource persons active throughout the CCLP Worldwide movement. Many of such individuals will have business, professional and other affiliations.

c. Members of the International Board of Governors, or companies or other organisations with which such Members are currently affiliated, may not perform remunerated work for the CCLP Worldwide Secretariat. Similarly, members of the board of Governors or any similar governance body of any Regional or National Chapter, or companies or other organizations with which such individuals are currently affiliated, may not perform remunerated work for their own National or Regional Chapter, except that members of the board of Governors or any similar governance body of any National or Regional Chapter may serve concurrently as a paid officer or staff member of the National Chapter under a contract approved by such board of Governors or other governance body, as the case may be.

d. (i) Members of the International Board of Governors, or companies or other organizations with which such members are currently affiliated, may apply and compete for remunerated work contracts with any of the National Regional Chapters, and

(ii) members of the board of Governors or any similar governance body of any National or Regional Chapter, or companies or other organizations with which such individuals are currently affiliated, may apply and compete for remunerated work contracts with any of the other National or Regional Chapters or with the CCLP Worldwide Secretariat; provided however that they are not offered any advantages over any competitors with respect to being awarded or carrying out such work. They must not utilize privileged information and do everything to contradict the perception of having utilized privileged information; in addition, they will not exercise their board function to the extent it relates to the conditions of the contract or the selection or supervision of such contract. In other words, they do not need to be disqualified in such cases because of their affiliation with CCLP Worldwide, but neither may they be given the “inside track”. When doing non-CCLP related work, board members or their companies shall not utilize privileged CCLP Worldwide information, and shall also be sensitive to the perception that they might be utilizing such information.

e. Resource persons active anywhere in the CCLP Worldwide movement, or companies or other organizations with which such individuals are affiliated, may apply and compete for remunerated work contracts with CCLP Worldwide , or any of its National Chapters, provided they are not offered any advantages over any competitors with respect to being awarded or carrying out such work. They must not utilize privileged information and do everything to contradict the perception of having utilized privileged information. In other words, they do not need to be disqualified because of their affiliation with CCLP Worldwide, but neither may they be given the “inside track”. When doing non- CCLP Worldwide related work, resource persons shall not utilize privileged information .and shall also be sensitive to the perception that they might be utilizing such information. CCLP Worldwide and the National Chapters will be transparent in their decision-making processes when commissioning paid work, and will follow transparent tender procedures.

## **5. Gifts and Entertainment**

No person associated with CCLP Worldwide or any of its National Chapters shall accept any gift, entertainment, loan or anything else of value from any organisation or individual if it could be reasonably construed or perceived that the gift is motivated by a wish to influence CCLP Worldwide

## **5. How to Deal with a Possible Conflict of Interest**

a. Potential conflicts of interest should be identified and declared by the person in potential conflict, or reported by other members of the movement, as soon as they become aware of such potential conflict of interest. If problems are identified before commitments are made or questionable actions have occurred, embarrassment can be avoided and alternatives can be explored.

b. Such disclosure or report should be made to the Chairman of CCLP Worldwide or of the respective National or Regional Chapter or to another suitable senior officer or director.

c. The evaluation of a potential conflict of interest must be made by the CCLP Worldwide International Board of Governors or the National or Regional Chapter board or by uninvolved individuals, such as the CCLP Board's Ethics Committee or any ethics body of any of the National or Regional Chapters. The evaluation may determine the absence of a conflict of interest, or it may lead to the conclusion that

(i) the respective person should not go ahead with the evaluated activity or that

(ii) he/she should recuse him/herself from participating in decision making by CCLP Worldwide or any of its National Chapters with reference to the matter in conflict.

d. The chairpersons of CCLP Worldwide and its National Chapters respectively are responsible for ensuring that all persons associated with the activities of CCLP Worldwide or any of its National or Regional Chapters are made aware of the policy and procedures regarding conflict of interest. In addition, these policy and procedures should be made available to the general membership through publication, for example, on the website or in a newsletter.

## **6. Disclosure of Payments to National Chapter or CCLP Worldwide International Board**

### **Members**

When a CCLP Worldwide National or Regional Chapter or the CCLP Worldwide Secretariat makes payments – excluding approved expenses and per diems – to a member of the International Board of CCLP, to a member of the board of the National Chapter in question, or a member of the board

or a staff member of any other National Chapter – this should be declared in full in the annual Financial Statement and Annual Report of the chapter in question or of the CCLP Worldwide -Secretariat. Such reporting should also outline the procurement/tender procedures conducted that led to such payment.

#### **7. CCLP Worldwide Board’s Ethics Committee**

CCLP Worldwide International Board of Governors has established an Ethics Committee for the purpose of providing advice on ethical questions to anybody associated with the movement. The Terms of Reference and contact details of the Board Ethics Committee can be obtained through the CCLP Worldwide -Secretariat or the Internet.

#### **8. Scope of this policy**

This policy sets minimum standards. Individual Codes of Conduct and conflict of interest policies developed by National or Regional Chapters or the CCLP Worldwide -Secretariat should be in line with this policy.

## **GUIDELINES AND POLICY FOR THE FORMATION AND RECOGNITION OF NATIONAL AND REGIONAL CHAPTERS AND CONTACTS OF CCLP WORLDWIDE**

The objective of this policy is to ascertain the strength of the applicants to deal with core issues of CCLP Worldwide.

### **The Process**

To be a member of the CCLP WORLDWIDE, a (Regional or National Chapter) R/NC must:

- Demonstrate its determination, diligence and competence to combat core issues in its own country/ territorial entity;
- Adopt and accept the charter of CCLP Worldwide
- Adopt and endorse the Declaration of Higher Education for 21<sup>st</sup> Century By UNESCO
- Adopt and endorse the Ten Principles of United Nations Global Compact
- Take all necessary steps to protect the name and logo of CCLP WORLDWIDE (by registering both in the name of CCLP WORLDWIDE) under the laws and regulations of the respective country/ territorial entity.
- Develop, and comply with, a code of conduct for its members, board members, officers and staff; and
- Share regular financial and activity reports with the International Secretariat of CCLP WORLDWIDE (CCLP WORLDWIDE-IS) and International Board of Governors (IBG).

The International Secretariat is responsible for screening of application and International Board of Governors shall have the absolute rights to approve the status of the applicants.

The initiative to create a CCLP WORLDWIDE Regional or National Chapter (R/NC) normally comes from members or group of members individuals or group of individuals or an existing organisation in a country/ territorial entity. The process to establish a partnership between such local individuals or organizations and CCLP WORLDWIDE is called the accreditation process.

## **Pre-Accreditation Process**

### **Phase one – Regional or National Contact (R/NC)**

As the first step, an understanding is reached between the CCLP WORLDWIDE -IS and a group of persons (individuals or an existing organisation) that the group will work towards forming a Regional or National Chapter of CCLP WORLDWIDE in its country/territorial entity/Region/Continent (as the case may be). Through a “National or Regional Contact Agreement”, CCLP WORLDWIDE will recognise this group as the “Regional or National Contact” of CCLP WORLDWIDE. At this stage, the R/NC may not use the CCLP WORLDWIDE name or logo, may not call itself a CCLP WORLDWIDE National or Regional Chapter, and may not (unless specifically authorised to do so) speak on behalf of CCLP WORLDWIDE. National or Regional Contact status is granted for six months, after which the agreement will expire, unless the contact group has applied for, and been granted, National or Regional Chapter in Formation (R/NCIF) status, or the signed agreement has been extended by CCLP WORLDWIDE. Such an extension can be for a maximum of one year. (R/NCIF) can attend the CCLP WORLDWIDE Membership Meetings, but have no voting rights.

### **Phase two – Provisional Accreditation**

As soon as the Regional or National Contact’s actual performance and achievements warrant it, normally within 12 months, CCLP WORLDWIDE-IS enters into a new Agreement with it, recognising it as a “Regional or National Chapter in Formation (R/Ncif)”. This Agreement entitles the Regional or National Chapter in Formation to use the CCLP WORLDWIDE name and logo, provided it has initiated the process of registering the CCLP WORLDWIDE name and logo in the name of CCLP WORLDWIDE and has fulfilled all other obligations stipulated in the Agreement. The Regional or National Chapter in Formation will become a Provisional Member of CCLP WORLDWIDE. It can attend the CCLP WORLDWIDE Membership Meetings, but it has no voting rights. Provisional accreditation (Regional or National Chapter in Formation status) is granted for One years, after which the agreement will expire, unless the chapter-in-formation has applied for, and been granted, full accreditation as Regional or National Chapter of CCLP WORLDWIDE in a given country/ territorial entity, or CCLP WORLDWIDE has extended the signed agreement with the agreement of the IS. Such an extension can be maximum one year.

As a general practice, in the above described provisional accreditation phase, the CCLP WORLDWIDE and the IS have no formal approval function. However, the IS will be regularly updated and consulted, if necessary, by the CCLP WORLDWIDE Management about granting regional or National Contact and Regional or National Chapter in Formation status and related matters.

### **Accreditation Process**

When a Regional or National Chapter in Formation has demonstrated its determination, diligence and competence to deal with core issues of education in its own country/ territorial entity and as a member of the movement (normally in not more than 12 months from the date in which it became a R/NCIF) the organization may apply for full accreditation. The application sent to CCLP WORLDWIDE will include:

1. Completed Regional or National Chapter application form for Initial Accreditation,
2. A copy of the latest audited or independently examined accounts of the R/NCIF
3. A summary of the R/NCIF's finances as requested by the CCLP WORLDWIDE International Secretariat
4. Evidence that registration of the CCLP WORLDWIDE name and logo in the NC's country/ territorial entity in the name of CCLP WORLDWIDE has been initiated or completed
5. A code of conduct as adopted by the R/NCIF
6. A publication of a Registry of Interest for the members of Regional or National Chapter in Formation's governing body, along the lines of the CCLP WORLDWIDE Conflict of Interest Policy
7. Most recent work plan and budget
8. Last annual report

The R/NCIF shall submit its application to the International Secretariat at CCLP WORLDWIDE, who will review the application and submit it to the International Board of Governors together with a brief report and commentary on the R/NCIF's application.

The International Board of Governors will review the application and the IS's comments, to grant full accreditation, or to identify certain actions the Regional or National Chapter in Formation should take before full accreditation can be granted. In the latter case, the National Chapter in Formation status will be extended for a maximum of one more year.

Once an organisation has been fully accredited and has signed the relevant corresponding documents, it is a full-fledged Regional or National Chapter of CCLP WORLDWIDE, with voting rights and all other privileges and obligations applying in the movement.

### **Confirmation of Accreditation Process**

A Bi-annual review of CCLP WORLDWIDE National Chapters takes place to help strengthen Regional or National Chapters and to assure that they continue to comply with the Umbrella Statement and all basic principles of CCLP WORLDWIDE and are contributing to the goals of the movement. Each three-year anniversary after the date in which full accreditation was granted, each R/NC is asked by CCLP WORLDWIDE to complete a self-evaluation form, consisting of answers to a standard accreditation review questionnaire in which beyond general compliance, democratic governance as stated in the CCLP WORLDWIDE Umbrella Statement, and overall performance, impact assessment is also addressed.

Upon agreeing on a date with CCLP WORLDWIDE-IS and the IBG, the R/NC shall submit its completed self-evaluation questionnaire and additional required documentation to the relevant Regional Director at CCLP WORLDWIDE, who will review the evaluation and submit it to the IBG together with a brief report and commentary on the R/NC's evaluation.

The IBG will then review the case and submit its recommendation in annual membership meetings of the CCLP worldwide – the full accreditation remains in effect, or the need for corrective action (in sufficient detail) by the R/NC, with time allowed (normally 6-12 months) following which a further review will take place, or immediate suspension, or dis-accreditation (which would require exceptional circumstances).

### **Special Review**

The IS or IBG may at any time initiate a review into any NC, specifying the reasons for and terms of reference of such a review.

### **Dis-Accreditation and Suspension**

When all efforts to strengthen a R/NC and bring it into compliance with the Umbrella Statement, all basic principles of CCLP WORLDWIDE and the requirements of the accreditation process are unsuccessful, CCLP WORLDWIDE will consider voluntary withdrawal, suspension or disaccreditation of the Regional or National Chapter.

The IBG may at any time suspend a R/NC with immediate effect, if there are reasonable grounds to believe that this is considered necessary to avoid a

threat to CCLP WORLDWIDE or its reputation, or for reasons threatening the safety or security of any CCLP WORLDWIDE or NC members, officers or staff members. Suspension of an accredited Regional or National Chapter results in a withdrawal of its right to vote and the ineligibility of its Official Chapter Representative to stand for election. In addition, the suspension should be recorded on the CCLP WORLDWIDE-website and could trigger a Special Review of the Chapter which will be conducted by the IS.

In the event of suspension, dis-accreditation or resignation from CCLP WORLDWIDE, the National Chapter shall forthwith cease to use the name and logo of CCLP WORLDWIDE

### **Appeals**

The respective accredited National Chapter may appeal against a dis-accreditation decision made by the IS Or IBG, by sending a communication in writing to the appellate tribunal of the Organisation for further review and reinstating the chapter.

## **MEMBERS RIGHTS AND PRIVILEGES**

### **Annual Membership Meeting**

A member can attend the annual membership meeting, extraordinary meeting or any other meeting except the Board meeting and Secretariat meeting. All members except honorary members can vote at Annual membership or any other member meeting.

### **Nomination in election of Board members**

A member can nominate himself or herself or any other member for the election of Board members.

### **Nomination in Secretariat post and Committee post**

A member can nominate himself or herself for election of office bearer of Secretariat or committees

### **Annual reports and other information**

A member has the privilege to receive the annual report, newsletter, journal etc.

### **Membership in chapter**

A member has the right to get the membership of the chapter of his residing Country or region.

### **Appeals against suspension or removal of membership**

A member can file appeal to Secretary General against the order of the Board for removal or expulsion or suspension from membership or post of the organisation.

### **Suggestion and advice**

A member can send his or her advice or suggestion to the secretariat office or Board of Governors or Committees and the concerned authority has to acknowledge the same to the member.

### **Web-access**

A member get the web access of the website as registered author for submitting any article or resource or other NGO details or activity information or contact details of the member.

