

SEPAKTAKRAW FEDERATION OF INDIA


NOTICE

The A.G.M. of Sepaktakraw Federation of India is going to be held on 11:300 A.M. 29th November 2020 at Delhi. All the authorized members of Sepaktakraw Federation of India are requested to attend the same.

AGENDA

1. To confirm the minutes of last A.G.M. held at RANCHI, JHARKHAND on 29/12/19.
2. To discuss and approve the Secretary General annual report for the year 2019-20.
3. To discuss and approve the statement of audit accounts submitted by Treasurer for the year 2019-20.
4. Appointment of the Auditor for audit of Federation financial year 2020-21.
5. For Taking decision on Andman Nicobar Association membership as per STFI rules.
6. **Elections proceedings by election officer to elect the office bearers and executive body members for the term of next four years 2020-2024.**
7. Result declaration by Election officer for elected office bearers and Executive members for next term 2020-2024.
8. Approvals of Amendments in STFI constitution as amendments draft circulate in advance 21 days to all members (as per sports code 2011 requirements).
9. To discuss the team participation in upcoming International Tournaments & hosting the International Championship in India.
10. **Other matter with the permission of chair.**

Date: - 12/10/2020


Secretary General
SEPAKTAKRAW FEDERATION OF INDIA

1. For Want of quorum the adjourned meeting will be held after 30 minutes at the same venue and with same agenda.
2. Election procedure as per STFI constitution & MYA&S govt of India guidelines with detailed programme will be sent soon.
3. Each state/Ut /Unit affiliated association those cleared all dues and eligible for voting shall nominate **2 representatives will have vote right** and the names of these 2 representatives voting right include in Electoral College (Voter List).The names of **2 representatives with voting rights should be sent on letter head of Association with President & Secretary General both signatures lastly received at STFI office on 5:00 p.m. 30th October 2020.**
4. All correspondence should be done on Secretary General STFI address and copy to President STFI and official email:- gs.stfi@gmail.com

Note:- Those persons are banned by STFI in disciplinary actions are not depute as representative, banned persons are not allowed to took part as representative in any meeting or activity of STFI.

SEPAK TAKRAW FEDERATION OF INDIA

Procedure of Election as per MYA&S Govt. of India Guide Lines

1. Election fixed on 29th November 2020 at Delhi, during A.G.M. STFI.
Issue of Notice on 12th October 2020.
2. 30th of October 2020 last date of receiving names of State representative only 2 will have voting right.
3. 2nd of November 2020 circulation of list of representative received from state Units (Electro College) & returning Officer appointed by president.
4. 8 to 10th of November 2020 receiving Nomination papers by 11am to 5 pm personally by candidate or by speed post or through email at Election officer or STFI office address.
5. 11th of November 2020 displaying of names of candidates.
6. 12th of November 2020 scrutiny of Nomination papers.
7. 16th of November 2020 list of valid candidates be declared.
8. 17th of November 2020 withdrawal of candidature up to 5 pm.
9. 18th of November 2020 final list of candidate will be displayed in the STFI Office and Federation web-site.
10. 29th of November 2020 voting by secret ballot if required and result declaration.


Secretary General
SEPAKTAKRAW FEDERATION OF INDIA

MODEL CODE OF ELECTIONS FOR NATIONAL SPORTS FEDERATIONS

SEPAK TAKRAW FEDERATION OF INDIA

Election of Office Bearers and Other Members of Executive Body

Election Bye-laws

1. Short Title & Definitions:

- (1) These Bye-laws shall be called the 'Election Bye-laws' and shall govern the conduct of Election of Office Bearers and Members of the Executive Body.
- (2) In these Bye-laws, unless the context otherwise requires, -
 - (a) 'Clause' and 'sub-clause' mean the clause and sub-clause of these Bye-laws;
 - (b) 'Executive Members' means Members of Executive Body or Management Committee or by whatever name called;
 - (c) 'Form' means the form appended to these Bye-laws;
 - (d) Means name of the Federation
 - (e) 'Office Bearers' includes the office of President, Secretary General, Treasure,
 - (f) 'Rule' means the rule of Rules and Regulations of these Bye-laws;
 - (g) "Website" means website of the National Sports Federation.

2. Office Bearers and Executive Body Member as follows

- a. One **President**
- b. Two **Deputy Presidents**
- c. Five **Vice- Presidents** (One Nominated by President)
- d. One **Secretary General**
- e. Four **Joint Secretaries**
- f. One **Treasurer**
- g. Eleven **Executive Member** (Two Nominated by President)

3. Manner of Election:

- (1) Office Bearers and Members of Executive Body of Sepaktakraw Federation of India be elected by secret ballot.
- (2) Election shall be held at the Annual General Council Meeting (AGM) in accordance with the procedure prescribed hereinafter, from amongst the representatives of the Affiliated Member State / Union Territories/ Boards / Institutions.
- (3) AGM shall be notified at least 21 days in advance.

4. Electoral College :

- (1) Each Permanent Member State Union Territory duly affiliated by Sepak Takraw Federation of India as its Permanent Member shall have two votes at the election of the office Bearers and Executive Body Members. A State Association can Nominate only two Members will have Voting powers President or Secretary Association should send these two names who will be having voting power in the meeting on their Letter head by 30th October 2020. **The person having any type of banned by STFI in disciplinary action are not included in electoral collage list**, so state association should not appoint that type of person, if they appoint they are not entertained in electoral college list and President STFI having right to appoint new representatives for that state /Ut / Unit.
- (2) For the purposes of sub-clause (1), each permanent Member State / Union Territory shall be represented by two Members will have voting right, authorized by the President or Secretary General/ Secretary of the affiliated Permanent Member State / Union Territory; however, in case President /

Secretary General/ Secretary nominates different person (s), authorized by the **President, STFI** shall be deemed to be the duly authorized person (s) irrespective of the date.

- (3) Each Permanent Member State / Union Territory and each Permanent Member Board/ Institution shall intimate the name (s) of their representative (s) mentioned in sub-clauses (2) and (3), latest by (30th October 2020); and such intimation shall be addressed to the President / Secretary General of Federation on their letter head duly signed by President / Secretary General/ Secretary of that member unit, so as to reach him on or before the aforesaid date; any change in the name of any authorized representative after (30th October 2020) or any intimation received thereafter shall be permitted only with the approval of the President of Federation.
- (4) The President / Secretary General of Federation shall prepare the list of the authorized representatives of the member State / Union Territories Boards/ Institutions in form 1, and circulate a copy of the list so prepared by him to all Member State s/ Union Territories /Boards/ Institutions, latest by 2nd November 2020), and Display on the Federation website.
- (5) The President / Secretary General shall also furnish a duly authenticated copy of the list mentioned In sub-clause (5) to the Returning Officer as soon as may be after his appointment by the President of Federation under clause (5) below.

5. Returning Officer :

As soon as may be before / AFTER THE ISSUE OF THE Notice for the Annual General Meeting (AGM), the President of Sepaktakraw Federation of India shall nominate a person as Returning Officer preferably a retired judge of a Court or a advocate for conduct of Election of Office Bearers and Members of executive Body in accordance with the provisions of these Bye-laws starts onwards from 8th November 2020.

6. Eligibility for a Candidate:-

The eligibility of a candidate to contest for election of Sepaktakraw Federation of India (STFI) shall include the followings:-

- (i) Shall be citizen of India.
- (ii) Shall be voter in Electoral College list.
- (iii) Shall not have been declared insolvent.
- (iv) Shall not have been banned by STFI.
- (v) Shall not have been convicted in any criminal case.
- (vi) Shall obtain previous sanction from the Central/State Government if he or she is a government servant and shall be allowed to hold office for a maximum duration of four year or one term whichever is less.

7. Nomination of Candidates:

- (1) The nomination of a candidate for elections office Bearer or Member of the Executive Body shall be made in Form 2.
- (2) The nomination of a candidate for election as Office Bearer or a Member of Executive Body shall be proposed by one of the representatives of member State / Union Territories/ Boards / Institutions whose name is included in the Electoral College list in Form 1, and also subscribed by 1 (one) such representative as seconded.
- (3) Each candidate shall be entitled to be nominated by not more than 2 (two) nomination papers.
- (4) Each nomination Paper Shall be delivered personally to the Returning Officer in person by the candidate himself / herself or by the speed post or through email on or before 10th Novemner2020.
- (5) No person shall be eligible to nominate more than one candidate for the same post, either as proposer or second; and if he so does, his/her signature on the nomination papers delivered second in point of time to the Returning Officer shall be deemed to be inoperative.
- (6) No person shall be permitted to withdraw his/her name as proposer/second, once the nomination paper subscribed by him/her has been delivered to returning Officer.
- (7) The Returning Officer shall prepare a list of all nominations, Received by him post wise in from 3 and publish the same on website and Federation Office by 3 pm. on 11th November 2020.

8. Scrutiny of Nominations :

- (1) On (12th November 2020), at 11.00 A.M., the Returning Officer in his office shall scrutinize each

nomination paper, on by one, received by him, and determine its validity or otherwise.

(2) At the scrutiny of nominations, each candidate or one of his/her authorized representative shall have the right to be present and raise any objection in relation to nomination of a candidate for the post for which he/she has filed his/her nomination.

(3) As soon as may be after the scrutiny of all nomination papers has been completed by him, the Returning Officer shall prepare a list of validly nominated candidates in Form 4 and the contesting candidates can take a copy from the Returning Officer on 16th November 2020 or from Website. .

9. Withdrawal of Candidatures :

(1) Each candidate whose nomination has been found valid on scrutiny shall be entitled to withdraw his/her candidature, on 17th November 2020 up to 5 : 00 P.M.

(2) Notice of withdrawal of candidature shall be submitted in Form 5, either by the candidate himself/herself or by a person duly authorized by him/her in writing.

(3) Notice of withdrawal of candidature shall be final and shall not be allowed to be cancelled.

(4) The Returning Officer shall accept the notice of withdrawal if he is satisfied as to the genuineness of the notice.

(5) As soon as may be after 11:00 A.M. on 18th November 2020, the Returning Officer shall prepare **the final list of contesting candidates in Form 6, display a copy of the said list in conspicuous place in his Office and on Federation's Website** and also furnish a copy of the same to each of the candidates/ their authorized representatives, if they so demand.

(6) The names of the contesting candidates in Form 6 shall be arranged, for each post, in alphabetical order according to English alphabets.

10. Uncontested Returns; and Contested Elections

(1) Whereas the number of contesting candidates for any post or category of post, in Form 6 is equal to the number of posts to be filled, all such contesting candidates shall be necessary to be duly elected unopposed to those posts, and it shall not be necessary to take a poll for election to such post.

(2) Whereas the number of contesting candidates for any post or category of post, in Form 6 is more than the number of posts to be filled, a poll shall be taken by secret ballot for those posts remaining unfilled.

(3) The ballot papers for these posts remaining unfilled shall be in form 7 to Form 13 to be made individually for each post.

(4) The names of contesting candidates on the ballot papers shall appear in the same order as in Form 6.

11. Poll

(1) The poll for the posts Remaining Unfilled under clause 9(2) above shall be taken post-wise, on 29th November 2020 and shall commence immediately after completion of Agenda Item No.8 at the venue of Meeting (Conference Hall, Delhi.) Election timing will be up to 4 p.m. on 29th November 2020.

(2) Each contesting candidate can nominate one person, (if he /she so desires), only from amongst the authorized Representative list of Submitted.

(3) At the poll, each authorized representative of Member State /Union Territories / Boards Institutions, whose name is included in the Electoral College list in Form, 1, shall be entitled to –

(i) Cast one vote for each of the posts remaining unfilled, where only one such seat is to be filled;

(ii) Cast as many votes as are the number of seats to be filled for any post, where more than one seat is to be filled.

Explanation : It is hereby clarified that for the purpose of filling four seats of Vice Presidents, each voter can cast upto four votes, and like-wise, for four seats of joint Secretaries, and nine seats of Members of Executive Body, he/she can cast four and nine votes respectively for the above mentioned four seats of Joint Secretaries and nine seats of Members of Executive Body.

(4) In case any voter casts his/her vote for more than one candidate, or for more than four or five candidates, as the case may be, his/her vote for that post shall be invalid.

(5) Each voter shall be required, before he is supplied with a Ballot paper, to give his/her signature on the authenticated copy of the Electoral College list in Form 1 used by the Returning Officer for taking the poll.

(6) The voter shall record his/her vote on the ballot paper in secrecy in a voting compartment specially provided for the purpose at the polling station.

(7) The voter shall record his/her vote on the ballot paper by placing a tick mark (✓) against the name of the candidate of his/her choice, and any other mark, like (x) etc. or word, placed on the ballot paper by him/her shall render the ballot paper liable to rejection.

(8) The tick mark (✓) to indicate the vote shall be placed by the voter only by means of article specifically provided for the purpose by the Returning Officer, and a ballot paper marked otherwise by means of any pen, ball point pen, etc. by the voter shall render the ballot paper liable to rejection.

(9) The ballot paper marked by a voter shall be deposited by him/her in a ballot box specially prepared and sealed by the Returning Officer and placed at such a conspicuous place in the polling station that it shall be constantly visible to all present at the polling station.

(B) Timing of Election

(10) The Returning Officer shall close the poll at 3 p.m.; however, all those voters who are present at the polling station at the appointed closing hour shall be entitled to vote even if the poll proceedings have to be continued for some more time.

(11) After all the voters referred to in Sub-clause (9) have voted, the Returning Officer shall close the ballot box and shall not permit thereafter any person to vote.

(12) Polling will be done in below order:

(1) President

(2) Deputy Presidents

(3) Vice-Presidents

(4) Secretary General

(5) Treasurer

(6) Joint-Secretaries

(7) Executive Committee Members

(13) Video-recording of the election process shall be made.

12. Counting of Votes :

(1) The Returning Officer shall take up the counting of votes as soon as may be after the polling for any post is complete.

(2) Each contesting candidate can nominate one authorized representative (as clarified in Sr. No. 10 (2) and he/ she shall be entitled to be present at the place of counting of votes.

(3) The returning Officer shall take up the counting of Votes, post-wise and category wise, where applicable.

(4) Each ballot paper on which a vote has been recorded in accordance with sub-clause (3) to (8) of clause

(10) shall be treated as one vote for the candidate for whom it has been validly marked; and if any ballot paper has been marked in violation of any of the aforesaid provisions of sub-clauses (3) to (8) of clause (10) shall be rejected by the Returning officer.

(5) The votes validly cast for each of the contesting candidates shall be counted post-wise, and category wise where applicable, and recorded in the descending order of the votes so cast for each candidate in form 12.

(6) The Returning Officer shall thereafter ascertain the result of counting and, subject to the provisions of Rule 4 (a) (II) of the Rules, the candidates who have secured the maximum no. of votes in the said descending order, post-wise and category wise, where applicable, equal to the No. of seats to be filled for each post or category of posts, where applicable, shall be deemed to have been duly elected to those posts.

13. Declaration of Results:

The names of contesting candidates who shall be deemed to have been elected at the election in accordance with sub-clause (6) of clause (11) shall be declared as having been duly elected to their respective posts, by the Returning Officer at the Annual General Meeting (AGM) in the Form 13.

SEPAK TAKRAW FEDERATION OF INDIA

Election of Office Bearers and Members of Executive Body

FORM 1

LIST OF ELECTORAL COLLEGE

[illegible]

Place :
Date :

President / Secretary General
SEPAK TAKRAW FEDERATION OF INDIA

SEPAK TAKRAW FEDERATION OF INDIA

FORM 3

LIST OF NOMINATED CANDIDATES

[illegible]

Place :

Date :

Returning Officer,

SEPAK TAKRAW FEDERATION OF INDIA

Election of Office Bearers and Members of Managing Committee

FORM 4

LIST OF VALIDLY NOMINATED CANDIDATES

[illegible]

Place :

Date :

Returning Officer

SEPAK TAKRAW FEDERATION OF INDIA

Election of Office Bearers and Members of Managing Committee

FORM 5

ELECTION OF OFFICE BEARERS AND MEMBERS OF EXECUTIVE BODY 2020-24.

NOTICE OF WITHDRAWAL OF CANDIDATURE FOR

ELECTION AS _____ (NAME OF THE POST)

To

The Returning Officer for above Election

I, the validly Nominated candidate, do hereby give my Notice of withdrawal of candidature for the above post.

Name of the Candidate _____

Name of Member State/Union Territory/Board/Institution _____

Sr. No . in the Electoral College list _____

Place :

Date :

Signature _____

Election of Office Bearers and Members of Managing Committee_2020-24__

LIST OF CONTESTING CANDIDATES

[illegible]

Place :
Date :

Returning Officer

SEPAK TAKRAW FEDERATION OF INDIA

Election of Office Bearers and Members of Executive Body 2020-24

FORM 7 BALLOT PAPER

Name of Post	Names of Candidates		Mark vote here by Placing tick (✓) mark.
President (1) One Post	1		
	2		
	3		
	4		
	5		

N.B. (1) Place tick mark (✓) against the name of only Four candidate for the post of Vice President.

(2) Do not place any other mark like (X), or word, etc. against the name of any candidate as that shall render your ballot paper liable to rejection.

(3) Place tick mark (✓) on the ballot paper only with the article specially provided for the purpose. Any ballot paper marked with any other pen, ball point pen, etc. shall render your ballot paper liable to rejection.

(Returning Officer)

SEPAK TAKRAW FEDERATION OF INDIA

Election of Office Bearers and Members of Executive Body 2020-24

FORM 8 BALLOT PAPER

Name of Post	Names of Candidates		Mark vote here by Placing tick (✓) mark.
Secretary General (1) One Post	1		
	2		
	3		
	4		

N.B. (1) Place tick mark (✓) against the name of only One candidate for the post of Secretary General.

(2) Do not place any other mark like (X), or word, etc. against the name of any candidate as that shall render your ballot paper liable to rejection.

(3) Place tick mark (✓) on the ballot paper only with the article specially provided for the purpose. Any ballot paper marked with any other pen, ball point pen, etc. shall render your ballot paper liable to rejection.

(Returning Officer)

SEPAK TAKRAW FEDERATION OF INDIA

Election of Office Bearers and Members of Executive Body 2020-24

FORM 9 BALLOT PAPER

Name of Post	Names of Candidates		Mark vote here by Placing tick (✓) mark.
Treasurer (1) One Post	1		
	2		
	3		
	4		

N.B. (1) Place tick mark (✓) against the name of only One candidate for the post of Treasurer.

(2) Do not place any other mark like (X), or word, etc. against the name of any candidate as that shall render your ballot paper liable to rejection.

(3) Place tick mark (✓) on the ballot paper only with the article specially provided for the purpose. Any ballot paper marked with any other pen, ball point pen, etc. shall render your ballot paper liable to rejection.

(Returning Officer)

SEPAK TAKRAW FEDERATION OF INDIA

Election of Office Bearers and Members of Executive Body 2020-24

FORM 10 BALLOT PAPER

Name of Post	Names of Candidates		Mark vote here by Placing tick (√) mark.
Deputy President (2) two Post	1		
	2		
	3		
	4		
	5		
	6		

N.B. (1) Place tick mark (√) against the name of only Two candidate for the post of Deputy President.

(2) Do not place any other mark like (X), or word, etc. against the name of any candidate as that shall render your ballot paper liable to rejection.

(3) Place tick mark (√) on the ballot paper only with the article specially provided for the purpose. Any ballot paper marked with any other pen, ball point pen, etc. shall render your ballot paper liable to rejection.

(Returning Officer)

SEPAK TAKRAW FEDERATION OF INDIA

Election of Office Bearers and Members of Executive Body 2020-24

FORM 11 BALLOT PAPER

Name of Post	Names of Candidates		Mark vote here by Placing tick (✓) mark.
Vice President (4) Four Post	1		
	2		
	3		
	4		
	5		
	6		

N.B. (1) Place tick mark (✓) against the name of only Four candidate for the post of Vice President.

(2) Do not place any other mark like (X), or word, etc. against the name of any candidate as that shall render your ballot paper liable to rejection.

(3) Place tick mark (✓) on the ballot paper only with the article specially provided for the purpose. Any ballot paper marked with any other pen, ball point pen, etc. shall render your ballot paper liable to rejection.

(Returning Officer)

SEPAK TAKRAW FEDERATION OF INDIA

Election of Office Bearers and Members of Executive Body 2020-24

FORM 12 BALLOT PAPER

Name of Post	Names of Candidates		Mark vote here by Placing tick (√) mark.
Joint Secretary (4) Four Post	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		

N.B. (1) Place tick mark (√) against the name of only Four candidate for the post of Joint Secretary.

(2) Do not place any other mark like (X), or word, etc. against the name of any candidate as that shall render your ballot paper liable to rejection.

(3) Place tick mark (√) on the ballot paper only with the article specially provided for the purpose. Any ballot paper marked with any other pen, ball point pen, etc. shall render your ballot paper liable to rejection.

(Returning Officer)

SEPAK TAKRAW FEDERATION OF INDIA

Election of Office Bearers and Members of Executive Body 2020-24__

FORM 13 BALLOT PAPER

Name of Post	Names of Candidates		Mark vote here by Placing tick (✓) mark.
Executive Member 9 Post	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
	11		
	12		
	13		

N.B. (1) Place tick mark (✓) against the name of only Nine candidate for the post of Executive Member.

(2) Do not place any other mark like (X), or word, etc. against the name of any candidate as that shall render your ballot paper liable to rejection.

(3) Place tick mark (✓) on the ballot paper only with the article specially provided for the purpose. Any ballot paper marked with any other pen, ball point pen, etc. shall render your ballot paper liable to rejection.

(Returning Officer)

SEPAKTAKRAW FEDERATION OF INDIA

ELECTION OF OFFICE BEARERS AND MEMBERS OF EXECUTIVE BODY FOR THE TERM (2020-24).

FORM 15

DECLARATION OF RESULTS

I, The Returning officer for the above election, hereby declare, subject to the provisions of rule (4)(a)(II) of the Rules and Regulations of Paralympics Committee of India, the following candidates as duly elected to the post(s) mentioned against their names for STFI Term 2020-24:>

NAME OF POST	NAME(S) OF ELECTED CANDIDATE(S)
PRESIDENT (1)	
DEPUTY PRESIDENT (2)	
VICE PRESIDENT (4)	
SECRETARY GENERAL (1)	
JOINT SECRETARY (4)	
TREASURER (1)	
EXECUTIVE MEMBERS (9)	

Place:- Conference Hall, Delhi.

Date:- 29/11/2020

(Observer) ISTAF	(Observer) ASTAF	(Observer) Charity Commissioner Office	(Observer) MYA&S, Govt of India	(Returning Officer) STFI, Elections.
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