

**MEMORANDUM  
AND  
RULES & REGULATIONS  
OF  
SKI & SNOWBOARD INDIA  
(AS MODIFIED BY IOA AD HOC COMMITTEE)**

- The following rules and regulations are required to be adopted in toto by the SSI AGM in order for the SSI current suspension by IOA to be lifted.
- New Elections are to be held under these rules and regulations in order to be re-inducted into IOA as a National Sports Federation

## **MEMORANDUM OF ASSOCIATION**

- I. NAME:** The name of the society shall be 'Ski & Snowboard India' (SSI).
- II. JURISDICTION:** The jurisdiction of the society shall be extending over the Union of India.
- III. HEAD QUARTERS:** The headquarters of the society shall be at:  
Olympic Bhawan, B-29, Qutub Institutional Area,  
New Delhi 110016, INDIA  
or such place within India as decided by the  
Executive Council of the society from time to time.
- IV. FINANCIAL YEAR:** The financial year of the society shall be from 1<sup>st</sup> April to 31<sup>st</sup> March.

**V. AIMS & OBJECTS:**

- a. To promote, develop and popularise the sport of ski and snowboard in India.
- b. To be the official and sole governing body in charge of ski and snowboard activities in India including para-skiing.
- c. To assist State Associations and grant affiliation to them as members.
- d. To affiliate with the International Ski Federation and Indian Olympic Association.
- e. To make Rules & Regulations to carry out the aims and objects of the society and to modify the same, if necessary, from time to time.
- f. To authorize conduct of Ski and Snowboard Championships and other competitions/ Selection Trials in various age groups.
- g. To select athletes, coaches or/ and officials to represent the country and arrange their training and participation in official Championships of International Federation and Asian Federation and selected events/ meetings and seminars.
- h. To maintain international liaison for development of ski and snowboard.
- i. To organise and conduct National and International Championships/ Events.
- j. To arrange and conduct conferences, exhibitions, meetings, lectures, etc. to promote ski and snowboard.

**VI. INCIDENTAL OBJECTS:**

- a. To raise finance for the fulfilment of the aims and objects of the society.
- b. To receive and collect subscriptions, donations, gifts, trophies, grants and assistance either in cash or kind, or borrow money, and expend the same for the fulfilment of all or any of the aims and objects of the society.

- c. To acquire and dispose of property, movable or immovable or any rights or privileges that may be deemed necessary for the achievement of the aims and objects of the society. No member of the society shall have any claim on any movable or immovable properties.
- d. To apply all the income and properties of the society for the fulfilment of its aims and objects and not to pay any portion thereof by way of profit, dividend or bonus to anyone.
- e. To print and/ or publish literature books, periodicals, brochures/ leaflets, and/ or make audio/videos, and/or use various communication mediums for the attainment of above-mentioned objects.
- f. To take disciplinary action against any affiliated Member Associations or anyone associated with the sport for any type of misbehaviour or undesirable activity bringing discredit to the sport, which is prejudicial to the interest of the society.
- g. To uphold the values of Olympism and maintain the ideals of amateur sport in ski and snowboarding.
- h. Generally, do all acts necessary and expedient for the promotion of any of the above objects which are ancillary and/ or incidental to the above objects or to anyone of them that will further the general purposes of the society.

## **VII. RULES & REGULATIONS**

### **1. INTERPRETATIONS/ DEFINITIONS**

Ski and Snowboard India herein after referred to as “the Federation” shall be governed by its Memorandum of Association and these Rules and Regulations.

The abbreviations or the terms used in these Rules, unless the context requires otherwise:

- i) The “Federation” shall mean the Ski and Snowboard India.
- ii) “SSI” shall also mean the Ski and Snowboard India.
- iii) “IOA” shall mean the Indian Olympic Association
- iv) FIS Shall mean International Ski Federation, the recognised governing body affiliated to the International Olympic Committee
- iv) “Ski and Snowboard” shall mean the sports played as per the rules of the sport approved by FIS.
- v) “Constitution” shall mean the Memorandum of Association, Rules and Regulations and Bye Laws of Ski and Snowboard India, as is amended from time to time.
- vi) “SOM” shall mean a Sportsperson of Outstanding merit who is granted membership as per these Rules and Regulations of the Federation.

- vii) “Member Association” or “Association” shall mean the State/ Union Territory Ski and Snowboard Association constituted and affiliated to SSI as per these Rules and Regulations.
- viii) Deemed National Organisation or DMO shall mean organisations of National Importance affiliated to SSI as per these rules and regulations
- ix) “General Council” shall mean the assembly of SOM Members, representatives of the Member Associations, DMOs and two representatives of the Athletes Committee.
- x) “Executive Council” shall mean the Executive Committee constituted as per these Rules and Regulations of the Federation and the Chairperson of the Athletes Commission
- xi) “Office bearer” shall mean officials as specified in these Rules and Regulations of the Federation.

## **2. MEMBERSHIP**

### **A. Eligibility:**

The membership specification of Ski and Snowboard India will be as follows:

- (a) State/ Union Territory Association – State/ Union Territory Association shall mean an Association having jurisdiction throughout the State/ Union Territory, formed to conduct, control and promote Ski and Snowboard, having its Rules and Regulations, is registered under State Societies Registration Act or Society Registration Act 1860, where office bearers are elected on a periodical basis and have affiliated member units. Voting rights are not automatically granted to these members, as eligibility for voting rights shall be attained upon fulfilment of certain conditions as mentioned in point B vi)
- (b) Deemed National Organisation: Organisations namely Indian Army, ITBP, CRPF shall be deemed national organisations (DNOs). Other organisations may be deemed DNOs by the SSI executive committee from time to time. These DNOs shall not be eligible to cast a vote at the AGM, however DNO representatives shall be eligible for holding positions in various SSI committees and commissions and carrying out the respective duties.
- (c) SOM Member – Individual Membership shall be granted only to those individuals and sportspersons of outstanding merit, who have presented exceptional service to the Federation/ the sport for many years. The Individual Members will each have the right to cast 1 vote in the AGM and they are eligible for holding positions in various SSI committees and commissions and carrying out the respective duties. The SOM members shall be nominated by the Athletes Commission and they cannot account for more than 20% of total members in AGM.

### **B. Grant of Membership/ Affiliation and voting rights:**

- i) The SOM Individual Members will be nominated by the Athletes Commission and ratified by the Executive Council. The permissible number of SOM members shall be limited to a maximum of 20% of SSI members in the General Body. The Athletes commission may nominate SOM to fill any vacant sports as soon as such vacancies arise
- ii) All applications of membership by State/ Union Territory Associations and DNOs must be in writing to the Membership Committee as defined in Point IV time to time. The Membership Committee shall be responsible for receiving applications from DMO/ Territory Associations and recommending to the Executive committee. The Executive Council shall accept the received applications, that shall be treated as provisional members, to the forthcoming General Council meeting for ratification and approval for permanent membership.
- iii) From the moment of application of membership, the affiliated Member Association or DMO shall be bound by and subject to the Constitution of the Federation then in force and as is amended from time to time. In case of any dispute, the constitution of Ski and Snowboard India will prevail and supersede over the constitution of the Member Association and the Member Association will have to amend its constitution in line with the constitution of Ski and Snowboard India within a specified timeframe to retain its membership with the Federation.
- iv) There shall only be one affiliated Association representing State/ Union Territory in SSI at a time. In case of more than one association representing a State of Union territory, the past performance credentials shall be compared basis number of athletes registered, number of sports events conducted and activities conducted for promotion of Ski and Snowboard. The Membership committee may recommend the preferred state federation to the SSI president for final approval
- v) Upon the acceptance of membership of not less than seven (7) Associations under the Rules and Regulations, the signatories of the Memorandum of Association of the society shall cease to be members automatically.
- vi) Member units may have from zero (0) to three (3) votes at the AGM. Voting rights are granted upon the fulfilment of the following criteria which must be ratified by the executive council if the following conditions are met

Number of Votes	Qualifying Criteria
0 Votes	- All Members covered in Point B and subpoints
+1 Vote	<div>- All individual members that have active athletes in the past 3 calendar years that have been entered by the respective member for national events officially recognised by SSI or international level events officially recognised by FIS</div> <div>- All members except DNOs that have active athletes in the past 3 calendar years that have been entered</div>

	by the respective member for national or international level events
+1 Vote	- All State and Union territory members that have hosted a national level event in the last 4 calendar
+1 Vote	- All State and Union territory members that have hosted an International (FIS) level event in the last 5 calendar

### **C. Membership/ Affiliation Fee:**

- i) Every applicant Association seeking membership of the Federation shall pay an admission fee and an annual renewal fee which may be revised by the Executive Committee from time to time

Individual Members	Rs 1,000 per annum
Deemed National Organisations (DMO)	Rs 5,000 per annum
State/ Union Territories	Rs 10,000 per annum

The renewal fee shall be valid only for the particular financial year and should be paid before 31<sup>st</sup> March of every year.

### **D. Defaulters & Disaffiliation:**

Any member Association will be considered as a defaulter and shall be liable for disaffiliation in case it is:

- i) Not depositing the requisite Affiliation/ Membership Renewal Fee, in time.
- ii) Work against the aims and objects of Ski and Snowboard India causing harm to the sports of Ski and Snowboard.
- iii) Encourage doping or other violation of ethical conduct causing harm to the sports of Ski and Snowboard.
- iv) Mismanagement and lack of co-ordination amongst the office bearers and member/s of the Association and thereby causing harm to the sports of Ski and Snowboard India.
- v) If a Member Association fails to arrange for the participation of athletes consecutively for five years in National Championships.
- vi) If a Member Association fails to submit the Annual Report and Statement of Accounts to the Federation, in time.

### **E. Re-Affiliation:**

- i) Any Member Association disaffiliated may apply for re-affiliation to Membership Council.

- ii) The Membership Council shall have the sole right to take appropriate action and inform the General Council.

## **VIII. GENERAL COUNCIL**

The General Council shall consist of SOM Members having one vote each, representatives of Member Associations corresponding to the number of votes as defined in table B vi), one representative from DNOs with no voting rights, and two representatives of the Athletes Commission.

Representatives of member associations shall be nominated by the president of the member associations while DNO representatives shall be nominated by the highest ranking offices in the DNO as per SSI records.

## **IX. Committees / commissions**

The SSI president has the power to create committees and commissions to undertake specific tasks from time to time. The following are the obligatory councils that must be constituted within two months of every election cycle of SSI

- Executive Committee (7 Members + 1 DNO Member, 1 Chairperson of Athletes Commission)
- Athletes Commission (5 Members)
- Ethics Committee/ Internal Complaints Commission (5 members + 1 DNO Member, 1 Representative of Athletes Commission)
- Membership committee (5 Members + 1 DNO Member, 1 Representative of Athletes Commission)

### **1. Executive Committee:**

The Management of the administration and enforcement of its rules, regulations and bye-laws shall be vested in the Executive Committee, subject to the resolutions passed by the General Council from time to time.

Executive Council will consist of total 7 members + 1 DNO, + the Chairperson of the Athletes commission of Ex-officio basis. The Officials of Executive Council shall be composed of

(i) President, (ii) Vice-President, (iv) Secretary General, (vi) Treasurer and (v, vi, vii) Three Executive Council members, (viii) 1 DNO member, (vix) Chairperson of Athletes committee

### **2. Office bearers**

- i. President - 1 (one)
- ii. Secretary General - 1 (one)
- iii. Treasurer - 1 (one)

The three office-bearers of the Federation shall not be eligible to be office-bearers simultaneously of any other National or state Sports Federation except in the case of National Olympic Committee or any other multi-sports organisations. Upon appointment, the office bearers will have to resign as their position of office bearer

from third part organisations within one week or be disqualified from their office bearer position in SSI

**X. Election:**

- i) Election shall be held once in four years at the General Council Meeting to elect the Executive Council members including office-bearers from amongst the representatives.
- ii) Election can also be held before due date, in Special General Council Meeting convened for it.
- iii) The President / Secretary, in consultation with the Executive Council shall appoint an Independent Returning Officer.
- iv) The model election schedule and norms are as follows:
  1. Day 1 – Member State Associations will nominate their representatives authorised by their President and Secretary.
  2. Day 2 – Publish the Electoral College.
  3. Day 3 – Day 5 (11am – 1pm) – (a) Submission of nomination papers by the candidates in person.

(b) An individual, under no circumstances, will have representation from more than member Association at once.

(c) The nomination has to be proposed and seconded by persons in the Electoral College. No person shall be eligible to nominate more than one candidate for the same post and if he/ she does so, then the nomination paper submitted second shall be considered as cancelled. No person shall be permitted to withdraw his/ her name as proposer/ seconder, once the nomination paper subscribed by him/ her is received by the Returning Officer.

(d) No member shall be qualified to file nomination for any post of the Association if he/ she is proven guilty in an offence as below or a legal case is pending against that person where the charges have been framed by any Court in India, in respect of an offence which is of serious nature under the Indian Penal Code / Prevention of Corruption Act or relevant legal Acts, in which there is punishment of imprisonment of more than 2 years.
  - a. Day 7 – Returning Officer publish the full list of nominations received.
  - b. Day 8 – Returning Officer scrutinizes the nominations and publishes the list of valid nominations. If any objection has to be raised, it has to be done during the process of scrutiny and before the list is published by the Returning Officer.
  - c. Day 9 – Day 10 (11am – 1pm) – Withdrawal of nominations, which may be done in person or through authorised representative. Withdrawal of nomination shall be final and considered as cancellation.
  - d. Day 11 – Publish the list of contesting candidates, names listed in alphabetical order in English for each post.



When the number of contesting candidates for any post is equal to the number of posts to be filled, all such contesting candidates shall be deemed to be duly elected unopposed to those posts, and it shall not be necessary to conduct election for such post.

If the contesting candidates for any post are more than the vacancies to be filled, then election shall be held by secret ballot.

- e. Day 16 – Election/ Poll shall be held. In case a voter cast more votes than stipulated for a post, the vote for that post shall be cancelled. The Returning Officer shall close the poll after the appointed hour. However, all those voters who are present at the polling station at the appointed closing time shall be entitled to vote even if the poll proceedings have to be continued for more time. The Returning Officer shall take-up the counting of the votes as soon as voting is complete. The counting shall be held post-wise. The Returning Officer shall declare the results to the General Council.
- v) In case of a vacancy, then the vacancy can be filled by the president until the next AGM wherein the vacancies shall be subject to ratification by the general house

#### **XI. Tenure of Office:**

- i) The elected Executive Council members shall hold the office for one term of four years.
- ii) The President can hold office for a maximum period of 12 years with or without break.
- iii) The Secretary General and Treasurer can hold the office for a maximum of two successive terms of four years each after which a minimum cooling off period of four years will apply to seek fresh election to either post.
- iv) The office-bearers have to retire from their post on attaining the age of 70 years.

#### **XII. Vacancies:**

- i) The office of a member of the Executive Committee (including that of an office-bearer) shall fall vacant –
  - (a) If the unit he/ she represents ceases to be a member of the Federation or he/ she ceases to be a member of the Association.
  - (b) If he/ she resigns their office by a notice in writing and his/ her resignation is accepted by the President.
  - (c) If the member is sanctioned for disciplinary offence.
  - (d) By death
- ii) The President shall have the power to fill up vacancy by co-option from among representatives to the Executive Council and that will remain good until the next AGM wherein ratification shall take place by vote.

### **XIII. ATHLETES COMMISSION**

The mission of the Athletes Commission is to represent the involvement of athletes in the administration of SSI.

- i) Athletes Commission shall be composed of total 5 athletes; four elected athletes (2 men and 2 women) and two athletes nominated by the President to achieve more diversity in sports disciplines/ regions represented in the Athletes Commission.
- ii) Election for the Athletes Commission and its Chairperson from among the elected members shall be held during a National level Championship, once every four years (in the same year as the SSI's routine election year).
- iii) SSI will call for nominations one month prior to the Senior National Championship. The candidates must meet the following criteria:
  - (a) Must have been a national level athlete during the last 10 years.
  - (b) must be nominated by his/her Member Association
  - (c) must be 16 years of age or above at the time when the election takes place
  - (d) must not have been sanctioned for a doping / disciplinary offence
- iv) Each Member Association can nominate only a single athlete for the Athletes Commission.
- v) After screening the nominations, the name of qualified candidates will be announced before the commencing of Senior National Championship.
- vi) In case of a tie, the SSI President will cast the decisive vote.
- vii) Athletes are eligible to serve the Athletes Commission for two terms.
- viii) Two members of the Athletes Commission (1 man and 1 woman including) shall be eligible to attend the Annual General Council meeting of SSI. They shall also vote but not contest in the elections. The Chairperson of the athletes commission shall be eligible to attend the Executive council as a voting member.
- ix) During Annual General Council meeting of SSI, the Chairperson of Athletes Commission should make a presentation regarding athletes commission activities.
- x) A member shall be removed from the Commission if he/she is sanctioned for disciplinary offence. If a member chooses to resign for other reasons, he/she shall do so by submitting a letter of resignation to the President. Any opening such created shall be left vacant till the next regular election of the Athletes Commission.

### **XIV. Ethics Commission/ Internal Complaints**

#### **Commission**

- vii) 5 members for the Commission shall be nominated by the SSI president +1 SOM member + 1 DNO Member
- viii) The Commission shall elect a Chairperson at its 1<sup>st</sup> meeting or if position is vacant
- ix) Any Matter may be referred to the commission by the SSI president, vice president, or by recommendation of the executive council.
- x) The commission may provisionally or permanently sanction, suspend or ban any member of the SSI. The judgements by the commission shall be sent to the Chairperson to the president SSI and Executive committee for execution

#### **XV. Membership Committee**

- i) Membership Committee Shall be constituted to evaluate applications from entities that wish to become SSI members.
- ii) Committee shall have 5 Member federations, 1 DNO and 1 Athletes commission member. Members shall be nominated by the president.
- iii) The Committee shall be responsible for approving membership requests subject to approval at the next AGM
- iv) The Committee shall assign voting rights as per the terms and conditions laid out herein
- v) In case of more than one member seeking SSI membership, the committee may evaluate and recommend the same for ratification/substitution to the AGM for ratification

#### **XVI. POWER, FUNCTIONS & DUTIES**

##### **A. General Council:**

- i) To carry into effect the objects of the Federation.
- ii) To formulate, consider and adopt policies of the Federation
- iii) To elect the office bearers and members of Executive Council from amongst the members of the General Council.
- iv) To admit membership to any Association eligible under this Constitution.
- v) To enforce the penalty or disciplinary action for any violation of the Rules and Regulations or other good governance policies of the Federation. vi) To appoint Auditor to audit the book of accounts of the Federation.
  - i. To adopt the Annual Report, Statement of Accounts and sanction the budget estimates.
  - ii. To consider and ratify all the decisions taken by the Executive Council.
  - iii. To explain and interpret the Rules and Regulations of the Federation and to take decision on any point if not covered under the Constitution.

- iv. To consider and to approve the amendments of Constitution as and when considered necessary.
- v. To have powers to frame bye-laws and rules which are not inconsistent with the Constitution.
- vi. To exercise such other powers and to perform such other duties as are incidental and expedient to carry out the aims and objects of the Federation.

**B. Executive Council:**

- b. To conduct the general management and direction of the General Council during the interval between the meetings of the General Council and report all the decisions and actions.
- c. To consider and approve the Annual Report, Statement of Accounts and sanction the budget estimates before presenting the same to the General Council.
- d. To fill in vacancy/ vacancies in the Executive Council.
- e. To approve the appointment of office staffs as per requirement as well as their dismissal or suspension.
- f. To collect, procure, accept and receive subscriptions, donations, sports goods or assistance in kind, gifts and endowments, and raise funds by adopting all lawful means.
- g. To approve the quantum of affiliation fee, renewal fee, athletes registration fee, competition fee, etc.
- h. To invest the funds of the Federation in such manner as may deem fit.
- i. To purchase, administer, transfer or sell movable or immovable properties for and on behalf of the Federation.
- j. To enter into, vary or carry out and cancel contracts on behalf of the Federation.
- k. To depute the Secretary General or any other member or members to act on its behalf with full authority to sign any deed or documents or to give valid and effective discharge of duties.
- l. To appoint or nominate representation in the Indian Olympic Association, in conference, meetings, seminar, events, etc. of International Ski and Snowboard Federation.
- m. Authorising the President/ Secretary General/ Treasurer, to raise loans for Ski and Snowboard India, with approval of the Executive Council from Banks/ other sources from time to time, as and when required. And, repay the same back to the bank/other sources from the funds of Ski and Snowboard India.
- n. To interpret the Rules and Regulations of the sport of Ski and Snowboard.

- o. To draft or approve Rules and Regulations for the conduct of National Championships, Invitational (International) tournaments in India, etc.
- p. To appoint Selection Committee for the selection of national team or athletes for coaching camps or to select officials that will represent the country in international events.
- q. To form Disciplinary Committee to take action in the cases of indiscipline, misconduct or violation of the rules and regulations of the society or other governance policies of the Federation by any individual member, member unit, player, official, staff, volunteer or anyone engaged in the sport/ with the Federation.
- r. To arbitrate in disputes between member associations of the Federation, Officials or players and to act as may be deemed fit, provided that before acting, the Executive Council shall give all concerned parties the opportunity of being heard.
- s. To prepare, modify and implement administrative and financial guidelines for the Federation.
- t. To make bye-laws generally for the management of the affairs of the Federation. Such bye-laws shall be published and be ratified at the next immediate General Council meeting.
- u. To do all such acts and things as are incidental and conducive to the doing of the forgoing acts or any of them.

**C. President:**

- i. To act as the Constitutional and Executive head of the Federation for the execution / implementation of the rules, regulations and bye-laws of the Federation to achieve its aims and objects.
- ii. The President shall exercise superintendence and oversee the functioning of the General Body and the Executive Council, and guide the Federation in all activities.
- iii. To preside over all the meetings of the Executive Council and General Council and other Federation meetings, as required.
- iv. The President shall have power to nominate any member from Executive Council to preside over the meetings in his absence.
- v. The President shall have a decisive vote in case of a tie in addition to the mandatory vote.
- vi. To determine the dates, venue and time of the meetings of Executive Council and General Council and any other meetings as deemed fit to fulfil the aims and objects of the Federation.
- vii. The President shall be authorised to sanction expenditure up to any limit for any item not included in the budget. The Executive Council shall ratify the expenditure such taken.

- viii. To appoint Committee(s) including Ad-Hoc Committees/ individual experts in consultation with the Secretary General, assigning specific tasks to them as and when needed, defining the duties or scope of work and deciding on the recommendation of the Committee(s)/ individual experts. Appointments such made shall be ratified in the next meeting of the Executive Council/ General Council.
- ix. In case of emergency, the President will have full power to issue order/ orders, which may subsequently be confirmed by the Executive Council or General Body as the case may be.
- v. To do all such acts and things as are incidental and conducive to the doing of the forgoing acts in this constitution attributed to the president

#### **E. D. Vice-President:**

The Senior Vice-President shall have all the powers of the President in his absence.

#### **E. Secretary General:**

- i) Subject to general control of the President, the General Council, and the Executive Council, the Secretary General shall be responsible for carrying out the decisions of the General Council, Executive Council and various sub-committees and enforcing the rules of the Federation.
- ii) Convene all the meetings of the General Council, Executive Council and other Sub Committees and shall keep minutes of all proceeding and resolution of all such meeting correctly recorded in a book specially provided for the purpose and such minutes shall upon question put and votes taken thereon to be signed by the President at the meeting and when signed by him/her shall be conclusive evidence of the correctness of the entry.
- iii) Shall be responsible for carrying out all correspondences in the name of the Federation or otherwise correspond as directed by the President.
- iv) Shall be in-charge of all records and documents (including the register of members, players, officials, etc.) as may be necessary for the smooth and efficient working of the Federation.
- v) Shall have custody and maintain in proper order and condition, all documents, trophies, souvenirs and seals and insignia of the Federation and documents of all moveable and immoveable properties of the Federation and have annual stock taking made of all such properties.
- vi) Collect or cause to be collected all subscriptions and fees and get in with due diligence all other monies and dues payable to the Federation.
- vii) Ensure that accounts of the Federation have been properly maintained by the Treasurer and are regularly audited.

- viii) Shall be entitled to incur any legitimate expenditure on behalf of the Federation not exceeding Rs. 25,000/- (Rs. Twenty Five Thousand only) that shall be confirmed by the Executive Council at its next meeting. Any expenditure exceeding the said amount shall require prior sanction of the President or the Executive Council.
- ix) Prepare every year the Annual Report on the working of the Federation and place the same before the General Council after getting it duly approved by the Executive Council.
- x) Secretary shall be ex-officio member of all the Sub-committees.
- xi) Secretary can also assign charge of certain duties to any one of the Joint Secretaries, if circumstances permit, with the approval of the President.

#### **H. Joint Secretaries:**

The Joint Secretaries shall assist the Secretary General and shall also perform the duties assigned to them, from time to time by the Executive Council or Secretary General or the General Council.

#### **I. Treasurer:**

- i) The Treasurer shall be in charge of all the funds, finance and accounts of the Federation.
- ii) To maintain and keep proper books and accounts in respect of all sums of money received and expended by the Federation and its assets and liabilities.
- iii) To prepare and present the statement of accounts of the income and expenditure of the Federation duly audited by a Chartered Accountant in the meeting of the Executive Council and General Council for approval.
- iv) To make all payments of the Federation after the connected bills and vouchers have been duly checked by him/ her and passed for payment by the Secretary General.
- v) To prepare and place the budget before the General Council.
- vi) To perform such duties as may be specially assigned to him/ her by the General Council or the Executive Council.

#### **J. Member Associations:**

- i) All affiliated Member Associations shall abide by the Rules and Regulations of the Federation.
- ii) Member Associations shall be responsible for conducting State/ Union Territory Championships or Selection trials and sending teams to the National Championships. Member Associations shall be held responsible for the conduct of their representatives at the National Championships.

- iii) Any penalty imposed by the Federation or any of its members for any infraction of the principles set forth in its rules, regulations and bye-laws shall be honoured by other affiliated Member Associations.
- iv) Disciplinary action whenever taken, against members in its jurisdiction shall be reported to the Secretary of the Federation within ten days of the action having been taken. An appeal against such action of the affiliated Member Associations shall lie with its Executive Committee and such decision shall be final and binding.
- v) Athletes without due registration with a Member Association will not be allowed to take part in any event/ championship of the Federation or of any of its Member Associations.
- vi) Any Member Association or any of the affiliated units of the Member Association intending to host Regional/ National/ International event or Championship should seek prior permission of the Federation.
- vii) Member Association shall not have any individual serve as an officebearer consecutively for more than two terms. The office-bearers of the Member Association shall not be office-bearers at the same time of other sport organisations in the State with the exception of State Olympic Association or other multi-sport organisations.
- viii) Notice of any motion to be brought forward before the Annual General Council Meeting of the Federation by a Member Association shall be sent in writing to the Secretary General at least 14 days before the date of meeting. Such motion shall be considered as Agenda of the meeting with recommendations thereon, if any.
- ix) In case of differences which may arise in the functioning of the State Association, they shall first seek the assistance of SSI before approaching the court of law.
- x) To avoid disputes in the member Associations, the presence of an Observer from the Federation will be mandatory during the election meeting of the member Associations. The election of a member Association should be informed minimum fifteen (15) days in advance, along with the list of the voting members and other relevant information, as deemed necessary prior to the election meeting. Proceedings of election meeting of a member Association without the presence of the Observer will not be accepted.

## **XVII. MEETINGS**

### **a. Annual General Council Meeting:**

The Annual Meeting of the General Council shall be held every year at a place, date and time to be decided upon by the President and Secretary General. Minutes, Annual Report, the statement of accounts and all relevant papers on the subjects mentioned on Agenda shall be circulated to all the members present at the meeting. The agenda of the Annual General Body Meeting shall include:



- i) Confirmation of the minutes of the previous Annual General Body Meeting and of the Special General Body Meeting, if any.
- ii) Consideration and adoption of the Secretary General's Annual Report on the working of the Federation.
- iii) Consideration and passing of the Audited Statement of Accounts of the year and the budget for the next year to be submitted by the Treasurer.
- iv) Appointment of Auditors and fixing their remuneration.
- v) Election of the Executive Council, office-bearers, Council members (if due).
- vi) Consideration of the Annual Calendar. vii) Approval of the decisions of the Executive Council.
- viii) Amendment(s) of the Constitution (if any)
- ix) Any matters of which due notice has been given or other matters with the permission of the Chair.
- x) Any matter affecting the welfare of the Federation, which the President may bring or allow to be brought before it. This shall include discussion about development activities and analysis of programmes and policies of the Federation.

**b. Special General Council Meeting:**

Special General Council Meetings may be summoned at any time by the Secretary with permission of the President and can cover all the items of Annual General Council Meeting except the clause VII (A) (iii) and (iv). The Agenda should be mentioned in the notice of the Meeting and no member shall discuss any subject other than that of which the Meeting is convened.

**C. Requisition Meeting:**

If more than one third of the affiliated member Associations send request for a meeting, the Secretary General may convene a meeting. If the Secretary General fails to convene a meeting within thirty (30) days of receipt of requisition letters, the requisitionists may convene the meeting giving a clear thirty (30) days notice. The decisions of a requisition meeting should be approved by two third of the voting members.

**D. Executive Council Meetings:**

- i) Executive Council Meetings shall be held at least twice a year.
- ii) Executive Council Meetings may be called by the President if and when needed and will be called as the Special Executive Council Meetings.
- iii) President can also call for Emergent Executive Council Meeting.

**E. Notice and Quorum for Meetings:**

- i) In convening meetings, the notice period and the quorum as given hereunder shall be observed:

Meeting	Notice Period	Quorum
i. Annual General Council Meeting	21 clear days	One third of representatives entitled to vote
ii. Special General Council Meeting	15 clear days	
iii. Executive Council Meeting	15 clear days	
iv. Special Executive Council Meeting	7 clear days	
v. Emergent Executive Council Meeting	3 clear days	4 representatives
(*Invitees will not be counted in the quorum)		

- ii) On any issue of very urgent nature and under special circumstances when a meeting of the Executive Council cannot be convened, the Secretary General with the permission of the President may obtain the approval of the members of the Executive Council (as the case may be) by circulation and act accordingly, provided the majority members favour

the proposal so circulated. But such cases must be placed at the next meeting of the General Council for formal ratification and record.

#### **F. Voting:**

- i) The member State Association shall have two votes in the General Council and member Union Territory Association shall have one vote. ii) Life Members shall have one vote each.
- iii) Two representatives of the Athletes Commission shall have one vote.

### **XVIII. FINANCES**

#### **a. Source of Income:**

The fund of the Federation shall consist of:

- i) Affiliation Fee ii) Royalty Fee iii) Donations
- iv) Aid/ Grants from the SAI, government or institutions or departments v) Sponsorship vi) Competition Fee vii) Loan from bank/ other approved sources viii) Interest from banks or other properties

#### **b. Bank Account:**

- i) The Federation shall have an account in nationalized or scheduled bank or other banks as approved by the Executive Council.

- ii) The bank account of the Federation shall be operated by the Treasurer with the President and Secretary General jointly or severally as decided by the Executive Council.

#### **C. Audit:**

The accounts of the Federation shall be audited at least once a year by an Auditor appointed by the General Council.

### **XIX. SECRECY**

Every office bearer of the Federation, officials, employees, coaches or any other person involved in the working of the Federation shall, before entering upon his/her duties, be deemed to have pledged himself/herself to observe a secrecy respecting crucial matters of the Federation among themselves, with the members of the Federation, the public and the press and, thereby pledge himself/ herself not to reveal any of the matters that may come to his/ her knowledge in the discharge of his/her duties except when required to do so by the Executive Council.

### **XX. MISCELLANEOUS**

- i) The Federation may sue or be sued in the name of the Secretary General. A lawsuit can only be filed at the place of office of the Federation.
- ii) Outgoing office-bearers and Committee shall handover the charge of the office to the incoming office-bearers at the end of the election meeting of the General Council. The records etc. shall be handed over within 21 days from the date of meeting of the General Council with detailed list of things/ records to be handed over.
- iii) Any office-bearer or persons holding any posts with the Federation shall resign immediately in writing to the Federation if in any criminal case is filed against that person where the charges have been framed by any Court in India, in respect of an offence which is of serious nature under the Indian Penal Code / Prevention of Corruption Act, in which there is punishment of imprisonment of more than 2 years.

### **XXI. AMENDMENTS**

Whenever it shall deem fit for the Executive Council that it is advisable to alter, extend, abridge or amend the Rules, it may submit the proposition to all members and units in writing and may convene a Special General Council Meeting for the consideration thereof according to these Rules. All such propositions shall be carried into effect only when it is passed by a majority of two-third of the representatives present and voting.

### **XXII. RESIDUARY POWERS**

Any matter not provided for in these Rules shall be dealt with the General Council.

## **XII. DISSOLUTION**

The Federation shall not be dissolved except by a vote of majority of  $\frac{3}{4}$  members present at a Special General Council Meeting called for the purpose. The property and the Funds of the Federation that will remain after full satisfaction of the liabilities of the Federation will be transferred or paid to some other Institution with similar aims and objections as per provisions of Society Registration Act of 1860 as approved by the Indian Olympic Association on such terms and conditions as may be mutually agreed upon.