



## RULES & REGULATIONS OF THE INDIAN PROFESSIONALS ASSOCIATION

(Corresponding to the respective articles of IPA Statutes)

### ARTICLE 1: NAME OF THE ASSOCIATION

**Rule 1:** The name of the Association can be changed with the concurrence of two-thirds of the members voting in a meeting of the Extraordinary General Assembly of the Association convened for the purpose.

### ARTICLE 2: OBJECTIVES

**Rule 2(1):** The objectives of the Association can be modified by a two-thirds majority of the members voting in an Extraordinary General Assembly of the Association.

**Rule 2(2):** The objectives may further be explained as:

- (i) To provide an opportunity to Indian professionals to exchange knowledge and experience amongst themselves;
- (ii) To network Indian and French professionals in their respective fields;
- (iii) To network Indian professionals in France and their counterparts in India and other parts of Europe

### ARTICLE 3: STRATEGY

**Rule 3:** The activities undertaken in pursuance of the objectives of the Association (Article 2) can be changed/ enlarged by the Managing Council based on proposals received from the President and the Working Committee. The Managing Council can, at its discretion, refer the proposal to the General Assembly for approval.

### ARTICLE 4: HEADQUARTERS OF THE ASSOCIATION

**Rule 4:** The Headquarters of the Association can be changed by a simple majority of the Managing Council.



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## ARTICLE 5: DURATION/LIFE OF THE ASSOCIATION

**Rule 5:** The life of the Association is unlimited and its financial year is the calendar year (January to December).

## ARTICLE 6: STRUCTURE OF THE ASSOCIATION

### **Rule 6(1): COMPOSITION OF MEMBERS**

The Indian Professionals Association is composed of the following Members:

- (i) **Active Members:** Professionals who have been accepted by the members.
- (ii) **Donor Members:** Organisations or professionals who contribute a donation of at least Euros 760 a year.
- (iii) **Associate Members:** Professionals who do not meet all the criteria for Active Member but who are nevertheless admitted based on Managing Council's decision.
- (iv) **Temporary Members:** Indian students pursuing studies in France or Indian professionals on assignments to France may be taken as Temporary Members for the duration of their studies/ assignments.

### (v) **SUBSCRIPTION/ DONATION:**

**Entry Fee:** 50 Euros common for all categories of members including returning members.

**Active members:** Annual 175 Euros that includes three non-refundable non-transferable meal charges but 80 Euros without the benefit of three non-refundable non-transferable meals for an Active Member who has been either posted overseas on an assignment or can no longer participate regularly due to justified health reasons.

**Donor Members:** Minimum donation 760 Euros a year.

**Associate members:** Annual 70 Euros

**Temporary Members:** Annual Euros 50 for students and for professionals on assignments like Active Members.

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The amount of subscription/ donation above can be changed by the Managing Council.

The subscription must be paid by end of March of the year. Minutes of the meetings will not be sent to members who have not paid their dues by this date.

**Rule 6(2)(a): Honorary Member:** As an explanation and exception to Rule 6, the Managing Council may propose to an Ordinary Meeting of the General Assembly to unanimously elect a person as an Honorary Member on the basis of his/her outstanding contributions to the disciplines of interest to IPA and whose election as Honorary Member would add to the prestige of the Association. Such elected member(s) shall not pay any entrance fee or annual subscription or have voting rights.

**Rule 6(2)(b): Temporary Member:** Professionals on short-period assignments in France, who wish to participate in the activities of the IPA, can be enrolled as Temporary Members after they have been presented to the IPA Meeting and will pay an admission fee of 50€. Such Temporary Members will be enrolled for a maximum period of one year. Later on if they wish to become active members, they will have to go through the usual admission procedure of the association.

**Rule 6(3)(a) :** For special activities of the Association, apart from the monthly meetings expenses which are covered by the annual subscription, the Managing Council of the Association may propose to a monthly meeting of the members to require all the members to make a special contribution in accordance with the special budget(s) for such special activities.

**Rule 6(3)(b) :** A person invited to address a meeting of the Indian Professionals Association shall not be entitled to any per diem or fee.

**Rule 6(3)(c) :** A person from outside Paris or from a foreign country invited to address a meeting of the Indian Professionals Association shall not be entitled to any per diem but could be provided accommodation and hospitality at a willing Member's residence as per the request of the Working Committee. However, as rule, no such assurance shall be given to the invitee if he/she volunteers to make his/her own arrangements.

**Rule 6(3)(d) :** In exceptional cases where circumstances and IPA financial resources so permit, the Working Committee may allocate funds to cover specific expenses of guest speakers after getting the approval of the Managing Council.



**Rule 6(4):** Members, their wives, children and guests would be welcome to participate in the planning and implementation of IPA's activities with the exception of those involving voting.

#### ARTICLE 7: MEMBERS - REMUNERATION - ADMINISTRATION

**Rule 7(1)(a):** For purposes of active membership of Indian Professionals Association, a professional is a person having an academic qualification and experience and who is/has been engaged in one of the learned professions. The requirement of the academic qualification can be set-aside on the suggestion of the Managing Council where the professional achievements far outweigh the lack of academic qualification. For admission purposes the professions are as follows:

*Engineer, Architect, Procurement and Marketing, Scientist, Doctor, Finance, Information Technology, Economist, Historian, Lawyer, Project Management, Chartered Accountant, Nuclear Science, International Trading, Communication for Development & Social Change etc.*

**Rule 7(1)(b):** The following shall be the procedure for the admission of new member(s) to the Indian Professionals Association:

- (i) An existing member of the Association can sponsor a candidate or candidates for membership of the Association and invite him/her/them as a guest in one of the monthly meetings.
- (ii) If the candidate shows willingness to become a member thereafter, the sponsoring member shall forward his/her personal particulars and professional background to the External Relations In-charge of the Association.
- (iii) The Admissions Coordinator examines the personal particulars and professional background thus submitted and forwards it with his/her comments to the Working Committee and then to the Managing Council.
- (iv) After approval of the Managing Council the Working Committee circulates the personal particulars and professional background to all the members seeking their positive or negative response to the request for membership.
- (v) The candidate is accepted as a member if the number of negative opinions is less than two. The decision is then conveyed in writing to the candidate concerned by the General Secretary.

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- (vi) An Active Member, who leaves the association, can be readmitted after Managing Council's approval and after paying the prevailing Entry Fee and the annual subscription.

**Rule 7(1)(c)** : To become a Member of the Indian Professionals Association a person should be:

- (i) Domiciled in France,
- (ii) A professional as per the criterion in clause 7(1)(a),
- (iii) Of Indian origin or married to a person of Indian origin,
- (iv) More than 21 years of age on the date of request for membership,
- (v) Aware that no reason whatsoever can be given for refusal of admission.

**Rule 7(2)**: INSTITUTIONAL FRAMEWORK

**Rule 7(2)(a)**: MANAGING COUNCIL

The Managing Council is elected by all the Active Members for one year. Currently this number stands at seven but can be increased up to a maximum of eleven depending on the strength of IPA membership. The decision in this regard can be taken by the Managing Council of the day.

**Rule:7(2)(b)**: MANAGING COUNCIL & THE PRESIDENT

The person obtaining the maximum 'P' votes in the election of the Managing Council (Article 7(2)(a)) is designated as President of the Association and of the Working Committee that he appoints from amongst the Members. The election for the Managing Council/ President will be held annually in the month of September and the Council-elect/ President-elect shall assume office from January of the following year.

**Rule 7(3)**: ELECTION OF THE MANAGING COUNCIL & THE PRESIDENT

- (i) The election of the Managing Council and the President will be by a common secret ballot.
- (ii) For the election of the new Managing Council composed of 7 to 11 members, the General Secretary, at the direction of the

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President, shall prepare a voting paper giving the names of all the members of the Association eligible for election as member of the Managing Council or the President.

- (iii) The ballot paper shall be filled in by each member without indicating his/her name on the same and sent to reach the address indicated on the date and time mentioned.
- (iv) The ballots received shall be opened in a meeting of the IPA members who have volunteered for this task and supervised by a three-man committee which will report on the vote count and declare the results of the elected Managing Council members.
- (v) For avoidance of any doubt, the President is an integral part of the Managing Council. In other words the Managing Council will consist of the President and six Managing Council members.

Within this framework the election is for the Managing Council. However as a working arrangement the ballot paper will show two columns – one for the Managing Council members where the members are required to mark “X” against names they wish to elect as Managing Council members and the other column for the President where the members are required to mark “P” against the name they wish to elect as the President.

- (vi) The maximum votes on a single ballot must not exceed seven whether it is as seven X with no P or six X plus one P. If it exceeds seven the ballot shall be considered invalid. If it remains less than seven it shall be counted. If there are two P, then it will not be counted for P but will be treated against X. In case of a tie between two or more MC members they will be included in the Managing Council i.e. the MC strength could become eight or more as the case may be.
- (vii) The member obtaining the maximum “P” votes in the first instance will be chosen as the President. In case there is a tie between two or more persons for the “P” votes, their respective votes against “X” category will be taken into account to arrive at the highest number to elect one President.

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**Rule 7(4): ROLE OF THE PRESIDENT**

- (i) The President convenes at least two meetings of the Managing Council every year and prepares its Agenda and notes thereon.
- (ii) The President presides over the various meetings organised under the auspices of the Association.
- (iii) In the temporary absence of the President the General Secretary takes over his duties. However, in the permanent absence of the President, the Council calls for mid-term elections and directs the General Secretary to take steps for the same vide Rule 7(2)(b).

**Rule 7(5): WORKING COMMITTEE**

The President constitutes his/her Working Committee and appoints the members of the Working Committee as follows:

- (i) General Secretary: responsible for the general management of the affairs of the Association including the preparation of the agenda and minutes of the various meetings/events of the Association and of the Council.
- (ii) Treasurer: in consultation with the President and other members of the Working Committee: (a) prepares the annual budget of the Indian Professionals Association; (b) specifies in the budget the anticipated (i) annual income; (ii) expenditure under such headings as the organisation of the annual IPA Day, postage, printing and stationery, miscellaneous and contingent expenses around 5% to 10% of the anticipated expenditure; (iii) expenses to be incurred on guest speakers; (iv) rental for hall/auditorium for meetings; (v) purchase or rental of equipment; (vi) the anticipated saving or deficit at the end of the financial year and along with the President presents the budget for approval to the Managing Council.
- (iii) Convenor: keeps in touch with the members of the Association in connection with attendance at various meetings and makes arrangements for the meetings based on the information thus collected.
- (iv) Admissions Coordinator: receives and scrutinises the requests for membership of the Association and reports the same to the President.

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- (v) Conferences: The Working Committee member incharge of Conference shall, in consultation with members of the Working Committee and Members of the IPA, (i) identify and contact prospective speakers for various meetings/conferences; (ii) prepare the schedule for such events; (iii) brief the President of IPA as the presiding officer of such meetings/conferences about the background of the speaker and the subject he/she will be dealing with and (v) co-ordinate with the Working Committee members in-charge of Treasury and Protocol as to the financial and management aspects for the organisation of the events.
- (vi) Others: Any other assignments as decided by the President.

The titles and functions given above, except that of the General Secretary and the Treasurer may be changed after the approval of the Managing Council.

Rule 7(6): The President and members of the Working Committee will be jointly and severally responsible for the planning, development and implementation of the activities of the Association.

Rule 7(7): The Members of the Working Committee will hold their respective offices at the discretion of the President.

Rule 7(8): The President may, at his/her discretion, constitute working groups or committees for specific purposes. These working groups shall report to the President.

Rule 7(9): REMUNERATION: No office bearer of the Association is entitled to any pay or allowances. However, expenses incurred by them to further the aims and objectives of the Association or in connection with specific activities entrusted to them, shall be reimbursable.

Rule 7(10): The President may, at his discretion, convene a joint meeting of the Working Committee and the Managing Council to discuss the Agenda and notes prepared for such a joint meeting.

Rule 7(11): (i) A member holding the office of the President for an initial one-year will be eligible to run for re-election for only a second subsequent term of one year. In other words a member can remain President continuously for a maximum period of two years.

(ii) A past President after a break of minimum one year is eligible to run for the post of the President.





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However IPA members should strive to elect a person who has never been President before to encourage newer and younger members to take up responsibility.

(iii) A member nominated by the President to hold any of the offices in the Working Committee (vide Rule 7(5)(i to vi)) will be eligible for reappointment to any such offices in subsequent years by the President then in office.

#### ARTICLE 8: VOTING RIGHTS

Rule 8(1): Only active members who have paid their due subscription are eligible to vote.

Rule 8(2): An Active Member is allowed to cast a maximum of two proxy votes against written authorisation of the member on whose behalf a member casts a vote with copy to the President.

#### ARTICLE 9: RESIGNATION -EXPULSION

Rule 9(1): A person ceases to be a member of the Association by:

- sending a letter to this effect to the President after having cleared his accounts with the Treasurer of the Association;
- reason of his/her death;
- a judgement of expulsion conveyed by the Managing Council by registered letter for (i) non-payment or non-renewal of the subscription within three months and such expulsion will take place after six months; (ii) serious abuse and after the member has been given a hearing; and (iii) an attitude or conduct which jeopardises the Association in any way.

Rule 9(2): A member who resigns shall give his decision in writing to the President of the Association. The resignation shall be reported to the Managing Council of the Association and to the General Assembly of the members.

#### ARTICLE 10: POWERS OF THE MANAGING COUNCIL

Rule 10(1): The Managing Council shall have the power to act on behalf of the association and decide on all matters except those, which are to be referred to the General Assembly. These will cover, but not limited to, the following:

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- to act as an advisory body and define general policies
- to intervene to resolve specific problems
- to facilitate external contacts
- to call for new elections if required before the term in the case of the permanent absence of the President
- to ensure that IPA Statutes and the rules thereunder are respected
- to refer issues to the General Assembly when it considers it necessary.

**Rule 10(2):** The President of the Association shall convene at least two meetings of the Managing Council every year to keep the Council abreast of the developments/achievements/drawbacks of the IPA and at his discretion, convene a joint meeting of the Working Committee and the Managing Council.

**Rule 10(3):** The Managing Council will consider and approve the Annual Report of the Association as also the statement of accounts.

**Rule 10(4):** The Managing Council and President elected in a meeting of the Association in the month of September of a year shall assume their offices from January 1 of the following year.

**Rule 10(5):** The Working Committee nominated by the President shall maintain a record of the minutes of its meetings and make the same available to the Managing Council scheduled to meet at least twice a year.

#### ARTICLE 11: GENERAL ASSEMBLY

**Rule 11(1):** the President will convene The General Assembly of the Members in principle once a year.

**Rule 11(2):** The purpose, date, place and time of the meeting shall be communicated in writing to the Members by the General Secretary at least two weeks in advance.

**Rule 11(3)** The proceedings of the General Assembly shall be conducted by the President and in his/her temporary absence by the General Secretary.

**Rule 11(4)** If considered necessary, the President, with the approval of the Managing Council, can consult the General Assembly by any other means, other than a meeting, that he considers appropriate (Mail, e-mail, referendum etc) to obtain their views on specific issues. The approval thus obtained will have the same force and effect as that of a General Assembly.

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**Rule 11(5):** A written record of the proceedings shall be kept by the General Secretary and copy thereof made available to all members.

#### ARTICLE 12: ORDINARY GENERAL ASSEMBLY

**Rule 12(1):** The members ordinarily meet once a month but are convened at least once a year by the Working Committee.

**Rule 12(2):** The ordinary meeting of the General Assembly is attended by all active, associate members and donors.

**Rule 12(3):** The Ordinary General Assembly:

- (i) receives and discusses the report of the Managing Council on the activities and finances of the Association;
- (ii) takes note of the financial situation and approves the annual statement of accounts;
- (iii) votes on the budget for the year;
- (iv) approves all acquisitions made on behalf of the Association for the implementation of its activities; and
- (v) deliberates on all issues submitted for its consideration by the President and Managing Council after due consultation. in accordance with the following Rule 12(4), with all the members

**Rule 12(4)** Since all members may not be present in all the meetings of the General Assembly, all its decisions could be taken after due consultation as per the provisions of the preceding Rule 11 (4).

#### ARTICLE 13: EXTRAORDINARY GENERAL ASSEMBLY

**Rule 13(1):** An Extraordinary General Assembly of the Association shall be convened, if and when necessary, by the Managing Council at a notice of at least 15 days and subject to the provisions of the preceding Rule 12(4).

**Rule 13(2):** The Agenda of the meeting will be prepared by the Managing Council outlining points (vide Rule 13(1)) on which a decision has to be taken and providing for each item the background information.

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**Rule 13(3):** The Extraordinary Session can alone take the final decision on the dissolution of the Association.

**Rule 13(4)(a) :** The quorum of the Extraordinary Meeting of the General Assembly shall be fifty percent (50%) of the members and all decisions will be adopted by a two-thirds majority of the members present.

**Rule 13(4)(b) :** In case of the absence of the required number of members vide Rule 13(4)(a) the meeting will be adjourned and thereafter reconvened to discuss the agenda and notes; no quorum being required for such a reconvened meeting.

#### ARTICLE 14: RECORD OF PROCEEDINGS OF MEETINGS

**Rule 14(1):** The record of the proceedings of all meetings shall be maintained by the General Secretary.

**Rule 14(2):** The report shall be circulated amongst all members of the Association.

#### ARTICLE 15: RESOURCES

**Rule 15:** The resources of the association are composed of

- (i) the entrance and regular annual subscriptions of the members;
- (ii) such other donations as may be made and
- (iii) revenues, if any realised, by sale of tickets for various cultural events that may be organised by the association from time to time.

#### ARTICLE 16: RESERVE FUND

**Rule 16(1):** The Reserve Fund shall be composed of the credit balances as shown in the annual accounts.

**Rule 16(2):** The utilisation of the Reserve Fund for any exceptional purpose (excluding the normal operational expenses) in pursuance of the objectives and activities of the Association shall be proposed to all the Active Members by the President after being duly approved by the Managing Council.



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ARTICLE 17: DISSOLUTION- LIQUIDATION

Rule 17(1): The Working Committee proposal, based upon a consultation with members by way of a referendum, for the dissolution or, liquidation of the Association shall be presented to the Managing Council by the President.

Rule 17(2): The President shall report the proposal and opinion of the Council to the meeting of the General Assembly.

Rule 17(3): A report of the General Assembly and the Council shall be submitted to the Extraordinary Meeting of the Association for ratification.

ARTICLE 18: RULES & REGULATIONS FOR CONDUCT OF AFFAIRS OF THE ASSOCIATION

Rule 18: The rules and regulations pertaining to the herein noted Articles 1 to 19 of the Statute shall be submitted to the General Assembly and the Council for Ratification and shall henceforth be considered as part and parcel of the Statutes.

ARTICLE 19: DECLARATION & PUBLICATION

Rule 19(1): The declaration of the articles of Association in accordance with the relevant laws shall be submitted to the authorities concerned by the President and/or people designated by him/her for the purpose.

Rule 19(2): The rules and regulations so developed & updated shall govern the day-to-day affairs of the association.



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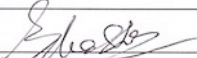


## INDIAN PROFESSIONALS ASSOCIATION

(Association régie par la loi du 1er juillet 1901 - Stat. : 1526 du 24 octobre 1998.)

where every member is its Ambassador

### Rules & Regulations

*Signatures with date:*

Bhasker Jagdish	 14/12/2014
Bidani Anil	A. Bidani 14/12/14
Khanduja Bharat	(Bhandu) 12/12/2014
Mathur Deepak	Deepak Mathur 12/12/2014
Shah Naresh	 12/12/2014
Singh Pradeep Kumar	 14.12.2014
Taniga Samarasamme	Taniga 14/12/2014

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