

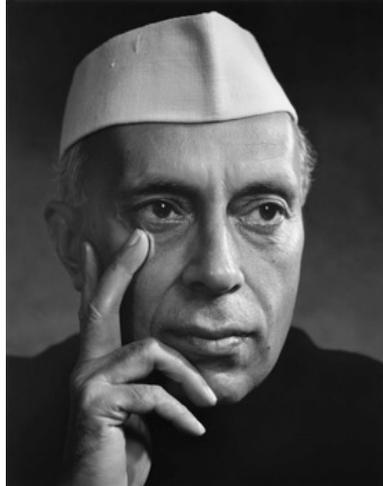


HANDBOOK OF OPERATIONS

ALL INDIA PROFESSIONALS' CONGRESS

February 2019





“A moment comes, which comes but rarely in history, when we step out from the old to the new; when an age ends; and when the soul of a nation long suppressed finds utterance.”

A handwritten signature of Jawaharlal Nehru in cursive script, written in black ink on a light blue background.

Pandit Jawaharlal Nehru





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HANDBOOK FOR AIPC FELLOWS

OVERALL OBJECTIVES AND AIM OF AIPC

AIPC, a key department of the Indian National Congress, is a platform to contribute to the advancement of progressive politics in India. The contributions of AIPC Fellows directly support the Congress Party's political goals and objectives, while allowing Fellows to:

- a. Serve as a platform for the country's professionals to voice their viewpoints and concerns, and to engage with political leaders and influencers.
- b. Proactively engage with Professionals, institutions & their office bearers, industry bodies to showcase Congress and its ideology, programs etc.
- c. Contribute to policy formulation, election campaigns, political activism, community engagement, amongst other activities.
- d. Enable AIPC Fellows to network with like-minded peers through regular chapter meetings.
- e. 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.
- f. Help in the preparation of speeches, training materials, undertake training of AICC cadre on important issues and skills to help them perform better.
- g. Assist in researching issues, give critical statistical inputs for AICC to build a strong database to ensure its arguments are steeped in factual data.



SECTION 1 - BECOMING AN AIPC FELLOW

1.1 Enrolment process & mandatory requirements to become an AIPC Fellow

- a. Enrolment shall be done online through the AIPC website only www.profcongress.com.
 - i. Website will have two areas with chapter information:
 - i. A section open to the public where the activities, territory, leadership, and other basic information will be available to the public. The aim is to get prospective Fellows to join the AIPC.
 - ii. A Fellows' Portal where meeting time, archived material and details of AIPC activities would be available. The aim of the portal is to encourage collaboration.
- b. The prospective Fellow can select a chapter nearest to them, preferably on the basis of their residence / work area.
- c. Each Fellow must pay a onetime registration fee of INR 1,000 (One thousand) for their first year of Fellowship, thereafter paying INR 500 (Five hundred) as a renewal fee from their second year onwards.
- d. In case of less than 25 Fellows or more than 100 Fellows in a chapter, the Fellow can attend meetings as a Guest Fellow to the existing active chapters. In case there is no active chapter in the vicinity, the Fellow can attend the meetings of the nearest active chapter as an Outstation Fellow. Such provisions will be provided for via the Fellows' Portal.
- e. Mandatory requirements: the Fellow must be;
 - i. An adult citizen of India
 - ii. Living and working in India (retired professionals and entrepreneurs are welcome as well).
 - iii. Holding a voter ID card
 - iv. Earning income in India



- f. All Fellows must agree to the “Code of Conduct” as defined in the rules of AIPC along with an acceptance of the declaration of professionalism (section 2.2).

1.2 Transfer requests

- a. A Fellow may request transfer to another chapter in the event of changes in his/her place of work and/or residence or any other reasonable ground.
- b. Before initiating the transfer request, the Fellow is required to intimate his/her home Chapter Executive Committee by email.
- c. Such transfers are subject to approval from the recipient Chapter Executive Committee, depending on the availability of Fellowship in the recipient chapter.
- d. In case of refusal by the recipient Chapter Executive¹ Committee, the Fellow may appeal to the State Executive Committee, whose decision will be final and binding on the Fellow as well as the recipient chapter. The decision will be communicated to the State Executive Committee by the recipient chapter secretary via email
- e. In the event of any disputes, cases shall be referred to the State Executive Committee via an email enumerating the reasons of the aforesaid. The decision of State Executive Committee will be final and binding on the Fellow as well as the recipient chapter. In such cases the decision will be communicated to the Regional Operations Officer by state executive on the email
- f. Transfer requests can be made online via the Fellows portal.

¹ Point 8 - Glossary of terms used



SECTION 2 - FELLOWSHIP CODE OF CONDUCT, RIGHTS AND RESPONSIBILITIES

2.1 Rights & Responsibilities of a Fellow

- a. An AIPC Fellowship entitles the Fellow to be able to participate in any meeting, campaign, activity or event of the Chapter where he/she is registered as a Fellow (home chapter).
- b. A Fellow shall make every effort to attend or participate in the meetings, campaigns, activities or events of the home chapter. A Fellow's participation in meetings, campaigns, activities or events is subject to code of conduct as defined in section 2.2.
- c. A Fellow has the right to report to the concerned Chapter Executive Committee, any acts of harassment, misconduct, and or actions unbecoming of a Fellow of AIPC. If such a complaint is related to any member of executive committee, it should be reported to next higher level of executive committee.
- d. A Fellow must adhere to the highest standards of scholarship and analysis, which involves giving correct attribution to others for their ideas and not plagiarising research.
- e. Fellows will abide by the highest standards of ethical conduct at all times, as indicated in section 2.2.

2.2 Code of Conduct for Fellows

All AIPC Fellows will abide by the following declaration:

I declare that –

- i. I am engaged in professional work or have retired as a professional and comply with all legal and tax related laws in India.
- ii. I neither believe in nor practice social discrimination in any shape or form and undertake to work for its removal
- iii. I believe in an integrated society without distinction of sex, religion, race, caste, or socio-economic status.



- iv. I subscribe to and work for promoting the principles and values of the Indian National Congress including commitments to democracy, secularism and inclusive growth with social justice.
- v. I support the policies and programmes of the Indian National Congress.
- vi. I shall abide by all rules and regulations mandated and framed under the Constitution of the Indian National Congress as well as the Rules governing All India Professional Congress.
- vii. I shall not indulge in any activity that may attribute any criminal liability upon me or bring disrepute to the Indian National Congress or any of its departments or frontal organisations.
- viii. I shall not act for any personal gain, particularly financial interests which shall adversely affect or bring disrepute to the Indian National Congress or any of its departments or frontal organisations.
- ix. I shall respect the privacy rights of other AIPC Fellows.
- x. I shall not engage in publishing or stating false, defamatory or inflammatory or abusive statements about against any individual or organisation.
- xi. I shall not share any personal views through an official AIPC social media account (central, state or chapter).
- xii. I shall not to indulge in conversations and debates which are contrary to values, principals, polices and positions of INC in social media including 'WhatsApp' and any other form of communication;

2.3 Disqualifications and mandatory exclusions

- a. Failure to renew membership on annual basis
- b. Violation of Code of Conduct as mandated under Clause 2.2 above.
- c. Decision of relevant Disciplinary Committee² as mandated under Section 6.

2.4 Voluntary Relinquishment of Fellowship



A Fellow can relinquish his/her Fellowship anytime with the AIPC as under -

- a. Fellows' Online portal.
- b. A formal communication of the same can be made to the 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 following persons namely, State Secretary and ROO.
- d. The ROO will ensure the removal of the name from the national Fellows database in coordination with the COO.



SECTION 3 - CHAPTER FUNCTIONING & CHAPTER MEETINGS

3.1 Frequency of meetings

- a. Every chapter shall have at least one meeting per month. However, chapters are encouraged to have more than one meeting a month.
- b. Where a chapter has not met at least once in any given month the State Executive Committee may seek an explanation from the Chapter Executive Committee³and, where necessary, take appropriate remedial action, which may include issuance of a show cause notice by the State Executive Committee⁴.
- c. In the event the State Executive Committee is not satisfied with the reply and after giving an opportunity of hearing in the above show cause notice, the State Executive Committee vide an Order either grant an opportunity to rectify omission & commissions or recommend foreclosure of the said chapter to the requisite Regional Coordinator.

3.2 Venue, timing and attendance of meetings

- a. The venue and timing of the meetings shall be deemed as per the discretion of the Chapter Executive Committee while taking in consideration the convenience and opinions of Chapter Fellows via the online portal. The decision of the Chapter President shall be final.
- b. It is the responsibility of the Chapter Executive Committee to publish a calendar of events and meetings via AIPC's website and written/digital communication with Chapter Fellows and State Executive Committee.
- c. The minimum period of notification of a meeting shall be no less than five days. Exceptions may be made in the case of extraordinary circumstances only by the Chapter President.

³ 8 Glossary Items

⁴ 9 Glossary Items



- d. The Central and State Executive Committee⁵ members are free to attend any chapter meeting, event or activity that occurs in the state as per their discretion.
- e. 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:
 - i. The Central Executive Committee members.
 - ii. The corresponding State Executive Committee members.
 - iii. Any AICC office bearers.
 - iv. Any office bearer of any frontal organisation of the INC.
 - v. Eminent personalities and/or guest speakers.

3.3 Chapter Activation

- a. At least one chapter may be established in each Lok Sabha Constituency.
- b. Each chapter shall have a Chapter Number (CN) and shall consist of not more than 100 Fellows and not less than 25 Fellows.
- c. State Executive Committee may constitute a new chapter once the count of Fellows in an existing chapter crosses 100 Fellows.
- d. Any Fellow may also initiate the process of constituting a new chapter by making a written proposal to the Secretary of the State Executive Committee, subject to relinquishing his/her membership with existing Chapter upon seeking approval for constituting a new chapter this must be supported by at least 25 guests who are not registered as Fellows with AIPC.
- e. A new chapter may not be created in the same Lok Sabha Constituency until the existing chapter has reached 100 Fellows. Exceptions will need to be recommended by the State Executive Committee and approved by the Regional Coordinator and authorized by the Chairperson.

⁵ 10 Glossary Items



- f. Each chapter shall consist of an Executive Committee having the following office bearers, at least one of whom shall be a woman:
- i. President
 - ii. Vice President & Treasurer
 - iii. Secretary
- g. After the first three years of AIPC's establishment, all members of Chapter Executive Committees will be elected by Fellows of individual chapters. The State Executive Committees will organise those elections. In the interim period, the selection of office bearers of each Chapter Executive Committee should be made on the basis of the recommendations of the State Executive Committee. The process for appointment shall include call for expression of interest, a review of CVs and a letter of interest and an interview of interested candidates.
- h. The term of each office bearer shall be for a period of three years. No individual will be permitted to occupy the same office for more than three terms, whether consecutive or not.

3.4 Code of Conduct for meetings

- a. Fellows are expected to adhere to the Code of Conduct of AIPC at all times (as mandated under Section 2.2)
- b. Fellows must respect the directions of their Chapter Executive Committee and are expected to regularly read, and review communications sent from their Chapter, State and Central Executive committees.
- c. Chapter leaders are expected to ensure that all Fellows are aware of chapter activities.
- d. AIPC chapter meetings must be held bearing in mind that the AIPC is a department of the Indian National Congress.
- e. All Fellows are expected to periodically contribute to meetings in a manner that they deem fit.



- f. All Fellows are expected not to indulge in conversation and debates which are contrary to policies and positions of INC in social media including 'WhatsApp' and any other form of communications;
- g. No Fellow shall be barred from participation in chapter meetings for any reason other than a violation of the code of conduct.

3.5 Activities, themes, and structure of meetings

- a. Chapters shall determine for themselves the subjects they wish to raise and discuss at each meeting and shall enjoy autonomy in this regard as long as it is in line with Code of conduct for AIPC Fellows (Section 2.2)
- b. Chapters shall inform and consult State Executive Committees seven days prior to any planned activity. .
- c. In case the choice of activities, events, campaigns or meetings by any Chapter causes any concern to the State or National leadership of AIPC or INC, the State Executive Committee of AIPC reserves the right to advise each chapter appropriately. Such advice shall be binding on the Fellows and Executive Committee of the respective Chapter.
- d. AIPC State Executive Committee may also suggest or require certain topics or themes of national importance to be taken up by all chapters.
- e. In case the Chapter is not in agreement with the advice of State Executive Committee, the Chapter President may approach the State President for reconsideration.
- f. In case State President stands by the State Executive Committee advice, the Chapter has to make necessary changes in the subject activities.
- g. Meetings should be conducted in a structured manner with the discussions focussed on the issues and activities listed on the agenda of the meeting. This should also include a recap and follow-up of pending action items as well as forward looking points.
- h. It is the responsibility of the Chapter Secretary to ensure that this agenda is published and circulated with Fellows and state Executive at least five days before the meetings.



- i. The following documents are to be prepared, uploaded to the website and shared with Fellows and State Executive Committee team, within 4 days of a chapter meeting's occurrence.
 - i. Names of Fellows who attended the meeting
 - ii. Minutes of the meeting.
 - iii. Action Taken Report of the activities undertaken by the chapter
 - iv. Any reports/policy papers/briefs and other material that outlines activities undertaken by the chapter.
- j. Chapters should aim:
 - i. To conduct seminars, invite feedback, and brainstorm solutions on various issues of national, state and chapter-level importance
 - ii. To undertake projects which have positive impact on the socio-economic development of the Nation.
 - iii. 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.
 - iv. To organize events and panels surrounding these issues, inviting speakers and guests where appropriate.
 - v. To invite contributions to the AIPC newsletter, journal and blog from chapter members.
 - vi. To use social media to spread awareness on relevant issues and chapter activities in line with the Code of Conduct mandated under Section 2.2
 - vii. To gather and disseminate information related to the ideological beliefs of the INC and to promote its message at the grassroots level.
 - viii. To provide support to candidates/elected representatives of the INC by conducting specialized activities in cooperation with any other department or frontal organisation of INC.



- ix. To collaborate with other chapters on the above activities whenever it is mutually beneficial.

3.6 Appointment of Chapter Functionaries

- a. Chapter leaders may constitute ad hoc committees with chapter Fellows in charge of different activities. The Chapter President may, through election or nomination, select Fellows to the function specific roles such as social media coordinator, policy issues coordinator, event management coordinator and so on.
- b. Their appointment is valid for a period of one year and may be renewed through election or nomination by the President.
- c. In case Chapter Fellows have objection to the nomination of any coordinator by the President, an election shall be held, where by virtue of simple majority, the candidate shall be declared elected Fellow to function on specific roles such as social media coordinator, policy issues coordinator, and event management coordinator, etc.
- d. These roles are not a part of the Chapter Executive Committee, but are appointments aimed to work on specific aspects of the chapter's function.



SECTION 4 - AIPC STRUCTURE

4.1 State Level Leadership & basic functions of office bearers

- a. A State Executive Committee shall be established in each state for supervising, mentoring, guiding, and coordinating of all the chapters within it.
- b. Each State Executive Committee having the following office bearers, at least one of whom shall be a woman:
 - i. President
 - ii. Vice President & Treasurer
 - iii. Secretary
- c. 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 AIPC.
- d. All state Chapters within a State including the State Executive Committee shall work under the oversight jurisdiction of the respective Regional Coordinator.
- e. State Executive Committees are expected to coordinate their activities with their respective Regional Coordinator.
- f. Any event organised by State Executive Committees along with their chapters must be intimated in writing to the Regional Coordinator five days prior to the date of the event, with a brief of the event/activity and a clear set of aims and objectives.
- g. After the first three years of AIPC's establishment, all members of State Executive Committees will be elected by Fellows of chapters that are part of a State. The Regional Coordinators will organise elections for their respective States. In the interim period, selection of the office bearers of each State Executive Committee should be made on the basis of recommendations of the Regional Coordinator. The process for appointment shall include a call for expression of interest, a review of CVs and a letter of interest and an interview of interested candidates. The Chairperson will make the final decision on appointments to State Executive Committees.



- h. Each office bearer shall hold office for a term of three years. No individual shall be permitted to occupy the same office for more than three terms whether consecutive or not.
- i. In the event of the any position in the State Executive Committee falling vacant, the senior most remaining office bearer shall take charge of the said office for a period of not more than 1 month.
- j. Functions of Office Bearers:

- 1) President

- i. To be the Principal Authority presiding over the meetings of the state chapter.
- ii. To represent its state chapter at National conventions and meetings. Where the President is personally unable to attend such meetings, Vice-President shall assume the responsibility of the President. In case, both President and Vice-President are personally unable to attend such meetings, the Secretary may assume the responsibility to attend such meetings.
- iii. To constitute committee(s) for the furtherance of activities, outreach programs or functions which are in consonance with the Objectives of the AIPC.
- iv. To periodically apprise the respective Regional Coordinator on matters that pertain to their state's activities. Where a Regional Coordinator has not been appraised at least once in any given month the Regional Coordinator may seek an explanation from the State Executive Committee⁶and, where necessary, take appropriate remedial action, which may include issuance of a show cause notice to the State Executive Committee.
- v. In the event the Regional Coordinator is not satisfied with the reply and after giving an opportunity of hearing in the above, the Regional Coordinator may refer the matter to the National

⁶ 8 Glossary Items



Executive Committee for further action, including disciplinary action that can include removal of members of the State Executive Committee

- vi. Along with the Vice President and Secretary, the President is responsible for helping attract new members and increase the number of chapters in a state.

2) Vice President & Treasurer

- i. To assume the responsibilities of the President in the event of his/her absence such as sickness, removal from office, as specified under Rule X of the AIPC Rules, or any other specified reason.
- ii. To be in charge of the funds of the State Executive.
- iii. To prepare and maintain a true and proper account of income and expenditure of the State Executive.
- iv. To allocate funds for any of the programs and/or functions of the state chapter or chapters.

3) Secretary

- i. To be in charge of the office of the state chapter and in charge of communications of policy decisions and other important decisions to all Chapters and their Fellows. To maintain a roll of the Fellows consisting of the chapters in the state.
- ii. 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. To coordinate logistical support and communication support, as needed, to the chapters during their events and activities.
- iii. Publish the monthly calendar for activities undertaken by the State.
- iv. To maintain a list of all chapters within the state. He/she shall send the list of existing and newly registered chapters to the Central leadership.

4.2 Chapter Level Leadership & basic functions of office bearers



a. President

- i. To be the Principal Authority presiding over the meetings of the Chapter and directing its activities.
- ii. To represent its chapter at National and State conventions/meetings. Where the President is personally unable to attend such meetings, he/she shall delegate this authority to one of the other office bearers of that chapter.
- iii. To constitute Committee(s) for the furtherance of activities, outreach programs or functions which are in consonance with the Objectives of the AIPC.
- iv. To appoint/call for elections for chapter functionaries as mentioned in section 3.6.
- v. Along with the Vice President and Secretary, the Chapter President is responsible for helping add Fellows to the chapter until the chapter reaches the count of 100 Fellows.

b. Vice President & Treasurer

- i. To be in charge of the funds of the chapter.
- ii. To assume the responsibilities of the President in the event of his/her absence such as sickness, removal from office, as specified.
- iii. To prepare and maintain a true and proper account of income and expenditure of the Chapter Executive Committee.
- iv. To allocate funds for any of the programs and/or functions of the chapter.

c. Secretary

- i. To be in charge of the office of the chapter.
- ii. To maintain a roll of the Fellows consisting of the chapter.
- iii. To call meetings of the chapter and to coordinate its activities, together with the President.
- iv. To circulate the agenda of the meetings of the chapter
- v. To record and prepare and circulate the minutes of meetings of the chapter.



- vi. To prepare report of Chapter activities and share with the Chapter Fellows and State Executive Committee.

4.3 Appointment of State Functionaries

- a. The State President may select Fellows to perform specific roles such as social media coordinator, policy issues coordinator, and event management coordinator, etc.
- b. These appointments are valid for a period of one year and may be renewed by the State President.
- c. These roles are not a part of the State Executive Committee, but are appointments aimed to work on specific aspects of the state's function.
- d. State President may constitute ad hoc committees with Fellows in charge of different activities. For example, a Fellow could take the lead on policy issues, another could coordinate events, others could take the lead on outreach activities or communications or social media, etc.
- e. In selecting these functionaries, State Presidents should consult office bearers of relevant chapters.

4.4. Interaction & synergy between State Level & Chapter Level offices

- a. Teamwork is critical for the success of AIPC. In that spirit, all Fellows, especially those in leadership positions at the state and chapter levels, are encouraged to cooperate with each other. The State Executive Committee under supervision and guidance of the Regional Coordinator will ensure that teamwork is recognized as a core value of AIPC.
- b. The State Executive Committee should hold a monthly meeting with chapter leaders in the state through in person meetings / teleconferencing / video conferencing, etc. This will help in coordinating activities and help set the state and chapter agenda in advance.
- c. The State Executive Committee should also communicate in writing the agenda for these meetings to chapter leaders and to the respective Regional Coordinators.



- d. The State Executive Committee should facilitate collaboration and sharing of ideas and best practices amongst chapters in the state.
- e. Chapters are free to formulate plans, actions and campaigns but are required to consult their State Executive Committee before finalising their plans. This should be in the form of an email to the State Executive Committee. The State Executive Committee should revert within 2 days of receiving the email or the chapter may go ahead with the proposed program. The Regional Operations Officer should also be copied on the email.
- f. Where a chapter or state wishes to invite an INC leader/eminent personality, they are encouraged to seek the support from the National Executive Committee through the Regional Coordinator.
- g. In case any AICC or PCC office bearer is invited to a Chapter or State-level event, the State Executive Committee, Regional Coordinator and the Regional Operations Officer must be kept in the loop. Advice and collaboration at an early stage can facilitate the participation of such leaders and ensure the organisation of quality events.
- h. In instances where the State Executive raises concerns or objects to a chapter-level event, every effort should be made to resolve such issues amicably.
- i. In case of persistent differences of opinion, the State President must write to the Regional Coordinator explaining the context of the disagreement. The following people should be copied on such an email: State VP, State Secretary and Regional Operations Officer. The Regional Coordinator shall seek inputs from the Chapter Executive Committee. In addition Regional Coordinator may also seek inputs from the COO and Legal Coordinator, as well before arriving at a final decision. The matter must be resolved by Regional Coordinator at the earliest.
- j. The decision of the Regional Coordinator shall be binding on the State Executive and Chapter Executive unless the same is reversed or altered by the Chairperson and the Deputy Chairperson with a copy to the Regional, State and Chapter leaders. The Chairperson will make a final decision within a reasonable time frame.



- k. The State Executive Committee will periodically initiate campaigns on different issues of national importance. The State Executives and all chapters are expected to contribute to such initiatives.
- l. The State Executives will periodically initiate campaigns on issues relevant at the state level. All chapters are expected to contribute to such state-level initiatives. State level initiatives should be preferably be decided in consultation by the state and chapter leaders after deliberating in meetings, teleconference, video-conference or through electronic communications. Minutes of these deliberations must be recorded and shared with all concerned.
- m. In cases where consensus on state-level events proves elusive, the minutes should include such disagreements. Minutes shall be circulated to all present as well as to the Regional Coordinator, Regional Operations Officer and Chief Operation Officer. The covering email should highlight any significant issues that require the Regional Coordinator's attention.
- n. Chapters should define the framework, objectives, location, cost associated, intended audience and desired results for any event. This should be conveyed to the State Executive and Regional Coordinator. Chapter-level events should typically be held within the geographic boundaries of the given chapter. This will help attract local professionals to such events. Should there be a need to organize a chapter event outside its geographical confines, the State executive should be informed and collaboration with relevant chapters should be facilitated.
- o. Given that the State Executive must necessarily rely on Fellows belonging to individual chapters for organizing any activity, it is imperative that all State-level events receive the cooperation of individual chapters⁷. State leaders should not assign work to chapter Fellows without coordinating with the relevant chapter leaders.
- p. State-level events do not have to be conceptualized only by State-level leaders. Chapter leaders or any Fellow (through a chapter leader) can propose State-level events via e-mail or at the regular meeting of State and chapter leaders.

⁷A simple model for any state-level activity would be to draft Fellows from individual chapters (in consultation with Chapter Executive Committees) to help organize an event.



4.5 Establishment of National Operations Team

- a. 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.
- b. 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.
- c. 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.
- d. The Policy Coordinator shall be in charge of coordinating all policy related activities of the AIPC.
- e. The Communications Coordinator shall be in charge of all communications related activities of the AIPC.



SECTION 5 - COMMUNICATIONS & MEDIA

- a. Each chapter is to have a Fellow⁸ to be in-charge of social media including Facebook, Instagram, YouTube and other social media content. In addition, the content intended to be shared on social media platform shall follow strict mandate enumerated under Annexure ___ enclosed
- b. Any press release/communique may be issued by a chapter in consultation with the State Executive Committee, Regional Coordinator, Legal Coordinator and COO. Similarly, the State Executive Committee may issue any press release / Communique in consultation with the Regional Coordinator, Legal Coordinator and COO.
- c. Fellows and/ or office bearers at any level of AIPC should not share personal views which may attribute any civil and/ or criminal liability or bring disrepute to any departments and frontal organisation including AIPC and/ or the Indian National Congress through an official AIPC social media handle (central, state or chapter). Any action contrary to the said clause shall be deemed as material breach of the Code of Conduct.
- d. Where there is abusive and/or defamatory language or phrases used by any chapter on its social media accounts, corrective action will be taken by the National Executive.
- e. Chapters are expected to work with and support the National and State Executive Committees where a national/state campaign may be carried out to advance the interests of AIPC or INC.

⁸ Clause 3.6 above



SECTION 6 - DISPUTE REDRESSAL

- a. Intra-Chapter disciplinary complaints⁹*inter alia* under Clause 1, Clause 2, etc, are to be redressed by a Chapter Disciplinary Committee consisting of the Chapter President, Chapter VP, 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.
- b. Inter-Chapter disciplinary complaints *inter alia* under Clause 1, Clause 2, etc, 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 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 Regional Coordinator. .
- c. In case a disciplinary complaint *inter alia* under Clause 1, Clause 2, etc, 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

⁹ Complaints should be in writing and supported documents, if any.



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 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.

- d. In case a disciplinary complaint *inter alia* under Clause 1, Clause 2, etc, 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 & commissions or recommend requisite directions and orders as deem fit. The Order passed along with case history should be intimated to the Regional Coordinator.
- e. In case a disciplinary complaint *inter alia* under Clause 1, Clause 2, etc, 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 & 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.

- f. In case a disciplinary complaint *inter alia* under Clause 1, Clause 2, etc, 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 & 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.
- g. In case a disciplinary complaint *inter alia* under Clause 1, Clause 2, etc., 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.



- h. 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.
- i. 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.
- j. 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.
- k. The decisions made by the disciplinary committees will be shared as transparently as possible.

AIPC OPERATIONAL FRAMEWORK

1. All state bodies of the AIPC will have to send a monthly report to the ROO and to their respective Regional Coordinator about all the programmes or projects undertaken by them, the outreach and impact that was made by the programme, and the kind of attention and media coverage the programme.
2. In case any chapter needs to invite any National Chairperson or any National Body member of any INC/AICC department in any programme they will be required to send a request to the Zonal Coordinator of AIPC in consultation with the national body member or the Chairperson.



3. All programmes of AIPC should be posted and shared on social media platforms widely to create a buzz and awareness. All members of AIPC who are active on Social Media platforms like Twitter, Facebook, Whatsapp etc. are encouraged to share, like, Retweet posts made by the national Chairperson on his/her Social Media pages.
4. All AIPC Fellows must note that the advertisement of sponsors should take minimal space in the backdrop so that AIPC itself gets the best coverage. However small banners of the sponsor will be allowed to be put up as long as they do not overshadow the AIPC posters and banner in the main backdrop of the event. Fellows should promote AIPC at every programme at all states and platforms. .



NOTE OF APPOINTMENTS

1. Till such time as the AIPC becomes a fully elected body, the following protocols will apply for Chapter and State bearers:
 - a. State office bearers may be appointed by the Chairperson of the AIPC in consultation with the Regional Coordinators.
 - b. Necessary interviews and due diligence may be conducted by both the Regional Coordinator and the Office of the Chairperson.
 - c. Chapter office bearers may be appointed by the Regional Coordinator in consultation with the State leadership.
 - d. Upon the creation of a new chapter (that has reached 25 or more Fellows) the State leadership in consultation with the Regional Coordinator may call for applications from amongst the 25 or more Fellows for the leadership positions within the chapter.
 - e. Interviews will be conducted individually by the state leadership, ROO and RC upon the furnishing of a CV from each candidate.
 - f. Upon a tally of the results the announcements may be made by the Regional Coordinator and State President.
 - g. Every effort should be made to ensure that there is no vacancy in either State level or Chapter level leadership positions. All efforts should be made to reach to a solution within 2 months.
 - i. In case of a vacancy arising in a Chapter, the Regional Coordinator may appoint an office holder, in consultation with the State Executive Committee
 - ii. In the case of a State Leadership position, the Chairperson may appoint an office holder, in consultation with the Regional Coordinator.



All appointments are valid until the first election as directed by the National Executive.

Office bearers of AIPC can hold only one position in AIPC. Furthermore, any AIPC office bearer must not simultaneously hold a position in another department or frontal organization of the INC without the written consent of the AIPC Chairperson.



GLOSSARY

1. **AIPC Fellow:** A member of All India Professional Congress.
2. **Guest Fellow:** An AIPC Fellow is a member of a Chapter which has less than 25 members or joins a chapter after the chapter Fellowship reaches 100 Fellows.
3. **Outstation Fellow:** An AIPC Fellow whose Fellowship is registered in a town other than his/her office town or place of residence.
4. **Chapter:** Basic unit at a Lok Sabha where professionals are registered as AIPC Fellows.
5. **State Chapter:** Administrative unit of all the chapters within the geographical limits of a state.
6. **Home Chapter:** The chapter in which an AIPC Fellow is registered
7. **Recipient Chapter:** The chapter to which an AIPC Fellow wants to transfer his/her Fellowship.
8. **Chapter Executive Committee / Leadership:** The office bearers of a chapter which consist of Chapter President, Chapter Vice President and Chapter Secretary.
9. **State Executive / Leadership:** The office bearers of a state chapter which consist of State President, State Vice President and State Secretary.
10. **National Executive / Leadership:** The National Chairperson, National Deputy Chairperson and Regional Coordinators.
11. **INC:** Indian National Congress
12. **AICC:** All India Congress Committee, which is the parent body of AIPC
13. **PCC:** Pradesh Congress Committee. It is the committee that directs the Congress Party in an Indian state is known as Pradesh Congress Committee (PCC)
14. **COO:** Chief Operating Officer of AIPC
15. **ROO:** Regional Operations Officer