



**INTERNATIONAL
POLICE ASSOCIATION**
INTERNATIONAL EXECUTIVE BOARD

INTERNATIONAL RULES

A Fundamental Principles

Art. 1 Definition

The International Rules are the internal provisions of the IPA and are binding for National Sections and the various official bodies of the Association, in order to ensure the sustainability of the IPA in accordance with the principles and values expressed in the International Statutes.

Art 2. Basis

The International Rules are based on article 29 of the International Statutes.

B National Sections

Art. 3 Membership

Members of the police service, whether IPA members or not, who transfer their residence to another IPA Section may be accepted as a member of that Section provided they satisfy their conditions of membership. If they are already an IPA member, they may choose to retain membership with their original Section. This shall also apply to members of a police service on secondment to another section.

Once a National Section has been established in a country, resident members shall automatically become ordinary members.

Art. 4 National Statutes

The Statutes of National Sections shall be submitted to the IEB in one of the official working languages as soon as they have been adopted or modified.

Any clashes between the National and the International Statutes resulting from national legislation shall be examined by the IEB first to find a resolution, and brought to the attention of the IEC if necessary.

Art. 5 Administration and Structure

National Sections may be subdivided geographically into Regional Groups.

Regional Groups are not independent and may only be represented by the National Executive Committee as far as the IPA is concerned.

Art. 6 Affiliation

Any National Section shall be affiliated by the IEC, in compliance with the Procedure for the Foundation and Affiliation of National Sections.

Art. 7 Suspension

The suspension of a National Section is a decision taken in the overall interest of the IPA. It equals a warning to the section which, in the hope of seeing it fully reintegrate into the Association, deprives the Section of certain rights, without expelling either the Section or its members.

Conditions

A National Section may be suspended:

- for a breach of the International Statutes, Rules or Procedures,
- when external circumstances prevent a National Section from carrying out its statutory activities in the foreseeable future, in particular when national legislation stands in the way of the implementation of the fundamental principles set out in the International Statutes,
- when the National Section has not paid its international levy for a period of 2 years and does not meet its financial obligations after having been formally reminded to do so by the IEB,
- when the National Section fails to supply any Progress Reports or other information required by the IEB for a period of 2 years,
- when the membership of a National Section falls below the minimum as required by the Procedure for the Foundation and Affiliation of National Sections,
- when the National Section so requests.

Authority

The IEC has the authority to suspend a National Section at an IPA World Congress, following a motion submitted by the IEB.

In exceptional circumstances, a provisional suspension can be imposed by the IEB, if it considers that there has been a serious breach of the IPA documents. This provisional suspension shall be confirmed or lifted by the IEC at the next IPA World Congress.

Outcome

Once a National Section is suspended, voting rights shall be lost; only observers may attend the IPA World Congress, and expenses shall not be reimbursed.

Upon the recommendation of the IEB, the IEC shall appoint another National Section to represent the interests of a National Section which has been suspended - but without the right to vote on its behalf - and to seek the lifting of the suspension.

Members of a suspended National Section shall continue to be recognised as IPA members, and positions on the IEB, the International Commissions or as Internal Auditors shall not be affected. Their membership card remains provisionally valid, provided their NEC is still operational and able to deliver it to the members.

Duration

A suspension decision is valid until the following IPA World Congress, where it shall be re-evaluated.

The maximum duration for any suspension is limited to two years, by which time the suspension shall either be lifted, or the section shall be expelled.

The National Section appointed to represent the interests of the suspended National Section shall present a report to the IEB in due time for the IEB to draft a motion before the IPA World Congress.

Based on the findings of the report, the IEB shall submit a motion to the IEC, proposing either to:

- lift the suspension,
- extend the period of suspension for 1 year only,
- expel the National Section.

Before a suspension can be lifted, the IEB shall first settle the question of any outstanding international levy and reports by the suspended National Section.

Art. 8 Expulsion

The expulsion of a National Section is a decision taken in the overall interest of the IPA. The National Section in question shall lose its right to membership in the IPA.

Conditions

A National Section may be expelled:

- if its suspension has not been lifted under the conditions listed above,
- for the same conditions as listed above, but with immediate effect if there is a serious breach of the principles as set out by the IPA or the Universal Declaration of Human Rights as adopted by the United Nations,
- when the National Section so requests.

Authority

The IEC has the authority to expel a National Section at an IPA World Congress, following a motion submitted by the IEB.

In exceptional circumstances the IEB may propose an expulsion, which shall be submitted as a motion to the IEC at the next IPA World Congress.

Outcome

Individual members of an expelled Section may be accepted as Foreign Associate Members in any other National Section, provided that they satisfy the conditions of membership and are accepted.

Duration

Expulsion is final.

To re-establish a National Section, members shall follow the Procedure for the Foundation and Affiliation of National Sections.

Art. 9 IPA Emblems

Models of the two protected forms of the emblems shall be kept by the IEB, under the responsibility of the Head of Administration.

National Sections and Regional Groups are authorised to use the emblems of the Association as long as this does not jeopardise the trademark protection.

The IPA emblems must not be utilised for unapproved commercial purposes.

Sections may authorise their Regional Groups and members to use the emblems only under the above-mentioned conditions.

Any change made to the emblem jeopardises trademark protection and is therefore not permitted.

The emblems may be superimposed over other artwork, but other artwork may not be superimposed over the emblems. If in doubt, proposed artwork should be submitted by National Sections to the Head of Administration for evaluation and approval.

Art. 10 IPA Membership Card

National Sections shall be responsible for the printing and issuing of the IPA membership card to all their members.

The membership card, credit-card style, is valid for one year only.

The IEB shall be responsible for providing the template for the membership card, print-ready in two formats, with or without the photograph of the member.

The IPA membership card shall display the member's name, section, membership number and year of joining the IPA, which must be in one of the official working languages. The reverse side of the card may contain other information as required by the National Section.

C Official Bodies

International Executive Council (IEC)

Art. 11 Delegates

Each National Section, provided that it is not suspended, shall be invited by the IEB to send a delegate to attend the annual IPA World Congress at the expense of the Association.

The National President shall be the IEC delegate of the Section at the IPA World Congress, unless another member of the same Section has been appointed as the official delegate.

The official delegate shall be notified to the IEB on the IAC registration form, which shall display the printed name of the National President and Secretary General and shall be sent from the official address of the National Section, at least 90 days prior to the start of an IPA World Congress.

Should unforeseen circumstances prevent the registered delegate from attending, the National Section may appoint a substitute from the same Section. In this case, a signed letter from the National President is required, designating the substitute as the official Delegate before participating in the IPA World Congress.

Art. 12 Proxies

Should a National Section wish to be represented by another Section at an IPA World Congress, written notification to this effect must be delivered to the IEB, at least 90 days prior to the start of the IPA World Congress.

Alternatively, notification may be delivered at any time prior to the start of the IPA World Congress, provided the National Section being represented was already registered to attend.

In either case, the notification is only valid if completed and signed by the President and the Secretary General of the Section. The form must also bear the written consent of the President or the Delegate of the Section appointed to act as proxy.

Art. 13 Observers

Every National Section may send, at its own cost, no more than two observers, to the IPA World Congress.

'Sections in Foundation' may send one observer to the IPA World Congress, at the expense of the Association.

Art. 14 Voting Rights

Delegates not registered in accordance with articles 11 and 12 of the International Rules, and Delegates of National Sections that have not paid their International Levy as required in article 22 of the International Rules, shall have no voting rights for the duration of the IPA World Congress.

In addition, travel and hotel expenses in connection with the IPA World Congress shall not be paid.

Observers from Sections in Foundation have no voting rights.

Art. 15 Agenda

The IEB shall be responsible for the contents and timely circulation of the documents for the IPA World Congress to all participants.

The documents may only include motions that have been submitted in writing to the IEB at least 150 days before the start of the IPA World Congress. Motions must be submitted on the official form provided by the IAC, justified and with discussion points explained. Details of any financial or administrative implications must also be given.

The timetable thereafter shall be as follows:

- 80 days : Agenda of the IPA World Congress to be sent out,
- 50 days : Deadline for sending amendments of motions to the IEB,
- 20 days : Amendments to be sent to National Sections.

The documents shall include reports from the

- IEB,
- Auditors.

Furthermore the documents shall include:

- a draft agenda,
- motions,
- a list of the IEB, internal auditors, delegates, observers and names of proxies,
- a list of candidates for all positions, when an elective congress takes place.

The IEB may include in the Agenda 'urgent motions' in case of an emergency or if an important matter arises, up to the beginning of the Congress. The Delegates shall first vote to accept the 'urgent motion' and then vote on the contents of the motion.

International Executive Board (IEB)

Art. 16 Working Methods

The IEB shall meet at least once a year to review the administration of the Association. Between meetings, business shall be conducted by the IEB members according to their job descriptions and the strategic plan defined for the term by the IEB.

The President shall chair the meetings of the IEB and shall have a casting vote in the event of a tie.

The working methods of the IEB members are defined in the IPA Procedure for IEB and Internal Auditors Job Descriptions.

The minutes of all IEB meetings shall be stored at the IAC. Minutes of the IEB meetings between each IPA World Congress shall be made available at the IPA World Congress that follows these meetings, subject to privacy laws.

Art. 17 Elections

Candidates

Candidates for positions on the IEB and as Internal Auditors shall be notified to the IEB at least 90 days before an elective IPA World Congress.

After the elapsing of the 90 days' limit, no notifications are permitted unless there is no candidate for a position at the time of the elections, in which case nominations for this position may be submitted by the delegates to the IEC.

Candidates may not be nominated or elected without their consent and the support of their own National Section.

Election Process

Voting shall be by electronic system. Where this is not possible, voting shall be by secret ballot.

The election process shall be directed by a Delegate or outgoing member of the IEB, to be chosen by the participants from their midst and accepted by vote as Election Officer. A suitable number of tellers may be appointed by the Election Officer to assist in the election process.

The Election Officer and the tellers must not be nominated as candidates and shall not originate from the same Section as any of the nominated candidates.

The election of the IEB shall be conducted in the following order:

- President,
- Secretary General,
- ERC Chairperson,
- PC Chairperson,
- SCC Chairperson,
- Head of Administration,
- Treasurer Finances,
- Treasurer Social Affairs,
- Vice President (from one of the Commission Chairpersons).

A candidate who obtains more than half of the votes cast shall be considered elected.

If there are several candidates and none of them reaches the required percentage, a run-off shall be organised between the two candidates with the highest number of votes.

Once a new President has been elected, the outgoing President may be appointed by the IEC to the IEB as Advisor for one year only, without voting rights. In this case the proposal must be brought forward by the newly elected President or by a Delegate who will then need to be seconded. A vote will take place.

Art. 18 Alternates

The question of alternates shall be resolved as follows:

- the President shall be replaced by the Vice President,
- the Secretary General by the Head of Administration and vice versa,
- the Treasurer Finances by the Treasurer Social Affairs and vice versa,
- chairpersons of Commissions by another IEB member.

If a position falls vacant, the alternate shall stand in until the next IPA World Congress when an election shall take place.

D International Administration Centre (IAC)

Art. 19 Definition

The International Administration Centre is the official office of the IPA, maintained by the IEB who employ professional staff.

The IAC shall be under the control of the Head of Administration who is responsible to keep the job descriptions of the staff up to date. It shall facilitate the administrative work of the IEB and of the Association.

On a daily basis, the IAC is placed under the responsibility of the office manager designated by the IEB.

Art. 20 Location

The IAC is based in Nottingham, at the Arthur Troop House.

The IEB shall have responsibility for negotiating the lease, rent and employment contracts.

Art. 21 Tasks of the IAC

The main tasks of the IAC are as follows:

- assisting the IEB,
- supporting the National Sections by dealing with enquiries and visitors,
- preparing and distributing the documentation for the IPA World Congresses and IEB Meetings,
- compiling and circulating the IPA Newsletter,
- collating the information and amendments for the IPA information guide,
- maintaining an up-to-date filing system of all IPA records.

E Finances

Art. 22 International Levy

Each section must deposit, not later than the start of the IPA World Congress, its international levy, as fixed by the IEC.

F Other Regulations

Art. 23 Financial Transactions

For any financial transaction above 10 000 Euros the signature of a Treasurer and an additional IEB member is required.

Art. 24 Business Enterprises

The IEB, National Sections and Regional Groups are permitted to enter into contracts and agreements with any other organisation or business, provided that such organisations or businesses shall not have any control or influence over any part of the IPA.

Art. 25 Code of Conduct

All IPA bodies shall conduct themselves in accordance with the provisions contained within the IPA documents.

A violation of the International Statutes, Rules or Procedures shall be dealt with by the National Section to which the member belongs. If the National Section does not act, it will be held responsible for the violation and dealt with in accordance with article 7 of the International Rules.

Art. 26 Publications

Statements on political, religious or racial issues may not be made or published on behalf of the Association.

The Association's strict policy of neutrality shall be observed in all publications.

Sections are responsible for ensuring that any material circulated or sent to the IAC for publication meets copyright law.

Art. 27 Internal Affairs

Reports and minutes shall be signed. The list of authorised recipients must be mentioned.

If they are considered and marked 'confidential' they may neither be published, nor passed on to unauthorised persons.

The confidentiality status of reports and minutes shall be determined by the IEB, with the exception of reports submitted to the IEC, when the decision shall be taken by that body.

The confidentiality status of documents fixed by National Sections or their Regional Groups shall be respected by all members of the Association.

Restricting the status of IPA documents to 'confidential' should only be used in cases where publication could damage the Association.

Art. 28 Revision of the International Statutes, Rules and Procedures

The IPA documents may only be amended at an IPA World Congress and shall be submitted as a motion, either by a National Section or the IEB.

Before the World Congress, the Secretary General shall examine if any amendment to the IPA documents would create a contradiction with any existing article. If this is the case, the motion may be altered and re-submitted within the specified timeframe.

Any amendment shall enter into force at the end of the IPA World Congress or at a later date as specified in the motion.

Once a motion to amend the IPA documents has been placed before an IPA World Congress, the same issue cannot be discussed for a period of 3 years, unless to prevent or correct a contradiction with another article within the IPA Documents.

All matters of interpretation arising in conjunction with the IPA Documents shall be settled provisionally by the IEB pending a decision by the IEC.

These International Rules were adopted by the IEC during the IPA World Congress in Cyprus 2015 and entered into force on 16 October 2015. They replace any previous International Rules.

President : Pierre-Martin Moulin

Secretary General : Georgios Katsaropoulos