

THE RULEBOOK

ALL INDIA PROFESSIONALS' CONGRESS

FEBRUARY, 2019



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I. STATEMENT OF OBJECTS

- i. To serve as a platform for the country's professionals to voice their viewpoints and concerns, and to engage with political leaders and influencers.
- ii. To proactively engage with Professionals, institutions & their office bearers, industry bodies to showcase Congress and its ideology, programs, etc.
- iii. To contribute to policy formulation, election campaigns, political activism, community engagement, amongst other activities.
- iv. To enable AIPC Fellows to network with like-minded peers through regular chapter meetings.
- v. To contribute to the public debate in constructive and productive spirit, in line with the rules and stipulations of the Constitution of the Indian National Congress.
- vi. To help in the preparation of speeches, training materials, undertake training of All India Congress Committee (AICC) cadre on important issues and skills to help them perform better.
- vii. To assist in researching issues, give critical statistical inputs for AICC to build a strong database to ensure its arguments are steeped in factual data.

The AIPC will be recognized as a department of the AICC upon announcement of Congress President dated 02.08.2017. Further, the Honourable Congress President has ratified and approved the Rules governing the AIPC. The AIPC and its Fellows will be bound by said Rules and the stipulations of discipline and decorum as defined in the Constitution and Rules of the Indian National Congress (INC), thereof from time to time.

Under the said Rules, the Chairperson along with the Chief Operations Officer, Legal Coordinator and the National Operations Team will collectively consult and mandate procedure for operations as the Handbook of Operations that shall contain all matters, enumerations, procedures, information, etc. The procedure mandated by the Handbook of Operations will be binding upon all the Fellows, including the National Executive.

AIPC will be a department of the AICC having its perpetual seal with its own logo/emblem as mentioned in Schedule I.

I. CONSTITUENTS

- i. The AIPC shall consist of the following levels:
 - a. A Unit Chapter may be established in each Lok Sabha Constituency. There may be more than one unit chapter in one Lok Sabha Constituency.
 - b. State Executive shall be established in each state with jurisdiction of all such Unit Chapters which fall within the territorial limits of the State.
 - c. National Operations Team shall be established at the national level for executing and delivering administrative, policy, legal, communication, technology and any other fiduciary responsibilities arising therefrom.
 - d. National Executive which shall be appointed by the President of the AICC and shall consist of the Chairperson and Regional Coordinators across the country.

II. DEFINITIONS

- i. "Fellows' Portal" shall mean an online portal created for all Fellows of the AIPC which shall be the principal instrument of connectivity, participation, etc. with the AIPC.
- ii. "Handbook of Operations" is a the primary document of operations, directions and implementation of the policies. This document and it's recommendations are binding and shall have the full force of the rules of AIPC. This document will be updated periodically through the authorisation of the Chairperson .
- iii. "National Convention" shall mean an annual meeting of the AIPC, as per Schedule II.

III. ELIGIBILITY

- i. The eligibility of Fellows shall be governed by the Handbook of Operations. However, in case of any clarifications and/or disputes related thereof the following Rules shall prevail.
- ii. Any citizen of India above the age of 18 years, having a professional qualification and/or practices a profession in India, residing in India, holding a voter ID card, having a personal bank account and who is filing/has filed Income tax returns is eligible to be a Fellow of the AIPC.
- iii. It is also stated that all Fellows must accept the terms and conditions of Fellowship in addition to the declaration of conduct.
- iv. If any Fellow (including office bearers) of the AIPC is found guilty and convicted by a Court of law for committing any offence with imprisonment of two years or more, his or her Fellowship with the AIPC shall stand terminated.

IV. FELLOWSHIP

- i. The procedure for Fellowship shall be governed by the Handbook of Operations. However, in case of any clarifications and/or disputes related thereof the following Rules shall prevail.
- ii. Any eligible person may become a Fellow with the AIPC upon making an application via the Online Fellows' Portal on the AIPC website (www.profcongress.com). All Fellows must pay a one time registration fee as prescribed under the Hand Book of Procedure from time to time for the first year of Fellowship, followed by a renewal fee, thereof, from the second year onwards. Payment of the Fellowship fees is to be made through an online payment gateway/banking channel into an Account designated by the AIPC.
- iii. All Fellows can select a chapter nearest to them, preferable on the basis of their residence/ workplace.
- iv. All Fellows shall be issued a Fellowship number, a digital photo identity card, a login ID and password by which they can access the online Fellows' Portal.

V. DUTIES OF FELLOWS

- i. To organize and participate in regular meetings of the home Chapter conducted on a weekly basis.
- ii. All Fellows of the AIPC shall be a part of at least one SEWA Committee.
- iii. All Fellows shall submit an annual review of their Unit's work and their opinions/ feedback on the AIPC and AICC on the Fellows' Portal.
- iv. To conduct seminars and brainstorming sessions on various issues of national importance.
- v. To provide support to the elected representatives of the All India Congress by conducting specialized research and data analysis in cooperation with the Congress Research Unit.
- vi. To undertake various social and development projects such as raising funds and grants for the purposes of education, building schools, offering healthcare services and various other nation building activities.
- vii. To gather and disseminate information related to the ideological beliefs of the party and to promote the message of party at the grass root level.
- viii. To monitor government programmes and make policy proposals for areas including health, education, sanitation, rural development, urban planning and such other areas touching upon the day to day life of a common man.
- ix. To abide by the highest standards of ethical conduct at all times as enumerated in Section 2.2 of the Handbook.

VI. ESTABLISHMENT OF UNIT CHAPTERS

- i. The establishment and functioning of Unit Chapters shall be governed by the Handbook of Operations. However, in case of any clarifications and/or disputes related thereof the following Rules shall prevail.
- ii. A Unit Chapter may be established in each Lok Sabha Constituency.
- iii. Each Unit Chapter shall consist of not more than 100 Fellows. Provided that, no Unit Chapter shall consist of less than 25 Fellows. The State Executive Committee may constitute a new Unit Chapter in the same geographical area once the number of Fellows crosses 100.
- iv. Any individual may constitute a Unit Chapter by making a written proposal in the prescribed format to the State Secretary, which shall be accompanied by atleast 25 other eligible persons who are not Fellows attached to any other Unit Chapter(s). This is subject to the Fellow relinquishing his/her membership with the existing Unit Chapter.
- v. A new Unit Chapter may not be created in the same Lok Sabha Constituency until the existing Unit Chapter has reached 100 Fellows. Any exceptions to this rule must be recommended by the State Executive Committee, approved by the Regional Coordinator and authorized by the Chairperson .
- vi. Upon meeting the criteria as provided in these rules, the State Secretary shall register the details of such prospective Fellow(s) by communicating it to their respective Regional Operations Officer who will confirm the active status of the chapter.
- vii. A Fellow attached to one Unit Chapter is permitted to transfer his/her Fellowship to another Unit Chapter by making an application to the Secretary of the recipient Unit Chapter through the Fellows' Portal. Prior to the initiation of the transfer request, the Fellow is required to intimate his/her original Chapter Executive Committee by email. The transfer shall be completed only upon acceptance of the said application by the recipient Chapter Executive Committee.

Provided that, no Fellow shall be permitted to transfer to another Unit Chapter without first being a Fellow of the original Unit Chapter for a period of not less than 12 months.
- viii. In the event of refusal by the recipient Chapter Executive Committee, the Fellow may appeal to the concerned State Executive Committee whose decision will be final and binding on both the Fellow and the recipient Unit Chapter. The decision must be communicated to the concerned State Executive Committee by the recipient Unit Chapter's Secretary through email.
- ix. Any disputes regarding transfer requests will be referred to the State Executive Committee through an email enumerating the reasons for said dispute. The decision of

the State Executive Committee will be final and binding on both the Fellow and the recipient Unit Chapter. The decision must be communicated to the Regional Operations Officer by the concerned State Executive through email.

- x. A Fellow is allowed to leave a Unit Chapter and establish another Unit Chapter afresh, subject to the criteria as mentioned in these rules.
- xi. A Fellow can relinquish their Fellowship with the AIPC through:
 - a. An application for relinquishment can be made through the Fellows' Portal.
 - b. A formal communication of the same to the Unit Chapter Executives in writing, upon a formal acknowledgment and acceptance the relinquishment shall be deemed as accepted.
 - c. A copy of the same will be shared with the State Secretary and the Regional Operations Officer.
 - d. The Regional Operations Office will ensure the removal of the name from the National Fellows' database in coordination with the Chief Operations Officer.
- xii. Each Unit Chapter shall consist of an Executive Committee having the following office bearers:
 - a. President
 - b. Vice President & Treasurer
 - c. Secretary
- xiii. The State Executive Committee will organise elections for the Unit Chapter Executive Committees. Each office bearer shall be elected from amongst the Fellows of the Unit Chapter by Fellows of the same Unit Chapter wherein such Fellow shall be required to attain the highest number of votes in the respective office for which they contest.
- xiv. No Fellow shall be allowed to contest for more than one office in the Unit Chapter at one time.
- xv. The minimum quorum required for elections to any office in the Unit Chapter shall not be less than 45% of the total strength of that Chapter.
- xvi. The term of each office bearer shall be for a period of three years. Provided that no individual shall be permitted to occupy the same office for more than three terms, whether consecutive or not.
- xvii. The functions of the office bearers of the Unit Chapter Executive Committee shall be as under:

a. PRESIDENT

- 1) The President shall be the Principal Authority presiding over the meetings of the Unit Chapter and directing its activities.
- 2) To represent its Unit Chapter at State and National conventions/ meetings. Where the President is personally unable to attend such meetings, he/she shall delegate this authority to one of the other elected office bearers of that Unit Chapter.
- 3) To constitute a Committee(s) for the furtherance of any activities or outreach programs or functions which are in consonance with the Objectives of the AIPC.
- 4) To appoint or call for elections for Unit Chapter functionaries.
- 5) To help add Fellows to the Unit Chapter, along with the Vice President and Secretary, until the Unit Chapter reaches the count of 100 Fellows.

b. VICE PRESIDENT & TREASURER

- 1) To be in charge of the funds of the Unit Chapter.
- 2) To assume the responsibilities of the President in the event of his/her absence for reasons such as sickness, removal from office, as specified under Rule XVIII or any other specified reason.
- 3) To prepare and maintain a true and proper account of income and expenditure of the Unit Executive Committee.
- 4) To allocate funds for any of the programs and/or functions of the Unit Chapter.

c. SECRETARY

- 1) To be in charge of the office of the Unit Chapter.
- 2) To maintain a roll of the Fellows consisting of the Unit Chapter.
- 3) To record, prepare and circulate minutes of meetings of the Unit Chapter.
- 4) To prepare and maintainan Electoral Roll.
- 5) To call for election to any of the offices of the Unit Chapters as and when the office is falling vacant, either by efflux of the term, death of the office bearer, expulsion of the office bearer, or otherwise.

- 6) To call meetings of the Unit Chapter and to coordinate its activities, together with the President.
 - 7) To circulate the agenda of the meetings of the Unit Chapter.
 - 8) To prepare a report of Unit Chapter activities and share it with the Fellows and State Executive Committee.
- xviii. In the event of a vacancy arising in a office of the Unit Chapter during the term of the office, the Handbook of AIPC will determine the procedure until the AIPC becomes a fully elected body.
- xix. The appointment of Unit Chapter functionaries shall take place as provided hereinunder:
- a. Unit Chapter leaders may constitute ad hoc committees with Fellows in charge of different activities. The Unit Chapter President may, through election or nomination, select Fellows for these function specific roles such as social media coordinator, policy issues coordinator, event management coordinator, etc.
 - b. Such appointment will be valid for a period of one year and may be renewed by the Unit Chapter President, through election or nomination.
 - c. In the event of objections being raised to such nomination by the Fellows, an election shall be held and the candidate with simple majority will be given the position within the said Chapter.

VII. ESTABLISHMENT OF STATE EXECUTIVE

- i. The establishment and functioning of the State Executive shall be governed by the Handbook of Operations. However, in case of any clarifications and/or disputes related thereof the following Rules shall prevail.
- ii. A State Executive shall be established in each State.
- iii. Each State Executive shall consist of all the Unit Chapters in that State.
- iv. Each State Chapter shall fall under the oversight jurisdiction of the respective Regional Coordinator as per Schedule III.
- v. Each Each State Executive shall consist of an Executive Committee having the following office bearers, at least one of whom shall be a woman:
 - a. President
 - b. Vice President & Treasurer
 - c. Secretary
- vi. The Regional Coordinators will organise elections for their respective States. Each office bearer shall be elected by Fellows of Chapters that are part of the State wherein such Fellow contesting for an office in the State Chapter shall be required to attain the highest number of votes in their respective categories for which they contest.

Provided that no person shall be eligible to contest elections for the office of a State Chapter unless he/she has been a Fellow of a Unit Chapter for a period of not less than 1 year.
- vii. The minimum quorum required for elections to any office in the State Chapter shall not be less than 25% of the total number of incumbent office Bearers of the State's Unit Chapters.
- viii. Each office bearer shall hold office for a term of three years. Provided that no individual shall be permitted to occupy the same office for more than three terms whether consecutive or not.
- ix. An office bearer of AIPC shall hold only one position in AIPC or any other frontal organization of INC, as per the discretion of the Chairperson .
- x. The functions of the office bearers of the State Chapter Executive Committee shall be as under:

a. PRESIDENT

- 1) The President shall be the Principal Authority presiding over the meetings of the State Chapter.
- 2) To represent its State Chapter at National Chapter conventions/ meetings. Where the President is personally unable to attend such meetings, the Vice President shall assume the responsibility of the President. Where both the President and Vice-President are personally unable to attend such meetings, the Secretary may assume the responsibility to attend such meetings.
- 3) To constitute a State Disciplinary Committee in consultation with the other office Bearers of the State Chapter to look into complaints of misconduct by any of the Office Bearers of the Unit Chapters or by the Fellows of the Unit Chapters.
- 4) To constitute a Committee(s) for the furtherance of any activities or outreach programs or functions which are in consonance with the Objectives of the AIPC.
- 5) To periodically apprise the respective Regional Coordinator on matters that pertain to their state's function. Where a Regional Coordinator has not been apprised at least once in a month, the Regional Coordinatory may seek an explanation from the State Executive Committee and take appropriate remedial action, including issuance of a show cause notice to the State Executive Committee.
- 6) In the event that the Regional Coordinator, after giving an opportunity of hearing in said show cause notice, is dissatisfied with the reply, the Regional Coordinatory may refer the matter to the National Executive Committee for further action, including disciplinary action that can include the removal of members of the State Executive Committee.
- 7) The President, along with the Vice President and Secretary will help attract new members and increase the number of chapters in a State.
- 8) To appoint State functionaries by constituting ad hoc committees with Fellows in charge of different activities such as social media coordinator, policy issues coordinator and even management coordinator, etc. Such selection should be done by the President in consultation with office bearers of relevant Unit Chapters. Such appointments will be valid for a period of one year and may be renewed by the President.

d. VICE PRESIDENT & TREASURER

- 1) To maintain a roll of all the Fellows across all the Unit Chapters in the country.
- 2) To assume the responsibilities of the President in the event of his/her absence for reasons such as sickness, removal from office, as specified under Rule XVIII or any other specific reasons.
- 3) To be in charge of the funds of the State Executive.
- 4) To prepare and maintain a true and proper account of income and expenditure of the State Executive.

e. SECRETARY

- 1) To be in charge of the office of the State Chapter.
 - 2) To be in charge of communication of policy decisions and other important decisions to all Unit Chapters and their Fellows.
 - 3) To maintain a roll of the Fellows consisting of the Unit Chapters in the State.
 - 4) To record and prepare minutes of meetings of the State Chapter of which there shall be no less than 12 such meetings in a given year.
 - 5) To coordinate logistical support and communication support, as needed, to the Unit Chapters during their events and activities.
 - 6) To publish the monthly calendar for activities undertaken by the State.
 - 7) To prepare and maintain an Electoral Roll.
 - 8) To call for election to any of the Offices of the Unit Chapters.
 - 9) To maintain a list of all Unit Chapters in that State and to send the list of existing and newly registered Unit Chapters to the National Executive every quarter.
- xi. Since the unit of activity of the AIPC will be the local Chapter, the State Executive will play a predominantly coordinating and administrative role. The State Executive shall approve the establishment of a Unit Chapter in that State provided the proposed Unit meets the eligibility criteria. In cases where the State Executive is of the opinion that a Unit Chapter must not be registered, the State Executive shall present a memo to the Regional Coordinator which shall contain its reasons in writing for non-approval of the establishment of that Unit Chapter.

- xii. In the event of a vacancy arising in an office of the State Chapter during the term of the office, the Handbook of AIPC will determine the procedure until the AIPC becomes a fully elected body.

VIII. ESTABLISHMENT OF NATIONAL OPERATIONS TEAM

- i. The Chief Operations Officer shall be solely responsible for and oversee all operational matters pertaining to the internal functioning of the AIPC. The Chief Operations Officer shall be solely responsible for ensuring the National Executive is aware and informed of all operational matters nationally. The Chief Operations Officer will consult and work with the other Operational officers and Coordinators to ensure the effective and smooth functioning of the AIPC. The Chief Operations Office shall be the principle compliance and nodal officer in all fiduciary matters relating to the AIPC.
- ii. There shall be one Regional Operations Officer in each zone. The Regional Operations Officer shall support and assist the Regional Coordinator in the discharge of his/her duty. The Regional Operations Officer shall handle the office of the Regional Coordinator and shall work in direct consultation with the Chief Operations Officer.
- iii. The Legal Coordinator nationally shall be the principle authority for all legal related issues governing and associated, directly or indirectly, with the AIPC. The Legal Coordinator shall represent the AIPC in all legal matters and disputes.
- iv. The Policy Coordinator shall be in charge of coordinating all policy related activities of the AIPC.
- v. The Communications Coordinator shall be in charge of all communications related activities of the AIPC.

IX. CODE OF CONDUCT

All Fellows of the AIPC shall abide by the declaration of Fellowship of the AIPC as defined in Schedule IV and Fellows will adhere to the norms and values of the INC as defined in its Constitution and Rules thereof.

X. ELECTIONS

- i. The elections to the National Executive shall be held and completed each year in the month of July, on a date as stipulated by the outgoing Regional Coordinator.
- ii. The elections to the State Chapters shall be held and completed each year in the month of May, on a date as stipulated by the outgoing Secretary.
- iii. Notwithstanding said Rules, it is clarified that for the first three years of the AIPC's functioning and or such time as deemed by the Chairperson of AIPC and President of the Indian National Congress, the President of the AICC shall appoint the Fellows of the National Executive and the Regional Coordinators, who will in turn appoint the State Executive in consultation with the President of AIPC.
- iv. It is also clarified that for the first three years and/or such time as deemed by the Chairperson of AIPC and the President of the Indian National Congress, State and Unit Chapter office bearers shall be appointed as per the norms set out in the Handbook of Operations.
- v. The dates of the above mentioned elections shall be notified at least 40 days prior to the intended date of holding elections.
- vi. The elections for both National and State Executives shall be held over a period of not more than 4 days, and not less than 3 days, so as to ensure maximum participation of the electorate.
- vii. Any person seeking to contest elections for any of the offices of the State or National Executive shall file its nomination papers to the respective Regional Coordinator at least 30 days before the date of the elections.
- viii. Prospective candidates seeking to contest elections for any office of the State or National Executive shall pay an amount of Rs. 3000/- and Rs.7,000/-respectively to the respective Treasurer via a banking transaction at the time of filing their nomination papers.
- ix. Persons seeking to contest elections to any office of the State Executive shall have to be seconded by atleast 15 active AIPC Fellows in that State of whom all have been in the AIPC for at least 1 year. The seconding can be done through payment of Rs.250/-to the State Treasurer accompanied by a statement on affidavit via the Fellows' Portal to the effect that the person is seconding the prospective candidate. The payment of Rs. 250/- shall be made to the State Treasurer. The affidavit along with receipt shall be submitted to the State Secretary by the Prospective Candidate at the time of filing his/her nomination papers.

- x. Persons seeking to contest elections to any office of the National Executive shall have to be seconded by at least 50 active AIPC Fellows whom all have been in the AIPC for atleast 1 year. The seconding can be done through payment of Rs. 500/- to the National Treasurer accompanied by a statement on affidavit via the Fellows' Portal to the effect that the person is seconding the prospective candidate. The payment of Rs. 500/- shall be made to the National Treasurer. The affidavit along with receipt shall be submitted to the Regional Coordinator by the Prospective Candidate at the time of filing his/her nomination papers.
- xi. The voting for all elections of the AIPC shall be done through Digital Ballot which will be included in the Fellows' Portal. A Fellow will only be able to cast its vote after entering a verification One Time Password which shall be sent to his/her registered Mobile Number and email ID.
- xii. The declaration of results shall be published on the Fellows' Portal after counting has been concluded. The counting shall be concluded within a period of 24 hours after the closure of the election voting period.
- xiii. Any disputes arising out of the result of elections or allegations of malpractice regarding elections to the Unit Chapters or State Executive shall be referred to an Election Disputes Committee set up by the National Executive. An aggrieved person may make a complaint containing all material particulars along with supporting documents/ evidence accompanied by a fee of Rs.10,000/- to the Committee within 10 days from the publication of the result. The Committee shall take a decision only after providing an opportunity of being heard both to the complainant as well as the person against whom the complaint is made and shall take a decision within 50 days from the date on which the Complaint is made. The decision of the Committee shall be final and binding.
- xiv. Any disputes arising out of the result of elections or allegations of malpractice regarding elections to the National Executive shall be referred to the President of the AICC. An aggrieved person may make a complaint containing all material particulars along with supporting documents/ evidence accompanied by a fee of Rs. 20,000/ to be paid to the Treasurer of the AICC, within 10 days from the publication of the result. The President of the AICC shall take a decision only after providing an opportunity of being heard both to the complainant as well as the person against whom the complaint is made, and shall take a decision within 45 days from the date on which the Complaint is made. The decision of the President of the AICC will be final and binding.
- xv. No person shall be allowed to hold more than one office at any level of the AIPC other than those who are holding an additional charge of filling up a vacancy. Provided that this provision shall not be applicable to the National Executive.

- xvi. In case any incumbent office bearer contests and wins the election for another office besides their current office; they must resign their previous office within a period of 7 days post declaration of election results.

XI. REMOVAL

- i. A member of the AIPC may be removed under the following grounds:
 - a. Acting against the Code of Conduct as enumerated under Schedule IV.
 - b. Financial misconduct.
 - c. Incapacity to discharge his or her duties owing to illness.
 - d. Conviction by a Court of law.
 - e. Failure to renew membership on an annual basis.
 - f. Decision of the relevant Disciplinary Committee.

XII. CHAPTER FUNCTIONING AND CHAPTER MEETINGS

- i. The functioning and any other activities related to the Unit Chapter shall be governed by the Handbook of Operations. However, in case of any clarifications and/or disputes related thereof the following Rules shall prevail.
- ii. Every Unit Chapter must have at least one meeting per month.
- iii. If a Unit Chapter does not meet at least once in a month, the State Executive Committee may seek an explanation from the Unit Chapter Executive Committee and take appropriate remedial action, including issuance of a show cause notice.
- iv. If the State Executive Committee, after giving an opportunity of hearing in said show cause notice, is dissatisfied with the reply, it may, vide an Order, grant an opportunity to rectify the omission and commissions or recommend foreclosure of said Unit Chapter to the concerned Regional Coordinator.
- v. The Unit Chapter Executive Committee must publish a calendar of events and meetings via the AIPC website as well as provide written/digital communications to the Fellows and State Executive Committee.
- vi. The minimum period of notification of a meeting shall be no less than five days. The Unit Chapter President has the discretion to make exceptions in extraordinary circumstances.
- vii. Apart from members of the AIPC Central and State Executive Committees, the following people are entitled to attend AIPC Chapter meetings/events with prior written intimation to the State Executive Committee:
 - a. The Central Executive Committee members.
 - b. The corresponding State Executive Committee members.
 - c. Any AICC office bearers.
 - d. Any office bearer of any frontal organisation of the INC.
 - e. Eminent personalities and/or guest speakers.
- viii. No Fellow shall be barred from participation in Unit Chapter meetings for any reason other than a violation of the Code of Conduct.
- ix. The Unit Chapter shall inform and consult the State Executive Committee, seven days prior to any planned activity.
- x. In case the choice of activities, events, campaigns or meetings by any Unit Chapter causes concern to the State or National leadership of AIPC or INC, the State Executive

Committee reserves the right to advise such Unit Chapter appropriately. Such advice will be binding on the Fellows and Executive Committee of the respective Unit Chapter.

- xi. In case the Unit Chapter disagrees with the advice of the State Executive Committee, the State President will be approached by the Unit Chapter President and his/her decision will be binding.
- xii. Within 4 days of a meeting, the following documents must be prepared, uploaded to the AIPC website and shared with Fellows and the State Executive Committee:
 - a. Names of Fellows who attended the meeting
 - b. Minutes of the meeting
 - c. Action Taken Report of the activities undertaken by the Unit Chapter
 - d. Any reports/ policy papers/ briefs and other materials that outline activities undertaken by the Unit Chapter.

XIII. NATIONAL EXECUTIVE

a. THE CHAIRPERSON

The Chairperson will be appointed by the President of the Indian National Congress for a duration as defined by the President of the INC. The Chairperson shall be the ultimate authority on all matters pertaining to the AIPC.

f. THE DEPUTY CHAIRPERSON

The Deputy Chairperson will be appointed by the President of the Indian National Congress in consultation with the Chairperson of the AIPC. The Deputy Chairperson may serve as the National Treasurer of the AIPC and assume the duties of the Chairperson in the event of his/her absence.

g. THE REGIONAL COORDINATOR

There shall be four Regional Coordinators namely (North, South, East and West) one Regional Coordinator may only assume control over one Zone at any given time. The appointment of the Regional Coordinators will be made by the President of the Indian National Congress in consultation with the Chairperson of the AIPC. The Regional Coordinator may assume any additional responsibilities other than jurisdiction of another zone at the discretion of the Chairperson.

XIV. AMENDMENTS

- i. No provisions or rules or any part of the Rules shall be amended in any manner other than the manner prescribed hereinunder.
- ii. A motion for amendment with supporting reasons shall be moved by the Chairperson or Regional Coordinators. The motion for amendment shall be placed for internal vote before the National Executive, Chaired by AIPC Chairperson, in discussion with, Chief Operations Officer and Legal Coordinator. The motion for amendment shall be approved with simple majority votes of the National Executive as long as the majority includes the Chairperson of AIPC.

No amendment shall be carried out to any of the rules or provisions or any part thereof, except when the Chairperson of AIPC in consultation with the Legal Department and AICC, present a resolution for amendment before the Hon'ble President, Indian National Congress. The amendment to the Rules will be brought into force only after the same is accepted and ratified in writing by the Hon'ble President, Indian National Congress.

XV. DISPUTE RESOLUTION

- i. The procedure to be followed for dispute resolution shall be governed by the Handbook of Operations. However, in case of any clarifications and/or disputes related thereof the following Rules shall prevail.
- ii. A Fellow has the right to report to the concerned Unit Chapter Executive Committee, any acts of harassment, misconduct, and/or actions unbecoming of a Fellow of AIPC. If such complaint is related to any member of the Executive Committee, it should be reported to the next highest level of Executive Committee.
- iii. In scenarios where the State executive raises concerns or objects to a Unit Chapter-level event, every effort should be made to resolve such issues amicably.
- iv. In case such difference of opinion persists, the State President must write to the Regional Coordinator explaining the context of the disagreement. The email must be copied to State Vice President, State Secretary and Regional Operations Officer. The Regional Coordinator shall seek inputs from the Chapter Executive Committee. The Regional Coordinator may also consult the Chief Operations Officer and Legal Coordinator before arriving at a final decision. The matter must be resolved by the Regional Coordinator at the earliest.
- v. The above decision will be binding on the State Executive and the Unit Chapter Executive unless it is reversed by the Chairperson and the Deputy Chairperson with a copy having been sent to the Regional, State and Unit Chapter leaders. The Chairperson will make a final decision within a reasonable period of time.
- vi. Intra-Unit Chapter disciplinary complaints are to be redressed by a Chapter Disciplinary Committee consisting of the Chapter President, Chapter Vice President, and Chapter Secretary. The executive may seek an explanation from concerned person/ Fellow and where necessary take appropriate remedial action, which may include issuance of a show cause notice upon the Fellow/ concerned person seeking to respond why disciplinary action *inter alia* for breach of code of conduct should be not be taken. The Fellow/ concerned person shall submit the reply to the said show cause notice within 7 days before the relevant Committee and after granting an opportunity to Fellow/ concerned person an order shall be passed either granting an opportunity to rectify omission & commissions or recommend requisite directions and orders as deemed fit. The Order passed along with case history should be intimated to the State Executive Committee.
- vii. Inter-Unit Chapter disciplinary complaints are to be redressed by a disciplinary committee consisting of the State President, State VP and State Secretary. The Committee may seek an explanation from concerned person/ Fellow and where it's necessary to take appropriate remedial action, which may include issuance of a show

cause notice upon the Fellow/ concerned person seeking to respond why disciplinary action *inter alia* for breach of code of conduct should be not be taken. The Fellow/ concerned person shall submit the reply to the said show cause notice within 7 days before relevant Committee and after granting an opportunity to Fellow/ concerned person an order shall be passed either granting an opportunity to rectify omission & commissions or recommend requisite directions and orders as deem fit. The Order passed along with case history should be intimated to the Regional Coordinator.

- viii. In case a disciplinary complaint is submitted against the Chapter VP or Secretary, appropriate action will be taken by a Disciplinary Committee that will include the Chapter President and the State Executive Committee. The Committee may seek an explanation from concerned person/ Fellow and where necessary take appropriate remedial action, which may include issuance of a show cause notice upon the Fellow/ concerned person seeking to respond why disciplinary action *inter alia* for breach of code of conduct should be not be taken. The Fellow/ concerned person shall submit the reply to the said show cause notice within 7 days before relevant Committee and after granting an opportunity to the Fellow/ concerned person an order shall be passed either granting an opportunity to rectify omission and commissions or recommend requisite directions and orders as deem fit. The Order passed along with case history should be intimated to the Regional Coordinator.
- ix. In case a disciplinary complaint is submitted against the Chapter President, appropriate action will be taken by a Disciplinary Committee of the State Executive and the Regional Operations Officer. The executive may seek an explanation from concerned person/ Fellow and where necessary take appropriate remedial action, which may include issuance of a show cause notice upon the Fellow/ concerned person seeking to respond why disciplinary action *inter alia* for breach of code of conduct should be not be taken. The Fellow/ concerned person shall submit the reply to the said show cause notice within 7 days before relevant Committee and after granting an opportunity to Fellow/ concerned person an order shall be passed either granting an opportunity to rectify omission and commissions or recommend requisite directions and orders as deem fit. The Order passed along with case history should be intimated to the Regional Coordinator.
- x. In case a disciplinary complaint is submitted against the State VP or Secretary, appropriate action will be taken by a Disciplinary Committee that will include the State President, Regional Coordinator, Chief Operations Officer, and Legal Coordinator. The Committee may seek an explanation from concerned person/ Fellow and where necessary take appropriate remedial action, which may include issuance of a show cause notice upon the Fellow/ concerned person seeking to respond why disciplinary action *inter alia* for breach of code of conduct should be not be taken. The Fellow/

concerned person shall submit the reply to the said show cause notice within 7 days before relevant Committee and after granting an opportunity to Fellow/ concerned person an order shall be passed either granting an opportunity to rectify omission and commissions or recommend requisite directions and orders as deem fit. The Order passed along with case history should be intimated to the National Executive Committee.

- xi. In case a disciplinary complaint is submitted against the State President, appropriate action will be taken by a Disciplinary Committee that will include the Deputy Chairperson, Regional Coordinator, Chief Operations Officer, and Legal Coordinator. The Committee may seek an explanation from concerned person/ Fellow and where necessary take appropriate remedial action, which may include issuance of a show cause notice upon the Fellow/ concerned person seeking to respond why disciplinary action *inter alia* for breach of code of conduct should be not be taken. The Fellow/ concerned person shall submit the reply to the said show cause notice within 7 days before relevant Committee and after granting an opportunity to Fellow/ concerned person an order shall be passed either granting an opportunity to rectify omission and commissions or recommend requisite directions and orders as deem fit. The Order passed along with case history should be intimated to the National Executive Committee.
- xii. In case a disciplinary complaint is submitted against the Regional Operations Officer, appropriate action will be taken by a Disciplinary Committee that will include the Regional Coordinator, Chief Operations Officer, and Legal Coordinator. The Committee may seek an explanation from concerned person/ Fellow and where necessary take appropriate remedial action, which may include issuance of a show cause notice upon the Fellow/ concerned person seeking to respond why disciplinary action *inter alia* for breach of code of conduct should be not be taken. The Fellow/ concerned person shall submit the reply to the said show cause notice within 7 days before relevant Committee and after granting an opportunity to Fellow/ concerned person an order shall be passed either granting an opportunity to rectify omission & commissions or recommend requisite directions and orders as deem fit. The Order passed along with case history should be intimated to the National Executive Committee.
- xiii. The Fellow, against whom the disciplinary action is taken and final resolution has been passed, he/she shall have the right and liberty to only appeal before the relevant higher-level Disciplinary Committee, as the case may be.
- xiv. In case the decision of the first level Disciplinary committee is overturned by the Appeal Disciplinary committee, the first level disciplinary committee may approach once to the next higher level for appeal.

- xv. The reporting and appeal mechanisms to deal with complaints about differences, illegal or unethical behaviour should be confidential in nature. The National Executive shall endeavour to make available “safe” channels communication for lodging complaints and for protection against reprisals of individuals who “in good faith” make complaints about wrongdoing in the group.
- xvi. The decisions made by the disciplinary committees will be shared as transparently as possible.

XVI. INTERNAL COMPLAINTS COMMITTEE FOR SEXUAL HARRASMENT

AIPC in furtherance of its principle to ensure safety, security, dignity, rights and equality of women puts this rule to effect ensuring and enabling, dignified environment for every Fellow working for AIPC.

The Rules regarding the constitution, powers and functioning of the Internal Complaint Committee is set forth under Schedule V attached hereto.

XVII. SCHEDULE I

EMBLEM



XVIII. SCHEDULE II

NATIONAL CONVENTION

Any active Fellow of AIPC shall attend yearly national convention organised by the national executive.

XIX. SCHEDULE III

DIVISION OF BOUNDARIES BETWEEN THE REGIONS

North Region

Delhi, Chandigarh, Haryana, Jammu and Kashmir, Himachal Pradesh, Uttar Pradesh, Punjab, Uttarakhand.

South Region

Andhra Pradesh, Telangana, Karnataka, Kerala, Puducherry, Tamil Nadu, Andaman and Nicobar, Goa, Lakshadweep.

East Region

Chhattisgarh, Arunachal Pradesh, Assam, Bihar, Jharkhand, Manipur, Meghalaya, Mizoram, Nagaland, Orissa, West Bengal, Tripura, Sikkim.

West Region

Maharashtra, Gujarat, Rajasthan, Dadra-Nagar Haveli, Daman and Diu, Madhya Pradesh.

XX.

SCHEDULE IV

AIPC DECLARATION

All Fellows of the AIPC will abide by the following declaration:

I declare that–

- a. I am engaged in professional work or have retired as a professional and comply with all legal and tax related laws in India.
- b. I neither believe in nor practice social discrimination in any shape or form and undertake to work for its removal;
- c. I believe in an integrated society without distinction of sex, religion, race, caste or socio-economic status.
- d. I subscribe to and work for promoting the principles and values of the INC including commitments to democracy, secularism and inclusive growth with social justice.
- e. I support the policies and programmes of the Indian National Congress.
- f. I shall abide by all rules and regulations mandated and framed under the Constitution of the INC as well as the Rules governing All India Professional Congress.
- g. I shall not indulge in any activity that may attribute any criminal liability upon me or bring disrepute to the INC or any of its departments or frontal organisations.
- h. I shall not act for any personal gain, particularly financial interests which shall adversely affect or bring disrepute to the INC or any of its departments or frontal organisations.
- i. I shall respect the privacy rights of other AIPC Fellows.

This document shall be known as the Rules of the All India Professionals' Congress (AIPC).

- j. I shall not engage in publishing or stating false, defamatory, inflammatory or abusive statements against any individual or organisation.
- k. I shall not share any personal views through an official AIPC social media account (Central, State or Unit Chapter).
- l. I shall not indulge in conversations and debates which are contrary to values, and principles of the INC in social media including 'WhatsApp' and any other form of communications.

XXI. SCHEDULE V

INTERNAL COMPLAINTS COMMITTEE AGAINST SEXUAL HARASSMENT

1. An Internal Complaints Committee shall be constituted for investigating offences defined as sexual harassment¹ under these Rules. In case of any ambiguity qua interpretation of the terms and conditions mentioned below, relevant act, rules and guidelines under prevailing laws shall be referred as and when required.
2. The ICC shall comprise of
 - a) A Presiding Officer who shall be a woman at the level of President, Vice-President or Secretary of the National Executive or State or as Designated by the Chairperson.
 - b) Senior Woman Fellow from the from different State Executive
 - c) One other member from a non-governmental organisation which is committed to the cause of women.

The Presiding Officer reserves the right to nominate more members of appropriate seniority and rank in the committee to conduct such enquiries to ensure equal representation of the gender as that of the complainant or for any other valid reason.

3. Such persons shall be appointed by the Chairperson or by the person designated by the Chairperson including the Legal Coordinator.
4. Members of the ICC shall hold office for a period of 2 years from the date of nomination.
5. Provided that members are eligible for not more than two continuous terms.

¹ "Sexual Harassment": For the purposes of this policy one or more unwelcome sexual advances or requests for sexual favours, whether express or implied, as well as any physical, verbal, non-verbal conduct of a sexual nature, constitutes sexual harassment when:

- (i) A woman's employment or education or living conditions or involvement in Company activities is made contingent on submission to the referred conduct; or
- (ii) Evaluation of decisions, and the making of decisions regarding a woman's employment or education or living conditions or participation in the party activities, are made factoring in submission to or rejection of such conduct and when the referred conduct either unreasonably interferes with professional or academic progress or creates a hostile environment in the Company.

Examples of such conduct include but are not limited to:

1. Unwanted sexually coloured statements whether they be made in person, in writing or electronically.
 2. Sexual violence in forms including but not limited to rape, molestation, battery and assault.
 3. Other unwanted physical or sexual advances including but not limited to groping or kissing or touching oneself in public.
 4. Unwanted personal attention either via communication through any medium or visits or stalking or pressure for unnecessary personal interaction.
 5. Making photographs, video, or other visual or auditory recordings of a sexual nature of another person without consent, even if the activity documented was consensual.
 6. Sharing such recordings or other sexually harassing electronic communications without consent.
 7. Inducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity
1. Explanation: Peer to peer harassment is also covered within the ambit of these relations.

This document shall be known as the Rules of the All India Professionals' Congress (AIPC).

6. Members of the ICC shall recuse themselves if they have a conflict of interest with either of the parties involved in the proceedings. Such vacancy shall be filled by a fresh nomination in accordance with these Rules. .

Provided that a member shall also recuse himself/herself if he is one of the parties to the proceedings.

7. Members of the ICC may also be removed from their office if there is sufficient reason to believe that he/she has misused their position to ensure their continuance in office or has acted in a manner contrary to the duties of a member of the ICC as provided in this Rules.
8. The member nominated from amongst non-governmental organisations shall be paid such fee or allowances for holding the proceedings of the ICC as may be approved by the relevant Regional Coordinator.

COMPLAINT AND INVESTIGATION PROCEDURE

Reporting

1. Any Fellow - who believes that he/she has been a victim of sexual harassment, may make a complaint to the Internal Complaints Committee.

Provided that the complaint may also be made by a witness or any other person having knowledge of the sexual harassment, with the consent of the affected person.

Provided further that in the absence of a complaint, the ICC shall have the power to investigate incidents that may amount to sexual harassment, as defined under these Rules, after obtaining due consent, in writing from the affected person. Following such investigation, the ICC may take appropriate remedial action.

2. The complaint may be lodged directly with the ICC or any of the members of the ICC.
3. A complaint may also be lodged with the State and National Executive, any Chapter President, or any other office bearers in accordance with the procedure established under these Rules.

If the complaint is made through any such channel mentioned in the preceding clause, the person to whom such complaint is made shall bring it to the notice of the ICC within ____ working days of its receipt. On receiving a complaint from such intermediary, the ICC shall contact the concerned victim and inform him/her of the recourse available under these Rules.

Time-limit on complaints

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Such a complaint should be made within 15 days of occurrence of the incident/(s) amounting to the alleged sexual harassment

Provided, if due to any extenuating circumstances, such complaint cannot be made within the specified time frame, such circumstances may be considered by the ICC and if the reasons are found to be strong, the time frame for filing the complaint may be extended up to 30 days from the occurrence of the alleged incident.

Form of the Complaint

1. The complaint may be oral, in writing or by email. If the complaint is oral, it shall be reduced in writing by the Fellow and authenticated under her signature or thumb impression.
2. The complaint should comprise of the date/(s) of the incident/(s) and details about the incident/(s) including the name/(s) of the respondent.

Provided, the complainant may also attach names of witnesses or any documentary evidence to substantiate her complaint. However, the absence of such evidence at the time of the complaint shall not affect the substance/merit of the complaint.

Cognizance and investigation

1. The ICC shall take cognizance of the complaint at the earliest and in any case within 10 days of receiving the complaint.

Provided that a copy of the complaint and other supporting documents shall be sent to the respondent within 10 days of receiving the complaint.

2. The ICC shall conduct a prompt, thorough and impartial investigation of a complaint as necessary and appropriate, in accordance with the principles of natural justice.

Provided, in conducting the investigation, the ICC shall follow the procedure for conducting enquiries as may be laid down by the service rules.

3. At least 3 members, including a woman member, of the ICC shall be present for each hearing.
4. Both parties shall be given the opportunity to appear before the ICC and present their case and/or submit names of any witnesses or documentary evidence substantiating their case. The ICC shall have the power to call upon any such witnesses and record their statements. The proceedings shall be conducted in such language as may be familiar to the complainant and the respondent.

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Explanation: Absent exceptional circumstances, the complainant and respondent should inform the ICC in writing at least 48 hours in advance of the hearing the names of any witnesses he/she wishes to testify. Any information shared during a hearing is confidential

5. The minutes of the proceedings of the ICC shall be recorded in English and where the complainant or the respondent is not conversant with English, in addition, in such language as may be familiar to them.
6. If a party is not present for more than 3 consecutive hearings, without sufficient cause, the ICC may, after giving that party a notice of 15 days, give an ex parte decision on the complaint.
7. The ICC will make every effort to complete its investigation within sixty days of a report of sexual harassment.
8. The decision of the ICC, including reasons for arriving at such decision, will be communicated to the concerned parties and the National and State Executive in writing, at the earliest and in any case within 7 days of completion of the investigation.

Provided that notification of the decision and the reasons will be individually given to the respondent and complainant on the same day.

Further provided that if the allegations against the respondent are proved to be true, the ICC shall also recommend the penalties or corrective action that may be taken against him to the Administrative Heads of respective Chapter of AIPC.

PROTECTION OF COMPLAINANT AND CONFIDENTIALITY

Protection of the Complainant

1. The ICC shall also take note of the inherent power asymmetry and/or the vulnerability of the complainant in such cases and take steps to ensure that he/she is not subjected to a hostile environment during the investigation.

Provided, the ICC may request the Administrative Heads of respective Chapter of AIPC to take any such measures to ensure that the complainant is not subjected to a hostile environment during this investigation. Such a request shall be binding on the Administrative Heads of respective Chapter of AIPC.

2. The ICC shall also take steps to ensure that the complainant is offered the services of a counsellor in accordance with this policy. Such counselling shall not however be mandatorily imposed on the complainant.

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OTHER ACTION PENDING ENQUIRY

The Internal Complaints Committee, at the written request of the complainant and on being satisfied that there is prima facie basis in the complaint, may recommend the relevant Chapter through State Executive to take such measures as may be commensurate to the gravity of the complaint and necessary for protecting the complainant during the pendency of the inquiry.

CONFIDENTIALITY

1. All information shared during counselling, on lodging a complaint and during the process of inquiry, including but not limited to the identity and address of the complainant, the respondent and witnesses as well as recommendations made by the Internal Complaints Committee and actions taken, will be kept confidential to the extent permitted by law and these Rules.
2. The obligation to maintain confidentiality is on any Fellow entrusted with the duty to handle or deal with, in any manner, counselling, complaints, investigation, recommendations and action with respect to sexual harassment, which includes but is not limited to National Executive, State Executive, Coordinators, office bearers and Fellows of AIPC, the counsellor, members of the Internal Complaints Committee, the aggrieved, the respondent and witnesses.
3. The complainant or the respondent may discuss the Report of the ICC with any other person for the purpose of pursuing further legal redress. Any such discussion shall not be considered a breach of the obligation of confidentiality.

PENALTIES AND CRIMINAL COMPLAINT

Criminal Complaint

1. Where, the complaint indicates the commission of a criminal offence and the investigation of the ICC leads to *prima facie* evidence supporting the complaint of sexual harassment, it shall be the duty of the ICC to inform the complainant of her right to initiate action in accordance with the law with an appropriate authority.
2. The ICC may also recommend, after obtaining written permission of the complainant, to the AIPC that a criminal complaint be filed before the appropriate forum.

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Penalties/Corrective Action

If the respondent is held guilty of sexual harassment as defined in this policy, the ICC may recommend to Administrative Heads of respective Chapters of AIPC to take any or a combination of the following penalties:

1. Formal apology.
2. Counselling.
3. Written warning to the perpetrator and a copy of it maintained in the Fellow's file.
4. Change of work assignment / transfer for either the perpetrator or the victim.
5. Suspension or termination of services of the Fellow found guilty of the offence.

Any other remedy or corrective action in accordance with the law that the ICC may deem fit.
