THE RULES

International Police Association

Polish Section



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**Adopted by the National Board of the IPA Polish Section on 24 March 2012
in Unieście**

**Chapter 1**

**DEFINITIONS. PROCEDURE AND RULES OF MANAGING**

Article 1

Expressions used in the Rules shall stand for :

1. a statutory body - the bodies specified in Article 16 of the IPA Polish Section Statute;
2. office (position) holder - persons referred to in Article 20 paragraph. 3 item 1 - 7, Article 30a paragraph. 1, item 1 - 5, Article 32 paragraph. 1, item 1 - 5 of the IPA Polish Section Statute;
3. statute - the IPA Polish Section Statute;
4. association - International Police Association – Polish Section;

Article 2

1. Members of the executive committees shall operate within the range of duties enacted during the first meeting after the elections, which have constituted a new statutory bodies.
2. It shall be the responsibility of the National Executive Committee (NEC) to track changes in Polish law and the IPA international statute which influence to amend the IPA Polish Section Statute.

Article 3

1. Should a permanent or temporary obstacle in the performance of duties by office holders occur the proxies shall be appointed as follows:
2. within National Executive Committee, in relation to President – 1st vice President, in relation to Treasurer - Deputy Treasurer, in relation to Secretary-General – Deputy Secretary-General;
3. within Provincial Group Executive Committee, in relation to President - Secretary,
in relation to Secretary - Deputy Secretary, and in relation to Treasurer - appointed member of the Committee;
4. within the Region Executive Committee, in relation to the Chairman - Secretary, in relation to Secretary - Deputy Secretary, and in relation to Treasurer - appointed member of the Committee;
5. Should inability to act as proxies by the persons referred to in paragraph. 1 occur, another member of the competent authority shall be appointed.
6. Resolution on substitution shall be adopted by the Executive Committee of the authority, determining terms of reference of the acting person and duration of the substitution, however not longer than until the end of the authority's term of office.
7. The right to perform the substitution may be:
	1. full;
	2. with restrictions;
	3. to settle a particular matter.
8. By-elections or new elections to the body shall be carried out in accordance with the principles
specified by the authority of the particular structure of the IPA Polish Section, if the statute does not specify this.

Article 4

1. The permanent obstacle to the performance of the position shall be the loss of membership.

2. The temporary obstacle in the performance of the position may be:

 1) long-term illness;

 2) long travel abroad;

 3) other circumstance, resulting in the inability to efficiently perform the duties in the association.

Article 5

 Appeals against resolutions of statutory bodies shall be made no later than at the next meeting of the appellate body unless a specific provision provides otherwise.

**Chapter 2**

 **ACQUISITION OF MEMBERSHIP**

 **Mode and conditions for the acquisition of the ordinary membership**

Article 6

* + - 1. An ordinary member of the association may be a person who meets the requirements set out in Article 10. 2 of the Statute.
1. A person shall declare his/her willingness to join the association by filling out a membership declaration, the pattern defined by the National Board. By his/her sign the person shall declare that he/she is not convicted of an offense or fiscal offense, intentional, prosecuted by indictment.
2. When submitting a completed declaration, the person wishing to join the association pays at the same time membership fee and a fee for the ID card, or attaches a document confirming paying the fees in advance.
3. Declarations, signed by the office holder of the Region Executive Committee shall be transferred to the Card Office, via the Provincial Group Executive Committee.
4. The Region Executive Committee may by resolution limit the number of persons authorized to signing the declarations and specify the detailed procedure for their signing.

Article 7

* + - 1. Should the office holder refuse to sign a declaration, the Region Executive Committee shall pass a resolution on acceptance or refusal of a member admittance.
			2. In case of refusal, a copy of the resolution together with the submitted declaration shall be forwarded to the candidate within 14 days of the date of the resolution.
			3. The resolution may be appealed. The appeal should be forwarded within 14 days to the Provincial Group Executive Committee.
			4. The Provincial Group Executive Committee shall obtain a copy of the relevant resolution and, if it is not stating the grounds of the decision, also written justification, which should include evidence for the refusal to sign the declaration submitted and indicate the facts supporting the existence of those evidence.
			5. Scope of documentation needed to examine the case, and the way of its collection shall be set by the Group Executive Committee.
			6. After collecting the necessary documentation the appeal shall be examined at the next meeting of the Provincial Group Board.
			7. The Provincial Group Board may change the Region Executive Committee decision only if there was no evidence to take a negative decision, or there were no rational arguments confirming the existence of such evidence.
			8. Positive resolution of the Provincial Group Board shall mean the implementation of a procedure for the member's admittance to the Region.

Article 8

* + - 1. Proof of membership in the association is valid IPA identity card.
			2. An additional pattern identity card valid in the IPA Polish Section shall be defined by the National Board.
			3. Should a new card be issued because of its loss or destruction, a member must pay a fee for the card, as in the case of newly admitted members.
			4. Exchange of a card because of changes in the overprinted data or lack of place for stamps is free.

Article 9

1. A member who has lost membership as a result of the deletion may again be admitted:

1) under the general conditions set forth in Article 6 of the Rules, if the basis for the deletion was a member's voluntary withdrawal from association in accordance with Article 11 paragraph. 2 of the Rules or failure to pay fees for a period longer than two years;

2. A member who has lost membership as a result of foreclosure may get it back on general conditions after **10 years** from the date of a final resolution on expulsion. Re-acquisition of membership without observing the above period is under a statute null and void.

**Mode and conditions for granting associate membership**

Article 10

* + - 1. A person who applies for associate membership, after the initial acceptance of the Executive Committee of the Region to which he/she wishes to belong, submits a completed declaration.
			2. The Region Executive Committee shall forward a declaration submitted, enclosing an opinion, to the Provincial Group Executive Committee.
			3. The Provincial Group Executive Committee shall forward the documents received along with prepared application for associate membership and its own recommendation to the National Executive Committee.
			4. The National Executive Committee admitting associate membership shall notify of the fact the Executive Committee of the concerned IPA Region by sending collected documents and a copy of the resolution.
			5. The further procedure associated with obtaining associate membership shall be done on general principles.
			6. The National Executive Committee may refuse to grant associate membership only if it considers that the adoption of such a resolution would be contrary to the objectives of the association, set out in Article 8 of the Statute.
			7. Should a decision to grant an associate membership be negative, it may be appealed to the National Board, of which the resolution in this matter is final. In such a case, the provisions of Article 7. 2 - 3, 6 - 8 shall be applied, wherein the responsibilities of the Provincial Group Executive Committee shall be implemented by the National Executive Committee.

 **Chapter 3**

 **LOSS OF MEMBERSHIP**

 **Deletion, excluding member**

 Article 11

* + - 1. In the event of the circumstances referred to in Article 11. 1 item 1 of the statute, the Region Executive Committee shall immediately update the list of members.
			2. Voluntary withdrawal means an expression of the will of a member by:
	1. a written statement signed by the member and sent to the IPA Region Executive Committee;
	2. oral, made during the meeting before the statutory body and recorded, not revoked by a written statement within the next 14 days.
		+ 1. Glaring violation of the statute shall be, in particular:
	3. a serious violation of budgetary discipline of the association;
	4. intentional, confirmed cases of evasion of the obligation to submit to an inspection of the audit committee;
	5. misappropriation of funds or assets of the association;
	6. conduct contrary to the purpose of the association, detrimental to its reputation;
	7. failure to perform a resolution of the statutory authority of the IPA Polish Section, if the circumstances demonstrate that a person does not intend to submit its resolutions.

**Initiation of the procedure of expulsion of a member**

 Article 12

1. Implementation of a procedure of expulsion of a member by the Provincial Group Board may be initiated in following forms:

1) written – by at least 10 members of the association;

2) resolution – by the executive committee of a statutory body;

3) post-inspection protocol – by the audit committee.

1. When initiating the expulsion of a member the legal and factual basis must be indicated, as well as the circumstances justifying their existence.
2. A document containing an application to implement a procedure for the expulsion of a member shall be submitted to the Provincial Group Executive Committee to be pre-tested for maintaining formal and substantive requirements. All collected materials confirming the validity of the request should be attached to the document.
3. The Provincial Group Executive Committee shall initiate proceedings for expulsion of a member, subject to the paragraph. 5, if the document meets the formal and substantive requirements. Otherwise refuses to institute proceedings to exclude a member.
4. In the event that the Provincial Group Board considers that providing a member expulsion procedures may be biased, difficult or impossible, and specifically, if the application concerns a member of the provincial board, it shall adopt a resolution to carry out the procedures to exclude the member on a level of the Polish Section and then forwards all the materials to the National Executive Committee.
5. Examination of the application by the Provincial Group Executive Committee referred to in paragraph. 3 and making the decision referred to in paragraph. 4 shall last no longer than **three months** from the date of receipt of the request. Resolution of the decision shall be forwarded to interested parties in within 14 days from the date of its adoption.
6. In the case of exceeding the time limit referred to in paragraph. 6 above and failure to examine the application or in the case of refusal to initiate proceedings in accordance with paragraph. 4 above or according to Article 16 paragraph. 1 of the Rules, the applicant has the right to appeal to National Board.
7. A request made in accordance with paragraph. 5 or paragraph. 7 shall be examined by the National Board, in accordance with Article 17 and Article 19.

**The procedure for expulsion of a member**

Article 13

Adopting a resolution on initiation of the expulsion of a member, the Provincial Group Board shall appoint a committee consisting of at least 3 people. The purpose of the committee is to determine whether there are grounds to apply to the National Board with a request for the expulsion of a member.

Article 14

* + - 1. Taking action regarding initiation of the expulsion procedure, the commission chairman shall inform a member against whom the application for expulsion was submitted, as well as the Board of the Provincial Group to which the member belongs.
			2. The notification shall be provided in writing and should include a Letter of Rights referred to in paragraph. 3 and 4. If the member against whom proceedings were initiated refuses receipt of the notification, it produces effects as if it has been delivered.
1. A member shall be entitled to a meeting with the commission to respond to the posed charges against him, either orally or in writing. The duty of the committee is to determine the time and place of such a meeting. If a member cannot attend at the designated time and place, may express his/her views in writing.
2. If a member considers necessary personal contact with members of the commission may agree on a date and place of the meeting, acceptable to all interested parties. If, however, conduct such a meeting would be combined with excessive difficulties or it was impossible during the procedure, it is allowed to withdraw from it and settle the solution described in paragraph. 3, third sentence.

Article 15

* + - 1. In order to clarify the circumstances of the instituted proceedings the commission activities carried out ex officio or at the request of interested parties, shall in particular be:
	1. protecting documents or certified true copies of the originals;
	2. carrying out interviews with people;
	3. analyzing the documents.
1. Should the activities be finished after a period of no longer than three months, the commission shall prepare a report completed with recommendation as to how to proceed in this case and along with the materials collected shall forward it to the Board, which appointed the commission. Recommendation is not binding.

Article 16

* + - 1. Should the Provincial Group Board consider that there is at least one of the conditions referred to in Article 11. 1 point 2 of the Statute, it shall adopt a resolution to prepare an application of the expulsion of a member. Otherwise, shall take a resolution refusing preparation of an application of the expulsion of a member.
			2. Prior to the vote, the person against whom proceedings of expulsion were initiated has the right to make oral representations. It is the responsibility of the Provincial Group Executive Committee to inform the person concerned of the date and place of voting and the possibility of presenting his/her views in person.
1. The request for expulsion of a member with justification included shall be prepared by the Provincial Group Executive Committee. The justification should include:
	1. formal and factual basis;
	2. a description of the circumstances justifying the expulsion of a member;
	3. a summary of the findings made during the proceedings by the commission of the Provincial Group, including the identification of recommendations.
2. The application, along with the Provincial Group Board resolution and all the collected materials shall be immediately forwarded to the National Executive Committee.

**Expulsion of a member**

Article 17

The National Executive Committee or the Member Affairs Commission - if it has previously been set up – shall check if the received application meets the formal and substantive requirements. Then, along with its own report and recommendation as to further proceedings in this case, shall forward it to the National Board. Recommendation is not binding.

Article 18

* + - 1. If it is determined that the request for the expulsion of a member is manifestly unfounded, the Committee / Commission shall forward the materials to the National Board, along with its own report and recommendation for a return of the application to the Provincial Group Board to remove deficiencies or withdrawal from its lodging.
1. The application for the expulsion of a member is manifestly unfounded if:
	1. the initiative to implement the procedure for expulsion of a member was made by the unauthorized entity;
	2. the application does not specify the circumstances confirming the existence of a factual basis for expulsion of a member;
	3. circumstances indicating the existence of a factual basis for the expulsion of a member indicated in the application do not coincide with the findings of a commission appointed by the Provincial Group Board.

Article 19

* + - 1. In order to conduct any investigation or appeal, the National Board shall appoint the Member Affairs Commission.
1. If, based on materials received, the National Board is unable to reach a decision on the expulsion of a member, the materials shall be forwarded to the Member Affairs Commission to supplement materials by means of investigation.
2. In the course of an investigation by the commission shall apply Article 15, and if the commission deems it necessary, also Article 14. 3 and 4, subject to paragraph 4 below.
3. Investigation pursuant to Article 12 paragraph 8 is carried out by the commission in accordance with Article 14 and Article 15 provided that a report be presented at the next meeting of the National Board, if it is a period of not less than 3 months.

Article 20

* + - 1. A resolution to expel a member shall take the National Board.
			2. Before the vote, the provisions of Article 16 paragraph 2 shall be applied.
			3. The content of the resolution shall be forwarded to:
		1. the applicant;
		2. the Board of the Provincial Group, to which the member belongs;
		3. a person in question.
			1. The expelled member may appeal the resolution to the Congress of Delegates, which within **30 days** of receipt of the resolution. The appeal should be forwarded to the National Executive Committee. After this date the resolution becomes final.
			2. The appeal must be accompanied by a membership card. Lack of the card will automatically cause rejection of appeal.
			3. Submission of the appeal does not suspend the decision to exclude.
			4. The final resolution of expulsion obliges the expelled person, on call, to return a membership card.

Article 21

* + - 1. Upon receipt the appeal, the National Executive Committee shall transfer the materials to the Member Affairs Commission which checks them in order to determine whether:
1. at the time of passing a resolution by the National Board, there were circumstances referred to in Article 18. 2 or
2. in the course of examining the case were committed significant procedural errors that could have significant impact on the resolution of the National Board.
	* + 1. After completion of the procedure, the Commission shall draw up a report with conclusions as to the findings.

**Chapter 4**

**RULES FOR HONOURING AND GRANTING AWARDS**

Article 22

* + - 1. For outstanding contributions to the association, both IPA members or persons from outside the association, as well as non-natural persons whose activities do not interfere with the statutory objectives of the association, may be honoured by:
1. granting the honorary title "Meritorious for IPA Polish Section";
2. granting the title of "Man of the Year IPA Polish Section";
3. granting the badges of honour as the "Medal for merits to the IPA Polish Section".
4. Patterns of diplomas, legitimations, statues and medal, referred to above, shall be approved by a resolution of the National Board at the request of the National Executive Committee.
5. Other forms of distinctions may be made by a resolution of the competent authority or management body referred to in Article 16a paragraph 2 of the Statute. The resolution must specify objective, conditions and the form of prizes.
6. It is prohibited to issue the document with the logo of the IPA in the form of a card or ID pattern resembling legitimacy containing personal data. These documents are reserved for the decision of the National Board.

**Granting the honorary title "Meritorious for IPA Polish Section"**

 Article 23

The title of "Meritorious for IPA Polish Section" shall be given by the National Board, at the request of the National Executive Committee or the Provincial Group Board.

Article 24

Boards of provincial groups shall submit their applications along with the resolution for conferring the title of "Meritorious for IPA Polish Section" to the National Executive Committee - not later than in the day - before the meeting of the National Board.

* + - 1. The National Executive Committee shall examine the applications in terms of formal and, if necessary, ask to complete them. Member of the National Executive Committee shall submit revised applications to the National Board.
			2. A pattern of an application along with the list of attachments shall be adopted by the National Board and it contains data necessary to give the title.

Article 25

A person awarded with the title of ''Meritorious for IPA Polish Section” may be deprived of it on fully reasoned request of the body, who reported his/her candidacy in cases where:

1. committed an intentional offense prosecuted by indictment;
2. his/her behavior is detrimental to the good name of the association.

The final resolution in this case shall be taken by the National Board.

A person deprived of title is required to return the card.

Article 26

* + - 1. To commemorate the granting honorary title "Meritorious for IPA Polish Section" a awarded person shall receive a granting the title confirmation ID. Title of Meritorious for IPA Polish Section a person receives for 3 years from the date of adoption of the resolution.
			2. Cost of issuing the ID shall be covered by the provincial groups submitting applications.

Article 27

Honorary title "Meritorious for IPA Polish Section" should be handed to the awarded person during a solemn meeting.

**Granting the title "Man of the Year IPA Polish Section"**

Article 28

The title "Man of the Year IPA Polish Section" shall be awarded in accordance with Article 22 paragraph. 1, and to those dominating in citizenship in the civil security area.

The official presentation of the diploma and a commemorative statues should be held at the IPA Polish Section Congress of Delegates, and in the period between congresses during the National Board meeting.

The awarded person is invited at the expense of the Polish Section of the IPA.

Article 29

1. Applications for the award of the title, in any given year, shall be prepared by the National Executive Committee, with own initiative or at the request of the provincial group board, no later than at the last National Executive Committee session before the last meeting of the National Board for the year.
2. The Provincial Board shall submit an application for granting the title "Man of the Year IPA Polish Section" no later than at the meeting of the National Executive Committee, referred to above.
3. The National Executive Committee shall examine applications in terms of formal and, if necessary, ask to complete them. Member of the National Executive Committee shall submit revised applications to the National Board.
4. A pattern of an application along with the list of attachments, containing data necessary to give the title, shall be adopted by the National Board.

 **Granting the badges of honour - the Medal ''For merits to the IPA Polish Section"**

Article 30

The principles and procedure of granting the badges - the medal "For merits for the IPA Polish Section" are as shown in the Rules for granting and presentation of the badges.

Article 31

1. The medal "For merits for the IPA Polish Section" may be assigned:

1) Persons who are at least 10 years members of the association, for:

 a) particular initiative and commitment to work in statutory bodies of the association,

 b) promoting achievements of the association in the country or abroad;

2) Prominent representatives of socio-political and economic areas from the country and abroad for special achievements in the development of the IPA.

2. When granting awards seniority, activity and effects of work in or for the association, as well as moral attitude of the person concerned should be taken into account.

Article 32

1. The Medal shall be granted by the National Board of the IPA Polish Section at the request of the Provincial Group Board or National Executive Committee decreed by resolution.
2. The application shall be reviewed by a three-seater Chapter elected by the National Board of the IPA Polish Section at the first meeting of each term.
3. The Chapter shall consist of the Vice President of the IPA Polish Section, as its chairman, and two members of the National Board of the IPA Polish Section.

Article 33

The application shall be directed to the Chapter Chairman by 1 March of the current year on a form according to the pattern approved by the National Board. The application includes:

1) the exact details of the person to whom the request relates,

2) the positions performed,

3) card number and the date of joining the association,

4) a detailed justification

 Article 34

* 1. A decorated person is entitled to wear the thumbnails and ribbons.
	2. Awards ceremony should remain solemn. The medal shall be handed by the Polish Section President or Vice President during the National Board meeting. Other method of conducting the awards ceremony shall be determined by the Chapter Chairman.
	3. The amount of awards granted in the calendar year may not exceed:
1. 15 pcs. for members of the IPA,
2. 5 pcs. for others.
	1. In appropriate cases, the IPA Polish Section Board may increase the amount of medals awarded in a given year, at the request of the Chapter.
	2. The Chapter Chairman shall supervise the observance of the principles contained in these Rules.
	3. The Chapter Chairman shall keep a record of granted awards. The record should be laced, sealed and should contain:
3. name,
4. date of grant,
5. belonging to a provincial group,
6. card number.
	1. Applications for the awards shall be archived.
	2. The card has the IPA (center) and the IPA President stamps.
	3. In the event of loss or destruction of badges, at the request of the awarded person they may be re-issued for reimbursement. This fact is recorded in the register.
	4. The IPA Section National Board at the request of the Chapter Chairman, the Provincial Group Board or the National Executive Committee may reasonably decide to deprive of received badges when:
7. giving the badges was a result of misinformation,
8. decorated person committed an act, as a result of which he/she became unworthy decorations.

In this case the Chapter Chairman shall call for the return of the badges and legitimation, making a relevant note in The record of granted awards.

* 1. The applicant shall bear the costs of decorations and thumbnails.

**Chapter 5**

 **NATIONAL BOARD BUREAU**

Article 35

* 1. The National Board Bureau shall be created to support the work of the National Executive Committee of the IPA Polish Section.
	2. The organization of the Bureau and submitting proposals on this matter to the National Board shall be the responsibility of the National Executive Committee.

Article 36

1. The bureau shall, inter alia, consist of:

 1) a person conducting the Card Office;

 2) an administrator of the website www.ipapolska.pl;

 3) assistants for contacts with the national sections of the IPA;

 4) the bureau assistants - appointed at the request of a member of the National Executive Committee, identifying detailed scope of their duties.

2. The National Executive Committee shall determine the personnel of the bureau.

**Principles of functioning of the Card Office**

Article 37

The duties of a person conducting the Card Office shall in particular be:

1) implementation of the current tasks of the card office;

2) preparation of a project and execution of the budget of the card office;

3) management of property entrusted to the needs of the card office;

4) proposing the National Executive Committee, via the supervising member of the National Executive Committee, to employ or dismiss an employee of a card office;

5) ensuring the timely and lawful production of membership cards, including:

a) issuing new membership cards and their duplicates,

b) issuing other cards, compatible with the provisions of the IPA;

6) keeping traditional archives (declarations);

7) conducting the electronic database of issued membership cards;

8) compliance with applicable laws on the protection of personal data.

Article 38

* 1. Once the desired document is issued, a person conducting the card office via the provincial group executive committee shall forward it to the proper region.
	2. The IPA Polish Section treasurer shall be notified about the issue of cards. The information about date of receipt, sender (a provincial group) and the number of issued documents may be put on the website of the IPA Polish Section.

Article 39

1. The person conducting the card office shall carry an electronic database of members of the IPA Polish Section upon:

 1) declarations stored in the archive;

 2) declarations received.

2. Personal data gathered in the electronic database and the declarations of members must be stored in accordance with the provisions of the Law on personal data protection and may only be processed in the framework of the tasks of the card office.

**Principles of functioning of the website** [**www.ipapolska.pl**](http://www.ipapolska.pl/)

Article 40

* 1. For the purposes of promoting the association and to improve the flow of information within the IPA Polish Section a website called - [www.ipapolska.pl](http://www.ipapolska.pl/) shall be created.
	2. Rules and instructions for users created within the service are subject to approval of the resolution of the National Executive Committee.

Article 41

1. The service [www.ipapolska.pl](http://www.ipapolska.pl/) shall be managed by the administrator.
2. In the case of temporary inability to manage the service by the administrator, his/her duties shall be fulfilled by the secretary-general or other person designated by the National Executive Committee.

Article 42

1. The duties of the administrator shall n particular be:

1) current administration of the [www.ipapolska.pl](http://www.ipapolska.pl/) Internet service;

2) coordinating technical issues with suppliers of electronic services;

3) compliance with the provisions of the Law on personal data protection, the Law on classified information protection and the applicable rules of the association.

Article 43

All the members of the National Board and the Audit Committee chairman and the editor-in-chief of the magazine Section Polish News shall receive e-mail addresses according to their positions and the list according to Annex 1. The update of the Annex shall be a responsibility of the secretary-general.

 **Assistants for contacts with IPA national sections**

 Article 44

* 1. National Board at the request of the National Executive Committee shall establish a list of the national sections of the IPA, contacts with whom shall be maintained by the assistants referred to in Article 36 paragraph 1 point 3.
	2. Assistants for contacts with IPA national sections shall be appointed from among the ordinary members of the association.
	3. In exceptional cases, it may be a member with the title of "Meritorious for IPA Polish Section" if out of the ordinary members there is no person who performs such contacts.
	4. The request of the National Executive Committee for appointing the assistant, in accordance with paragraph 3, shall be approved by the National Board.

Article 45

Assistant for contacts with IPA national sections shall be responsible for:

1. ongoing maintenance of contacts between the IPA Polish Section and the allocated national section;
2. transferring to the selected national section the information relevant to the mutual getting to know each other, among others, by transmission of newsletters, lists of board members, their addresses, etc.;
3. careful study of the selected section structure, its capacity to mutual contacts e.g. IPA-House, prices, conditions of travel, places that are worth seeing;
4. knowledge of national holidays, IPA anniversaries (to transfer greetings, pay a visit), and events held in a given year;
5. transferring of all relevant information to the Secretary-General of the IPA Polish Section in order to disseminate them to all members of the IPA in Poland;
6. assisting the selected national section (IPA members) visiting our country individually, in groups or on the occasion of the events organized by our section, group or region;
7. provision of any assistance to the statutory authorities of the IPA in networking with the allocated national section;
8. submission of annual activity report.

Article 46

* 1. For the proper implementation of the tasks set out in Article 45 assistants shall have a budget necessary to achieve these goals.
	2. The budget shall be adopted by the National Board, at the request of the National Executive Committee.
	3. When applying for passing the budget assistant shall submit to the National Executive Committee an action plan comprising, among others:

1) the range of actions he/she intends to take;

2) the expected effects for the IPA Polish Section;

3) the estimated costs associated with the implementation of these activities.

**ISSUE COMMITTEES**

 General principles

 Article 47

* 1. In order to support the activities of the National Board or the National Executive Committee in the implementation of the statutory objectives the National Board may appoint the issue committees or a statutory commission.
	2. Purpose of the appointment of committee, tasks and period of its operation shall be specified in a resolution of the National Board appointing the committee.

Article 48

1. The issue committee shall function until the settlement of the matter, to which it was established, but no longer than the end of the term of office of the authority which appointed it.
2. The statutory commission shall work to the approval of amendments to the statute by the court of registration.
3. Members of the committee shall be selected by their consent.
4. The Chairman of the Committee shall be elected by its members. The authority requesting to appoint committees may issue a non-binding recommendation as to the position of a chairman.
5. The work of the committee shall be headed by its chairman, who shall convene sessions of the committee according to the needs, in consultation with the National Executive Committee, and at the conclusion of the committee's work shall submit a report on the activities of which is subject to approval by resolution of the National Board.
6. Provisions for issue committees also apply in relation to the statutory commission, unless special provision provides otherwise.

Article 49

1. A member of the committee shall be dismissed by operation of law if:

 1) voluntary waiver of the function satisfying the requirements, referred to in Article 11. 2 of the Rules;

 2) loss of membership in the IPA Polish Section.

2. A member of the committee may be dismissed at the request of the committee chairman or of the National Executive Committee, in the case of gross failure to perform duties. Decision shall be made by the National Board.

Article 50

1. Costs associated with the activities of the committee shall be covered in full with the financial resources of the IPA Polish Section.
2. The financial resources necessary for the functioning of the committee shall be determined by the National Board on the basis of action plan drawn up by the chairman of the committee in consultation with the National Executive Committee.

**Chapter 6**

 **MODE OF CONVENING AND CONDUCTING MEETINGS**

 **Convening of meetings**

 Article 51

* + 1. Meetings shall be convened in accordance with the provisions of the statute.
		2. At each of the meetings one should be invited. Invitations should include the time and place of the meeting, as well as the meeting agenda.
		3. In the case of election meetings to statutory bodies the invitation should clearly indicate which function the election concerns.
		4. Personal invitations for the meetings of the statutory bodies of the association, subject to paragraph 7, should be addressed at least 14 days before the date of the meeting, subject to Article 62 paragraph 2.
		5. The authorities of provincial groups and regions may shorten the period referred to above, by the relevant resolution.
		6. Should the authority referred to in paragraph. 5 decide otherwise, the personal invitation shall be considered one way, i.e. personal notification, telephone notification, in writing to the postal address or e-mail address.
		7. As the invitation to the region members meetings should also be understood to provide information to the members in a manner agreed upon in a given structure, e.g.:

1) placing a message on the bulletin board of the territorial Police or Border Guard units, where operates a given structure of the association;

2) putting the information on the website of a specific structure of the IPA.

**Commencing a meeting**

 Article 52

1. Meeting shall be chaired respectively by: president, provincial group president, region chairman or persons acting as their proxies, or persons chosen by the meeting.
2. The course of the meeting shall be recorded by a proper secretary or other person chosen by the meeting.
3. The meeting chairman at the outset states the legal validity of the meeting. In order to determine it he/she shall check whether formal requirements are met as to invitations of participants, if the persons present at the meeting are entitled to participate in it and whether there is a quorum necessary to pass resolutions.
4. If the formal requirements are met, the meeting chairman shall inform the participants about the fact, and then shall inform that the meeting is legally valid.
5. The meeting may appoint committees to improve the course of the proceedings, in particular to preparation of the resolution or the counting of votes.

**Conducting a meeting**

Article 53

1. The chairman represents the goal of the meeting and its agenda. Participants then submit their proposals to the agenda. These proposals are adopted by acclamation or by voting. Upon completion of discussions the agenda shall be adopted by voting. In the event of non-acceptance of the agenda a discussion must be retried and completed by re-vote. In the event of renewed rejection, the agenda shall be determined by the authority convening the meeting.
2. The agenda shall be created on the basis of proposals of members of the body resolutions or other statutory bodies while maintaining their hierarchy.
3. Once adopted agenda of the meeting cannot be changed. It is allowed to move accepted order of points in the presence and with the consent of 3/4 of the participants involved in meeting.

Article 54

1. The chairman of the meeting shall conduct it in accordance with the adopted agenda, in a way ensuring the smooth running and equal treatment of all participants.
2. The chairman of the meeting at each point of agenda shall first give the floor to the referent- rapporteur. Then ordains the discussion on this point. Speakers receive voice in the order they acceded to the discussion.

Article 55

1. Questions on the agenda shall be considered in this point of the agenda, which they refer to.
2. Requests to the point of agenda, on which the discussion and vote have finished, remain unexamined.
3. The chairman of the meeting may demand submitting requests in writing.
4. All disputes and concerns, not regulated, the gathered shall settle by vote.

Article 56

1. All statutory authorities express their will in the form of resolutions.

**Voting**

 Article 57

1. After discussion the chairman of the meeting shall proceed to vote on the proposal, which was discussed.
2. Should in one case be reported a higher number of applications, first the far-reaching one should be put to the vote. Additional or supplementary requests shall be put to the vote prior to the principal one. While it would improve course of voting, the chairman of the meeting may ordain the vote in a different order.
3. The order of voting conducted should be clearly indicated before vote. At the request any of the proposals should be read out loud before vote.

Article 58

1. Voting shall take place by show of hands. Unless there is any doubt as to the results, the vote should be carried out again.
2. Voting is open. At the proposal submitted and voted, a roll-call vote or a secret vote shall be ordered.
3. After the vote, each voter has the right to report his/her voice to the protocol. Each such request must be upheld.

**Minutes and resolutions of a meeting**

Article 59

1. At the end of the meeting the contents of voted proposals shall be read out loud, in order to verify compliance of records with the facts.
2. Course of each meeting shall be recorded in the minutes. The minutes should be drawn up objectively, must contain concise information without comment.
3. The minutes shall in any case include:

1) the name of the body which convened the meeting;

2) indication of the date, start and end times;

3) the list of participants (with the recognition of form of participation);

4) the content of proposals and the names of applicants;

5) a description of the discussion;

6) the content of the decisions taken;

7) the results of the votes;

8) other factors relevant for the conduct of meeting;

9) the signature of the minutes recorder and the chairman of the meeting.

Article 60

1. The chairman of the meeting provides the meeting participants referred to in paragraph 2 below, the content protocol with attachments to read and comment no later than **30 days** after meeting, subject to paragraph 3.
2. Each meeting participant entitled to vote or who spoke in the debate has a right to read the contents of the minutes and raise objections to the contents, in particular the content of his/her speech. Notes to the minutes shall be brought within **two weeks** from the date of dispatch. **No comments shall constitute acceptance of the minutes' contents.**
3. Minutes of the meeting of the congress of delegates shall be drawn up and approved in accordance with the procedures provided for in the Act on the National Court Register.
4. Minutes verified according to paragraph. 1 and 2, shall be signed by the chairman of the meeting and the recorder and without delay shall be forwarded to the members of the body concerned.
5. Once approved minutes in accordance with the above principles, giving comments or objections to its content shall be considered groundless.

**Chapter 7**

 **ELECTION RULES FOR THE CONGRESS OF DELEGATES**

Article 61

1. Provincial groups shall elect delegates to the Congress in accordance with Article 17 paragraph 1 of the Statute.
2. The amount of the provincial group members shall be fixed at 31 December of the year preceding the year of holding the congress, according to the number of purchased stamps and registration fees, as evidenced by treasurer of the Polish Section.
3. The election of delegates should be recorded in the list indicating the selected individuals in the order of received votes. It is recommended that the election of substitute delegates is conducted in the number hedging co-option in case of absence of elected delegates.
4. Delegates from the reserve list receive a mandate in the order of the list referred to in paragraph 3 above.
5. The rules described in the paragraph 2, 3 and 4 shall apply to the election of delegates conducted in regions to the meeting of provincial group delegates.
6. Upon notification of the legitimacy of the congress a substitute delegate cannot be appointed to participate in the deliberations.

Article 62

1. The resolution on the convening of the congress shall include:

1) a statutory basis and purpose;

2) the place and date;

3) the deadline for delivery of the lists of delegates to the Secretary-General in order to send them personal invitations.

2. Sending the lists out of the deadline set out in paragraph 1 point 3 exempts the secretary-general from the obligation to meet the deadline referred to in Article 51 paragraph 4.

**Chapter 8**

 **REPORTING**

Article 63

1. Types of documents and specimens of the forms that make up the report shall be adopted by the National Board at the request of the National Executive Committee at the last meeting of the year preceding reporting year. This does not include the specimens of reports sent by the Permanent Executive Bureau (PEB).
2. The executive bodies of the association may demand from lower-level authorities, other information necessary to fulfill their tasks.
3. Specimens of reports for the PEB and the deadline for submitting them to the National Executive Committee shall be forwarded by the secretary-general, in accordance with the guidelines of the PEB.

Article 64

At least one copy of the published journals or guides developed for members of the association must be submitted on an ongoing basis to the National Board Bureau.

**Chapter 9**

**ISSUE OF THE MAGAZINE "IPA POLISH SECTION NEWS"**

Article 65

1. For the purposes of promoting the association and to inform its members the magazine "IPA Polish Section News" shall be issued.
2. The magazine "IPA Polish Section News" shall be financed by membership fees within the financial limit enacted annually by the National Board.
3. The edition shall be determined based on the projected number of members of the association, determined by each provincial group, with an additional edition for the promotion of the association. Additional edition may not exceed 5% of the basic edition.
4. The National Board shall set a financial limit in the form of a sum (gross) in PLN per a copy, number of copies and editions per year.
5. The National Executive Committee shall be authorized to amend the established in paragraph 4 limits, only in justified case, subject to the financial limit referred to in paragraph 2. Amendments adopted by the National Executive Committee shall be approved by the resolution of the National Board.
6. Any revenues from advertising and other revenues of the magazine shall come into the account of the Polish Section.

Article 66

1. The magazine "IPA Polish Section News" shall be prepared by the Editorial Office. The Editorial Office shall consist of: the secretary-general of the IPA Polish Section, the editor-in-chief of the magazine "IPA Polish Section News" and deputy editor appointed by the National Board.
2. The National Executive Committee is entitled to appoint to the Editorial Office personal composition other persons supporting the implementation of its tasks, setting out their obligations.
3. The editor-in-chief heads the Editorial Office. The issue of the magazine may be directed by his/her deputy authorized by the editor-in-chief.
4. The duties of the Editorial Office, shall in particular be:

1) submitting a present issue of the magazine for approval to the President of the Polish Section,

2) an assessment of the magazine advertising buyers.

5. The duties of editor-in-chief, shall in particular be:

1) the organization of the magazine issuing in accordance with the principles set out in Article 65,

2) ongoing cooperation with other members of the Editorial Board to carry out its tasks referred to in paragraph 3.

1. The Editorial Office shall be responsible for the final look of the magazine "IPA Polish Section News" and reserves the right of selection, shortening and correction of press releases selected for publication. Editors are not responsible for the content of ads published on the pages of the magazine.
2. Each organizational structure of the IPA Polish Section has the right of publishing in the magazine materials describing executed or to be executed projects and events related to the scope of their activities.
3. All press materials (articles in the form of text, photographs) from provincial groups may be sent to the Editorial Office for publication only by the provincial groups presidents or persons authorized by them. Presidents of provincial groups shall inform the Editorial Office of the persons authorized by them to send press materials and of any change in this regard. Detailed rules for sending press materials by provincial groups and technical requirements shall be determined by the Editorial Office by an internal decree, sent out in electronic form (e-mail) to the provincial groups presidents by the editor-in-chief of the magazine "IPA Polish Section News". The editor-in-chief shall be responsible for the press materials from outside provincial groups.
4. Before sending the materials referred to in paragraph. 7 provincial groups presidents and editor-in-chief must:
	1. obtain the consent of the author(s) or other copyright holders to allow publication of materials in the magazine "IPA Polish Section News",
	2. if required by applicable laws - obtain the consent of the right people at the publication of their image in the magazine "IPA Polish Section News",
	3. take appropriate action to protect the personal copyrights for sending materials, among others, by specifying the names of the authors or their nicknames.
5. Sending materials by persons referred to in paragraph. 8 in case of doubt shall be equivalent to granting royalty-free license to publish them in the magazine "IPA Polish Section News".
6. Persons who directed for publication a certain material in accordance with paragraph 8 shall be responsible for the substantive content of the press materials referred to in paragraph. 7 and for any copyright infringement of third parties.

**Chapter 10**

**RULES OF EVIDENCE AND USE OF FUNDS TRANSFERRED TO IPA DUE TO
TAX WRITE-OFFS FOR PUBLIC BENEFIT ORGANIZATIONS**

Article 67

* + 1. Funds raised from 1% may only be used for the implementation of the objectives referred to in Art. 4 paragraph 1 of the Act of 24 April 2003 on Public Benefit and Volunteer Work.
		2. Funds received in the form of donations or grants shall be accounted for in accordance with applicable law. They may only be used for statutory purposes, which are included in the directory of corporation tax-exempt purposes.

Article 68

1. The national coordinator of the campaign "1% for the IPA" shall be a person appointed by resolution of the National Executive Committee.
2. In provincial groups and regions, benefiting from payments "1% for the IPA'' responsibilities of coordinators shall be held by persons designated by resolution of the competent committee.
3. The coordinators shall in particular be responsible for:
	1. carrying out the promotional and information campaigns;
	2. timely preparation of accounts and reports.
4. The National Coordinator shall be responsible for updating the website of the public benefit organizations database of the Ministry of Labour and Social Policy and for the transfer of reports referred to in the Act to the State authorities.

Article 69

1. The entities eligible for funding from contributions "1% for the IPA'' are regions, provincial groups and the National Board.
2. Payments transmitted from a particular tax office are put into the account of the region or provincial group, operating in the area where the office is located. Payments of the tax offices that cannot be clearly attributed to IPA regions shall be put into account of the provincial group.
3. In cases of doubt, the allocation of quota to the regions shall, in consultation be made by provincial group structure coordinators. Records of payments to the regions shall be made by provincial group coordinator.

Article 70

1. The taxpayer transferring payment to the IPA may indicate a different IPA organizational unit from that referred to in Article 69 paragraph 2.
2. Should an entity referred to in paragraph 1 above obtain funds, the national coordinator needs to have data indicating gifted unit. The national coordinator shall record the deposit on the account of the gifted unit.

Article 71

1. The National Coordinator, in consultation with the treasurer of the Polish Section of the IPA:
	1. shall maintain records of payments with the division into regions, provincial groups and National Board;
	2. shall provide information about the payments from the area of operation of provincial groups and the payments referred to in Article 70 paragraph 2, with the division into regions, to the competent presidents, until 15th day of the month following the payment.
2. The final settlement of payments shall be made by the national coordinator at the latest within one month after the date of determining the statutory deadline for submitting payments by the tax authorities.

Article 72

1. Funds from the pool of the National Board shall be spent on the task indicated by the resolution of the National Board.
2. The method of disbursement of funds received from payments for a provincial group or region shall be determined by accordingly provincial group board and region executive committee.

Article 73

1. The resolution should defined as a minimum: the task of public benefit (purpose of spending), the entity implementing the task and the amount of expenditure.
2. Copies of the resolution must be immediately forwarded to the national coordinator, who confirms the regularity of the expenditure and informs the applicant about the fact.
3. The costs of banking services (transfer) shall be paid from the fund of the entity performing task.
4. The invoice for the task of public benefit should be issued to the IPA Polish Section.
5. The authorized entity executing the task, shall send an obtained invoice to the national coordinator in order to complete the payment.

Article 74

1. The funds from the deposit "1% for the IPA" if not used in a given year, shall be transferred to next periods.
2. For the tasks of a bigger range provincial groups or regions may combine their funding from this source.

**Chapter 11**

 **TRANSITIONAL AND FINAL PROVISIONS**

Article 75

1. Organizing the participation of the IPA Polish Section members in the international seminars held by the Information and Education Centre Gimborn Castle (IBZ) shall be done on principles set out in Annex 2.
2. Accounting of the association members trips, within national and abroad delegations, shall be conducted according to the rules set out in Annex 3 which is an integral part of the financial instructions.
3. Pursuant to Article 38a paragraph 3 of the Statute the financial instructions of the association (Appendix 4), which are an integral part of the Rules, enter into force.

Article 76

1. The Rules of the IPA Polish Section shall enter into force on the date of enactment.
2. The Rules adopted on 29 March 2008 in Toruń amended by National Board resolutions introduced in: October 2008 in Krynica, March 2009 in Białystok-Barszczewo, March 2010 in Gdańsk- Sobieszewo, March 2011 in Krapkowice - are repealed.
3. Resolutions adopted by the current Rules are valid unless they are contrary to the provisions of the Rules and Statute.
4. The competent authorities of the association shall take resolutions on matters referred to in Article 6. 2 and 5, Article 8. 2, Article 22. 2 and 3, Article 24. 3, Article 29. 4, Article 40. 2, Article 51 paragraph 5 and 7, Article 63 paragraph 1 and 4, point 4, Article 66 paragraph 1 and 2, Article 68 paragraph 1 and 2 of the Rules and paragraphs 14 and 34 of Annex 3 and section I, paragraph 8, 12, 13 and 16, section II, paragraph 2, section III, paragraph 2 and 3, Annex 4 (Financial Instructions), unless they were taken before.

**Appendix 1**

 **Table of e-mail addresses**

|  |  |
| --- | --- |
| Table 1 |  |
| IPA POLISH SECTION NATIONAL BOARD BUREAU ADDRESSESipapolska@ipapolska.pl (official)ipa@ipapolska.pl (technical)contact-international@ipapolska.plIPA POLISH SECTION NATIONAL EXECUTIVE COMMITTEE ADDRESSESprezydent@ipapolska.pl 1vice.prezydent@ipapolska.pl 2vice.prezydent@ipaposla.pl 3vice.prezydent@ipapolska.pl sekretarz@ipapolska.pl z-ca.sekretarza@ipapolska.pl skarbnik@ipapolska.pl z-ca.skarbnika@ipapolska.pl cz.prezydium@ipapolska.pl OTHER OFFICIAL ADDRESSESkomisja.rewizyjna@ipapolska.pl redakcja@ipapolska.pl referatlegitymacji@ipapolska.pl  | PROVICIAL GROUPS ADDRESSESkujawsko.pomorska.gw@ipapolska.pl dolnoslaska.gw@ipapolska.pl lubelska.gw@ipapolska.pl lubuska.gw@ipapolska.pl lodzka.gw@ipapolska.pl malopolska.gw@ipapolska.pl mazowiecka.gw@ipapolska.pl opolska.gw@ipapolska.pl podkarpacka.gw@ipapolska.pl podlaska.gw@ipapolska.pl pomorska.gw@ipapolska.pl slaska.gw@ipapolska.pl swietokrzyska.gw@ipapolska.pl stoleczna.gw@ipapolska.pl warminsko.mazurska.gw@ipapolska.pl wielkopolska.gw@ipapolska.pl zachodniopomorska.gw@ipapolska.pl This key of naming also applies to Web addresses of the provincial groups |

**Appendix 2**

**Rules of participation of the IPA Polish Section members in the seminars organized by the Information and Education Centre Gimborn Castle (IBZ)**

**I. General principles.**

1. The National Board of the IPA Polish Section, in order to enable the exchange of international experiences and continuous improvement of professional qualifications of its members, in accordance with the objectives set out in Article 8 and 9 of the Statute, shall recruit for the previously planned annual seminars organized by the Information and Education Centre Gimborn Castle (IBZ).
2. Members of the IPA Polish Section have the right to participate in all seminars organized by the IBZ on the principles laid down in this Annex.
3. Participation in Polish-language seminars shall be based on the consent of the National Board of the IPA Polish Section and in consultation with the IBZ Board.
4. Participation in seminars held in foreign languages shall be based on the consent of the IBZ Board after favorable opinion of the National Board of the IPA Polish Section.
5. Content of speeches at Polish-language seminars shall be interpreted simultaneously. Participation in seminars held in foreign language requires knowledge of a foreign language which is the lecture language.
6. The choice of topics and timing of the Polish-language seminar shall be made with the approval of and in close cooperation with the IBZ Board.
7. The proposals for Polish-language seminar topics and dates shall be examined by the National Executive Committee based on its own concepts, or concepts submitted by the provincial groups boards.
8. The organization of recruitment shall be the responsibility of the National Executive Committee.

**II. The rules of recruitment.**

1. Any member of the IPA may be a participant of a seminar, provided that he/she reports his/her candidacy in the home region via the provincial group board.
2. The candidacy shall be accepted if:
	1. the application form is filled out;
	2. the annual member fee is paid;
	3. a candidate has an impeccable reputation in the ranks of the IPA.
3. The region executive committee or provincial group board may refuse to accept the candidacy if it does not meet the conditions set out in paragraphs. 2 points 1 and 2.
4. The region executive committee or the provincial group board accepts the candidacy but may refer to it negatively, unless it meets the requirement of paragraph 2 point 3.
5. The candidate must be familiar with the opinion of the provincial group board, and since then within two weeks may appeal to National Board. The decisions of the National Board shall be final.
6. The provincial group board after adoption of candidacy shall be obliged to give an opinion, and then immediately forward it to the address of the National Board Bureau.
7. National Board based on the recommendation of the provincial group board shall qualify presented candidates to participation.
8. A candidate may not be qualified in the following cases:
	1. a limited number of seats;
	2. submission of candidacy after the deadline;
	3. a negative opinion of the provincial group board.
9. After approval of the list of participants the National Executive Committee shall notify the concerned persons in writing about being qualified to participate in the seminar.
10. The National Board may delegate an observer, who after the completion of the seminar shall submit a written report on the course of the seminar.

**III. Participation in the seminar**

1. Each seminar participant shall be required to participate actively in all forms of classes as programmed by the organizer.
2. All participants shall be entitled to unlimited, free expressing of their thoughts and presenting their views as well as asking questions related to the subject of the seminar.
3. The participants shall be required to observe the statutory rules, worthily represent the IPA Polish Section, to promote the good name of Poland and act in accordance with the supreme motto of the association: SERVO PER AMIKECO.
4. Participants shall be required to know the lecture language of the seminar.

**IV. Costs and fees**

1. Upon receipt of notification, each participant in a month - but no later than one month prior to the beginning of the seminar - should pay the cost of the stay.
2. Failure to pay within the prescribed period shall result in resignation from participation in the seminar.
3. Failing to appear at the seminar regardless of the cause shall result in forfeiture of the amount paid in terms of organizational costs incurred by the IBZ and the IPA Polish Section.
4. Partial absence at the seminar shall not constitute grounds to demand reimbursement for the period of absence.
5. The amount of the seminar fee includes the cost of accommodation and meals covered during the course of the seminar.
6. Each seminar participant pays travel expenses on their own.
7. National Board within available resources may provide financial grants to participants of the seminar to partial or total covering the costs of stay or travel.
8. Costs of stay and travel of the National Board representative as an observer in total shall be covered by the financial resources of the Polish Section.

**Appendix 3**

 **Settlement rules for domestic and foreign trips delegations**

1. The basis for recognition of a payment for the trip made in the country or abroad under performance of positions within the statutory bodies of the IPA Polish Section, as well as for members of the IPA travelling on behalf of these bodies shall be the resolution of the proper executive committee.
2. In urgent cases, a consent of president (provincial group president, region chairman) and two members of the committee of the authority referred to above shall be considered sufficient.
3. The settlement of travel expenses should be made and signed by two members of the committee, to whom the trip is not applicable.
4. The condition of the settlement of a delegation funded by the National Executive Committee shall be a written report or sending an article for publication in the IPA Polish Section magazine provided that a delegate is aware of such an obligation.
5. The resolution referred to in paragraph 1 should include:
	1. persons designated to travel;
	2. the duration of the trip;
	3. the means of communication;
	4. other expenses that may be incurred by delegation (purpose of expenditure or amount).
6. In respect of traveling the delegated shall have the right to travelling allowance and reimbursement:
	1. trips;
	2. night's lodging;
	3. the local commuting transport;
	4. other documented expenses, according to the legitimate needs.
7. In the case of night's lodging a type (category) of a hotel or the amount to which the cost of night's lodging will be covered should be agreed with a delegate.
8. The travelling allowance shall be designed to cover the increased costs of meals while traveling, and it shall be fixed on general principles.
9. The travelling allowance shall not be payable if a delegate receives free food.
10. Receivable allowance shall be calculated for the period from the start of the trip (departure) to return (arrival) after completing the task, and so if the trip lasts no longer than a day and is:
	1. from 8 to 12 hours – a delegate is entitled to half of the allowance,
	2. more than 12 hours - a delegate is entitled to full amount of the allowance;
11. If the trip lasts longer than a day (24 hrs.), for every day a delegated is entitled to the full amount of the allowance, and for incomplete but started day:
	1. up to 8 hours - is entitled to half of the allowance,
	2. over 8 hours - is entitled to the full amount of the allowance.
12. Means of transport appropriate to travel shall be determined by a delegating body.
13. Reimbursement of travel expenses shall include the price of the ticket for particular means of transport, considering the entitlement of a delegate to reduced ticket price for a given means of transport, regardless of the entitlement basis.
14. At the request of a delegate the proper executive committee may agree to use for traveling a vehicle being at his/her disposal. In such a case reimbursement of travel costs shall be product equal to the kilometres driven by rate per kilometre. This rate is 0.50 PLN per kilometre for the driver and plus: for the first passenger 0.20 PLN and for the next ones 0.10 PLN per kilometre. Change of the rate shall be made in the form of a resolution of the National Board.
15. A delegated person shall be entitled to reimbursement of the costs stated in the bill for a stay per night in a hotel or other facility providing hotel services.
16. A delegated person, who was not provided with free accommodation and who has not submitted a bill, referred to in paragraph 15, shall be entitled to a lump sum for each night in the amount of 150% of the allowance.
17. A delegated person shall be entitled to a lump sum per night when the night lasts for at least 6 hours between 9.00 pm and 7.00 am.
18. Reimbursement of the cost of accommodation per night or a lump sum shall not be payable for travel time, and if delegating body considers that the delegate has the opportunity to return every day to his/her permanent or temporary residence.
19. In respect of journey made outside the country a delegated shall be entitled to:
	1. allowance;
	2. reimbursement:
		1. journeys and commuting,
		2. night's lodging,
		3. other expenses - according to the legitimate needs.
20. Length of stay of a delegated person outside the country shall be counted according to the means of transport:
	1. land transport - from the moment of crossing the Polish border on the way abroad until Polish border crossing on the way back to the country;
	2. air transport - from the moment of take-off on the way abroad from the last airport in the country to time of landing on the way back to the first airport in the country;
	3. marine transport - from the time of departure of the ship (ferry) from the Polish port until the arrival of the ship (ferry) on the way back to the Polish port.
21. The allowance shall be intended to cover the costs of food and other incidental expenses.
22. The amount of allowance for daily travel in different countries is specified in the resolution, referred to in paragraph 1.
23. For each travel day the allowance shall be entitled to the full amount.
24. For incomplete travel day:
	1. up to 8 hours - is entitled to 1/3 of the allowance,
	2. more than 8 to 12 hours - is entitled to 1/2 of the allowance,
	3. more than 12 hours - shall be entitled to the full amount of the allowance.
25. A delegated person who receives abroad complimentary full board or when board is included in the price of a ship (ferry) card, shall be entitled to 25% of the allowance determined in accordance with paragraph 22.
26. A delegate who obtains abroad partial board shall be accordingly entitled to:
	1. for breakfast - 15% of the allowance;
	2. for dinner - 30% of the allowance;
	3. for dinner - 30% of the allowance;
	4. for other expenses - 25% of the allowance.
27. Means of transport appropriate to travel shall be determined by delegating body.
28. Reimbursement of travel expenses shall include the price of the ticket for particular means of transport, including additional charges, considering the entitlement of a delegate to reduced ticket price for a given means of transport, regardless of the entitlement basis.
29. At the request of a delegate the proper executive committee may agree to use for traveling a vehicle being at his/her disposal according to the principles set out in paragraph 14.
30. *Deleted*.
31. A delegated person shall be entitled to reimbursement of the costs stated in the bill for a stay per night in a hotel, within the limits established for this purpose specified in the resolution referred to in the paragraph 1.
32. A delegate shall receive an advance payment in foreign currency for necessary travel and subsistence expenses outside the country.
33. With the approval of a delegated person, advance payment may be paid in Polish currency in the amount equivalent to the amount of advance payment to which the delegated is entitled in foreign currency.
34. The settlement of travel expenses shall be made in the currency of the advance payment, in the currency convertible, or in Polish currency, within 14 days of the end of the trip, according to formula specified in resolution of the National Executive Committee.
35. For the settlement of travel expenses a delegated person shall annex documents (bills) confirming individual expenses; that does not include per diem and expenses covered by lump sums. If obtaining the document (bill) was not possible, the delegate shall submit a written declaration of the expenditure made and the reasons for lack of its documentation.
36. In the event of settlement of costs paid in foreign currency the Narodowy Bank Polski average exchange rate shall be used, except for payments made using a credit card, where the basis for the conversion to Polish zloty shall be the rates used by the card issuer for a specific transaction.
37. The same principles should apply the IPA provincial groups and regions in the case of delegating its members to domestic or foreign travel.

**Appendix 4**

 **FINANCIAL INSTRUCTIONS**

**IPA Polish Section**

**I. GENERAL PRINCIPLES**

1. Proper financial management in various structures shall be the responsibility of respectively: the president, provincial group presidents, region chairmen and treasurers.
2. Executive committees of all statutory bodies of the IPA Polish Section shall be obliged to protection of assets.
3. Polish Section of the International Police Association (IPA), its provincial groups (PG) and regions (with legal personality - self REGON number) shall conduct independent financial management in accordance with the Statute, The Rules and applicable financial regulations.
4. The executive committees: National, PG's and Regions' shall carry out financial management based on the annual estimates of revenue and expenditure, approved by the competent board (National, PG's), and in the case of Regions - by their members meeting.
5. Changes in estimates during the year may be made by the authority that approved this estimate.
6. Estimates should be confirmed by the chairman of the relevant audit committee.
7. Proper audit committee shall recommend making changes in the estimates if planned revenues or expenses are inconsistent with the statutory activity.
8. The example of estimates shall be adopted by resolution of the executive committee of a proper IPA structure.
9. The Executive Committees: National, PG's and Regions' shall be entitled to take decisions, in exceptional cases, on expenditure outside the approved plan (expenditure estimates) amounting to three times the lowest salaries announced by the Central Statistical Office (GUS) in the Monitor Polski. These expenses shall be subject to approval in accordance with paragraph 5.
10. The Boards (National, PG) and the Regions may appoint committees for the organization of events entrusted the limited financial autonomy. The resolution of their separation should include the way of financing their operations.
11. Cash and cash equivalents at the disposal of the IPA Polish Section structures should be located on bank accounts.
12. In the main safes (cash-boxes) at the end of the day may only be stored the established cash reserves. The amount of cash reserve and conditions of transferring of surplus cash to the bank shall be established by appropriate executive committees.
13. The method of settlements of financial management by the unincorporated region or provincial group shall be determined by resolution of, respectively, the provincial group board having legal personality or the National Board.
14. Each assignment of property to a member of the IPA shall require a receipt, which specifies the type, quantity, condition, value and, where appropriate, the individual characteristics of entrusted property.
15. When buying goods and services with a value of the fixed asset some offers must be collected and then the best one chosen.
16. The warehouse management in the association shall be carried out on general terms on the basis of inventory books introduced by the resolution of the executive committee of a proper structure of the IPA.

**II. FINANCING OF THE STATUTORY ACTIVITIES. CONTRIBUTIONS**

1. The membership contributions and the entry-fee shall be assigned by the National Board of the IPA Polish Section at the last conference of a current year. No resolution of the National Board shall result in maintaining membership fee at the current level.
2. Provincial groups by resolutions of boards, and the regions by resolution of the General Meeting of members may establish a higher membership fee in order to raise funds for their activities.
3. Total income from contributions and the entry-fee in the amount determined by the National Board, shall be transferred by regions via appropriate PG to the treasurer of the IPA Polish Section.
4. Costs associated with the activities of the PG and regions shall be covered with the parts of the contributions which are left at their disposal and other influences within approved estimates.
5. In the case of undertaking an economic activity by the organizational structure of the IPA Polish Section, all the provisions relating to the legal and financial business entities shall apply.

**III. ACCOUNTING**

1. The financial year of the association coincides with the calendar year. Treasurers shall close settlement period on 31 December of each year and draw up a report on the financial situation of their structure referred to in section V.
2. The National Board, the boards of PG and the regions (with legal personality - self REGON) shall keep accounts on the basis of Internal Chart of Accounts (ICA), adopted by the resolution of appropriate boards (National, PG), and in the case of regions - by the General Meeting of members.
3. Provincial groups and regions unincorporated shall apply simplified rules of accounting, adopted by a resolution of the proper executive committee, in the form of a register of revenues and expenses, along with the balance of funds constituting a form of the annual report.
4. The groups not leading business shall apply simplified accounting rules defined in Ministry of Finance Regulation of 15.11.2001 on the specific rules of accounting for some units ... non-leading business (Journal of Laws 2001.137.1539, as amended).
5. Entries in the books shall be made in Polish currency on the basis of accounting documents in chronological order. The documents shall be evidence of business transactions, proven in terms of content and formal accounting, approved by two entitled persons. Such a document should be marked in a way to say its link to the accounting records.
6. Accounting records shall be conducted legibly and indelibly.
7. The analytical balances of individual accounts should be consistent with the synthetic account balances.
8. Balances of individual synthetic accounts shall be the basis for financial reporting.
9. If the accounts are carried out using a computer, a list of collections being the accounting books on the computer-readable media should be given, as well as specification of documentation of the data processing system using a computer, especially:
	1. a list of programs for data processing and clustering - with description of purpose of each program and the course of its action;
	2. principles of recording the course of the processing;
	3. methods for the proper application of the programs;
	4. principles of data protection.

**IV. STOCKTAKING**

1. The disclosed in the accounts state of assets and liabilities shall be verified by inventory.
2. The actual condition of assets and liabilities shall be determined by:
	1. physical inventory of available funds balance sheet at the end of the reporting period;
	2. obtaining from business partners and banks written confirmation of the status of settlement positions;
	3. summing settlements with members (advances);
	4. verification of balances resulting from the accounts.
3. Physical counting shall be subject to fixed assets, other fixed assets and materials in use, stocks and cash in hand.
4. The inventory of ingredients that are not subject to the actual state of the valuable records (inventory of off-balance sheet) shall be carried out in order to establish the ownership and expenditure rationalization on the basis of accurate records of stocktaking.
5. To carry out an inventory the relevant executive committees shall appoint 3-persons inventory commissions.
6. Physical counting shall be carried out in the presence of the person responsible for the entrusted property.
7. The results of the physical inventory shall be recognized on the relevant physical inventory sheets, made in 2 copies.
8. In the case where the fixed asset or other fixed asset broke or for any other reason is not suitable for further use, a scrap protocol shall be drawn up and write it off.
9. Sorting out and destruction of inventory shall be performed on general rules by the inventory commission, as referred to in paragraph 5.

**V. FINANCIAL STATEMENTS**

1. The National Board and the boards of the PG and the regions (with legal personality - their own REGON) shall prepare financial statements, comprising the balance sheet and performance estimates of revenue and expenditure - in line with the model adopted in the ICA.
2. Provincial groups unincorporated shall prepare financial statements consisting of a balance of income and expenditure by the model adopted in accordance with paragraph 3 Chapter III.
3. The annual financial statements, on the request of the proper audit committee, shall be approved by resolution by the authority of the IPA Polish Section, as in Section I, paragraph 4.
4. The principles of accountability of the IPA Polish Section structures with tax offices are as stated in appropriate financial regulations.

**VI. STORAGE OF EVIDENCE OF ACCOUNTING**

1. All accounting documents and combinations thereof, which formed the basis of entering in the accounts should be arranged in order of date of entries in the general ledger (daily) and kept in a way ensuring their integrity.
2. The period of storage of financial documents should be in accordance with applicable regulations in this regard.

**VII. FINAL PROVISIONS**

In relation to particular matters which are not covered in this Instructions shall apply the current regulations and ordinances of the Minister of Finance on the financial activities of associations and the resolutions of the IPA on the financial affairs of the association.