

RULES of INTERNATIONAL POLICE ASSOCIATION PAKISTAN SECTION

COMPOSITION OF REGIONS

1. A Region shall consist of at least fifty members in good standing. The National Executive Committee may create and admit new Regions or redefine the existing Regions. The composition of Regions shall be as may be determined from time to time by the National Executive Committee.

MEMBERSHIP

2. Ordinary membership shall be open to any serving or retired officer of police or other law enforcement agency or any other serving or retired officer of a service as may be approved by the National Council.

3. Life membership shall be open to any ordinary member, subject to the approval of the National Executive Committee. Each applicant must have been an ordinary member for at least five consecutive years at the time of application.

4. Honorary life membership may be granted by the National Executive Committee to any member who in the opinion of the National Executive Committee has rendered outstanding service to the IPA.

5. Foreign associate membership may be granted by the National Executive Committee to a serving or retired police officer of another country where a Section of the IPA does not exist.

6. Ancillary membership may be granted to the spouse of a deceased member, upon application of such spouse, through the relevant

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Regional Executive Committee, and after approval by the National Executive Committee.

7. Overseas membership shall include members, other than those holding honorary life memberships, while serving overseas.

8. Only an ordinary member may hold an elected office. (For the purpose of this Rule the term "ordinary" shall include "Life", "Honorary Life" and "Overseas".) Ancillary members may hold only committee positions, excluding such executive offices as President, Vice President, Secretary General, Assistant Secretary General, Treasurer, Assistant Treasurer, Regional Chairperson, Vice Chairperson, Secretary and Treasurer. Ancillary members shall have voting rights appropriate to the occasion.

MISCONDUCT, SUSPENSION AND TERMINATION OF MEMBERSHIP

9. Membership may be suspended by the National Executive Committee at any time for misconduct, including:

- a. Serious violation of the Constitution and /or Rules
- b. Gross misuse of Association facilities
- c. Any conduct which is gravely prejudicial to the good image and order of IPA

d. Persistent refusal or failure to comply with any direction of the National Council / National Executive Committee or violation of the Code of Conduct (Rule 27)

WITHDRAWAL OF MEMBERSHIP, ETC

10. Membership may be refused to or withdrawn from a member who is-

a. dismissed/removed/compulsorily retired from service

b. known to be involved in criminal activities, including human trafficking, or activities unbecoming of a gentleman officer

APPEAL AGAINST SUSPENSION, ETC

11. A member whose membership has been suspended shall receive a notice, in writing, giving grounds of suspension and requiring him / her to explain within 15 days of the receipt of notice why his / her membership may not be terminated. The notice shall be signed by the President and sent by email and / or registered post to his / her last known address. On receipt of reply, the National Executive Committee shall decide whether and how to proceed further in the matter. A member who is refused membership or whose membership is withdrawn shall also be duly informed in writing.

12. Against final order of refusal to allow membership, withdrawal of membership or termination of membership, the aggrieved person may file an appeal before the Ombudsman. In exceptional circumstances, the National Council may entertain a representation against the order of the Ombudsman.

MEMBERS TO BE PROVIDED COPIES OF CONSTITUTION, RULES, ETC

13. Every member shall be entitled to receive a membership card issued by the Secretary General, after certification of receipt of applicable fee in the central account of the Section by the Treasurer; a copy of the Constitution and Rules of the Association; and copies of any subsequent amendments to the Constitution and Rules. It shall be a condition of membership that these documents must be returned when the member ceases to be a member of the Association. A replacement fee based on the actual of membership card shall be charged to the member concerned for any loss of the card.

CO-OPTION OF MEMBERS, EXPERTS, ETC

14. The National Executive Committee and the Regional Executive Committee shall have power to co-opt any person for any specific purpose, or to appoint such additional officers for liaison or other such purpose, as they consider necessary and expedient. All persons co-opted and all officers appointed other than under Article VI of the Constitution shall ordinarily hold such appointments until the next National Council Meeting, but shall be eligible for re-appointment.

NATIONAL EXECUTIVE COMMITTEE TO ACT AS TRUSTEES

15. The National Executive Committee shall act as Trustees in respect of any arrangements made for a conveyance or mortgage or loan, or for the lease of any property which may be entered into by or on behalf of the Section for the purposes of the Association.

16. The Association shall indemnify its officers in respect of any debt, costs, charges or other liability which may result from the just and fair exercise of their necessary functions as Trustees, Directors, Guarantors or when giving indemnities.

IMMEDIATE PAST PRESIDENT

17. Upon vacating his / her office, the President shall become the Immediate Past President and Advisor to the National Executive Committee.

MINUTES OF MEETINGS

18. Minutes of every meeting of the National Council and the National Executive Committee shall be prepared / circulated, within 30 days after the meeting, by the Secretary General, after approval by the President. The minutes shall also be placed on the Website of IPA Pakistan Section. Same shall apply, mutatis mutandis, to the meetings at the Regional level.

ELECTIONS

19. The Election Commission shall ensure that elections for the Regional Executive Committees are held every four^{*1} years, as far as practicable, in the month of February.

20. The Regional Committees shall take appropriate steps to promote gender, rank and area balance amongst the officers of Regional Executive Committees. The National Council shall also likewise take affirmative action while electing officers for the National Executive Committee.

21. The Election Commission may use modern technology (e.g. e-voting) to promote transparency, efficiency and wider participation of members in the voting process.

ONE OFFICER TO HAVE ONLY ONE VOTE

22. Where an officer holds more than one position carrying the right to vote, he shall be entitled to cast only one vote. Nor shall any member hold more than one elective office.

SUB-COMMITTEES

23. The National Council may appoint sub-committees as it sees fit. The sub-committees shall be responsible to the National Executive Committee and the President or his / her nominee shall be an exofficio member of all such sub-committees. Same shall apply, mutatis mutandis, to the Regional Committees.

REPORTING OF ACTIVITIES

24. Any activity, other than meetings, that may be organized on a Regional or Branch basis shall be notified prior to the event on the appropriate form to the Regional Executive Committee. Details of all international activities, including any group visits from abroad, shall be forwarded by the Secretary to the Secretary General.

PUBLISHING OF PUBLICITY MATERIAL, ETC

^{1*} Amended in the 3rd Annual Meeting of the National Council dated 11th April, 2015.

25. Publicity material concerning the Section may not be printed in magazines, brochures, books or articles, or placed on the website, except with the approval of the National Executive Committee, and in case of Regions, with the approval of Regional Executive Committees.

NATIONAL EDITOR

26. The National Editor and any editorial staff may be appointed by the National Executive Committee at such remuneration and upon such conditions as it thinks fit. Their appointment shall be subject to approval of National Council in its next meeting. Any person(s) so appointed may be dismissed by the National Executive Committee, for reasons to be recorded in writing, subject to subsequent approval by the National Council. The role and duties of the National Editor and other staff shall be as may be determined by the National Executive Committee.

CODE OF CONDUCT

27. Members shall not discuss matters of policy connected with the affairs of the Association with any unauthorized persons, nor shall they disclose any such matters to the press.

28. No member shall directly or indirectly help any unauthorized person to attend the Association's official meetings.

29. No members shall indulge in any way in discussions involving political, religious, or racial matters. Nor shall such issues be published in any of the Association's publications or communicated through electronic or other media with other members.

30. Members shall not in any way deal or attempt to deal with the International Secretariat or the International Officers of IPA or any overseas Section or unit of IPA or with foreign embassies / missions directly. They shall, when necessary, do so through the Secretary General.

31. No discussion or activity shall be permitted which directly or indirectly affects or concerns the pay, pension or conditions of service of police officers. Any discussion or activity occurring in contravention of this Rule shall be treated as void and of no effect.

FINANCE

32. The Treasurer or the Regional Treasurer, as the case may be, shall submit all invoices for payment for endorsement by the Secretary General or the Secretary, as the case may be, before seeking approval by the President or the Chairperson, as the case may be.

33. All books, memos and expenditure accounts, postal order counterfoils, paying-in books, receipts and other relevant documents shall be properly maintained by the Treasurer or the Regional Treasurer, as the case may be, and retained at least for a period of ten years.

34. For all Regional and Branch events organized by the Association, an Income and Expenditure Account and Balance Sheet shall be prepared and a copy forwarded to the Treasurer through the Regional Treasurer.

35. The Treasurer or the Regional Treasurer, as the case may be, shall be responsible for getting the annual audit conducted in the month of January every year.

USE OF INFORMATION TECHNOLOGY

36. The National Executive Committee shall take steps to encourage the use of Information Technology, including video conferencing, for its meetings.

REPEAL AND SAVINGS

37. The Rules dated 10th September 1996 are hereby repealed, without in any way prejudicing the orders made or actions already taken thereunder.