



WHERE LAW MEETS QUALITY
ALL INDIA LEGAL FORUM

WHERE LAW MEETS QUALITY

CODE OF CONDUCT FOR
MANAGEMENT AND MEMBERS OF ALL
INDIA LEGAL FORUM



DRAFTED BY:-

POLICY COMMITTEE

APPROVED BY:-

EXECUTIVE COUNCIL

ON 30TH APRIL, 2021

ALL INDIA LEGAL FORUM

OUR AMBITION

To bring out a platform to provide resourceful insight on law-related topics for the ever-growing legal fraternity.

OUR VALUES

Respect for everyone, Pioneer Spirit, Stand together and Performance Minded.

CODE OF CONDUCT

Code of Conduct is binding upon Members, Managers and other Executive Council Members with retrospective effect from their date of joining and Founders are exempted from this Code of Conduct. Other Executive Council Members in the Code of Conduct will exclude Founders. It

- Portrays three core values, i.e. gender neutrality, equality and respect for everyone in the organization.
- Describes the practices of hierarchical structure in the organization.
- Lists the standards that apply to the organization.
- Defines the role and responsibilities.
- Explains the steps to follow while resigning from a post.
- Describes disciplinary action wherever applicable.

DIRECTIVES FOR SECRETARY(S)

- They are next to the position of the Founders and Student Advisors. They are above the Head of every Board, Centre and School, in the hierarchical structure.
- They will work on behalf of the Founders. They will send Official Mail or Office Order whenever Founder will ask them, and all the correspondence will be done from the official mail id.
- They will send mail of joining letter to newly elected Managers and existing Managers who are promoted.
- In case of any queries, the Managers will ask them, and they will provide that Manager with the solution after consulting with Founders.
- They are empowered to check the reports of the All India Legal forum's official departments daily.
- Full authority is empowered to the Secretaries after consulting the Founders to remove non-active Managers after contacting them and giving them reasonable warning.
- They are empowered to resolve the trivial issues of the Managers.

- They are responsible for submitting minutes of a meeting of any council whenever it takes place and responsible for any other work in case management asking them to do so.
- No Secretary will call Founders before texting them and seeking their permission.

DIRECTIVES FOR PUBLIC RELATIONS MANAGER(S)

- They are responsible to improve the image of the organization by sponsoring corporate events and reviewing press releases.
- They are responsible to plan, implement and manage public relations programs and initiatives after consulting the Founders.
- They are responsible to work for the benefit of the organisation and help in designing and reviewing a variety of promotional and marketing materials.
- They are responsible to check and manage content produced for the official website and social media channels.
- They can hire, recruit and manage freelance copywriters, graphic designers and others. They have to train new members of the public relations team.
- They are responsible to check the reports of Secretaries and Vice-Secretaries in the Executive Council and responsible for any other work in case management, ask them to do so.
- They are requested not to will call Founders before texting them and seeking their permission.

DIRECTIVES FOR INTERNAL OR SENIOR INTERNAL MANAGER(S)

- No Internal or Senior Internal Managers will call Founders before texting them and seeking their permission.
- New Members will be given a joining letter only after seven days of the observation period by the respective Internal or Senior Internal Managers. All the correspondence by the Managers will be done from their respective department's official mail ids.
- The report should be submitted between 07:00 PM to 09:30 PM in the respective Managers group or group specified by their External or Senior External Managers.
- All the Internal or Senior Internal Managers are required to inform Members of their respective groups to follow the hierarchical structure. First Members will contact Internal or Senior Internal Managers, then External or Senior External Managers, then to the Secretaries and finally Founders.

- Whatever is shared in the General Council as specified by the Secretaries, the Internal or Senior Internal Managers are required to share in their official Board groups or Departments and acknowledge in the General Council group.
- Internal or Senior Internal Managers cannot remove any Member without consulting the Secretaries.
- All the Internal or Senior Internal Managers shall complete the work on time and before the deadline specified by the management to the respective Manager.
- All the Internal or Senior Internal Managers shall conduct meetings only through the Google meet of their respective official department mail id. The Managers should use the respective department official mail ids joining the meeting. Also, the link of the meeting has to be shared with the Secretaries to join the same.

DIRECTIVES FOR EXTERNAL OR SENIOR EXTERNAL MANAGER(S)

- No External or Senior External Manager(s) will connect with Founder and Co-founder before officially notifying them and seeking permission.
- Reports of Internal or Senior Internal Managers are required to submit between 08:00 PM to 10:00 PM by the External or Senior External Managers in the Managerial Council.
- External or Senior External Managers cannot remove any Member without consulting Secretaries.
- All External or Senior External Managers will keep an eye on Internal Manager regarding the contents shared from General Council to Official Boards or Departments.
- At the end of every month, all External or Senior External Managers need to take the top performers' name from Internal Managers and submit those names to Secretaries.
- All the External or Senior External Managers are instructed to conduct meetings only through the Google meet app. The Managers should use the respective department official mail ids joining the meeting. Also, the link of the meeting has to be shared with the Secretaries to join the same.

DIRECTIVES FOR MEMBER(S)

- Each Member has to work and perform their duties in a professional. Abusive nature with the higher authorities will lead to dire consequences.
- No Member will connect with Founders before following hierarchal structure and before officially notifying them and seeking permission.

- Hierarchical structure has to be followed, which shall start from lower authorities to higher authorities (Internal Managers(s)-Senior Internal Manager(s)-External Manager(s)-Senior External Manager(s)-Secretaries-Founders.
- The resignation mail should be sent to the official id of the board one month prior, which will be considered a notice period. In that notice period, the Member has to complete all the work on time and at the end of the notice period, the certificate will be mailed by the respective Board or Department to the Member. In case of non-completion of tasks given by the Management and non-completion of tenure by the Member will lead to non-issuance of the certificate by the respective Board or Department to the Member.
- The task shall be completed within the deadline as more than one time no reminder will be given and if not submitted on time, the respective Board or Department will remove that member from the group.
- Joining letters after 7 days of evaluation of task will be issued by the respective Board or Department to the Member.

GENERAL DIRECTIVES FOR ALL MANAGER(S)

- All department managers are instructed to ask their respective members to update their job status on LinkedIn and other social media accounts wherever possible.
- All the Managers are instructed to issue the joining letters to the new Members of their respective groups after 7 days of evaluating.
- In case of not having the joining letter format, kindly contact the Internal Manager of the Content Team of Graphic Board.
- All the joining letters would be mailed in PDF format and sent from the official mail id of their respective Board or Departments.
- In case of not having access to the official mail id:-
- Internal or Senior Internal Managers, kindly contact External or Senior External Managers.
- External or Senior External Managers, kindly contact Founders, All India Legal Forum.
- In case of sending any emails regarding the organization to anyone, all will use official mail ids of your respective Board or Departments.
- All the mails will be done by official mail ids to ailf12345hr@gmail.com if something is to be mailed to the founders by the

- All the meetings will be conducted through Google Meet App. No other app will be used.
- The meeting link is mandatory to be sent to the Secretaries.
- All the meeting link will be generated through an official mail id, no personal mail id.
- The meeting link will be shared in the following format:-
 - Board or Department Name:
 - Meeting Link:
 - Meeting Time:
 - Meeting Day:
 - Meeting Passcode:
- Minutes of Meeting should be shared in respective Boards or Departments by the Internal Managers and by External or Senior External Managers in the Managerial Council.
- The meeting must be scheduled between 05:00 PM to 08:00 PM only.
- No Manager is authorized to make any changes in credentials of official mail ids.
- All the mails must be responded to within 24 hours of receiving mail through official mail id.
- All Managers are instructed to ask their respective department Members to contact their Internal, Senior Internal, External or Senior External Managers for trivial issues.
- All the Managers have to attend all the meetings without giving any excuses and responsible for any other work in case management ask them to do so.
- No Manager is authorized to issue a certificate to any Member without completion of their tenure or non-submission of work on time.
- In case of any leave for a reasonable period of days in a month required due to any serious issues or medical emergency, mail should be sent to ailf12345secretary@gmail.com cc to ailf12345hr@gmail.com for getting the permission of leave.

RESIGNATION PROCESS

- The organization will not accept the resignation of any Managers or Secretaries randomly.
- A manager has to professionally, in a proper way, draft a mail.
- The resignation mail should be sent to the Secretary one month prior, which will be considered a notice period. Resigning Manager who has to mail to the Secretary at ailf12345secretary@gmail.com and cc to ailf12345hr@gmail.com. They also have to find their

successor and explain work to the successor. They are also required to log out the official mail ids after giving access to the successor.

- The Manager has to find their successor and explain work to the successor. For Secretaries or other Executive Council Members, mail should be sent to the Founders. They also have to provide one-month prior notice of the resignation date which will be considered a notice period. The resignation mail is to be sent to the ailf12345hr@gmail.com. They also have to find their successor and explain work to the successor. They are also required to log out the official mail ids after giving access to the successor.
- The resignation mail of the member should be sent to the official id of the board one month prior, which will be considered a notice period. In that notice period, the Member has to complete all the work on time and at the end of the notice period, the certificate will be mailed by the respective Board or Department to the Member. In case of non-completion of tasks given by the Management and non-completion of tenure by the Member will lead to non-issuance of the certificate by the respective Board or Department to the Member.
- No resignation message except mail will be accepted by the Management.
- No Certificate will be issued in case of failure of such obligations irrespective of how much work is done by any Manager, Secretaries or other Executive Council Members.

DISCIPLINARY PROCEDURE

The Disciplinary Committee if it finds the conduct of the particular Member, Manager and Other Executive Council Members unprofessional in the organization, then the committee is empowered with full authority to take any disciplinary action after fulfilment of the principle of Audi Alteram Partem. The action can also include the removal of that Member, Manager, or other Executive Council Members.

