

Guidelines on the Positions of Responsibility and Resignation

The guidelines on the positions of responsibility and resignation emphasizes upon how the positions of responsibility are accorded, how the roles and responsibilities of the position holder within the organization, i.e., Indian Society of Artificial Intelligence and Law are decided and navigated along with the position of the holder vide the Non-Disclosure Agreement signed by the position-holder.

Part 1. Consignment of Position Held

1. Only the members of the Secretariat or the Trustees are empowered to appoint people in the organization.
2. Delegation of the authority is permissible only through the Trustees or the Secretariat on a prima facie basis.
3. The termination of the tenure and the position of the position-holder is vested under the authority of the Secretariat of the Organization. However, in any specific case, only the Board of Trustees or the Chairperson have the power to terminate the tenure and position of the position-holder as per the Part 2.

Part 2. Termination of Position Held

4. Termination of a position of the position-holder has to be notified to the concerned superior. Chats, emails and even verbal communication testifies.
5. A notice of termination has to be given at least 2 days or at most 7 days prior to the termination of the position and the removal of the person from the position held.
6. A notice of removal of the person from the organization can be independently or jointly given with the notice of termination at least 2 days or at most 7 days prior to the termination of the position and the removal of the person from the position held.
7. Only the Board of Trustees and the Chairperson have the authority to remove a position-holder with immediate effect, provided that some notification is granted on the day when the immediate removal is rendered.
8. Except in the case of removal with immediate effect, in all the rest of the case, a set of causes have to be notified to the Board of Trustees through mail on the day the termination of the position and/or the removal of the person from the Organization is notified.
9. The removal of a person from the organization if approved by the concerned superior, shall happen completely 7 days or any specified number of days as decided by the concerned superior/Secretariat after the request to remove is expressly approved by the concerned superior through email only. The 7-day or any number of days' duration as decided by the concerned superior/Secretariat shall be counted from the date of approval of the request to remove.

Part 3. Misconduct and Blacklisting

10. If any member of the organization, be in any department, incessantly leaves the workspace of the department (for example, Slack channel/Whatsapp Group/Telegram Group etc.) without any due notification to the concerned superior under whom the person has been working, the Chairperson has a non-reversible authority to remove the person even without any notification, provided despite clarification requested from the Coordinator (optionally), the concerned position-holder who has left has not responded.
11. If the concerned superior or a member of the Secretariat is convinced that the person who had left the workspace(s) had left them out of no misconduct but due to any of the following reasons mentioned below, provided that the position-holder does communicate after the leave to the concerned superior to a member of the Secretariat, the concerned position-holder cannot be removed nor can any notice of termination be given to the holder at most until 5 days
 - Logistic Issues (internet failure, system malfunctioning, model change, etc., with an ordinary course of nature & incidents)
 - Subject to any coercion, fraud or undue influence by any third party testified in text
 - The Secretariat or a member of the Secretariat has failed to notify the reasons behind termination/removal on the same day of notification as per Part 2
 - Leave granted by the Secretariat or a delegated authority or the Chairperson due to special circumstances

As per this paragraph, the position of the position-holder can be reinstated or the reinstatement of the position can be put on hold by the Chairperson for a period not exceeding 3 days.

12. If no ground has been proven and vide para. 9, if a position-holder has abruptly resigned or exited the workspace or stopped communicating with their concerned superiors in an ordinary course of business for a considerable period which is affirmed by the concerned superior, the Secretariat has a non-reversible authority to remove the person and blacklist the person from application and reinstatement into the organization.
13. Once a person has been blacklisted, only at the approval of the Board of Trustees, the concerned person can be reinstated into the organization but with a demoted and not identical position. No promotion can be granted to the person from the day of reinstatement until a period of 1 month after reinstatement has passed.
14. Part 3 of the Guidelines shall have a retrospective effect.