

BYE-LAWS

OF THE



ASSOCIATION OF PERSONS (AOP)

SAINIK SEVA SAMITI (SSS)

Ver. 2 Rev. 0 (Edition 2022)

27 Dec 2022

Record of Changes

[illegible]

Contents

Para No.	Subject Matter of the Bye-laws	Page No.
	Preliminary	
1	Name of the Association	7
2	Applicability of Bye-Laws	7
3	Approval and Effective date of Bye-Laws	7
4	Amendments to Bye-Laws	7
5	Address of the Association	7
6	Procedure for changing the address of the Association	7
	Interpretations	
7	Interpretation of the Words and Terms	7
	Area of Operation	
8	Area of operation of the Association	8
	Agreement of the Association of People	
9	Salient features and clauses	8
10	Binding on all who seek membership	8
11	Procedure and authority to amend	8
	Aims and Objects	
12	Aims and Objects of the Association	9
	Affiliations	
13	Independence of AOP	9
	Service Grievances	
14	No Matters Related to Services	9
	Board of Directors	
15	Formation of First BOD by Founding Members	9
16	Term, Composition and Tenure of BOD & Directors	9
17	Reserved and Specialist categories on the Board of Directors	9
18	Authority of the Founding members to nominate Directors as per reserved and specialist category on the Board of the Association	10
19	Policy for rotational retirement of Board of Directors and Office Bearers for continuity and familiarity in management of operations	10
20	Policy for appointment of Regional Directors	10
21	Appointment of Office Bearers and Executive Committee	10
22	Committees and Working Groups	11
23	Day to Day Management	11
24	Co-operation, Faithfulness, Conflict of interest	11

	Bank Account, PAN & GST	
25	Operations and Compliances	11
	Creation of Funds, their Utilisation and Investment	
26	Modes of raising of funds of the Association	11
27	Corpus and Exigency Funds	11
28	Advance from Founding Members	12
29	Registration and Admission Fees	12
30	Annual Subscription	12
31	Investment and Expenses	12
32	Grants, Loans, Financial Assistance	12
33	Surplus Funds	12
	Payments for Schemes and Benefits	
34	Pass Through Income	13
	Limit of Liabilities	
35	Liabilities of the Directors and Members of the Association	13
36	Director's Liability Policy	13
	Membership and Conditions for Membership	
37	Eligibility and Conditions for individuals desiring to be members of the Association	13
38	Primary, Associate and Linked Associate (Sponsored/ Group Affiliated Associate) Membership	14
	Benefits to Members	
39	Benefits and Eligibility Conditions	15
	E-Governance	
40	Demographics of Members	15
41	Use of Modern Technology	15
42	SSS Website	15
	Rights of Members	
43	Right to get a copy of the bye-laws of the Association	16
44	Inspection of Books and Records, Copies of Documents and Limitations Thereof	16
45	Transparency in Management, Financials and Decision Making	16
	Resignation of Membership	
46	Resignation of Membership	16
	Responsibilities and Liabilities of Members	
47	Adherence to the Deed, Bye-laws and Rules of the Association	16
	Removal and Expulsion of Members	
48	Grounds on which a member could be removed or expelled	17
49	Procedure for expulsion of a member	17

50	Effect of expulsion on membership of the Association	17
51	Eligibility of the expelled member for readmission to membership of the Association	17
	Cessation of Membership	
52	Circumstances under which a person ceases to be a member of the Association	18
53	Action by the Board on cases of cessation of membership of the Association	18
	Duties and Powers of the BOD	
54	Authority of the Board to grant membership of the Association to eligible persons	18
55	Authority of the Board to take all decisions till conduct of first General Body Meeting	18
56	Approval for Expenditure and Financial Limits of Office Bearers	18
57	Policy of executing the Aims and Objects of the Association	19
58	Authority of the Board to remit monies to third parties for schemes and benefits opted for and paid for by members of the Association	19
59	Matters that need to be placed before the General Body for majority decision	19
	General Meetings	
60	Holding of First General Body Meeting within stipulated period	19
61	Period of notice for Annual and Extraordinary/Special General Body Meetings	19
62	Formulation of Agenda for General meetings	19
63	Conduct of Annual General Body Meetings within six months after close of financial year	19
64	Methodology for conduct of General Meetings and passing of resolutions	19
65	Eligibility conditions for members to attend and vote	20
66	Quorum and adjournment conditions and procedure	20
67	Conduct of Annual General Body Meeting (AGM) / Extra ordinary General Body Meeting (EGM)/ Special General Body Meeting (SGM)	20
68	Modalities for facilitating e-meetings, e-voting and other information technology measures	21
69	Presentation of Annual report and Audit statements	21
70	Presentation of proposed new schemes and welfare activities for approval by the General Body	22
71	Recording of video conferencing of e-meetings and promulgation of minutes of the meeting	22
	Management of Affairs of the Association	
72	General Body to be supreme authority	22
73	Management of the Association to vest in the Board	22

74	Exercise of powers by the Board	22
75	Membership Growth Committee	22
76	Redressal of grievances	23
77	Procedure of Suspension or removal of a Director	25
78	Quorum, conduct, frequency and attendance of Directors at Board meetings	26
79	Record of Discussions and Minutes	26
80	Custody of Records of the Association	27
81	Working Methodology and Outsourcing	27
82	Handing over charge by the outgoing Board	27
83	Resignation of Directors from the Board and filling of vacancies	27
84	The President/Vice President of the Association to preside over the meetings of the Board	28
85	Decisions by majority on the Board	28
	Powers and Functions of Office Bearers	
86	Functions and Powers of the President	28
87	Functions of the Secretary	28
88	Functions of the Treasurer	29
	Maintenance of Account Books and Registers	
89	Books of Accounts, Registers and other books to be maintained	29
90	Profit and Loss	29
91	Payments to Members	29
92	Taxation	29
	Audits	
93	Annual Audit of Accounts	30
94	Process Audit	30
	Election Rules	
95	Conduct of Elections	30
96	Notices and Procedures	30
97	Nominations	30
98	E-voting	30
99	Announcement of Results	30
100	Modifications to Election Process	31
	Governing Law and Dispute Resolution	
101	Procedures for Settlement	31
	Dissolution	
102	Winding up of AOP	31
	Miscellaneous Matters	
103	Bounden Duty of Founding Members	31

BYE-LAWS OF THE ASSOCIATION OF PERSONS - SAINIK SEVA SAMITI

<u>Contents</u>	<u>Subject Matter of the Bye-Laws</u>	<u>Descriptive Text</u>
Preliminary	1. Name of the Association	The name of the 'ASSOCIATION OF PERSONS' (AOP) shall be 'SAINIK SEVA SAMITI' (SSS).
	2. Applicability of Bye-Laws	The bye-laws as laid out in this document will be final and binding on all members of the SSS, having been accepted as read, understood and agreed for compliance at the time of seeking membership of the AOP.
	3. Approval and Effective date of Bye-Laws	These bye-laws, finalised and approved by a resolution of the founding members, will come in to force on formation of the SSS and will be effective from the date of execution of the Agreement of the AOP.
	4. Amendments to Bye-Laws	The bye-laws, which contain all the rules and regulations pertaining to the functioning and conduct of the AOP, including the rights and duties of members, may be amended from time to time at General Body Meetings of the SSS and such additions, deletions and alterations are to be incorporated in the master copy of the bye-laws and updated progressively.
	5. Address of the Association	The address of the AOP, will be as given in the Agreement of the AOP, which at inception is at 3-A, Siddhivinayak Chambers, Opposite MIG Cricket Club, Bandra (East), Mumbai - 400051.
	6. Procedure for changing the address of the Association	Due to any reason whatsoever, if the address of the AOP has to be changed to a different premise, necessary steps will be taken by the Board of Directors to make such amendments in the deed of AOP as per prevailing rules for such changes, and such changes will not warrant a majority approval of the General Body.
Interpretations	7. Interpretation of the words and terms	<p>The AOP is the association formed by its notarised agreement and SSS refers to the name of the AOP, both terms may be used interchangeably and will mean the same in letter and spirit.</p> <p>'General Body' is the collective term for all primary members of the AOP, permitted to attend and vote at General Meetings (or e-voting processes) and contest elections, to be a Director of the Board of the Association.</p> <p>'Indian Armed Forces' would only mean and include the Indian Army, Indian Navy, Indian Air Force and Indian Coast Guard.</p> <p>'Serving' would mean a commissioned officer currently in active service in the Indian Armed Forces.</p>

		<p>'Retired' would mean any person who at any point in time and for any duration served in the Indian Armed Forces as a commissioned officer and is currently not in active service.</p> <p>The Board of Directors (BOD) means the governing body of the SSS in which the authority to manage the affairs of the SSS is vested.</p> <p>'Office Bearers' would mean and include those Directors on the BOD who by mutual consensus have been nominated or elected as President, Secretary and Treasurer (and also Vice President and Joint Secretary if so decided).</p> <p>The terms he/she, him/her will be used without any gender bias and where either is used, it will also mean the other and third gender. These bye-laws are synonymous with the rules of the SSS and both terms will have the same meaning and effect when used.</p>
Area of Operation	8. Area of operation of the Association	The area of operation of the SSS will be bound by and within the sovereign territory of India and will be managed from Mumbai, it's principal place of business.
Agreement of the Association of People	9. Salient features and clauses	The vision of the founding members is for the SSS to engage in activities to be of benefit to both retired and serving officers of the Indian Armed Forces and their families. The SSS will be bound by the Deed of AOP which inter alia lays down the management principles, composition and term of the BOD, types of members and eligibility conditions, beneficiaries and benefits, fees and charges, creation and utilisation of funds, e-governance initiatives and resolving of disputes.
	10. Binding on all whose seek membership	All founding members have consented and agreed to be governed by the terms and conditions laid out in the deed of the AOP. It will also be binding on all those who voluntarily seek and are granted membership of the AOP.
	11. Procedure and authority to amend	<p>Due to any reason whatsoever, if the Agreement of the AOP has to be amended, necessary steps will be taken by the BOD to place such proposed amendments before the General Body of the SSS to seek a majority view, and if approved as proposed or with any changes, such amendments may be carried out as per prevailing rules for such changes.</p> <p>Notwithstanding the above, the maximum strength, service wise composition and reserved seats under specified categories in the BOD as laid down in the AOP will continue in perpetuity and will not be subject to any review or revision by the General Body. On all other matters specified in the AOP, the General Body will be the supreme</p>

		authority to approve any proposed changes.
Aims and Objects	12. Aims and Objects of the Association	<p>(a) Welfare activities beneficial to officers and families of the Indian Armed Forces.</p> <p>(b) To liaise with external agencies to support health, wellness and quality of life measures.</p> <p>(c) Any other initiatives as decided from time to time that finds common cause & benefit.</p>
Affiliations	13. Independence of AOP	The AOP/SSS will have no religious or political affiliations or any interest in such agendas whatsoever.
Service Grievances	14. No Matters Related to Services	The SSS or its activities will not be used as a platform to address grievances related to conditions of service or entitlements pertaining to serving or retired officers.
Board of Directors	15. Formation of First BOD by Founding Members	The SSS will be governed by a Board of Directors, first formed by and consisting of the founding members from the Indian Navy and such other appointed members from the Indian Army, Indian Air Force, Indian Coast Guard and any specialist fields. The BOD will function under the overall guidance and authority of the President.
	16. Term, Composition and Tenure of BOD & Directors	<p>The term of the first BOD will run for a period of three years, after which a new BOD will be elected every three years by majority vote by the General Body, in a fair and transparent process.</p> <p>Total number of seats for Directors on the BOD will always be an odd number and restricted to a maximum of 23.</p> <p>Elected Directors on the BOD, will be permitted to remain in office for a maximum of two consecutive terms, exception being allowed only to contest elections for further terms if there are no nominees to fill required number of seats under 'reserved categories' as enumerated below.</p> <p>The maximum age for a Director to continue on the Board will be 80 years.</p>
	17. Reserved and Specialist categories on the Board of Directors	<p>The BOD will have 03 seats for the Army, 02 seats for the Air Force, 01 seat for the Coast Guard and 03 seats for Specialists under 'reserved categories'; the remaining 14 seats would be filled by Indian Navy members.</p> <p>The President, Secretary and Treasurer will be from the Navy and should be residents of Mumbai (since their presence in station will be required for documentation, face to face meetings, representation of SSS before authorities, legal matters etc.) and as such, these 03 seats will also form a 'reserved category' within the BOD.</p>

	18. Authority of the Founding members to nominate Directors as per reserved and specialist category on the Board of the Association	<p>The founding members are vested with the authority to nominate and appoint such other members from the Army, Air Force and Coast Guard on the first BOD under the reserved category, as also any member(s) from specialist fields and such seats are to be filled within 03 months of formation of the BOD.</p> <p>Specialist members will always be nominated to the Board by the BOD and need not contest elections.</p>
	19. Policy for rotational retirement of Board of Directors and Office Bearers for continuity and familiarity in management of operations	<p>For sake of continuity and familiarity in management of the AOP, Directors and Office Bearers are permitted to retire in rotation (within the 03-year tenure of the Board and subject to a maximum of one-third of Directors retiring in each year) and elections to replace retiring Directors may be held during that year. The discretion to exercise this option is vested in the BOD.</p> <p>The term of such new members elected to the BOD, to replace Directors retiring in rotation will run for 03 years and only remaining seats will be contested at the election to be held at 03 yearly intervals.</p>
	20. Policy for appointment of Regional Directors	<p>Directors on the BOD may also be appointed as Regional Directors by the President in consultation with the BOD/Office Bearers, to oversee operations in allotted regions to cover all states of India. They will be the single point of contact (SPOC) for initiatives of the AOP, liaison with third parties, grievances of members, suggestions and feedback to the President & BOD.</p>
	21. Appointment of Office Bearers and Executive Committee	<ol style="list-style-type: none"> The elected members (including, those nominated, till first AGM) to the BOD will appoint the Office Bearers by mutual consensus or majority vote. As far as possible, the President, Secretary and Treasurer must be residents of Mumbai/Navi Mumbai. Further, the President, Secretary and the Treasurer preferably belong to the Indian Navy. The Vice President must be from the Indian Army and the Joint Secretary from the India Air Force. However, in the event that a suitable Officer is not available from the desired Service or city, the Office Bearer can be from any Service or city. A Standing Executive Committee (EC) consisting of the following office bearers shall be constituted by the President:- <ol style="list-style-type: none"> President – Chairperson of the Executive Committee Vice President Secretary Treasurer Joint Secretary The EC may co-opt or invite a Director/Advisor/Expert/Specialist (member or non-member of SSS as a subject matter expert), for the opinion/advice on a subject under consideration. The EC is primarily for efficient execution of the Decisions/ instruction of the BOD, by coordinating various actions and also to prepare the agenda for the BOD.

		<p>5. The EC is empowered to exercise the delegated financial powers, in addition to the individual financial powers delegated to the office bearers.</p> <p>6. Recording of minutes is not mandatory, however, all financial decisions and other important decisions or orders are to be issued in writing by the President, as the Chairperson of the Executive Committee.</p> <p>7. In case of any difference of opinion in the EC, majority voting is to be accepted</p>
	22. Committees and working Groups	The President in consultation with the BOD or Office Bearers may appoint, working groups or sub- committees, comprised of such members and numbers as deemed necessary for efficient operations of the SSS.
	23. Day to Day Management	The day to day running of the SSS will be managed by the Office Bearers under the overall guidance of the President.
	24. Co-operation, Faithfulness, Conflict of interest	The BOD shall cooperate amongst themselves, be true and faithful to each other, have no conflict of interest and not do or cause to be done anything which may be detrimental to the interest of the AOP.
Bank Account, PAN & GST	25. Operations and Compliances	<p>A bank account shall be opened in a suitable reputed, financially and technologically sound bank in the name of 'Sainik Seva Samiti' and the same shall be operated jointly by the Treasurer, President and Secretary (any 2 of 3), whilst ensuring adequate provisions for efficient, cost-effective and seamless online e-banking operations and financial transactions.</p> <p>Additional bank accounts may be opened as necessary to spread funds and investments across banks for added safety of capital.</p> <p>The 'Sainik Seva Samiti' shall obtain PAN and GST numbers as applicable, to be in compliance with laws of India and may seek legal advice and professional services as required.</p>
Creation of Funds, their Utilisation and Investment	26. Modes of raising of funds of the Association	The raising of funds by and for the SSS and modes will be as enumerated in the Deed of the AOP and these bye-laws.
	27. Corpus and Exigency Funds	<p>The Corpus and Exigency Funds will be created from the admission fees collected from persons granted membership of the SSS.</p> <p>During the first 03 years of operation of the SSS, an amount not exceeding 25% of the collected admission fees, may be set aside and accounted towards an Exigency Fund to cater for any unforeseen expenditure. The balance part, being not less than 75% of the collected admission fees will be accounted towards the Corpus Fund. The corpus will be judiciously invested in suitable government securities or bank</p>

		fixed deposits and only interest accruing thereon less taxes may be used for furtherance of aims and objects of the AOP.
	28. Advance from Founding Members	<p>The SSS will take a refundable advance from the founding members, who have mutually decided and agreed to individually contribute a sum of Rs 10,000(Rupees Ten Thousand Only) each, to facilitate the initial setting up and administrative expenses of the AOP.</p> <p>This amount, sans any interest will be fully refunded to them and such refund will be effected on the founding member' resignation/ departure from the BOD, on completion of tenure or any other reason.</p>
	29. Registration and Admission Fees	Non-refundable online registration charge of Rs 500/- will be charged to all applicants, towards administrative expense whilst registering on the SSS website. A onetime admission fee will be payable by all persons who voluntarily seek and are granted membership of the SSS. The rate for Primary and Associate members may be differentiated and will be as determined by the Founding Members or as revised by the General Body. At inception of the SSS, a uniform rate of Rs 500/- has been fixed by the founding members. The admission fees will be accounted towards the Corpus and Exigency Fund as is hereinabove enumerated.
	30. Annual Subscription	An annual subscription, determined initially by the BOD, will be payable by all members to ensure that the SSS is able to operate, exist and maintain itself. At inception of the SSS, the rate for annual subscription has been fixed at Rs 1000 per member (Primary or Associate) per year. The rate of subscription may be revised from time to time by the General Body.
	31. Investment and Expenses	<p>The registration fee, admission fees and annual subscription collected from members of SSS shall be judiciously invested/utilised by the Board of Directors in keeping with the highest moral and ethical standards without any conflict of interest for furtherance of Aims and Objects of the AOP.</p> <p>Administrative expenses will include, but not be limited to hiring of office space and staff, office equipment, water and electricity, communication, internet, web hosting, stationery, travel and incidental expenses, professional fees paid to consultants, audit fees, registration charges for compliance with laws and income/goods & services taxes as applicable.</p>
	32. Grants, Loans, Financial Assistance	The AOP will not undertake to suggest or utilise any of its funds to grant any form of loans, grants or financial assistance to any member or their families, however mitigating the effect will be on the circumstances of the case
	33. Surplus Funds	Surplus funds may be utilised for any welfare activities as decided by the General Body.

Payments for Schemes and Benefits	34. Pass Through Income	<p>In addition to registration fee, admission fees and annual subscription, the SSS may collect from its members monies for goods and services, to be paid to third parties for schemes and benefits, negotiated at group rates and voluntarily opted for by its members.</p> <p>These monies will be in the nature of pass through income and the SSS will bear no responsibility for quality of goods or services provided by third parties, except the guarantee of payment made on behalf of its members.</p> <p>The BOD is empowered to transfer such amounts to third parties without any financial limits or approval of the General Body.</p>
Limit of Liabilities	35. Liabilities of the Directors and Members of the Association	The Directors or members of the AOP shall not be personally, jointly and severally liable for any or all liabilities, arising in the course of carrying on the activities of the AOP in good faith, except where overridden by laws of the land.
	36. Director's Liability Policy	A Director's Liability Policy may be taken for protection against any eventualities.
Membership and Conditions for Membership	37. Eligibility and Conditions for individuals desiring to be members of the Association	<p>Membership of the Sainik Seva Samiti (SSS) will be granted to those who voluntarily apply and fulfill the condition of either being a :-</p> <p>(a) Serving or retired officer of the Indian Armed Forces [The Indian Army, Indian Navy, Indian Air Force and Indian Coast Guard].</p> <p>(b) Spouse / Veer Naari - of the Indian Armed Forces Officer of (a) above.</p> <p>Any person seeking membership has to satisfy the officials of the SSS of his/ her, meeting the eligibility conditions with documentary evidence failing which his registration shall be cancelled and registration fee, paid shall be forfeited. The BOD also reserves the right to seek additional documents to establish the credentials of applicants for membership.</p> <p>New members may be inducted to the SSS from time to time.</p> <p>Any fraudulent representation to gain membership or major breach of bye-laws/rules, will result in cancellation of membership and all associated benefits acquired through or arranged by the Sainik Seva Samiti (SSS).</p> <p>BOD has full powers to change or modify the conditions which are governing the eligibility for membership or their cancellations, in the overall interest of SSS. The BOD also has full powers to change or modify the terms and conditions for joining any scheme under SSS at any time. The decision of the BOD shall be final and binding on the members.</p>

	<p>38. Primary , Associate and Linked Associate (Sponsored/ Group Affiliated Associate) Membership</p>	<p>1. Primary Members :-Officers of [The Indian Army, Indian Navy, Indian Air Force and Indian Coast Guard] and their spouse/ Veer Naari/ widowers, including the MNS officers, Short Service Commissioned Officers (SSCOs)and the Emergency Commissioned Officers (ECOs), may be granted membership of the SSS, as Primary Members.</p> <p>Only the primary members of SSS, as above, will have the voting rights and the right to contest elections. Associate Member, Linked Sponsored Members or any other type of members shall not have any voting rights and right to contest elections.</p> <p>2. SSS further may extend the benefit of Membership as :-</p> <p>Associate Members - to the Married or unmarried children (above the age of 25years) of the Primary member.</p> <p>Linked Associate Members: to the Parents / Parent – in laws of the Primary Member. The extension of various programs and schemes of SSS would be linked with certain terms and conditions through their Primary members.</p> <p>Linked Associate Sponsored Members - Through any promotional offer approved by the BOD, for growth of Membership, which may include the Extended Family members of Primary Member/ spouse, as per conditions specified in Promotional Offer, whenever promulgated. The extended family may include the Siblings, children’s in-laws, nephews/ niece, spouse parents/ sibling/ Nephew/niece etc. of the Primary member.</p> <p>Group Affiliated Associate Members (GAAM):-for persons or a group of persons, who belong to an established group, which has been considered, as, “affiliated”, to the SSS, as per terms and conditions, (including administrative charges/ fees payable by such beneficiaries), which maybe decided by the Board of Directors . This membership is only for extension of the benefits of the specified schemes and does not give a direct membership of the SSS or any participation in the Management and representation in the BOD. These may include:-</p> <p>Personnel Below Officers Rank of Defence Forces (Indian Army, Navy, Air Force, Coast Guard.</p> <p>All Personnel from Para Military Forces (Assam Rifles, Boarder Road Organisation, Territorial Army, NCC.</p> <p>All Personnel from Uniformed Services of Central Police Organization (CPO/CAPFs), such as CRPF, BSF, ITBPF, RPF/RPSF, CISF etc.</p> <p>In the event of unfortunate demise of a Serving / Retired Officer and the Spouse or death of an unmarried officer, all benefits of enrolment, as Linked Associate Sponsored Members will be offered on production of the appropriate death certificates.</p> <p>Except for para 1 above, the continuity of Benefits for the Linked</p>
--	--	---

		<p>Associate sponsored Membership would cease, if the Primary Member has failed to fulfill the required conditions.</p> <p>The BOD is fully empowered to create any other type of membership for such persons or group of persons with such conditions, as may be decided from time to time. However, any such type of memberships shall not have any voting rights or any right to contest elections.</p>
Benefits to Members	39. Benefits and Eligibility Conditions	<p>1. Benefits of schemes, initiatives and welfare measures that may be undertaken by or organised through SSS for its members, may be extended to the following:-</p> <p>(a) Primary members [Officers of The Indian Army, Indian Navy, Indian Air Force and Indian Coast Guard] and their spouse as per bye law 38(1).</p> <p>(b) Linked Associate Members and Associate Members who are Parents/ Parent-in-laws of the or the Children of the Primary member (bye law 38(2)(a) and (b)).</p> <p>(c) Group Affiliated Associate Members (bye law 38(2)(d)).</p> <p>(d) To such persons or group of persons, as approved by the BOD.</p> <p>2. Extension of the benefits at (1) above will however, be subject to restrictions and conditions including specific eligibility criteria for a particular scheme, as promulgated by the BOD from time to time. Such conditions shall be binding on all the members participating.</p>
E-Governance	40. Demographics of Members	<p>It is anticipated that members of the SSS will be spread across the length and breadth of India and it will be practically impossible to conduct the affairs of the SSS in a traditional sense by congregating at appointed place or physical presence at meetings.</p>
	41. Use of Modern Technology	<p>The SSS will make use of modern technologies in furtherance of e-governance like e-mail communications, secure digital financial transactions, paperless documentation, cloud storage of data, video conferencing, e-voting, web hosting of meetings, online surveys and such other measures as deemed appropriate to cater to its community of members with widespread demographics.</p>
	42. SSS Website	<p>1. A website of the SSS, with domain name ssamiti.org, or any other name, as decided by the BoD, (due to change in technology and other options available,) will be hosted on the world wide web. The design and features of the website should cater for publicity of the SSS and its activities displayed on pages with universal access. Restricted pages with access only to eligible members will cater for such matters and information internal to the SSS and only concerning the Association and its members.</p> <p>2. The website will be the interface between the members of the SSS and the SSS organization in matters concerning its management, operations, finances, transparency of decisions and actions,</p>

		<p>communications, records, mandatory and statutory declarations and disclaimers, archives and such other facilities afforded by technology to further e-governance.</p> <p>3. The website will also provide an embedded payment gateway with minimal transaction costs to enable online payments to the bank account of the SSS. However, alternate payment methods may also be approved by the BoD, if there is any requirement, even if the payment gate way of the website is functioning or is available.</p> <p>4. The security of the data held, is to be ensured by a suitable agreement/contract with the maintaining agency, as per the extant laws and industry practices.</p> <p>5. Terms for use of the website and privacy policy will be mentioned prominently in the website technology to further e-governance.</p>
Rights of Members	43. Right to get a copy Of the bye-laws of the Association	A compiled handbook consisting of the bye-laws and all rules and regulations of the Sainik Seva Samiti and details of its members will be published from time to time either in print or in electronic form and made available to all members. It will supersede any other laws, rules and regulations that were previously in force.
	44. Inspection of Books and Records, Copies of Documents and Limitations Thereof	No facility of inspection of books and records by a member at the office of the AOP will be available due to its impracticability. However, a member, on request will be provided information related to the ledger page of his accounts in electronic form. No physical copies of documents will be made available to members.
	45. Transparency in Management, Financials and Decision Making	Transparency in management, financials and decision making will be provided by relevant information posted on the website of the SSS and will be available for perusal by members. Such documents will include the bye-laws, audited account statements of last three years along with audit/rectification reports, quarterly income & expenditure statement of running financial year, minutes of General Meetings and Meetings of the BOD (current and archived).
Resignation of Membership	46. Resignation of Membership	Any member may resign his membership of the SSS, without giving any reason whatsoever, subject to having cleared all dues and rescinding all rights and benefits derived from or through membership of the SSS. Resignation is not to be accepted until all dues to the Association are fully paid.
Responsibilities and Liabilities of Members	47. Adherence to the Deed, Bye-laws and Rules of the Association	All members will ensure strict adherence to the bye- laws and rules of the SSS and also follow in letter and spirit the terms and conditions of any schemes and benefits organised by the SSS or through third parties. The members shall cooperate amongst themselves, be true and faithful to each other, have no conflict of interest and not do or cause to be

		done anything which may be detrimental to the interest of the AOP or tarnish the image of the Indian Armed Forces.
Removal and Expulsion of Members	48. Grounds on which a member could be removed or expelled	<p>A member may be expelled from the membership of the SSS, if such a member:-</p> <p>(a) has subsequently been discovered to be ineligible for membership.</p> <p>(b) has produced fake or falsified documents to claim his eligibility for membership.</p> <p>(c) has failed to pay the charges, due to the SSS for a period of 01 year before 31 March of that calendar year.</p> <p>(d) has willfully deceived the AOP by giving false information to gain benefits.</p> <p>(e) has willfully misused benefits or misbehaved whilst using the benefits of schemes arranged by or through the SSS and</p> <p>(f) has been in the habit of committing breaches of the bye-laws, which in the opinion of the BOD are of serious nature.</p> <p>(g) has committed an act, which is either detrimental to the interests of the SSS or has brought disrepute to the SSS.</p>
	49. Procedure for expulsion of a member	A member, against whom a prima facie case for expulsion is established by the BOD, will be issued a 'show cause notice' (e-notice by email) and given a period of 15 days to respond with facts and reasons as to why his membership should not be cancelled. All available facts and known circumstances of the case will be placed before the Ethics and Grievances Committee (as is hereinafter described), who will afford a dispassionate hearing to the member and communicate its decision to the BOD and member, which will be final and binding upon all concerned.
	50. Effect of expulsion on membership of the Association	A member, whose membership is cancelled and thus expelled from the AOP, will lose all rights of a member including attendance at meetings, voting and contesting of elections. Further, such an erstwhile member or his beneficiaries will have no rights whatsoever to claim any benefits of activities undertaken by or through the SSS and all benefits from all enrolled schemes will stand withdrawn.
	51. Eligibility of the expelled member for readmission to membership of the Association	An expelled member may apply for readmission to the membership of the SSS subject to tendering a written apology for his past misdoings and undertaking to henceforth abide by the bye-laws and rules of the AOP. Such a request for readmission will only be taken up after a lapse of one year from his expulsion. In case of any break of membership due to any reason, and subsequent approval for readmission, membership renewal charges will be payable at 200% of then prevailing rates of admission fee or Rs 5000/- whichever is higher.

Cessation of Membership	52. Circumstances under which a person ceases to be a member of the Association	A person will cease to be a member of the AOP either on his voluntary resignation or expulsion with due process or has failed to pay the Annual Membership charges due to SSS for the calendar Year before 31 March of that calendar year. Linked sponsored Member automatically ceases to be a member of the SSS, if the related primary member has ceased to be a member due to any of the reasons mentioned in bye law 48.
	53. Action by the Board on cases of cessation of membership of the Association	On cessation of membership due to resignation or expulsion on the grounds and/or circumstances given in bye laws 48 and 52, the BOD will take necessary steps to remove the name of such member and his/her beneficiaries from all membership records, schemes and benefits. In the event of unfortunate demise of a member, all benefits will continue to be enjoyed by the Primary or Associate member's beneficiaries and transfer of such membership will be offered to the spouse.
Duties and Powers of the BOD	54. Authority of the Board to grant membership of the Association to eligible persons	The BOD is empowered to decide on the eligibility of persons seeking membership of the SSS, the conditions for enrolment or utilization of the benefits/ schemes offered and such decisions will be final and binding. Verification of identity and eligibility documents, establishing credentials through various audio/ video communications may be undertaken. The process for registration and application for membership and eligibility documents will be as promulgated by the SSS through suitable means including the website.
	55. Authority of the Board to take all decisions till conduct of first General Body Meeting	Pending the conduct of the first General Body Meeting, the BOD is empowered to exercise full administrative, financial and operational control, take all decisions as required, in every respect, regarding the management of affairs of the SSS. The BOD is also fully empowered to decide on all activities to be undertaken in furtherance of the aims and objects of the AOP, incur expenses without any financial limits to facilitate operations and ensure regulatory compliances.
	56. Approval for Expenditure and Financial Limits of Office Bearers	(a) The BOD will approve negotiated fees/salary/charges payable to Accountant, IT Assistant, Income Tax, GST and IT Consultants, Chartered Accountant, Auditors and such other persons for contracted services, to be availed by SSS. (b) The BOD will empower the Office Bearers (President, Secretary and Treasurer), to incur such recurring expenses on monthly, yearly or occasional basis. (c) The BOD will also lay down the heads of expenditure and financial limits that can be incurred by the Office Bearers and Regional Directors in carrying out other operational duties of the SSS. (d) Any other expenditure not specifically laid down and approved by the BOD, will be referred to it for financial sanctions on case-to-case

		<p>basis.</p> <p>(e) All such matters including financial transactions, which otherwise would have to be placed before the General Body will be decided and executed by the BOD in good faith till conduct of the first General Body Meeting, when such issues may be ratified, amended or new financial limits laid down.</p>
	57. Policy of executing the Aims and Objects of the Association	The BOD is empowered to explore avenues and opportunities in furtherance of aims and objects of the Association and will be open to suggestions and feedback from the members of the AOP.
	58. Authority of the Board to remit monies to third parties for schemes and benefits opted for and paid for by members of the Association	<p>The BOD is empowered to transfer such amounts herein above defined as 'pass through income' to third parties without any financial limits or approval of the General Body.</p> <p>Such onward payments will be for schemes and initiatives approved by the BOD or General Body in conformity with the aims and objects of the AOP.</p>
	59. Matters that need to be placed before the General Body for majority decision	Matters that need to be placed before the General Body and limits of financial powers of the BOD will be included in the agenda for the first General Meeting and decided by majority.
General Meetings	60. Holding of First General Body Meeting within stipulated period	The first General Body Meeting of the SSS is to be held, as soon as administratively feasible, once the administrative, financial and operational procedures of the SSS have been fully established, but before the expiry of the term of the BOD of the founding members.
	61. Period of notice for Annual and Extraordinary/Special General Body Meetings	21 days' notice will be given for conduct of Annual General Body Meetings and 14 days for Extraordinary or Special General Body Meeting.
	62. Formulation of Agenda for General meetings	The BOD will formulate and promulgate the agenda for the General Meeting along with the notice for the meeting. Points and suggestions received from members will be given due consideration by the BOD and taken up on the agenda if it merits discussion and decision by the General Body.
	63. Conduct of Annual General Body Meetings within six months after close of financial year	Subsequent to the first General Meeting, Annual General Body Meetings will be held within 06 months of close of each financial year ending 31st March.
	64. Methodology for conduct of General Meetings and passing of resolutions	Decision making process will be fair and transparent following the principle of 'majority vote' with every 'Primary member' being afforded a right of a vote on major issues that need to be placed before the General Body and such decisions shall be binding and conclusive on all members and not subject to proceedings in courts of law.

	65. Eligibility conditions for members to attend and vote	Only 'Primary Members' will be eligible to attend and vote at general meetings (or through e-voting process) and contest elections to the BOD.
	66. Quorum and adjournment conditions and procedure	The quorum for a General Meeting is fixed at 10% of Primary members. At the appointed time, if there is no quorum, the meeting will be adjourned for 15 minutes and then a count of members will be taken, however the meeting will be proceeded with irrespective of number of members then present or meeting the original envisaged quorum.
	67. Conduct of Annual General Body Meeting (AGM) / Extra ordinary General Body Meeting (EGM)/ Special General Body Meeting (SGM)	<p>The AOP has given a mandate of three years for the First Board of Directors (BOD) consisting of the Founding Members on the Board, in order to put in place a robust system of Administration, Management and setting up of various procedures.</p> <p>The first AGM must be held before the expiry of term of the first BOD in Nov.2023, on a date as decided by the BoD President.</p> <p>Extra ordinary General Body Meeting (EGM) and Special General Body Meeting (SGM) can be held only after the conduct of the first AGM. Also, EGM or SGM cannot be held, if an AGM has taken place in last three months or schedule for an AGM, is due in the next 45 days and has already been promulgated.</p> <p>All the GMs/SGMs/ EGMs shall be presided over by the President SSS. The Agenda for the AGM shall be structured which would be decided by the BOD and should normally include</p> <p>Presentation of audited balance sheets and statement of accounts for the previous financial year(s).</p> <p>Presentation of a Brief report of the various activities and programs undertaken by the Sainik Seva Samiti, with assessment of opportunities and Challenges ahead.</p> <p>Conduct of elections, whenever due and required, for which schedule has been published in advance. This agenda point is to be kept as the last activity of the AGM. An election committee may be constituted by the President, headed by an eligible Primary member (who is not contesting the election) and assisted by two of the office bearers (who are not contesting the elections). Third party Assistance, such as NSDL etc, can be taken for conduct of fair elections and passing of any resolution by vote of AGM, when held virtually.</p> <p><u>Special General Body Meeting (SGM)</u> can be called by the BoD, subject to para 1(b), only for an urgent issue to be discussed with the members. This would be a single point agenda.</p> <p><u>Extra ordinary General Body Meeting (EGM)</u> can be called subject to para 1(b), by a minimum of 10 % of the eligible Primary Members in that.</p>

		<p>The members have to individually submit the notice to the President with reasons for requesting the EGM.</p> <p>Verification of notices to be done by the back office/ Secretary/ Joint Secretary, within 10 days of receipt of such a request. EGM notice may be issued after the approval from the BoD, after 14 days from the date of receipt of last notice of member verified.</p> <p>EGM will have a single point agenda. The quorum for the meeting will be a minimum of 50% of the Primary member strength, subject to at least 80% attendance of Primary members requisitioning the EGM.</p> <p>Calling of EGM/ SGM should be restricted to not more than one EGM/SGM per calendar year, only in the inescapable cases, where there is an apprehension of failure of oversight or governance by the BOD.</p> <p>It should be borne in mind that resources will be required for the conduct of the SGMs/EGMs, involving financial costs, which would be borne from funds collected as membership fees. Indiscriminate use of this privilege may lead to increase in-membership fees in future.</p> <p>Depending up on the circumstances, AGM, EGM, SGM may be conducted physically or online (virtually) by using third party platforms such as NSDL.</p>
	68. Modalities for facilitating e- meetings, e-votingand other information technology measures	<p>Due to the dispersed demographics of members of the SSS, it is impracticable to conduct meetings at specific places and physical venues. Meetings of the BOD and General Meetings of the SSS, may therefore be conducted on e-platforms using technology for video conferencing and virtual meetings.</p> <p>Based on the agenda of the ensuing meeting, annual reports, financial statements and proposed resolutions that need to be passed with majority vote, will be circulated amongst members with explanatory notes along with notice and agenda for the meeting. A facility for e-voting on such resolutions may be afforded to the members within a designated window period and majority decision arrived at for presentation to the General Body at its meeting. The e-voting will be conducted through the SSS website or on a suitable platform that affords reasonable secrecy in a fair and free manner, results of which will be made transparent and accessible by any member.</p>
	69. Presentation of annual report and audit statements	<p>At the Annual General Body Meeting, the Secretary shall present the annual report on the activities of the SSS and findings and recommendations from any Process Audits carried out during the year. The annual audited financial statements, together with the balance sheet, income & expenditure statement and auditor's report shall be placed beforethe General Body by the Treasurer for adoption and passing of the financials. Audit rectification reports from previous</p>

		<p>financial years shall also be presented to the General Body.</p> <p>All such matters that require the majority decision of the General Body shall be included in the agenda and resolutions tabled along with results of e-voting if already completed prior to the meeting.</p>
	70. Presentation of proposed new schemes and welfare activities for approval by the General Body	The President or Secretary shall present such other proposed schemes and initiatives in furtherance of the aims and objects of the SSS for consideration of the General Body.
	71. Recording of video conferencing of e-meetings and promulgation of minutes of the meeting	All efforts will be made to record the video/audio proceedings of meetings and formal minutes approved by the BOD shall be circulated to the members within 30 days of conduct of the meeting. Such information and minutes will be placed on the website of the SSS for record and benefit of those members who could not attend and participate in the meeting for whatever reason.
Management of Affairs of the Association	72. General Body to be supreme authority	Subject to the provisions of these bye-laws, the final authority of the AOP shall vest in the General Body, summoned in such manner as is specified herein. All decisions needing approval of the General Body as enumerated in these bye-laws will be referred to it for a majority decision from its first meeting. The General Body will be the supreme authority of the AOP/SSS.
	73. Management of the Association to vest in the Board	The BOD is entrusted with the management of affairs and finances of the SSS.
	74. Exercise of powers by the Board	Subject to the direction given or regulation made in a meeting of the General Body, the BOD shall exercise all powers expressly conferred on it and discharge all functions as entrusted to it by these bye-laws.
	75. Membership Growth Committee	<p>1. A 'Membership Growth Committee (MGC)' may be formed, on or before 01 November of each year, from amongst the Directors on the BoD and other co-opted members as necessary, to make efforts for enrollment of new members. The committee would be chaired by the Chairman Membership Growth committee, duly appointed by the President from the BOD or a senior member of SSS, in case a suitable director is not available, the Secretary/ Joint Secretary SSS, may be the secretary of the membership Growth committee. The BoD approval will be sought on the targets, plans, budgets and modalities recommended by the membership committee.</p> <p>2. The roles, responsibilities, reporting structure and appointments of Regional Directors/ Facilitators/ Friends of SSS/ Representatives, to achieve the desired results will be the responsibility of the MGC.</p>

		<p>However, the BoD shall continue to exercise overseeing powers and shall be the final authority in this matter.</p> <p>3.The committee may also suggest the methods for easy induction of new members, their verification or improvement in the renewal process of membership.</p>
	76. Redressal of grievances	<p>1. A committee, called the “Ethics & Grievances Committee” shall be constituted by the President of the SSS, for the redressal of grievances of members. This committee shall work as an advisory organ of the SSS on disciplinary matters and also as the conscience keeper to the Organization. This is a mechanism for redressal of individual grievances of the members relating to only matters where violation of bye laws have been reported and affecting the member or the benefits of the member.</p> <p>2. Composition of the Committee</p> <ul style="list-style-type: none"> i. The committee will have a total of 5 members. The chairperson and 4 other members. The President, SSS will be the Chairperson of this Committee. ii. 4 members, other than the Chairperson, shall be from the eligible Primary Members of the SSS but they shall not be the members of the Board of Directors or other committees of the SSS. iii. It is desirable that at least 3 Committee members should be from different Services. iv. The tenure of the individual members of this Committee, excluding that of the Chairperson, shall not be more than 2 years from the date of their appointment or 72 years of age, whichever is earlier. In exceptional circumstances, tenure of a member may be extended by the President SSS for a period of 30 days. This would facilitate an early decision on case at advance stage of disposal by E&G committee. v. Members may serve on this Committee for a maximum of two terms, if re- appointed, subject to other conditions being the same as for the first appointment. vi. Maximum age for the members at the time of appointment/ reappointment shall not be more than 70 years. vii. The members would join this committee voluntarily. viii. The members will sign the Non-Disclosure Agreement before joining this Committee. ix. The members would serve on this Committee in a purely honorary capacity. x. Members would be eligible for AC 2 Tier train fare, in case a travel is considered essential for progressing a case. The chairman of

		<p>E& G committee would inform the Executive committee, for seeking the financial sanction.</p> <p>3. Procedure to conduct the Proceedings</p> <p>a. The Committee shall not take up any case as "Suo Motto".</p> <p>b. The committee shall take up only those cases which are referred to it by the BOD.</p> <p>c. Cases received directly by the E & G committee from an aggrieved member should not be entertained by the committee. The Committee is to first send those requests from the aggrieved member to the Executive Committee, through the Secy SSS for their response/review/reply or resolution.</p> <p>d. On receipt of the case as para 3 (c) above, the Executive Committee would examine the case to resolve the issue. The Decision taken by the majority vote by the Executive Committee, duly recoded in minutes, may be conveyed to E&G committee.</p> <p>e. Ethics & Grievance committee on receipt of the communication from the Executive Committee, at para 3(d), above would intimate the aggrieved member. Only in case the aggrieved member is not satisfied with the Executive Committee's response, the E&G committee shall review the reply from the Executive Committee and the case details. It would only then pass its recommendation whether the communication received from, Executive Committee is adequate and dispose the case or there is a need to review the same by the BOD. Bringing out some facts, if any, which need to be taken note by the BOD.</p> <p>f. The BOD shall review the case on receipt of E&G recommendation. The decision of the BOD after the review shall be final and binding. The same will be communicated to the aggrieved member by the E&G committee.</p> <p>g. The Secretary or the Joint Secretary SSS may be nominated to assist the committee and record the minutes and provide other admin support, as non-voting members.</p> <p>4. The cases involving the Directors of the BOD, which are related to the duties and functions as a director, are not to be taken up by this Committee. The BOD would deal with such cases through its internal mechanism.</p> <p>5. These provisions shall apply to all the cases, including those which are being considered to be taken up/ progressing, currently by the E & G Committee... Approval and action.</p>
--	--	--

	<p>77. Procedure of Suspension or removal of a Director</p>	<ol style="list-style-type: none"> 1. A director, other than the President can be summarily removed from the Board of Directors on serious charges of moral turpitude, misconduct, misappropriation of SSS funds, not complying with BOD directives, indulging in activities considered determinant to the interest of the SSS or compromising the image of SSS in any manner whatsoever. A director can also be removed from the BOD, if the criteria of attending the BOD meetings has not been fulfilled or an explanation for such repeated absence has not been provided to the satisfaction of the BOD. A director who has not renewed his Primary Membership till 31 March, is also liable to be disqualified as a director. 2. The BOD may direct the President to issue suitable notice to the concerned Director for stopping such undesirable activities and acts of commission and omission or to seek an answer to the allegations made or brought to the notice of the BOD or noticed by the BOD or reported by any member of SSS. A notice sent on the registered email of the Director would be considered to have been served. 3. The Director to whom such a notice has been issued is required to give his reply to the President, within 14 days of issue of the notice. The president shall place the Director's reply before BOD, on the next possible occasion, or circulate it on the email IDs of the BOD immediately. 4. If the BOD is not satisfied with the reply from the Director, The Board, SSS may either suspend or expel the concerned Director from the BOD. However, for expulsion, 80% of the strength of Effective list of Directors should be present and 75% of those present must vote in favor of expulsion. For the purpose of calculating the quorum under this clause, all percentages will be rounded off to the nearest lower whole number. 5. Temporary Suspension of a Director may be done by the President on the advice of the Executive Committee, if a director's continuity on the BOD has become untenable even after issue of the notice by the BOD. Such suspension is to be ratified by the BOD in its very next meeting. 6. During the period of suspension, the concerned director will loose all the privileges and rights and protections, Director's insurance covers, attending of the BOD or the committees and the voting etc, as provided under the AOP or these Bye laws or rules made there under. The name of such a director will be removed from the Effective list of Directors. 7. If a director remains under suspension for more than 45 days and the cause of suspension is not rectified by the concerned director,
--	---	--

		<p>the BOD shall take up the expulsion of the such a director, from the Board as provided vide para 4 above.</p> <p>8. Wherever considered necessary, the BOD may direct the President to constitute a disciplinary committee to investigate the charges against a director. Such a committee shall be headed by one of the office bearers and two other directors.</p>
	78. Quorum, conduct, frequency and attendance of Directors at Board meetings	<p>1. Meetings of the BOD through video conferencing will be conducted at least once a quarter with a minimum quorum of 50% Directors attending online, including the President or Vice President, Secretary or Joint Secretary and the Treasurer.</p> <p>2. The attendance of the Treasurer will be essential if any financial matters are, on the agenda. If the treasurer is unable to attend the meeting, his views/ recommendation on the financial agenda may be obtained through the e-mail and produced in the BOD meeting.</p> <p>3. Record of BOD meetings and attendance of Directors will be maintained by the Secretary.</p> <p>4. Every Director will ensure attendance in at least 3 out of 5 successive meetings of BOD in every year, counted from 01 Jan of each year.</p> <p>5. Failure to comply with minimum attendance criteria as defined herein will qualify the concerned Director for disqualification. However, if the circumstances for non-attendance were beyond the control of the Director and such absences have been intimated to the BOD in advance and formal leave of absence granted by the President, this rule of disqualification shall not apply. In all such cases, the decision of the BOD majority vote shall abide.</p> <p>6. At least one Physical meeting of BOD every year is desirable and to be conducted so. The Directors attending the meeting from the outstations, will be eligible for reimbursement of Economy class airfare (or actual travel expenses , whichever is lower) to the station of BOD meeting.</p> <p>7. Other admin arrangements for the BOD meet may be made as per the President's directives, under financial powers of the EC. The Directors on the effective list of the BOD and the office bearers may be provided with suitable sitting fees and/ or honorarium at the rate(s) and from date (s), as approved by the BOD. These would depend upon the factors such as membership growth and revenue earned.</p>
	79. Record of Discussions and Minutes	<p>Gist of discussions and decisions will be noted by the Secretary, who will promulgate the minutes of the meeting within 14 days of its conduct for approval by the BOD, subsequent to which, it will be placed on the website of the SSS for perusal by and info of members.</p>

	80. Custody of Records of the Association	The BOD amongst themselves, will decide and define the responsibilities of custody of physical and electronic documents in their possession, on the website, with consultants, accountants and intermediaries, login and transaction passwords and such other records of the SSS.
	81. Working Methodology and Outsourcing	<p>Services of an accountant and his office, may be hired to keep soft and hard copies of the membership documents. This will also work as the back office relating to membership and accounts.</p> <p>A personal file would be maintained for each member to maintain membership and financial details.</p> <p>Personal ledger details of a member may be shared by this office on directive from any of the office bearers.</p> <p>All bank documents would also be maintained by him. He will also produce all records for any financial and process audits which will be carried out by an approved Chartered Accountant. He would assist the Treasurer and Secretary with back office information. The accountant will also have custody of seals/stamps of the SSS and its office bearers.</p> <p>An IT cum office assistant may be hired at a suitable place to render assistance to the BOD as and when required.</p>
	82. Handing over charge by the outgoing Board	All documents, records, files, ledgers, cash, cheque books, passbooks, passwords, contracts, communications and any other property of the SSS, whether in physical or electronic form and such other documents, maintained by the accountant's office will be handed over by the outgoing Directors of the BOD to the incoming Directors of the BOD and will be signed for, either separately or jointly by the outgoing and incoming custodians.
	83. Resignation of Directors from the Board and filling of vacancies	<p>A Director may resign from his position on the BOD if there are compelling circumstances and acceptance will be subject to the approval of the President.</p> <p>If due to any reason whatsoever, a Director is unable to continue on the BOD, pending approval of his resignation or circumstances that necessitate immediate withdrawal from all functions, the President shall allocate his duties to another Director for uninterrupted and smooth functioning of the BOD.</p> <p>The BOD will have the authority to decide if the Board can continue its term with remaining existing number of Directors or whether elections to fill the vacancy needs to be held at the earliest opportunity or can wait till the next Annual General Body Meeting.</p>

	84. The President/Vice President of the Association to preside over the meetings of the board	Either the President or in his absence, the Vice President will preside over the meetings of the BOD, one of whose presence is mandated as per requirements of the quorum.
	85. Decisions by majority on the Board	Any point on the agenda that cannot be decided unanimously by the Directors attending a meeting, will be put to majority voice or show of hands vote and count taken and recorded. In the event of any tie, the President of the meeting (President or Vice President of the BOD) will have an additional casting vote.
Powers and Functions of Office Bearers	86. Functions and Powers of the President	<p>The President of the AOP shall have the power of overall superintendence, control and guidance in respect of the management of the Association within the framework of the bye-laws and rules of the SSS.</p> <p>In case of any urgency, the President of the association shall be competent to exercise any of the power of the BOD.</p> <p>Any decision, so taken by the President of the AOP shall, however be got ratified at the next meeting of the BOD. The President will operate the bank account of the SSS jointly with the Treasurer/Secretary.</p> <p>The Vice President, acting on behalf of the President will exercise the same powers as vested in the President, except operation of bank accounts.</p>
	87. Functions of the Secretary	<p>The functions of the Secretary within the framework of the bye-laws and rules of the SSS, will include but not be limited to:-</p> <ul style="list-style-type: none"> (a) Issue notices and agenda for all meetings of the General Body. (b) Attend, record, finalize and promulgate the minutes of meetings of the General Body. (c) Call the first and subsequent meetings of the Board of Directors. (d) Attend the meetings of the Board and record minutes and attendance by Directors. (e) Produce records of the association before authorities with consent of the President. (f) Bring breaches of bye-laws/ rules by the members to their notice under intimation from the Board. (g) Operation of the bank account of the SSS jointly with the President/Treasurer. (h) Sign and execute purchase orders as approved by the BOD. (i) Communicate to all members, stakeholders, statutory authorities, external agencies. (j) Represent the SSS in any forum. (k) Discharge such other functions as per the deed of the AOP, the bye-laws/rules of the SSS, the direction of the Board and General Body as are not expressly mentioned herein above.

		The Joint Secretary, acting on behalf of the Secretary will exercise the same functions as the Secretary, except operation of bank accounts.
	88. Functions of the Treasurer	<p>The functions of the Treasurer within the framework of the bye-laws and rules of the SSS shall be:-</p> <ul style="list-style-type: none"> (a) To maintain the accounts and financial records of the SSS. (b) To finalize quarterly income/expenditure statements, annual accounts of the financial year. (c) To present the accounts and records for audit. (d) To prepare the audit rectification reports on matters received from the auditors. (e) Preparation of budget for ensuing financial year and propose any revision of annual subscription to the General Body. (f) Operation of the bank account of the SSS jointly with the President/Secretary.
Maintenance of Account Books and Registers	89. Books of Accounts, Registers and other books to be maintained	<p>The financial year of the AOP shall be from 01st April to 31st March of the succeeding year.</p> <p>The books of accounts of the AOP shall be maintained regularly in accordance with standard practices for associations of such nature, and separately from the books of accounts of its individual members.</p> <p>Services of a professional accountant may be utilized for maintenance of accounts of the SSS and associated functions (like receipts, payments, reconciliation, income tax and GST filings/returns etc), under the overall authority and responsibility of the Treasurer.</p>
	90. Profit and Loss	At the end of each financial year, the profit or loss as evident in the books of accounts of the AOP, shall be accumulated and surpluses used in furtherance of activities of the AOP as per decisions of the General Body.
	91. Payments to Members	No member of the AOP shall be entitled to any salary, interest, bonus, honorarium or commission. This shall however not apply to any out of pocket expenses incurred on AOP activities, and such expenses will be reimbursed to the persons who incurred them.
	92. Taxation	The income earned or derived from the activities of the AOP after meeting expenses and subject to tax shall be taxed at the hands of the AOP. To this extent the AOP shall take all necessary steps and do all such things as may be required to be done, to ensure that it pays all taxes arising out of or in connection with its activities and shall, from time to time and in good faith, obtain and maintain all necessary registrations and make all necessary filings with the Income Tax and GST authorities or any other government or statutory authority as may be relevant.

Audits	93. Annual Audit of Accounts	<p>The annual accounts will be audited by a certified Chartered Accountant appointed by mutual consent of members.</p> <p>AOP shall follow all applicable Laws of the Land and maintain all statutory records and compliances.</p> <p>The audited accounts and audit report will be presented to the General Body at the annual General Body meetings.</p>
	94. Process Audit	<p>A Process Audit may be carried out every three months during the first two years of operation by a Board of member nominated by the BOD or using services of professionals in the field with the aim of evaluating, reporting on, and improving the organizational performance of the SSS in relation to its aims and objects and for measuring its effects on the community it strives to serve.</p>
Election Rules	95. Conduct of Elections	<p>Elections to the posts of Directors on the BOD, will be conducted every 03 years, either combined with the Annual General Body Meeting or separately. Elections to seats, falling vacant mid-term, resulting from resignation, demise, disqualification or rotational retirement of Directors will be held as per decisions of the BOD.</p>
	96. Notices and Procedures	<p>60 days notice will be given for the conduct of elections and a preliminary electoral nominal roll of Primary Members eligible to contest, attend and vote will be published and circulated to all members. Members will be given 07 days to raise any objection on their eligibility conditions. Such objections will be examined by the BOD (and if deemed necessary, also referred to the Ethics & Grievances Committee), whose decision will be final and binding. A final list of members eligible to contest, attend and vote will be published with 45 days clear notice of the date fixed for the elections (along with details of vacancies on the Board for which elections are to be held and modalities for filling the 'reserved categories') and self nominations sought from members who voluntarily are willing to contest the election.</p>
	97. Nominations	<p>Nominations to contest elections will be open for a period of 15 days and may be further extended by 07 days if sufficient nominations to fill all vacancies are not received during the initial window period.</p> <p>The final list of contestants for seats will be published with 15 days clear notice of the date of elections.</p>
	98. E-voting	<p>E-voting measures will be adopted and primary members eligible to vote will be given a window period of 07 days to complete the voting process.</p>
	99. Announcement of Results	<p>On the appointed date and time for announcement of election results, an e-meeting will be organized and the results declared.</p>

	100. Modification to Election Process	The process defined above may be suitably modified (within the guiding parameters) on recommendations of internal/external information technology teams and partners who may assist or provide the platform for free and fair elections so as to cater for ease of procedure, technological constraints and to afford maximum transparency to members. The final methodology to be followed and clear instructions/guidelines for the actual voting process will be communicated to all members prior to the window period of 07 days for actual exercise of member votes.
Governing Law and Dispute Resolution	101. Procedures for Settlement	<p>Any disputes arising from any cause whatsoever shall be attempted to be settled by friendly consultations in an amicable environment in accordance with the bye-laws of the SSS.</p> <p>Notwithstanding the above, these bye-laws shall be governed and construed in accordance with the laws of India and in the jurisdiction of Mumbai. All disputes and differences of any nature and relating to any matter whatsoever concerning the conduct of members or beneficiaries, affairs of the AOP or the interpretation of these bye-laws, whether before or after the dissolution of the AOP and/or termination of the agreement of the AOP, shall be referred to a single arbitrator mutually agreed upon by the parties of the dispute. In the event that the affected parties are unable to reach an agreement and appoint a sole arbitrator, the dispute shall be referred to three arbitrators, one arbitrator to be appointed by each party, and the third arbitrator (who shall also be the presiding arbitrator) to be appointed by the arbitrators so appointed. The arbitration proceedings and any appointment of arbitrators shall be in accordance with and subject to the provisions of the Arbitration and Conciliation Act 1996, or any statutory modification or re-enactment thereof as may be in force from time to time.</p>
Dissolution	102. Winding up of AOP	If due to unforeseen circumstances, it becomes unfavorable or financially unviable to continue its activities, the AOP may be wound up by a decision of at least two-thirds majority of members present and voting at the General Body meeting and all surpluses liquidated in a manner as per majority decision, subject to first lien being the right of founding members to be refunded their contribution of advance made towards setting up expenses of the AOP.
Miscellaneous Matters	103. Bounden Duty of Founding Members	<p>Notwithstanding anything contained in the bye-laws, it shall be binding on the Founding Members of the AOP to continue in office if on the BOD, and for those having retired to return to the BOD if called to function as Directors, in the eventuality of there being nil or insufficient volunteers to contest elections to the 14 reserved seats for Indian Navy.</p> <p>Directors who had resigned or those unable to continue due to compelling circumstances will however be exempted. Directors who incurred disqualification and were removed from office will not be</p>

		<p>permitted to return to the BOD.</p> <p>Restrictions of age and number of tenures will not apply in this case. The required seats will be filled up without contesting any election and principle of 'youngest first' will be followed. This will be an obligation to be honored to ensure that the AOP remains alive and the SSS continues pursuance of its aims and objects.</p>
--	--	--

Cdr Madan Lal Sharma, Indian Navy (Retd),
President,
Sainik Seva Samiti
Date: 27 Dec 2022

Cdr Sudhir Kumar Dua, Indian Navy (Retd)
Secretary,
Sainik Seva Samiti
Date: 27 Dec 2022