

BYE-LAWS

OF THE



ASSOCIATION OF PERSONS

SAINIK SEVA SAMITI



Sainik Seva Samiti

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Ref: BOD/BL/Res/001

10-Nov-20

**RESOLUTION PASSED AT THE VIRTUAL MEETING OF THE FOUNDING MEMBERS
OF SAINIK SEVA SAMITI HELD ONLINE ON 10-NOV-2020**

RESOLVED THAT with the execution of Agreement of Association of Persons named Sainik Seva Samiti at Mumbai on 10th day of November 2020, the annexed Bye-Laws of the Sainik Seva Samiti, consisting of 33 pages (excluding cover page) and marked Version 1 Revision 0, as finalised, approved and adopted by the founding members in an online meeting on 08th November 2020 will be effective from today, the 10th day of November 2020.

Signature: _____

Name: Cdr Nozar J Engineer (Retd)

Designation: President

Signature: _____

Name: Cdr Sudhir Kumar Dua (Retd)

Designation: Secretary

Signature: _____

Name: Cdr Kamal Singh, SC (Retd)

Designation: Treasurer

Record of Changes

Sl No.	Version/	Authority	Effective Date
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Version 1, Rev 3

Page 1

	Revision		
1	Version 1, Rev 0	Resolution Ref: BOD/BL/Res/001 dt 10/11/20 (Approval & adoption of bye-laws)	10-Nov-2020
2	Version 1, Rev 1	Resolution Ref: BOD/BL/Res/002 dt 07/01/21 (Para 37 - Addition of membership category)	07-Jan-2021
3	Version 1, Rev 2	Resolution Ref: BOD/BL/Res/003 dt 18/02/21 (Para 37 - Introduction of sponsored category)	18-Feb-2021
4	Version 1, Rev 3	Resolution Ref: BOD/BL/Res/005 (Para 76 - Ethics & Grievance Committee)	21-Aug-2021

Contents

Para No.	Subject Matter of the Bye-laws	Page No.
	Preliminary	
1	Name of the Association	8
2	Applicability of Bye-Laws	8
3	Approval and Effective date of Bye-Laws	8
4	Amendments to Bye-Laws	8

5	Address of the Association	8
6	Procedure for changing the address of the Association	8
	Interpretations	
7	Interpretation of the words and terms	9
	Area of Operation	
8	Area of operation of the Association	9
	Agreement of the Association of People	
9	Salient features and clauses	10
10	Binding on all who seek membership	10
11	Procedure and authority to amend	10
	Aims and Objects	
12	Aims and Objects of the Association	10
	Affiliations	
13	Independence of AOP	11

	Service Grievances	
14	No Matters Related to Services	11
	Board of Directors	
15	Formation of First BOD by Founding Members	11
16	Term, Composition and Tenure of BOD & Directors	11
17	Reserved and Specialist categories on the Board of Directors	11
18	Authority of the Founding members to nominate Directors as per reserved and specialist category on the Board of the Association	12
19	Policy for rotational retirement of Board of Directors and Office Bearers for continuity and familiarity in management of operations	12
20	Policy for appointment of Regional Directors	12
21	Appointment of Office Bearers	12
22	Committees and Working Groups	12
23	Day to Day Management	13
24	Co-operation, Faithfulness, Conflict of interest	13
	Bank Account, PAN & GST	
25	Operations and Compliances	13
	Creation of Funds, their Utilisation and Investment	

26	Modes of raising of funds of the Association	13
27	Corpus and Exigency Funds	13
28	Advance from Founding Members	14
29	Registration and Admission Fees	14
30	Annual Subscription	14
31	Investment and Expenses	14
32	Grants, Loans, Financial Assistance	15
33	Surplus Funds	15
	Payments for Schemes and Benefits	
34	Pass Through Income	15
	Limit of Liabilities	
35	Liabilities of the Directors and Members of the Association	15
36	Director's Liability Policy	16
	Membership and Conditions for Membership	
37	Eligibility and Conditions for individuals desiring to be members of the Association	16
38	Primary and Associate Membership	16
	Benefits to Members	

39	Benefits and Eligibility Conditions	16
E-Governance		
40	Demographics of Members	17
41	Use of Modern Technology	17
42	SSS Website	17
Rights of Members		
43	Right to get a copy of the bye-laws of the Association	18
44	Inspection of Books and Records, Copies of Documents and Limitations Thereof	18
45	Transparency in Management, Financials and Decision Making	18
Resignation of Membership		
46	Resignation of Membership	18
Responsibilities and Liabilities of Members		
47	Adherence to the Deed, Bye-laws and Rules of the Association	19
Removal and Expulsion of Members		
48	Grounds on which a member could be removed or expelled	19
49	Procedure for expulsion of a member	19
50	Effect of expulsion on membership of the Association	19

51	Eligibility of the expelled member for readmission to membership of the Association	20
	Cessation of Membership	
52	Circumstances under which a person ceases to be a member of the Association	20
53	Action by the Board on cases of cessation of membership of the Association	20
	Duties and Powers of the BOD	
54	Authority of the Board to grant membership of the Association to eligible persons	20
55	Authority of the Board to take all decisions till conduct of first General Body Meeting	21
56	Approval for Expenditure and Financial Limits of Office Bearers	21
57	Policy of executing the Aims and Objects of the Association	21
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	21
59	Matters that need to be placed before the General Body for majority decision	22
	General Meetings	
60	Holding of First General Body Meeting within stipulated period	22
61	Period of notice for Annual and Extraordinary/Special General	22

	Body Meetings	
62	Formulation of Agenda for General meetings	22
63	Conduct of Annual General Body Meetings within six months after close of financial year	22
64	Methodology for conduct of General Meetings and passing of resolutions	22
65	Eligibility conditions for members to attend and vote	22
66	Quorum and adjournment conditions and procedure	23
67	Procedure for convening and conduct of Special General Body Meetings	23
68	Modalities for facilitating e-meetings, e-voting and other information technology measures	23
69	Presentation of annual report and audit statements	24
70	Presentation of proposed new schemes and welfare activities for approval by the General Body	24
71	Recording of video conferencing of e-meetings and promulgation of minutes of the meeting	24
	Management of Affairs of the Association	
72	General Body to be supreme authority	24
73	Management of the Association to vest in the Board	25
74	Exercise of powers by the Board	25
75	Membership Committee	25
76	Ethics and Grievance Committee	25

77	Procedure of removal of a Director incurring disqualification	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	26
81	Working Methodology and Outsourcing	26
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	27
85	Decisions by majority on the Board	27
	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	30
91	Payments to Members	30
92	Taxation	30

	Audits	
93	Annual Audit of Accounts	30
94	Process Audit	30
	Election Rules	
95	Conduct of Elections	31
96	Notices and Procedures	31
97	Nominations	31
98	E-voting	31
99	Announcement of Results	32
100	Modifications to Election Process	32
	Governing Law and Dispute Resolution	
101	Procedures for Settlement	32
	Dissolution	
102	Winding up of AOP	33
	Miscellaneous Matters	
103	Bounden Duty of Founding Members	33

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BYE-LAWS OF THE ASSOCIATION OF PERSONS - SAINIK SEVA SAMITI		
Contents	Subject Matter of the Bye-Laws	Descriptive Text
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 premises, 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 who 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 authority to approve any proposed changes.</p>

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</p>

		<p>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>
	<p>17. Reserved and Specialist categories on the Board of Directors</p>	<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>
	<p>18. Authority of the Founding members to nominate Directors as per reserved and specialist category on the Board of the Association</p>	<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>
	<p>19. Policy for rotational retirement of Board of Directors and Office Bearers for continuity and familiarity in management of operations</p>	<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</p>

		be contested at the election to be held at 03 yearly intervals.
	20. Policy for appointment of Regional Directors	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 of the BOD.
	21. Appointment of Office Bearers	The elected members to the BOD will appoint the Office Bearers by mutual consensus or majority vote subject to fulfilling conditions of the reserved category of President, Secretary and Treasurer being from the Navy and also residents of Mumbai.
	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	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>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.</p> <p>The corpus will be judiciously invested in suitable government securities or bank fixed deposits and only interest accruing thereon less taxes may be used for furtherance of aims and objects of the AOP.</p>
	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's resignation/departure from the BOD, on</p>

		completion of tenure or any other reason.
	29. Registration and Admission Fees	<p>Non-refundable online registration charge of Rs 500/- will be charged to all applicants towards administrative expense whilst registering on the SSS website.</p> <p>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.</p>
	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	The AOP will not undertake to suggest or utilise any of its funds to grant any form of loans,

	Assistance	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	Membership of the SSS will be granted to those who voluntarily apply and fulfil the condition of (a) either being a serving or retired officer of the Indian Armed Forces, (b) or their spouse, (c) or their married children, (d) or their children above 25 years of age (e) or their parents/parents-in-law (f) or such other persons as may be decided by the General Body (g) and

		<p>'Sponsored Categories' whenever offer is open.</p> <p>Any person seeking membership has to satisfy the officials of the SSS of him/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.</p>
	<p>38. Primary and Associate Membership</p>	<p>Officers or their spouse granted membership of the SSS will be 'Primary Members' with full voting rights and right to contest elections.</p> <p>Officers' married children and children above 25 years of age and any other person granted membership will be 'Associate Members' with no voting rights and no right to contest elections.</p>
<p>Benefits to Members</p>	<p>39. Benefits and Eligibility Conditions</p>	<p>Benefits of schemes, initiatives and welfare measures that may be undertaken by or organised through the SSS for its members may be extended to the following:-</p> <p>(a) Primary members, their spouse, unmarried children below 25 years of age, parents and parents-in-law and</p> <p>(b) Associate members, their spouse, unmarried children below 25 years of age, parents and parents-in-law.</p> <p>Extension of benefits will however be subject to restrictions, permissible inclusions and eligibility criteria of specific schemes which may be arranged by/through third parties and</p>

		external agencies.
E-Governance	40. Demographics of Members	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.
	41. Use of Modern Technology	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.
	42. SSS Website	<p>A website of the SSS with domain name <u>ssamiti.com</u> 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 members will cater for such matters and information internal to the SSS and only concerning the Association and its members.</p> <p>The website will be the interface between the members of the SSS and the organisation of the SSS in matters concerning its management, operations, finances, transparency, communications, records, archives and such other facilities afforded by technology to further e-governance.</p> <p>The website will also provide an embedded payment gateway with minimal transaction costs to enable online payments to the bank account of the SSS.</p> <p>Terms for use of the website and privacy policy will be mentioned prominently in the website.</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

<p>Responsibilities and Liabilities of Members</p>	<p>47. Adherence to the Deed, Bye-laws and Rules of the Association</p>	<p>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.</p> <p>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.</p>
<p>Removal and Expulsion of Members</p>	<p>48. Grounds on which a member could be removed or expelled</p>	<p>A member may be expelled from the membership of the SSS, if such a member (a) has subsequently been discovered to be ineligible for membership (b) has produced fake or falsified documents to claim his eligibility for membership (c) has failed to pay the charges due to the SSS for a period of 01 year (d) has willfully deceived the AOP by giving false information to gain benefits (e) has willfully misused benefits or misbehaved whilst using the benefits of schemes arranged by or through the SSS and (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>49. Procedure for expulsion of a member</p>	<p>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.</p>
	<p>50. Effect of expulsion on membership of</p>	<p>A member, whose membership is cancelled and thus expelled from the AOP, will lose all rights of a member including attendance at meetings,</p>

	the Association	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.
	53. Action by the Board on cases of cessation of membership of the Association	On cessation of membership due to resignation or expulsion, 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	The BOD is empowered to decide on the eligibility of persons seeking membership of the SSS and such decisions will be final and binding. Verification of identity and eligibility documents, establishing credentials through

	eligible persons	<p>telephone communications or video conferencing may be undertaken and processed post registration on the SSS website and uploading of applicable documents for seeking membership.</p> <p>The process for registration and application for membership and eligibility documents will be as enumerated in the SSS website.</p>
	55. Authority of the Board to take all decisions till conduct of first General Body Meeting	<p>Pending the conduct of the first General Meeting, the BOD is empowered to take all decisions regarding the management of affairs of the SSS, 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.</p>
	56. Approval for Expenditure and Financial Limits of Office Bearers	<p>(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.</p> <p>(b) The BOD will empower the Office Bearers (President, Secretary and Treasurer) to incur such recurring expenses on monthly, yearly or occasional basis.</p> <p>(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.</p> <p>(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 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</p>

		new financial limits laid down.
	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	The BOD is empowered to transfer such amounts hereinabove defined as 'pass through income' to third parties without any financial limits or approval of the General Body. 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.
	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 Meeting of the SSS will be held within a period of 06 months after end of running financial year 2020-21.
	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	Subsequent to the first General Meeting, Annual General Body Meetings will be held

	Body Meetings within six months after close of financial year	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. Procedure for convening and conduct of Special General Body Meetings	<p>A Special or Extraordinary General Body meeting of the AOP may be called at any time either by decision of majority on the BOD or on receipt of requisition from minimum one-tenths of Primary members. The meeting so convened shall only transact the business mentioned in the notice for the meeting.</p> <p>The Secretary of the SSS shall place such a requisition before the BOD within 07 days of its receipt, to fix the date, time and venue and issue a 14 days clear notice for the meeting; in the event of failure of the Secretary to issue the notice, the President shall do so.</p> <p>The quorum for the meeting will be a minimum of 10% of members and subject to at least 75% attendance of Primary members requisitioning the meeting.</p>

	<p>68. Modalities for facilitating e-meetings, e-voting and other information technology measures</p>	<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.</p> <p>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.</p> <p>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>
	<p>69. Presentation of annual report and audit statements</p>	<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.</p> <p>The annual audited financial statements, together with the balance sheet, income & expenditure statement and auditor's report shall be placed before the General Body by the Treasurer for adoption and passing of the financials. Audit rectification reports from previous 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 meetings 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 by 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 Committee	A 'Membership Committee' may be formed from Directors on the BOD and other co-opted members as necessary to scrutinise applications for membership, verify submitted eligibility documents, conduct telephone/video interaction, establish credentials and satisfy to the best of their ability the bonafides of the applicant prior to granting or rejecting

		<p>membership of the SSS.</p> <p>The BOD will decide the modalities to be followed, role and responsibilities of Regional Directors and final authorities in this matter.</p>
	76. Ethics and Grievance Committee	<p>An 'Ethics and Grievances Committee' shall be formed with the President as the head and upto 04 other members of the SSS excluding Directors on the BOD.</p> <p>This Committee will be formed by voluntary acceptance by members or nomination by the President. Issues related to discipline, conduct, misuse, vigilance, breaches, misrepresentation, misappropriation, expulsion, grievances and such other matters will be dealt by this Committee in a just and impartial manner.</p> <p>Majority decision of this Committee will be binding on all members and the BOD. The findings and recommendations will be put up to the BOD for approval and action.</p>
	77. Procedure of removal of a Director incurring disqualification	<p>The procedure for removal of a Director (except the President) incurring disqualification will be same as that for expulsion of a member and is to be referred to the Ethics and Grievances Committee, whose decision will need to be ratified by the General Body if recommended for removal.</p>
	78. Quorum, conduct, frequency and attendance of Directors at Board meetings	<p>Meetings of the BOD through video conferencing will be conducted at least once a quarter with a minimum quorum of 50% Directors including the President or Vice President, Secretary or Joint Secretary and also the Treasurer (if financial matters are on the agenda).</p> <p>Record of BOD meetings and attendance of Directors will be maintained by the Secretary. Every Director will ensure attendance at least 3 out of any 5 successive meetings of the BOD; failure to comply with minimum attendance criteria as defined above during 02 consecutive periods will qualify for disqualification (unless circumstances for non attendance were beyond</p>

		control of the Director).
	79. Record of Discussions and Minutes	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.
	80. Custody of Records of the Association	The BOD will amongst themselves 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's 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. 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 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	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-

		<p>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 powers 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>
	<p>87. Functions of the Secretary</p>	<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> <p>(a) issue notices and agenda for all meetings of the General Body.</p> <p>(b) attend, record, finalise and promulgate the minutes of meetings of the General Body.</p> <p>(c) call the first and subsequent meetings of the Board of Directors.</p> <p>(d) attend the meetings of the Board and record minutes and attendance by Directors.</p> <p>(e) produce records of the association before authorities with consent of the President.</p> <p>(f) bring breaches of bye-laws/rules by the members to their notice under intimation from the Board.</p> <p>(g) operation of the bank account of the SSS jointly with the President/Treasurer.</p> <p>(h) sign and execute purchase orders as approved by the BOD.</p> <p>(i) communicate to all members, stakeholders, statutory authorities, external agencies.</p> <p>(j) represent the SSS in any forum.</p>

		<p>(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 hereinabove.</p> <p>The Joint Secretary, acting on behalf of the Secretary will exercise the same functions as the Secretary, except operation of bank accounts.</p>
	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> <p>(a) to maintain the accounts and financial records of the SSS.</p> <p>(b) to finalise quarterly income/expenditure statements, annual accounts of the financial year.</p> <p>(c) to present the accounts and records for audit.</p> <p>(d) to prepare the audit rectification reports on matters received from the auditors.</p> <p>(e) preparation of budget for ensuing financial year and propose any revision of annual subscription to the General Body.</p> <p>(f) operation of the bank account of the SSS jointly with the President/Secretary.</p>
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 utilised for maintenance of accounts of the SSS and associated functions (like receipts, payments, reconciliation, income tax and GST</p>

		filings/returns etc) under the overall authority and responsibility of the Treasurer.
	90. Profit and Loss	At the end of each financial year, the profit or loss as evidenced 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	<p>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.</p> <p>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 governmental or statutory authority as may be relevant.</p>
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	A Process Audit may be carried out every three months during the first two years of operation

		by a Board of members 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.
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.</p> <p>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.</p> <p>Members will be given 07 days to raise any objections 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.</p> <p>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 elections.</p>
	97. Nominations	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

		<p>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	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.
	99. Announcement of Results	On the appointed date and time for announcement of election results, an e-meeting will be organised and the results declared.
	100. Modification to Election Process	<p>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.</p> <p>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.</p>
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</p>

		<p>and/or termination of the agreement of the AOP, shall be referred to a single arbitrator mutually agreed upon by the parties to the dispute.</p> <p>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	<p>If due to unforeseen circumstances, it becomes unfavourable 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.</p>
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</p>

		<p>will not be 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.</p> <p>This will be an obligation to be honoured to ensure that the AOP remains alive and the SSS continues pursuance of its aims and objects.</p>
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