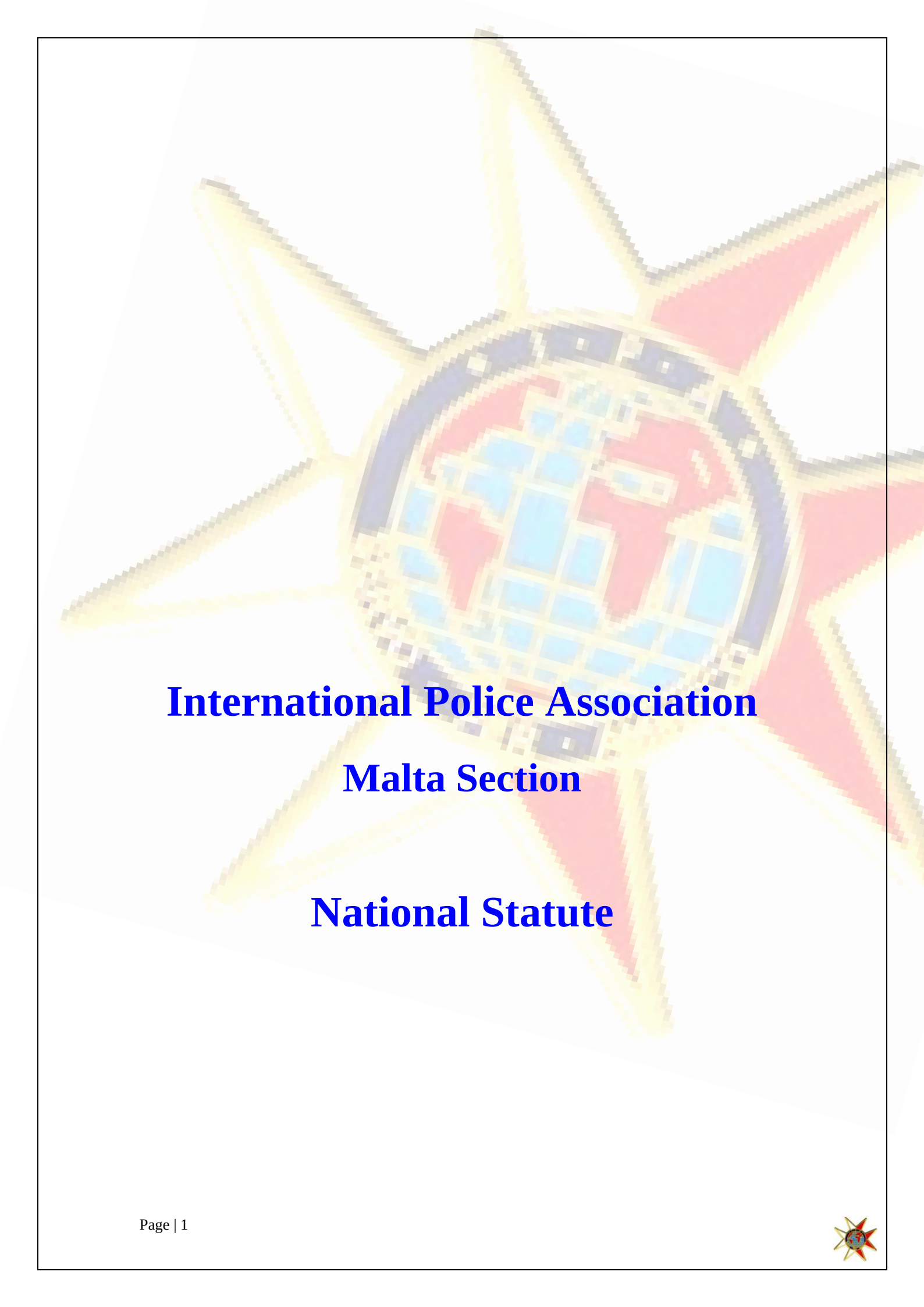




International Police Association

Malta Section

National Statute



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Preamble,

Members of the Malta Police Force could only join IPA as Foreign Associate Members of IPA UK Section, since Malta was still a British Colony until 1964. When Malta gained Independence, on the 21st September 1964, members of the Malta Police Force started joining IPA Malta and for the first years, the National Executive Committee was made up of members from the Admiralty Costabulary and the Malta Police.

IPA Malta Section was accepted as a full member of the International Police Association on the 30th April 1964 during the World Congress which was held in Blackpool, UK. Gradually, during the rundown of the British Services and later after the closure of the British bases in Malta, the National Executive Committee was elected from members of the Malta Police Force to administer IPA Malta.

IPA Malta Section is an independent, non-voluntary Organization – VO0339/2010.

This Statute regulates the relation between IPA Malta and its members in a holistic way. IPA Malta Section and its members, however recognizes and are also obliged to observe by the International Rules and Regulation, International Procedures and guidelines which may be issued from time to time by IPA, its commissions and structures.

Article 1 – Title, Motto & language

1. The Association shall be called the **‘International Police Association – Malta Section or IPA Malta Section or IPA Malta**
2. The motto shall be ‘SERVO PER AMIKECO’, which means **Service through friendship.**
3. The working languages of IPA Malta shall be English and Maltese.
4. Communication between IPA Sections and IPA Malta shall be in any of the official languages of the International Police Association; English, French, German and Spanish. Communication with and from the International Administration Centre, may be in any of the 4 official IPA languages. IPA Malta members may also receive communications in any of the IPA official languages.
5. Should a difference of interpretation occur between language versions of the documents, the English version shall be applied.

Article 2 – Aims and objectives.

1. IPA Malta is an independent, autonomous and non profitable association, made up of voluntary members of the police service, whether in employment or retired, and without distinction as to rank / position, sex, race, colour,



language or religion. Its purpose is to create bonds of friendship and to promote international co-operation.

2. It is committed to the principles set out in the Universal Declaration of Human Rights as adopted by the United Nations in 1948. Its aims include the development of cultural relations amongst its members, a broadening of their general knowledge, and an exchange of professional experience: to contribute, within the limits of its possibilities, to the peaceful co-existence of different peoples and to the preservation of world peace.
3. To this end IPA Malta undertakes;
 - a) to encourage personal contacts by organising exchange visits of individuals and groups, arranging group holidays and initiating pen friendships;
 - b) to promote among the police services of all the sections respect for law and order;
 - c) to develop social and cultural activities and to encourage the exchange of Professional experiences;
 - d) to enhance the image of the police in the countries of its member sections ;
 - e) to help improve relations between the police and the general public;
 - f) to foster youth exchanges and international youth meetings with a view to promoting greater tolerance and understanding between people, and understanding for the work of the police;
 - g) to facilitate a regular exchange of publications between the National Sections and to provide an information service for the National IPA publications containing news on all subjects of relevance;
 - h) to promote international publications, and to help with the preparation of a bibliography of police works and wherever possible, of all works connected with the law or legal matters; and
 - i) to facilitate international co-operation through friendly contacts between members of the police service of all continents and to contribute to a mutual understanding of professional problems.

Article 3 – Seat.

1. IPA Malta shall have its seat registered address at Police Headquarter, Piazza San Kalcedonju Floriana VLT 2000, Malta, or at such other place in Malta as the National Executive Council may from time to time determine.



Article 4 – Membership

1. IPA Malta shall determine for itself who is to be considered as belonging to the police service and who can be accepted as a member. Conditions of membership, and any changes made to them, must be notified to the IEC.

Article 4.1 – Membership Types

1. There shall be the following categories of membership. The meaning shall be the same given in the International Statute and Procedures.
 - a. Ordinary Membership.
 - b. Foreign Associate Membership.
 - c. Extraordinary Membership.

Article 4.1.1 - Ordinary Membership

1. IPA Malta shall recruit ordinary members from among the police officers on the basis of the principles embodied in article 2.1.
2. Ordinary members may choose membership fees listed in Article 4.2. However, Long service membership for civilian members is not applicable.
3. When considering for Ordinary Membership from civilian employees of the police or an establishment directly connected with the police, before an application is considered by the ‘Admission Board’, applicant must produce with his application the following documents: :
 - a) Written evidence that he/she is employed with the police department or establishment directly connected with the police, either on a full time or regular part-time basis.
 - b) Copy of recent police conduct.
 - c) Recommendation letter by two payable IPA members who have known applicant for at least two years.
4. Following this information the Admission Board composed of the President, Secretary General, Treasurer and a committee member, will examine the application and decide accordingly. The Board decision is final.
5. If after obtaining his/her membership the member leaves the police employment, for which he / she was considered legible to become an IPA members, the Admission Board will have the right to re consider member’s new employment and decide whether it is in accordance with the police regulations.



Article 4.1.2 - Foreign Associate Membership

1. Members of the police service of another country may only be admitted as Foreign Associate Members, if there is no IPA Section in their country. Such membership may not be continued once a National Section has been established.

Article 4.1.3 - Extraordinary Membership

1. It is permitted to admit widows and widowers of members as Extraordinary Members.
2. Extraordinary members will have the same rights and obligations as ordinary members. However, such membership shall not entitle them to hold any governing office.

Article 4.2 – Membership Fees

1. IPA Malta Section shall have the following Ordinary Membership options;
 - 1 year membership
 - 3 years membership
 - 10 years membership
 - 25 years membership (Long Service Membership Scheme)
 - Life membership. (Not available after end 2011)
2. Membership fees shall be those established by the National Treasurer from time to time according to the needs of IPA Malta.
3. When such changes occur, the National Treasurer, must, during the first National Council Meeting, give a detailed report on such changes and the impact on IPA Malta.
4. Members who fail to pay their membership fee for 3 consecutive years, will not be considered members any more. These may re-apply for membership in IPA Malta. The National Treasurer may impose an administrative charge to cover administrative issues which shall not exceed 50% of the current annual membership fee.
5. Money paid by members, i.e. enrolment fees and subscriptions shall not be re-imbursed to members following a resignation or to those who are expelled from IPA Malta.
6. An administration fee may be charged for re-issuing of a membership card.
7. Foreign Associate Members may be charged an extra fee due to higher administrative expenses.



8. IPA Malta must deposit, not later than the commencement of the IPA World Congress each year, its International Levy as fixed by the World Congress to the International Treasurer.

Article 4.3 – Membership Termination

1. Membership shall be withdrawn from members who are dismissed or required to resign from the Police service. Members who leave the Police force other than on pension shall make a written application to the National Executive Committee, through the Secretary General, for continuation of membership. The NCE shall decide whether or not such continuation should be granted.
2. Members under notice of expulsion shall have the right to appeal against such action, provided that they do so, in writing within 21 days of the date of the ‘notice of expulsion’. Failing to appeal before the prescribed period, expulsion shall become effective on the 22nd day after the date of the notice.
3. Appeals against expulsion shall be sent to the Secretary General.
4. A board consisting of the President, the Secretary General the Treasurer and one Committee Member shall hear appeals. The President shall, however, reserve the right to co-opt any member or members to sit on the board in an advisory capacity. The member so co-opted shall sit and advice on the case for which he/she shall be co-opted.

Article 4.4 - Membership Cards

1. IPA Malta Section shall make use of the Credit Card Style membership card, which is valid for 1 year only. Linen Blue membership cards issued prior 1st January 2015 will still be a proof of membership for the years to which a stamp is available. No Blue Linen Card shall be issued after the 1st January 2015.
2. The International Treasury shall be responsible for providing the template for the credit card type membership card, every year.
3. Only the standard IPA membership card design issued by the International Treasurer are, are proof of membership in IPA Malta. The design on the front side must be the same in all countries. The back side may have a different design according to the needs of IPA Malta.
4. Membership cards shall show the member’s name, section, membership number and year of joining the IPA, which must be in one of the official working languages. The reverse side of the card may contain other information as required by the Section.
5. All cards remain the property of IPA Malta Section.



6. IPA membership cards not valid for the current year may be retained by the member or returned to the issuing Section provided that they have been invalid for at least one year. This does not apply to members of suspended Sections.
7. All type of membership status, must have the same credit card style membership card, valid for 1 year.
8. The NEC shall decide the design and details on the back side and this may be changed according to the needs.

Article 4.5 – Membership Certificates & Awards

1. The National President, shall, during the National Council Meeting, present certificates of appreciation to those members who celebrate their 25th year since joining IPA Malta or were foreign associate members with the British Section prior to April 1964.
2. The National President may also award certificates of membership to Long Service Membership Scheme (25yrs) applicants upon enrolment.
3. Other Certificates may be awarded to members as a recognition for services or committment renedered to IPA Malta.

Article 5 – Interpretation & Conflict

1. The National Executive Committee shall draw up a statute, which cannot be in contradiction with the International Statutes.
2. The violation of the International Statutes shall be dealt with in the same way as a breach of the National Statutes.
3. Clashes between the National and the International Statutes resulting from national legalisation shall be examined by the IEC. They may not call in question the fundamental principles.
4. The statutes of the National Sections shall be submitted to the IEB in one of the conference languages, English, French, German or Spanish, as soon as they have been adopted or modified.
5. Clashes between the National and the International Statutes resulting from national legalisation shall be examined by the IEC. They may not call into question the fundamental principles set out in the Statute.
6. Changes in the National Staute shall enter into force at the end of the National Council Meeting (NCM) which adopted those changes.



Article 6: Administration and Structure.

1. IPA Malta Section shall elect a **National Executive Committee (NEC)** whose term of office shall be that of four (4) years and which shall consist of :-
 - **National President**
 - **National Secretary General**
 - **Assistant National Secretary General**
 - **National Treasurer**
 - **Assistant National Treasurer**
 - **Four committee members.**
2. IPA Malta Section is independent as regards its administration.
3. When planning international events, the National Executive committee shall inform the IEB, prior to publication, about the type, scope and financing of the project. If no agreement can be reached regarding reservations voiced by the IEB, the planning of the project must be suspended until a decision can be taken by the World Congress.
4. The National Sections shall be subdivided geographically if this is in the best interest of the membership and a properly-run administration.
5. These Regional groups must limit their activities to their respective areas; they are not independent and may only be represented by the National Executive Committee as far as IPA Malta is concerned.
6. The National Executive Committee shall inform the IAC about international events planned by its Regional groups.
7. Working groups or other special interest groups, even if they have an international membership, may only raise issues through their Sections.
8. IPA Malta Section or Regional group shall not be permitted to commit itself or IPA to becoming a member of any other organisation or to participate in business enterprises, regardless of their purpose, without the prior consent of the IEC.

Article 7: National Executive Committee

1. The National Executive Committee shall acknowledge the authority of the International Executive Bureau (IEB), formerly known as the Permanent Executive Bureau (PEB) and shall undertake to carry into effect the policies and directives of the IEC as far as practicable, subject to the laws, regulations and service orders governing its members and subject to the provisions of the Statutes and Rules.
2. IPA Malta Section shall elect a **National Executive Committee (NEC)** by ballot during a **National Council Meeting (NCM)**, whose term of office shall



be that of four (4) years. The National Executive Committee shall consist of positions mentioned in Article 8.1 of the Statute. However an early election may be held in accordance with Article 10.9.

3. Nominations for the election of the NEC posts will be received between 60 days and 30 days before the National Executive Council meeting, by the National President, after all members have been informed that such elections will take place. Applications are to be issued by the Secretary General and be made available to all members.
4. If two or more candidates are contesting for the same NEC post a secret vote will take place. If one of the candidates obtains 50% + 1 of the votes he/she is elected. However if such percentage is not reached, a run-off shall be organized between the two candidates obtaining the highest number of votes. The person obtaining the highest number of votes after the second voting shall be considered elected.
5. If only one candidate is nominated for an NEC position, voting may be done by a show of hands.
6. The National President shall have the power to co-opt any member, who contested the election, but not elected, for any specific purpose. These members shall serve in the NEC of 1 year, which may be renewed.
7. The National Executive Committee shall have the power to appoint sub-committees.
8. If a member of the NEC resigns or for any other personal reason he cannot continue to remain as a member of the said committee, the NEC shall have the power to either:
 - a) Leave the position vacant until the period of office expires, or
 - b) Co-opt another member.
9. Meetings of the NEC shall be held at the discretion of the President, but at least, once every three months.
10. In principle the NEC encourages committee members and members to be creative and take personal initiatives however to maintain a standard policy, before any action is taken involving IPA Malta, the President must be consulted and informed for his consent.
11. Any advertising by way of posters, handbills or tickers involving IPA Malta and the use of the IPA emblem shall be published under the auspices and with the authorisation of the NEC.
12. When events, including holidays, local or otherwise, are organised by a temporary or standing sub-committee, the sub-committee organising such activity shall submit to the Treasurer, a detailed account of all transactions, producing for examination all relevant vouchers, receipts and balance of cash due to IPA Malta.



13. Members of the NEC are binded not to divulge any information being discussed during the NEC meetings, or any other meeting, to members and/or third parties without authorization from the National President. NEC members may inform members about decisions that had been taken by the NEC and which may be made public. Although IPA Malta is a friendship organization, certain administrative structures and information must be kept in the NEC for the benefit of the same IPA Malta.
14. NEC members who fail to comply with the previous article, may be suspended from attending the NEC by the National president, until the next National Council Meeting, where a final decision will be taken by members through a secret vote.
15. The NEC is permitted to enter into contracts and agreements with any organisation or business, provided that such organisations or busniness shall not have any control or influence over any part of IPA Malta Section or IPA in general.
16. Every NEC member has 1 vote. The National President, however has the casting vote if there is a tie in the NEC.
17. Members of the NEC are urged to take decisions in a friendly manner and seek consensus. NEC members have the right to ask for a secret vote regarding any motion or point raised during the NEC meetings. If an item raised is not on the Agenda of the day,the vote has to be postponed to the next meeting.
18. The duties in the National Executive Committee should be clear to avoid unnecessary repetition of work. It is the responsibility of the National President to assign any other duties to NEC members.

Article 7.1 - The National President;

1. The President, shall have the power to act for and on behalf of the National Executive Committee in any matter, which requires immediate action.

Furthermore, shall;

2. Lead the current business of the IPA Malta Section.
3. Maintain contact with the members, IEC, IPA Committees and IPA sections
4. Deal with correspondence of general interest of the IPA
5. Survey the development and the recognition of the IPA
6. Chair the annual National Council meeting
7. Chair the National Executive Committee meetings
8. Survey the NEC activities
9. Represent IPA Malta Section at official events
10. Propose a strategic plan including the activities of each NEC member
11. Ensure the adherence to the IPA documents



12. Examine the motions submitted by the members
13. Propose NEC motions, ensuring the development of IPA Malta Section
14. Propose a PR strategy and projects
15. Validate and present the yearly IPA Malta Section report
16. Report annually about his field and the NEC activities
17. Propose the calendar of events for the NEV
18. Call NEC meetings and the annual NCM
19. Any other matter pertaining to the business of IPA Malta Section
20. Collect data from members in order to propose measures for development and to prioritize actions
21. Set the final agenda of the NCM
22. Present IPA Malta Reports to IPA Commissions on a yearly basis.
23. Report as necessary to the IPA - IEC and IPA Commissions regarding IPA Malta business.
24. Be the contact point between IPA Malta Section, IPA-IAC, IPA –IEC and IPA Commissions.
25. Represent IPA Malta, locally and Internationally.

Article 7.2 - The National Secretary General & Assistant Secretary General;

1. Write NEC motions
2. Prepare a yearly IPA Malta report
3. Set the final agenda of the NCM, in consultation with the National President
4. Collect and check the documents for the NCM.
5. Ensure the follow-up of the actions and decisions taken by the NEC and NCM
6. Keep all IPA documents updated
7. Examine motions submitted by the members
8. Take an active part with the PR aspect of the IPA Malta Section
9. Seek to the needs of IPA Malta members
10. Work and promote the ideals of IPA
11. Recruit new members
12. Prepare and present reports to the Voluntary organizations Office on a yearly basis.

Furthermore, shall;

13. The National Secretary General shall act as the right hand of the President in all matters.
14. The National Secretary General shall be responsible for the drafting of minutes of each IPA meeting, official or unofficial, and shall, as early as possible circulate to every member of the committee the minutes of such meeting, and filing a copy for record purposes. This process shall be postponed if the conditions mentioned in Article 15 are evoked.



Article 7.3 - The National Treasurer & Assistant Treasurer;

The Treasurer Shall;

1. Set and defend the budget
2. Manage the assets of IPA Malta
3. Supervise the yearly financial management of the IPA Malta Section
4. Pay the bills
5. Set the financial strategy
6. Organize and supervise the financial management of any meeting and activity organized by IPA Malta Section or its' sub-committees
7. Report annually about the activities and results of the treasury
8. Set the membership fee in the interest of IPA Malta

Furthermore, shall;

9. All subscriptions and other monies received for, and on behalf of IPA Malta shall be forthwith paid into a Bank account in the name of the International Police Association - Malta Section, however a reasonable sum of money may be kept as 'cash in hand' by the Treasurer. Receipts shall be issued for all money received.
10. All subscription and other monies shall be either handed personally to the Treasurer or to authorised collectors. When payment is made by cheque, this should be issued in the name of the International Police Association – Malta Section or IPA Malta Section or IPA Malta.
11. The Treasurer shall prepare a Balance sheet showing the financial position of the Association as on the 31st. December, of each year.
12. The Treasurer shall keep, open and manage bank accounts and IPA Malta Section finances according to the daily needs of IPA Malta.
13. The treasurer or a designated member of the NEC can also keep credit and/or debit cards on behalf of IPA Malta.
14. The treasurer is to keep an updated inventory of all IPA Malta Assets on a yearly basis.
15. Prepare and present financial reports to the Voluntary organizations office.
16. The treasurer may set up a Social Solidarity fund. Not more than 5% from membership fees may be withdrawn from the General Account and utilized to this account. The NEC may set guidelines regarding the utilization of such funds.

Article 7.4 - National Executive Committee members shall;



1. Members of the Executive Committee shall work together with other NEC positions according to the needs of the IPA Malta.
2. NEC members are also representatives of IPA Malta Section members and shall act diligently and in a respectful manner, observing IPA rules and guidelines.
3. NEC members shall have the right to present motions and points for discussion during the NEC meetings, whilst following any set procedures.
4. NEC members cannot act on their own initiative without the consent of the National President. NEC members however are urged to propose new and innovative projects.
5. NEC members shall carry out their duties independently from their personal interest and for the exclusive good of IPA Malta.

Article 8: National Council Meeting - NCM

1. The National Council Meeting is made up of all members of IPA Malta Section and members of the National Executive Committee. Observers may also be invited to attend but cannot intervene on any matter and do not have voting rights.
2. The National President, shall convene the National Council Meeting on a yearly basis, preferably after the IPA World Congress has been held, to be able to report and adopt changes discussed thereat.
3. A notice shall be sent to all members at least 45 days before the date set for the National Council Meeting. The Agenda for the meeting must be sent 15 days prior to the meeting.
4. If elections will be held, the notice must be sent to all members by not later than 75 days prior the date set. The Agenda, naming the list of candidates must be sent to all members by not later than 21days before elections will be held.
5. Members may present motions on any matters by not later than 30 days prior to the National Council Meeting by means of registered letter or e-mail.
6. During the National Council Meeting, members may speak and vote on any matter on the agenda, with the permission of the Chairperson. It is not permitted to raise matters which are not mentioned in the Agenda during the National Council Meeting.
7. The Agenda will only include motions that have been submitted in writing during the stipulated time period. The motion must be justified and explained. Details of any financial implications must also be given.
8. During the National Council meeting only members having their current year subscription duly paid, shall have the right to speak and vote.



9. Elections should be held once every 4 years, but the National President, may decide, if a valid and serious reason arises, after consulting with the National Executive Committee, organize early elections for a new National Executive Committee to be elected.
10. An Extraordinary National Council Meeting may be called by the National President if circumstances dictate that subjects to be discussed are of an urgent nature.

Article 8.1 - Electoral Commission:

1. For the day of elections, 3 paid members must be selected to oversee the electoral process, check application forms, verify ballot sheets, count votes and issue results.
2. These members are chosen by not later than 7 days by the National Executive Committee, prior to the election, by issuing a call to all members who wish to be members of this commission. Candidates in the elections have the right to object the presence of a specific member/s. If such objection occurs, that person cannot be part of the electoral commission.
3. The electoral commission, on the day of the election, takes over the process and will act as an independent body. Members of the electoral commission will be eligible to vote and will cast their vote, after all members present casted their vote in the ballot boxes.
4. Ballot papers must be kept for at least 3 years after the election at IPA office.
5. A candidate who obtains more than one half of the votes cast shall be considered elected.
6. The four NEC candidates who get the most number of votes, shall be elected as NEC members.

Article 8.2 - Voting:

1. Each member shall have one vote to cast in all matters, plus any properly appointed proxies according to the proxy voting directives issued by the NEC from time to time.
2. Voting on motions shall be by show of hands. In case of doubt as to the result of a vote, the Chairman may cause a recorded vote to be taken (except elections for NEC). Elections for the National Executive Committee must always be held by a secret vote, except when there is only 1 candidate for the Position voting upon.
3. Decisions on motions and amendments shall be taken by a simple majority of the votes cast. In the event of an equality of votes, whether by



show of hands or by a recorded vote, the NEC shall have 1 collective vote as casting vote.

Article 8.3 - Chairmanship:

1. The National President shall be the Chairman during IPA Malta National Council Meetings and the National Executive Committee. In his absence, the Secretary General.
2. The Chairman shall decide who, apart from members and official observers, may attend each meeting. The participation of non-IPA members must be recorded.
3. The Chairman shall decide when to call a break in the proceedings and when to close the meeting.
4. The chairman may limit speaking time. It is he who gives speakers the floor, and he may also take it away from them.
5. The Chairman may, permit items, not submitted in accordance with the Statute and Rules, to be discussed under – Any Other Business, but no decision may be taken on any issue discussed under this heading.
6. The Chairman's decision is final in all matters not subject to any vote.

Article 9: International Executive Council (IEC) & World Congress.

1. The National President shall represent IPA Malta Section in the IEC and World Congress as the IEC Delegate and be the voting representative at the IPA World Congress and IPA Conferences.
2. Decisions taken by the National President at the World Congress and IEC Conferences are binding on IPA Malta Section. If there was no decision taken at a local level, the National President shall use his own discretion.
3. Should the NEC have taken a decision regarding a specific vote, the National President may still have the right to vote not in accordance with the decision of the NEC, should that decision not be in favor of IPA Malta Section as things will be during the World Congress and IEC Conferences.

Article 10: Protection of the Emblem, Badge & Chain of Office

1. The IPA emblem, which is protected by International copyright, must not be utilised for commercial purposes.





2. IPA Malta Section may authorise its members to use the IPA emblem only under the expressed conditions. When the emblem is used, the copyright symbol shall be displayed appropriately as stated in the previous article.
3. The emblem of IPA Malta Section may be used on all official correspondence and material published/issued by IPA Malta. IPA Malta Section may also make use of its badge at the same conditions of the emblem.



IPA Malta Section Embelem
Since 27th August 2011



IPA Malta Section Badge
Since October 2014

4. The design of the emblem and badge remain intellectual property of IPA Malta Section and their use is forbidden without prior consent in written form. Legal action may be taken against improper use.

Article 10.1 - Chain of Office;

1. The National President may wear the IPA Malta Section chain of office in official ceremonies where the National President is requested to attend and to represent the section and members, locally. There may also be instances where the chain of office may be worn abroad under certain criteria and under instructions from inviting section.
2. The Chain of office may be worn by the National President on;
 1. Police Day ceremonies.
 2. Laying of wreath in official memorial services.
 3. Official Dinners and Receptions hosted by IPA Malta Section
 4. National Council Meetings.
 5. Other Special & Important Occasions.
3. On the day of the Election, the Chain of Office must not be worn by the current National President but be put on display. Upon the issuing of results, the Ousted National President, must handle the Chain of Office to the elected National President.



4. No other person may wear the Chain of Office, even in the absence and on behalf of the National President.

Article 11: Internal Affairs

1. Reports and Minutes, which are considered Internal, shall be marked with the word 'INTERNAL' on each page.
2. The Status shall be established by the National President, National Secretary General or National Treasurer and the reason for such status shall be cited at the end of the document.
3. The status of the documents shall be respected by all NEC members and members of IPA.
4. Members of the NEC shall have the access to documents without any limitations. Only copy of minutes and documents where the member is directly related, may be kept by NEC members for personal use.
5. The members data must be kept at IPA office under strict protection and with accordance to Chapter 440 of the Laws of Malta (Data Protection Act). NEC members may have access to the members list but are forbidden from keeping a copy for themselves. The National President, National Secretary General and National Treasurer are exempted from this article and may make use of the members list according to the needs of IPA Malta. Personal use of data is forbidden.

Article 12: General Provisions

1. Every enrolled member is entitled to have a copy the Statutes and Rules of IPA Malta, any subsequent amendments thereto and a membership card.
2. No activity shall be organised by any member within IPA Malta without the approval of the National President.
3. Every member shall be entitled to wear the IPA badge and colours of IPA Malta.
4. News and other literature published for general circulation by, or on behalf of the National Section, shall be issued to members free of charge. The NEC may publish literature to be sold.
5. Every member shall be allowed to take part in the activities sponsored or organised by IPA Malta , provided that no impediment had been issued by the NEC.
6. All communicates shall be issued from the office of the National President, National Secretary General or National Treasurer.



7. Unless the President grants prior approval, attendance at official meetings shall be limited to IPA Malta members only. The minutes of a particular meeting shall record any attendance by outsiders. Discussions or activity, which directly or indirectly affects or concerns the meaning of Section 2 of the Police Ordinance 1919, or of any subsequent or amending enactment or regulations, or to pay pension or conditions of service of the Police force shall not be permitted.
8. No member shall promote, or attempt to promote, any discussion concerning politics, religion or racial matters, at any meeting of IPA Malta, or through medium of any correspondence with other members or associate members.
9. Violation of the Statutes and Rules of the IPA Malta Section, or the International Statutes, or any conduct likely to bring IPA Malta into disrepute, or any misuse of any IPA Malta facilities or funds, shall render members liable to expulsion from IPA Malta, provided that the member or members concerned shall receive notice of expulsion in writing, signed by the President of the NEC.
10. All correspondence concerning the policy and or activity of IPA Malta shall be sent direct to the National President.
11. Whenever a delegate/s travel abroad to attend for a meeting representing IPA Malta Section and the travelling expenses are covered by the delegate/s, Travelling Insurance costs (Standard insurance) may be claimed by the delegate/s from the National Treasurer.
12. IPA Malta Section may issue merchandize for promotion and/or fund raising.

Article 12.1 - Social Media, Website & Publications;

1. IPA Malta Section may keep Social media sites and its website to further promote its aims and objectives. This may also serve as a means of better communication with members both locally and abroad.
2. Statements on political, religious or race issues may not be made or published on behalf of IPA Malta.
3. IPA Malta strict policy of neutrality must be observed in all publications.
4. Reports and minutes which are marked ‘INTERNALLY’ may neither be published, not passed on to unauthorized persons.
5. Minutes of meetings and Agenda may be published on the IPA Website. Sensitive data and information may be hidden. Parts marked as ‘INTERNALLY’ are also to be hidden.



Article 13: Review of the Constitution and Rules.

1. No amendment to the present Statutes and Rules and no introduction of new rules shall be introduced except during a National Council Meeting of IPA Malta. However in the event of absolute need or necessity an amendment is required this may be effected provided it is voted for unanimously by the NEC.
2. All changes to the National Statute shall enter into force at the end of the National Council Meeting where changes have been approved.
3. Should there be the need, the National President may postpone such entry into force of all/or any changes approved during the NCM, for not more than 2 months, due to administrative reasons.
4. There shall be no changes to articles related to the National Executive Committee – Article 9 and the National Council Meeting – Article 10 during the National Council Meeting where elections will be held.
5. All IPA Malta Section members are bound by this Statute and by the International Statute and International Regulations issued from time to time by IPA.

Article 14: Dissolution

1. In the event that dissolution of IPA Malta Section takes places and all efforts to save the National Section fail, the assets of the Section shall be given to a charitable organisation to be chosen by the provisional existing committee.

Article 15: Application of Statutes and Rules.

This document, the Statutes and Rules, shall apply only for IPA Malta Section amended during the National Council Meeting held on Sunday 16th November 2014.

Given under our hand, for and on behalf of the IPA National Executive Committee, Malta Section on the 16th November 2014.

Members of IPA Malta Section shall have the same meaning as before the entry into force of this Statute.

Neville Mercieca
(Signed) National President

Joseph Borda
(Signed) Secretary General



Annex 1 – International Statute & International Rules

Composition and Seat of the International Police Association

1. The Association shall consist only of National Sections who work together in the IEC/WC in order to attain a common set of goals. All decisions taken by the IEC/WC are binding on the Sections in so far as they do not contravene their national law.
2. The seat of the International Police Association shall be in Geneva, Switzerland and Swiss Law shall apply.
3. The liabilities of the Association shall be limited to the assets of the Association. The liabilities of any section is limited to the amount of their annual levy.

Foundation and Affiliation of Sections

1. National Sections may be founded in any country, which does not already have an IPA Section, the procedure for which shall be carried out in accordance with the Directive for the Foundation and Affiliation of National Sections.

Membership

1. The National Sections shall recruit ordinary members from among the police officers of their own country on the basis of the principles embodied in article 2.1
There shall be the following categories of membership:
 - a) Ordinary Membership.
 - b) Foreign Associate Membership.
 - c) Extraordinary Membership.
2. Members of the police service of another country may only be admitted if there is no section in their country (foreign associate membership). Such membership may not be continued once a National Section has been established.
3. Each National Section shall determine for itself who is to be considered as belonging to the police service and who can be accepted as a member. Conditions of membership, and any changes made to them, must be notified to the IEB.
4. The Sections are permitted to admit widows and widowers of members as extraordinary members. Extraordinary members will have the same rights and obligations as ordinary members. However, such membership shall not entitle them to hold any governing office.
5. Members of the police service, who are not members of the IPA and who transfer their residence permanently to another country may only be accepted as a member if they satisfy the conditions of membership of that country. If they are already members, they may retain their membership in their former



Section, or transfer it to the National Section of their new country of residence. This shall also apply to members of a police service on secondment to another country.

International Executive Council (IEC)

The IEC which is composed of one delegate from each National Section and of the IEB is the supreme body of the Association and shall have overall responsibility for it.

Suspension & Expulsion of Sections.

1. A Section may be suspended by the IEC, or in exceptional cases, by the International Executive Bureau (IEB).
2. The reasons for suspension and the procedure shall be as follows.
 - a) for a breach of the International Statute, Rules and Directives.
 - b) when external circumstances prevent a Section from carrying out its statutory activities in the foreseeable future, in particular when national legislation stands in the way of the implementation of the fundamental principles set out in Article 2.1
 - c) when the Section has not paid its international dues for a period of two years and does not meet its financial obligations after being invited by letter to do so by the international Treasury:
 - d) if the Section fails to supply any Progress Reports or other information required by the IEB for a period of 2 years.
 - e) if the membership of a Section falls below the minimum of 50 members, as required by the Directive for the Foundation and Affiliation of National Sections.
 - f) if the National Executive Committee of the Section so requests.
3. Upon the recommendation of the IEB, the IEC shall appoint a Section to represent the interests of a Section which has been suspended - but without the right to vote on its behalf - and to seek the lifting of the suspension measure.
4. In exceptional circumstances, the IEB may impose an immediate suspension of a National Section if a situation is considered to contravene Article 2 of the Statutes and the decision cannot wait for the next IEC meeting. Under these circumstances, the IEB shall immediately appoint another Section to represent the suspended Section, as required.
5. Once a Section is suspended, voting rights shall be lost; only observers may attend.



6. Members of a suspended Section shall continue to be treated as IPA members by the other National Sections, admitted to events, and enjoy the same consideration, even if their membership card is no longer valid.
7. International posts or membership of International Commissions, held by members of a suspended Section, shall not be affected.
8. Suspended Sections shall continue to receive information, circulars and the like, provided their NEC is still operational
9. Every case of suspension shall be reviewed at the following meeting of the IEC. To this end, the National Section appointed to represent the interests of the suspended Section shall present a report. If the reason for the suspension still exists, the IEC may extend the period of suspension or consider expulsion of the Section.
10. Suspension may only be lifted by a decision of the IEC.
11. If suspension is to be lifted, the IEC shall first settle the question of any outstanding dues to be paid by the suspended Section. In doing so they shall take into consideration the recommendations of the IEB
12. Expulsion can only follow suspension and shall only be applied if the reason for suspension still exists. Expulsions must be decided by a two-thirds majority of all the votes of the Sections present or represented at an IPA World Congress or IEC conference. Once a National Section has been expelled, its members may become Foreign Associated members of other National Sections.

Payment of Annual International levy

Each Section must deposit, not later than the commencement of the IPA World Congress each year, its International Levy as fixed by the World Congress.

Statutes

1. The statutes of National Sections shall be submitted to the IEB in one of the official languages as soon as they have been adopted or modified.
2. Clashes between the National and the International Statutes resulting from national legalisation shall be examined by the IEC. They may not call into question the fundamental principles set out in the Statute.



Annex 2: Directive for Travel and Accommodation Expenses

General principles;

1.1. The basis for this Directive is Article 15.2 and Article 20 of the International Statute. Travel and Accommodation expenses will only be paid in accordance with this Directive.

1.2. The international Treasurers are authorised to make decisions in accordance with this Directive.

1.3 Those entitled to reimbursement, shall submit their claims using the correct form, duly completed and signed, within any time limit previously set by the International Treasury. Any form returned after a given date will not be reimbursed.

1.4. Purposes for which claims may be submitted consist of:

- IEB meetings: expenses of the IEB members, Advisor, IAC secretaries, interpreters.
- IEC/WC: expenses of IEB members, IAC secretaries and interpreters, delegates (1 per section), and one representative of IBZ Gimborn.
- Meetings of the International Commissions: expenses of the members
- Meetings of the International Treasurers, including the internal audit.
- Working at the IAC: The ISG.

1.5 All claims for other purposes must have the prior approval of the IEB, after consultation with the International Treasury, before any expense is incurred.

1.6. 'Expenses' is understood to refer to:

- Travel to the meeting, Accommodation/Meal costs during the meeting, and Return travel following the meeting.

1.7 Any additional night(s) will be the subject to previous agreement between the claimant and the International Treasury. If any additional nights are specifically private to the individual, all additional expenses shall be paid by the claimant.

2.1. Travel expenses:

Reimbursement will only be made on the lowest possible costs.

2.2. Payments will be made on the following basis:

- 2.2.1. Train: Ticket in 2nd class, including any necessary extra costs (reservation supplement). Sleeping car, if required by the length of the journey, after consultation and with the previous agreement of the International Treasury.
- 2.2.2. Plane: Ticket with the best tariff in economy class. Claimants will refer to the publications of the International Treasury on the subject and will adhere as closely as possible to it (list of flight tariffs for the IEC/WC). Any travel requiring an additional night, during the trip or at the arrival, will be subject to the previous approval of the International Treasury.



- 2.2.3. Boat: Ticket with the best tariff in economic class. A cabin, if required by the length of the journey, after consultation and with the previous agreement of the International Treasury.
- 2.2.4. Private car: CHF 0.60 per kilometre, for a maximum return journey of 500 km. An additional payment of CHF 0.05 per kilometre will be paid for any passenger entitled to reimbursement of travel expenses. All extra expenses (ferry, toll, car park, etc.) will also be reimbursed upon presentation of the receipts.

2.3. Accommodation and Meal expenses:

The following tariffs shall apply:

- Meals:
CHF 10.00 for breakfast
CHF 30.00 for a main meal
Where a claim is made for meals whilst travelling, the times of commencing and finishing each journey must be shown on the claim form.
- Overnight accommodation:
CHF 130.00 maximum, without breakfast.
- Reimbursement Procedure:
The reimbursement form, available from the International Treasury, will be used in all cases. It must be completed and signed by the claimant and accompanied by all receipts.

3.3. Insurances:

Only an insurance policy for cancellation and incidents of voyage will be refunded.

3.4. Procedure:

Claim forms shall be submitted to the International Treasury within the time limit specified. On examination of the claims, if need be they will contact the claimant should any part require further information. They will carry out reimbursements to the bank account provided by the Section, according to the "Bank Form". In the event of missing documents or vague explanations, the International Treasurers are authorised to decide whether or not to refund these expenses. The International Treasurers are also authorised to deduct any debt of the claimant's Section from the reimbursement.

4. Date of Entry into Force:

This Directive, adopted at the World Congress held in Ljubljana (Slovenia), came into effect on 22 September 2006. It replaces any previous Directive or decisions on Travel and Accommodation expenses



Annex 3: Format for the writing of Motions



International Police Association – Malta Section

Date:

1. **Motion presented by:** (here you write your Name, Surname and IPA Malta number)

2. **Motion:**

Here you introduce the motion (This is the wording of the motion on which delegates will vote, so it must be clear to all. Remember to include all changes you wish to move forward and which may arise from the motion. If you are unsure, contact IPA Malta Section for assistance)

3. **Justification:**

Here you should explain the reason for the motion and how it will benefit IPA Malta

4. **Financial Implications to IPA Malta:**

A detailed budget is requested.

5. **Signature:**

You need to sign your motion

6. **NEC Recommendation:**

Here the NEC will give its point of view and an explanation of why they are in favor or against. This opinion will go out with the agenda pack, or soon after, so every member is aware of the NEC thinking, to be able to have time and decide and inform himself before the National Council Meeting.



Annex 4: Voting by proxy procedure.

If a member, wishes to be represented by another member at IPA Malta National Council Meeting where a voting will take place, written notification to this effect must reach the National President by not later than 15 days prior to the National Council Meeting date.

The notification is only valid if completed on the appropriate form. The form must also bear the written consent of the representative of the member, and a witness to the consent given. Each member may be represented and represent only 1 other member.

Voting by Proxy: Form

I, (1)..... member of IPA Malta Section MT-(2)..... request that

..... MT-(2)..... is being given my authority to vote on my behalf

during the National Council Meeting being held on (3).....

I authorize (1)..... to vote for on my behalf, whether it is a Secret or open vote. His vote will be my vote and I will take full responsibility for it.

I ask the National President to allow enough time so that (1) can vote for my behalf during the time of voting.

I (1)..... MT-(2)..... declare that I accept to act for and on behalf of (1)..... MT-(2) during the mentioned National Council Meeting.

I (1)..... MT-(2)..... declare that I am witness to the above consent.

(1): Write name as applicable.

(2): Write IPA Malta Registration number which is found on the membership card.

(3): Enter date as applicable.

