

AMENDED

7-22
ADMITTED
13/6/22
महायुक्त धर्मदाय आयुक्त
नागपुर

MEMORANDUM OF ASSOCIATION

Name of the Association

The of Name of Association shall be 'SEPAKTAKRAW FEDERATION OF INDIA

Office Address

14/5, Akaar Bulder, Byramji Town, Chhinwada Road. Nagpur -440013 (M.S.) India

Aims and Objects

The aims and obiect for which the Association is formed established are :-

AIMS

12/11/22

The aim of the S.T.F.I. is to teach and the development of Sepaktakraw and to strengthen the bounds of

Ad.

12/11/22

Friendship between the Member Associations

17/6/22

and

23/6/22

Organizations of all states, union Territory and Sports Boards.

OBJECTIVES

27/6/22
23/6/22

6/6/22

- A) To organise, encourage, impart and control the Sports of Sepaktakraw in India.
- B) To provide facilities for training and Physical exercise in the sports of Sepaktakraw and to render the available assistance to both Players and Association for the teaching of such training.
- C) To infuse useful knowledge and modern techniques in Sepaktakraw by publishing Literature In any form or by participating in such meeting In India and aboard.
- D) To organise Seminars and carry on research on Sepaktakraw.
- E) Generally to do anything with the training of Sepaktakraw in particular and Sports in general In the Country.

27/6/22

सहायक महायुक्त धर्मदाय आयुक्त नागपुर



AMENDED RULES
&
REGULATIONS

SCHEDULE-C

RULES AND REGULATION
OF

“ SEPAKTAKRAW FEDERATION OF INDIA ”

ARTICLE:-1. Name of the Organization:-

The name of the Federation is "Sepaktakraw Federation of India", registered under Societies Registration Act 1860 (Act XXI of 1860) at Charity Commissioner office, Nagpur, Maharashtra, India and hereinafter called as Federation or S.T.F.I.

ARTICLE:-2. Office:-

a) Registered Office:-

The Registered office of the Federation will be situated wherever the society register and the address is 14/5, Akkaar Bulder, Byramji Town, Chhinwada Road, Nagpur, - 440013, Maharashtra, India.

b) National Head Office:-

The National Head office of the Federation will be situated wherever the Secretary General resides or which the Executive Committee/Council may decide.

The present National Head Office address will be 110, Nangloi Extension - 3, Nangloi, New Delhi Pin - 110041 (Delhi), India.

ARTICLE:-3. Jurisdiction:-

(a) Working:-

The territory under the jurisdiction of the Federation shall be all of India.

(b) For Court Legal cases or sue against or by Sepaktakraw Federation of India.

The Federation may sue or be sued in the name of President/Secretary General Sepaktakraw Federation of India. A Law suit can only be field in the Courts of New Delhi.



The present National Head Office address will be 110, Nangloi Extension - 3, Nangloi, New Delhi Pin - 110041 (Delhi), India.

ARTICLE:-4. Aims:-

The aim of the S.T.F.I, is to manage promote teach and the develop the game of Sepaktakraw in India and to strengthen the bounds of friendship between the member Associations and organizations of all States/UTs.

ARTICLE:-5. Objectives:-

- a) To organize, encourage, impart & control the sport of Sepaktakraw In entire India.
- b) To provide facilities for training & physical exercise in the sport of Sepaktakraw and to render the available assistance to both players and Association for the coaching such training camps.
- c) To infuse useful knowledge and modern techniques in Sepaktakraw by publishing Literature in any form or by participating in such meeting in India and abroad.
- d) To organize Seminars and carry on research on Sepaktakraw.
- e) To organize International and National level events.
- f) To be a member of Asian, South Asian, World body for the sport of Sepaktekraw bodies.
- g) To raise funds for the promotion, development and management of the sport of Sepaktekraw.
- h) Generally to do anything with the training of Sepaktakraw In particular and sports in general in the country-

ARTICLE:-6. Financial Year:-

The Financial Year of the Federation shall be from 1st April to 31st March of every year.

ARTICLE:-7. Membership:-

(I)Membership open for

The membership of the Sepaktakraw Federation of India shall be opened to the following

- (a) Sepaktakraw State/UTs Associations in the states of the Indian Union and centrally administered areas.



(b) All India Organizations such as services Sports Control Board or Railway Sports Control Board or central departments etc., subject to the rules and regulations of the federation.

(II) Classification of membership:-

- A) **Affiliated Member:-** Affiliated membership can be provided to State/UT's Associations by the STFI Executive council and further approved by General Council of STFI. Affiliated members shall have voting right during AGM of STFI. All affiliated States/UT's have to include the provision of STFI guidelines for State/UTs associations as per Annexure "B" [which may be amended from time to time] in their, constitution to maintain affiliation status as affiliated member with STFI.
- B) **Provisional Member:-** A provisional membership can be provided to a new State/UT's Associations/Departments for the Team participating in National Championships. **Such members will not have voting rights** till they get affiliation as an Affiliated Member.

(III) Annual Affiliation membership fees of the federation will be

- | | |
|---|--------------------|
| a) State/UT's Sepaktakraw Association (Annual) | Rs.5,000/- |
| b) All India Sports Control Boards/Organizations (Annual) | Rs.10,000/- |
| c) Provisional Member State/UT's Sepaktakraw Association (Annual) | Rs.10,000/- |

Notes:

- a) It shall be the duty of the affillated organizations to send their Annual renewal fee of membership and other dues to the Federation by the end of the first month of the Financial year.
- b) The Treasurer shall give thirty clear days notice to the members concerned to clear the Arrears, failing which the membership shall be deemed as cancelled with effect from the 31st day of the date of notice.

(IV) Admission fees:

1. All new members desirous of having affiliation with **S.T.F.I.**, shall have to pay an Admission fees of **Rs.25,000/-** + Annual affiliation fees of **Rs.5,000/-** at the time of joining the S.T.F.I and that the total amount is **Rs. 30,000/-**.
2. All new provisional members will be provisionally affiliated for participating in the National Championship and after that the provisional member association shall register itself under the Societies registration Act, 1860 Association/Board, and only then the Executive council with approval of the General Council can approve such provisional member as an affiliated Member with voting right.



(V) Mandatory Annual Documents to be submitted by Members:-

The following document mandatory to be submitted by Members before or during Annual General Meeting/Council of STFI:-

1. Secretary report for activities during previous year of State/UTs/Depart annual report regarding state championship & District championships.
2. Last A.G.M. minutes for respective State/UTs/Depart Associations.
3. Audit report of previous year for respective State/UTs/Depart Associations.
4. Election reports regarding State/Districts association, if happen in previous year.

(VI) DUTIES / ACTIVITIES:

A. All the District Sepaktakraw Association affiliated to State Association, have to conduct District Sepaktakraw Championships regularly and send their teams to participate in State Championships. It is mandatory for the Member State Units/UT to affiliate at least 50% district units of the State / UT.

B. i) It is mandatory for all affiliated State Units to conduct their Annual Championships separately for the Seniors (Men & Women), Juniors (Boys & Girls), Sub-Junior (Boys & Girls), strictly as per the period (Dates) given by Federation (STFI) from time to time.

ii) All Departmental Sports Boards / Institutions affiliated to STFI must conduct their Championships annually as per the period & time slot allotted by STFI and send their Teams for the participation in the various competitions organized by STFI.

C. To nominate the Selection Committee, Chief Coach with the panel of Coaches for their State and send their details to the Federation.

D. To conduct Annual General Assembly Meeting and send the Minutes of the Meeting along with the Audited Statement of Accounts and Annual Activity Report to the Federation every year.

E. To organize Coaching Camps in the State to prepare the players for National Championships.

F. To prepare the State's Annual calendar, in line with National Calendar.

G. To follow the guidelines provided in the Indian Sepaktakraw Manual of Federation during the organization of National Championships.

H. To take steps to stop 'Overage' participation.

I. To conduct the Elections of the respective Unit to elect its Office Bearers & Executive Committee of the State Sepaktakraw Association as per the time frame provided in their Constitution under the Supervision of STFI nominated observer.

J. To send the Online Entries for STFI Competitions as per the directions of STFI from time to time.

K. To keep the necessary information updated on their website.



L. It is mandatory for the members to allow the observer sent by the federation for keeping a check on their elections and to provide all necessary documents to the observers and any information required by him.

M. Submit to the jurisdiction of the Arbitration Commission of STFI and will not seek any redressal in the Court of Law.

ARTICLE:-8. Termination of Membership:-

A member shall cease or Terminated to be a Member for the following rules:-

(a) Suspension/Disaffiliation with STFI

President / Secretary General are having powers to declare Suspension/Disaffiliation after consulted with each other in case Member or Affiliated Association or any player, manager, coach is found in violation of any of the following:-

1. If fail to pay annual membership fees as well as other dues before the 31st March every year and temporarily disaffiliated.

2. On the Violation of the Constitution of Sepaktakraw federation of India.

3. Guidelines issued by STFI office & MYA&S govt. of India, if applicable on States/UTs.

4. For not complying with the Decision/Resolutions taken by General Council/Executive Committee of STFI.

5. If found in any Anti Federation or Sepaktakraw sport activity.

6. Physical violence or misbehavior with any office bearers or members or any STFI officials in meeting, office or during National/state/Invitational Championship.

7. If fail to submit mandatory annual documents to STFI office.

8. If fail to conduct a free and transparent Elections in time of respective State/UTs/Depart Associations according to Model Election Guidelines of STFI for affiliated members which is issued time to time under the supervision of STFI nominated observer.

9. If fail to maintain 50% district association affiliation with them.

[Such suspension/ disaffiliation will immediately come into effect upon the decision of the President/ Secretary General. However, such decision will be put forward to the Executive Committee.]

(b) Permanent Termination/Disaffiliation with STFI

General Council of STFI has the power to take decision on permanent Termination/Disaffiliation of a member/Association/Unit in house by unanimously or with the simple majority of votes present in meeting as per agenda on the



recommendation of President/Secretary General/Executive Council in case Member or Affiliated Association found any violation of following:-

1. If fail to pay annual membership fees as well as other dues before the 31st March every year and within 1 month from temporary disaffiliation.
2. On the continuous Violation of the Constitution of Sepaktakraw federation of India.
3. Guidelines issued by STFI office & MYA&S govt. of India, if applicable on States/UTs.
4. For not complying with the Decision/Resolutions taken by General Council/Executive Committee of STFI.
5. If found in any Anti Federation or Sepaktakraw sport activity.
6. Physical violence or misbehavior with any office bearers or members or any STFI officials in meeting, office or during National/state/Invitational Championship.
7. If fail to submit mandatory annual documents to STFI office even after 20 days from receiving a notice from the STFI office requiring the same.
8. If fail to conduct a free and transparent Elections in time of respective State/UTs/Depart Associations under the supervision of STFI nominated observer according to Model Election Guidelines of STFI for affiliated members which is issued from time to time.
9. If fail to maintain 50% district association affiliation with them even after 2 months of receiving a notice from the federation requiring them to maintain the same.

Re - Affiliation of Membership:-

1. General Council is having power to take decision on restoration the affiliation of a member/Association/Unit in house by unanimously or with the majority of votes present in meeting when it is needed and it is include in Agenda in advance. A member in that case has to pay admission fee of Rs. 25,000/- again.
2. A member, who ceases to be a member of the Federation shall not be eligible for re-affiliation unless all its arrears of prescribed membership fee or other dues, if any to the Federation, are cleared.

ARTICLE:-9. Accounts & Finances:-

1. The funds/amount received on behalf of the federation shall be deposited in any Nationalized Bank approved by the General Council. The Bank account shall be operated jointly any of the two; the President and Secretary General or the Treasurer of the Federation or other member which is authorized by Executive/General council.



2. The Secretary General shall be authorized to incur expenditure within the limits of the available budget in Bank account or budget sanctioned at the annual Meeting of the General Council.

3. No expenditure in excess of or not included in the Budget passed at the annual meeting shall be incurred except, after obtaining the approval of the President, and the President must report the expenditure, if any, to the council at the next meeting.

ARTICLE:-10. POSTS IN STFI:-

[A] **Elected Posts:-** All the following posts of the Executive Committee/Council will be filled up by election through secret ballot from among the persons whose name appear in the Voter list/electoral college.

1. *One President.*
2. *Four Vice-Presidents*
3. *One Secretary General*
4. *Four Joint Secretary*
5. *One Treasurer*
6. *Nine Executive Members*

ARTICLE:-11. Office Bearers of the Federation.

The following will be treated as the office Bearers of the Federation:

I Office Bearers:-

1. *President.*
2. *Secretary General*
3. *Treasurer*

ARTICLE:-12 Executive Committee/Council :-

The members of the Executive Committee/Council of the Federation with voting right shall comprise of:

- a) ***One President.***
- b) ***Four Vice-Presidents***



c) **One Secretary General**

d) **Four Joint Secretary**

e) **One Treasurer**

f) **Nine Executive Members**

Executive committee/council must comprise of at least 25% prominent sportspersons of outstanding merit with voting right. The merit of the sports persons in the Executive Committee/Council will be in the order of the sport person participated in Olympic/Asian games, International Competition and national level games/championship. If the requisite numbers of such sportspersons are not elected to the Executive Committee/Council the President STFI, with the approval of the Executive Committee/Council and after consulting MYA&S GOI, will nominate prominent sportspersons to the executive committee/council to fill up the shortfall. In that case the size of the Executive Committee/Council will increase to that extent for that term only.

ARTICLE:-13 POWERS & FUNCTION OF EXECUTIVE COMMITTEE/COUNCIL:-

The powers and functions of the Executive committee/Council shall be:

1. To conduct the direct management and control of the Federation with regard to its affairs, the administration and enforcement of its rules.
2. To grant the provisional Membership of Individual member or provisional Affiliation to State/UTs/Unit Association/organization which are eligible to join under the constitution of the STFI.
3. To cancel the Membership of Individual member or disaffiliate the State/UTs/Unit Association/organization for temporary period with Federation for any violation of the Rules/ bye-laws of Federation, Resolution of Executive Committee/General Council or guidelines.
4. To decide cases of indiscipline, misconduct, protests, breaches of regulations and impose suitable penalties against individuals where necessary, subject to the right of appeal to the General Council:
5. To approve disciplinary action and hear appeals against such action taken by subordinate bodies & affiliated state/UT's/Units associations/organizations.
6. To perform such other duties as may be assigned by the Council.
7. To fill any vacancy in the Executive Committee.
8. To constitute the Ad-Hoc Committee in place of Affiliated State/UT's/Units association for smooth participation of player in national championship when there is



any dispute inside affiliated association or in case the member association, disaffiliate from STFI.

9. To Sanction Foreign tours by teams and officials.
10. To appoint staff whenever required, to fix their remuneration.
11. To hold tests for Technical officials.
12. To consider annual accounts Honorary Treasurer.
13. To consider the Annual Report of Secretary General and forward the same along with budget to the General council with its recommendations.
14. To appoint Sub-Committee and frame Bye-Laws.
15. To form following committee's/commission's:
 - (a) Arbitration Commission
 - (b) Athlete's Commission
 - (c) Ethics Commission
 - (d) Committee for prevention of sexual harassment

ARTICLE:-14. Election of Office Bearers & Other Members of the Executive Committee/Council Members:-

The Election of the Office Bearers & Executive Committee/Council Members of the Sepaktakraw Federation of India will normally be held in the General Council Meeting after every four years as per **Model Election Guidelines** prescribed in Model Election STFI guidelines as **Annexure 'A'**.

Powers of the members in Election at AGM:

- I. Only Affiliated member State/UT's Sepaktakraw Associations of Sepaktakraw Federation [STFI] of India will have voting rights in the elections for the posts of Office Bearers and Executive Committee/Council of Sepaktakraw Federation of India. Such members will have two votes.
- II. All other other Category of Members will not have any voting rights in the elections for the post of Office Bearers and Executive Committee/Council of Sepaktakraw Federation of India [STFI].

III. Eligibilities and process of election in STFI

1. Election of the Office Bearers & Executive Committee/Council members shall be conducted in a fair and transparent manner normally every four years in the AGMSGM in accordance with the **STFI Model Election guideline**. As far as possible, the Election will should be conducted before one month of the previous



terms completing date. If any unnatural situations arise in world/country like; war, disaster or other health internal country emergency problems, election can be postponed up to three months with the approval of Executive Committee/Council. Even after three months situation does not allowed to conduct of elections, a committee comprising of Five members which is decided by General House/Council, either Physically or Online, will take charge of Sepaktakraw Federation of India [STFI] till new elections are held.

2. All Office Bearers of the Sepaktakraw federation of India shall retire on attaining the age of seventy years.
3. Any representative of an affiliated member, who has been elected as an office bearer or Executive Committee/Council member of STFI, shall continue to hold office till the end of the term even if his representation has been withdrawn by his own State/UT's Association.
4. Election of the Executive Body shall be conducted by **Secret Ballot**.
5. **No proxy Voting** shall be allowed in any circumstances.
6. The eligibility of a candidate to contest for election for Executive Committee/Council/body of Sepaktakraw Federation of India shall include the following.

(a) Shall be Citizen of India.

(b) Shall not have been convicted in any criminal case.

(c) Shall not have been declared insolvent.

(d) The employees of Central and State Governments and the employees of PSUs/Autonomous bodies of Central and State government shall be governed by the instructions issued by MYAS and DoPT GOI. They shall also obtain previous sanction from the their employers.

(e) if he or she is a Central Government servant and shall be allowed to hold office for a maximum duration of five years or for two term whichever is less as per DOPT,GOI guidelines.

(f) Union Minister in the central government charged with the responsibility of sports shall not be eligible to contest for any elected post until the expiry of five years from the date of him or her relinquishing the charge.

(g) A person can hold the President of the Sepaktakraw Federation of India [STFI] for Twelve years with or without break and after that he will not be eligible to seek elections to the post.

(h) Secretary General and Treasurer can serve a maximum of two successive terms, of four years each after which a minimum a cooling period of four years will apply to seek fresh election to either of the posts.

(i) President, Secretary General and Treasurer shall cease to hold the office of an office bearer on attaining the age of Seventy years.

(j) No Office Bearers of Sepaktakraw Federation of India shall be eligible to concurrently hold the post of an office bearer in any other National sport Federation, excepting the National/State Olympic Committee.

(k) Whenever President, Secretary General and Treasurer seeking re-election for the Second term, he/she shall be deemed to have elected if he/she secures 2/3rd majority of the valid polled votes. In the event of failure to obtain such majority,



the concerned person shall be deemed to have lost the election and the post would thereafter be filled up by election under the normal procedure from amongst the candidates other than the said persons.

ARTICLE:-15. GENERAL COUNCIL/BODY:-

The GENERAL COUNCIL/BODY of the Federation shall comprise of:-

- a) All the office Bearers & Executive Committee/Council Member of Sepaktakraw Federation of India (With Voting Rights). In the General Council/Body in which election to be held all office Bearers & Executive Committee/Council Member of Sepaktakraw Federation of India can only participate without voting right.
- b) Two representative (With Voting Rights) from each of State/UT's Sepaktakraw Association
- c) One representative (Without Voting right) from each of the India sports Control Boards/Organizations/Unit.

ARTICLE:-16 POWERS & FUNCTIONS OF GENERAL BODY/COUNCIL:-

- 1) The General council shall have powers to **formulate the policy** of the federation and the Principles on which it shall carried out.
- 2) The General council shall have powers to **elect office bearers and Members of the Executive Committee** at the expiry of the term through democratic process as per MYA&S Government of INDIA guidelines.
- 3) The General council shall have powers to grant the **Membership Affiliation** to state/UT's/Unit associations on recommendation of President/Secretary General/ Executive committee.
- 4) The General council shall have powers to cancel the **Membership Disaffiliation** of affiliated state/Uts/Unit associations on recommendation of President/Secretary General/ Executive committee for any violation of the Rules/ bye-laws of Federation, Resolution of Executive Committee/General Council or any guidelines issued from STFI office. Further General Council have power to form ad-hoc committee to run day by day work for players participation in national championship and other activities like state championship, district championship etc of concern state Sepaktakraw association on behalf of Federation.
- 5) The General council shall have powers to **impose and enforce penalties** on Individual Members on State/UT's/Unit Associations affiliated members for any



violation of the Rules/ bye-laws of Federation or resolution of Executive Committee/General Council.

6) The General council shall have powers to **control the funds** of the federation and spend the same in the best possible manner.

7) The General council shall have powers to **appoint Auditor** to examine and certify the Accounts and Balance Sheet of the Federation annually and to fix their remuneration.

8) To call regular and special meetings of the Council and to fix the date and place for holding all meetings-

9) The General council shall have powers to approve the budget of the Federation.

10) To conduct competitions , championships , tournaments , trials for the selection of Indian Sepaktakraw Teams for representing India in Olympics , world championships , Asian Games, Commonwealths Games and for other International tournaments.

11) To conduct National, Zonal, Invitational and Open Sepaktakraw Championships.

12) To appoint Finance Committee, Technical committee/other sub-Committee and to fix their terms of reference.

13) To appoint a Selection Committee, to select Sepaktakraw teams and officials for representing national teams.

14) To keep National, Zonal , state and all other Sepaktakraw Competition Records.

15) To assist, advise and arrange for coaching of Sepaktakraw.

16) The General council shall have powers to amend the Constitution when considered necessary.

17) To maintain a register of approved officials and players.

18) To hold or arrange to hold individual physical efficiency tests.

19) To raise funds for the Federation and receive Grants from the Government, donation from Public and other authorities and to administer the same.

20) The General council shall have powers to explain and interpret the rules and regulations of the S.T.F.I. and to give decisions on any points not covered by them in bye laws or constitution.

21) To maintain affiliation with the India Olympic Association, the International Sepaktakraw Federation and Asian Sepaktakraw Federation.



22) To Make rules and regulations for conducting National, Zonal and open Sepaktakraw Championships and contests.

23) The General council shall have powers to suspend any Members/Association or players from the national competition without assigning any reason thereof.

24) The General council shall have powers to appoint or suspend/terminate C. E. O. on salary or token amount to look after all daily administration work or specific works as per given by house of the Federation annually or full term which is decided by House.

25) The General council shall have powers to appoint/revoke delegate to attend ISTAF & ASTAF meetings on behalf Federation annually or full term which is decided by House.

ARTICLE:-17. Duties of Office – Bearers:-

I ELECTED POST

1. President.

1. The President shall be the Head of Federation.

2. He shall preside at all meeting of the Annual General Council, Special General Council and the Executive Committee.

3. He may call meetings of the Annual General Council, Special General Council and the Executive Committee as and when necessary and Shall perform such other duties attached to the office he holds.

4. He can grant the provisional Affiliation to State/UT's/Unit Associations/Organizations till next Executive Committee meeting.

5. He can recommend to General Council for grant/cancel the affiliation/disaffiliation of State/UT's/Unit Associations/Organizations.

6. He shall also enjoy a casting vote in case of a tie in addition to his deliberative vote.

7. He has the power to spend up to **Rs. 2,00,000/-** on behalf of the Federation.

8. He shall nominate Athlete Commission/Council representatives in Executive Council to assist the development work of sepaktakraw in India.

9. The President shall be empowered to send an observer to keep a check on the elections of the affiliated State/UT's.

10. President in consultation Secretary General will have powers to constitute various sub committees and nominate members for such committees. However, such nominations have to be ratified in the next Executive or General Council meeting.



2. Vice-President:

In the absence of President, he will act for the President and exercise all powers of the President. He will preside at the meetings of the Federation in the absence of the President.

3. Secretary General:

1. He shall be responsible for all the work-of the Federation in accordance with the decision of the General Council and the Executive Committee under the over all direction of the President.
2. He also may call meetings of the Annual General Council, Special General Council and the Executive Committee as and when necessary
3. He shall keep minutes of all meetings of the General Council and the Executive Committee, records of the Federation.
4. He shall convey meetings of the General Council and the Executive Committee and any other committee or Sub-committees as may be necessary.
5. He shall receive all money on behalf of the Treasurer, if the treasurer is absent.
6. He shall perform such other acts as are assigned to him under the rules and regulations and Bye-Laws of the Federation.
7. He can grant the provisional Affiliation to new State/UT's/Unit Associations/Organizations till next Executive Committee meeting.
8. He can recommend to General Council for cancel the disaffiliation of State/UT's/Unit Associations/Organizations.
9. He has the power to spend up to **Rs. 1,50,000/-** on behalf of the Federation.
10. The Secretary General shall be the chief administrative officer of the federation.
11. The Secretary General shall be ex-officio member of all sub committee and are further eligible to attend the all meetings in a similar capacity.

4. Joint Secretary:

They will perform such duties as may be assigned to them by the General Council or delegated to them by the Secretary General from time to time.

5. Treasurer:

1. He shall be in-charge of the funds of the Federation.
2. He shall maintain all accounts, receive all money, issue receipts, pay all bills duly Certified by office-bearer(s).
3. He should operate jointly with the Secretary General, and President account in a bank, and he should submit statements of accounts every year.



ARTICLE 18. Meetings:-

1. General Council/Body:

The Annual General Meeting of the General Council will be held at the time of the senior National Sepaktakraw Championship or any approved time by the executive committee for which a clear 21 days Notice (to be given to all members to conduct the following business:

- (i) Confirmation of the minutes of the previous Meeting.
- (ii) Adoption of Secretary General's Report
- (iii) Consideration and passed the Audited statement of Accounts and Balance Sheet of the preceding Financial year
- (iv) Holding elections of office bearers.
- (v) Appointment of auditors for next financial year and fix their remuneration.
- (vi) Carry out any proposed amendments to the constitution, if any:
- (vii) Conduct any such business that may have been notified.
- (viii) Take up matters affecting the welfare of the Federation which the President may allow at the meeting without notice.
- (ix) Take up final decisions for affiliation and disaffiliation of member associations/person as recommended from executive committee/council or disciplinary committee of STFI
- (x) Consider the observer's report on the election of the affiliated member's State/UT's. And if the report is not satisfactory, then the election shall be considered as not valid. If such elections are not considered valid, the Council has powers to constitute ad-hoc body in that state for selection and participation of such state team in national championships.
- (xi) Accept Election meeting, the meeting can be held virtually as and when required.

2. The Annual Report, audited statement of accounts and other relevant papers pertaining to the Annual Meeting of the Council shall be circulated to all members (along with the Agenda of the Meeting) before 15 days of the meeting.

3. A Special General Meeting of the Federation may be convened by the President/ Secretary General on receipt a written requisition signed by at least 2/3 members of the Council and the agenda of the meeting will be included in such requisition. Such meeting to be known as requisitioned meeting - shall be convened with 20 days from the date of receipt of such requisition failing which the requisites will be entitled to



convene this meeting them after giving 21 days' notice to all members. No agenda other than that mentioned in the notice for such a meeting shall be discussed at the meeting.

4. An emergent meeting of the Council may be convened by the Honorary Secretary General in consultation with the President on urgent specific matters with 10 days clear notice being issued for the same to each member.

5. The quorum for a meeting of the General Council shall be 10 members or one-third of the total strength of the Federation whichever less is.

6. In the interval between two meetings of the Council the executive committee may take any action, such action is regularized at the next meeting of the council and incorporated in the minutes.

2. Executive Committee/Council:-

1). Meeting of the Executive Committee may be convened whenever necessary, by the Secretary General with the permission of the President.

2). The quorum of a meeting of the executive committee shall be one third of the members subject to minimum of five members present

3). At least 15 days notice of such meetings shall be given to all members but the Secretary General may convene meetings during the period of the National Championships at very short notice with the consent of the majority; only matter relating to that particular championship shall be considered.

4). An emergent meeting may be convened by the Secretary General in consultation with the president on urgent specific matter with 5 days notice, for such meeting notice being given to each member

(5). The decision of the Executive Committee may be taken by circulation in case of urgency when the meeting of the executive committee cannot be convened. Any decision arrived at by circulation shall have to be placed before the next meeting of the executive committee for record.

(6) Take up final decisions for affiliation and disaffiliation of member associations/person as recommended from President/Secretary General/Treasurer or disciplinary committee reports of STFI.

(7) Meeting can be held virtually as and when required.



ARTICLE 19. ARBITRATION COMMISSION:

CONSTITUTION:

1. The President and Secretary General after consulting each other will nominate a three member Arbitration Board, duly approved by the Executive Committee/Council.
2. Out of three members, one member shall be from the legal background.
3. Members nominated should not have any conflict of Interest.

PLACE OF ARBITRATION:

Place of Arbitration proceedings shall be STFI National Head Office at New Delhi or any other place in India as decided by the Arbitration Board.

COST OF THE PROCEEDINGS:

The cost of the Arbitration proceedings shall be born equally by the parties to the Arbitration. However, the entire cost of the proceedings can be imposed on either party of Arbitration if the Board so decides.

MODALITIES:

1. All State Associations shall include in their Constitution, a provision that Associations would have all unresolved disputes settled by the Arbitration Commission of the AFI and the Associations and its members shall voluntarily surrender their right of seeking redress in any court of law.
2. All unresolved disputes arising within the State Associations, shall be referred by the Associations to the STFI for settlement within Arbitration process by the Arbitration Commission of STFI.
3. The dispute has to be communicated to the Secretary General STFI in writing by any party and thereafter the Secretary General STFI, in consultation with the President, will constitute Arbitration Board for the adjudication of the dispute.
4. The following disputes may be referred to the Arbitration Commission:
 - i) Dispute between STFI Members / Affiliates.
 - ii) Dispute within a State Association affiliated to STFI.
 - iii) Dispute relating to affiliation with the STFI.
 - iv) Age fraud appeal against the decision of the STFI Age Verification Committee.
 - v) Dispute between STFI and its Vendors / Suppliers / Sponsors / Affiliates.
 - vi) Selection disputes.
 - vii) Election disputes.
 - viii) Affiliation disputes of District Sepaktakraw Association within a State Association.
 - ix) Affiliation dispute of a State Association.

ARTICLE 20. ATHLETE'S COMMISSION:

The Athlete Commission shall consists of One Chairman, 2 members. Atleast one women shall be a member of Athlete Commission. The commission will assist the Executive Committee/General Council in development of Sepaktakraw sport in India.



ARTICLE 21. COMPLAINT REDRESSAL COMMITTEE:

The Complaint redressal committee will be headed by one of the Executive Committee/Council Member of STFI. The President STFI will nominate the Chairman, Convener and three other members of this Committee in consultation with Executive Committee/Council. Any Complaint / Grievance will be lodged with the Secretary General STFI, who will place the same before the Committee for a final decision within four (4) weeks of receipt of the complaint.

ARTICLE 22. COMMITTEE FOR PREVENTION OF SEXUAL HARASSMENT:

The Committee for prevention of Sexual Harassment will be headed by one of the Executive Committee/Council Member of STFI. The Chairperson, Women's Committee, will be the Convener of this Committee and four other members including Chairman will be nominated by the President, in consultation with the Executive Committee/Council. Out of the four, one will be an eminent women Athlete or eminent women Sepaktakraw Coach.

- (i) Any complaint / grievance sexual harassment lodged with STFI Secretary General, will be placed by him before the Committee for a final decision within four (4) weeks of receipt of the complaint.
- (ii) The Committee shall address complaints in a time bound manner and take appropriate disciplinary action in case of misconduct and where conduct in the complaint amounts to a specific offence under Indian Penal Code or any other law, the Federation will take steps to initiate appropriate legal proceedings.

ARTICLE 23. DISCIPLINARY COMMITTEE:

The STFI will appoint Disciplinary Committee from amongst the members of the Executive Committee/Council not exceeding five to deal with all matters pertaining to disciplinary regulations and the Committee will submit its report or findings to the Executive Committee/Council. The decision of the Executive Council will be put up for ratification of Assembly.

ARTICLE 24. RULES & REGULATIONS OF SEPAKTAKRAW:

1. Sepaktakraw Sports rules:-

All Sepaktakraw sports rules shall be same as the rules of International Sepaktakraw Federation in their rules of Sepaktakraw sports. (Change accordingly ISTAF rules time to time).

2. Rules for National/Zonal or other Championship allotted or sanctioned by STFI:-

All championships or tournaments to be held under the STFI rules for conducting the championship as per rules & regulation made by STFI in rules & regulation book for conducting the championship by STFI or under the allotment/sanction of STFI.

- A. Facility (Ground, Accommodation, Transport etc.)
- B. Entry (Team confirmation, Team registration, entry by names etc.)
- C. Fixture (last championship, entry receiving, league/knockout etc.)
- D. Dispute (fixture, Rules, Players, Referee's decision, natural problem etc.)



- E. Jury (Composition, Duties, Powers, Decision etc.)
- F. Penalty (In ground, disciplinary, fines etc.)
- G. Appeal (by Players, Coaches, Managers, Associations/Units etc.)
- H. Final Authority (During any matter in championship)

ARTICLE 25. Amendments:-

1. Amendments to the Constitution can be suggested by any Member by giving 21 days notice to the Secretary General of the proposed amendment specifying why the amendment is considered necessary and what would be the advantage of the proposed amendment.
2. The proposed amendment shall be considered in the Annual General Meeting.
3. An amendment would be considered to have been accepted if it secures three-fourths majority of votes of the members and office bearers present in person at the annual general council Meeting.
4. All proposed amendments shall be circulated by the Secretary General to all concerned at least 12 days before the date of the Annual General Council Meeting.

ARTICLE 26. DISSOLUTION OF ASSOCIATION:

If the winding up or dissolution of Sepaktakraw federation of India is given effect to in accordance with the provisions of its rules any property or assets which may remain after satisfaction of all debt and liabilities shall be distributed among (he members of the Sepaktakraw federation of India or any of them or shall be given to some other society in accordance with the decision of the members of the Sepaktakraw federation of India or as provided in section 13 and 14 of societies Registration at 1860.

ANNEXURE "A"

MODEL ELECTIONS GUIDELINES FOR ELECTIONS OF 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. Four Vice- Presidents
- c. One Secretary General
- d. Four Joint Secretaries
- e. One Treasurer
- f. Nine Executive Member

3. Manner of Election:

- (1) Office Bearers and Members of Executive Body of Sepaktakraw Federation of India be elected by secret ballot. No Proxy voting is allowed.
- (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.
- (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 as delegates 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 DD/MM/YYYY.
- (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/ Hony. 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 (DD/MM/YYYY); 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 (DD/MM/YYYY) 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 o the authorized representatives of the member State / Union Territories 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 DD/MM/YYYY , 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 or advocate of India for conduct of Election of Office Bearers and Members of executive Body in accordance with the provisions of these Bye-laws starts onwards from _ DD/MM/YYYY .

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 five year or two terms 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 DD/MM/YYYY.
- (5) No person shall be eligible to nominate more than one candidate for the same post, either as proposer or seconder; 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/seconder, 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 DD/MM/YYYY.

8. Scrutiny of Nominations :

- (1) On (DD/MM/YYYY), 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 DD/MM/YYYY 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 DD/MM/YYYY 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 DD/MM/YYYY, the Returning Officer shall prepare the **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 DD/MM/YYYY 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 DD/MM/YYYY.

(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 in the polling station.

(13) Timing of Election



(10) The Returning Officer shall close the poll at __ a.m./ p.m. DD/MM/YYYY; 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) Vice-Presidents
- (3) Secretary General
- (4) Treasurer
- (5) Joint-Secretaries
- (6) 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 15.

ANNEXURE "B"

GUIDELINES FOR AFILIATED MEMBERS STATE/UTS ASSOCIATION OF SEPAK TAKRAW FEDERATION OF INDIA

To get affiliation and maintain the affiliation with Sepaktakraw Federation of India the following conditions should be fulfilled by states/UT's association positively:-

1. Minimum 50% of district association has affiliated with state/Ut association.
2. Regular State Championship should be organized on annual basis.



3. All district also organize the district championship on annual basis
4. Proper accounts and records to be maintain in state/UT's association office.
5. Submit a certificate to STFI office in which state/UT's association accept that they accept the constitution & guidelines of STFI for maintain the affiliation with STFI. STFI has reserve the right to disaffiliation them if found violation.
6. Mandatory submission of annual documents of State/UT's association during STFI AGM.
7. Organizing of Coaching course and referee clinic on regular basis.
8. Organizing of National/Zonal Championships which is allotted by STFI.
9. Election of State/UT's association:-
 - A) Only district association representative/delegates have right to cast vote in state/UT's association office bearers election. State/UT's association having the provision in the constitution that only district have a voting right in the election of state/UT's association, No other person or clubs have a voting right. After the amendment in constitution the certified copy submit to STFI office for records.
 - b) Election should be conducted by secret ballot
 - c) No proxy vote to be allowed.
 - d. Clear 21 day before notice of election AGM.
 - e. Appointment of Returning officer in advance 15 day minimum.
 - f. Electoral College list to release in advance 15 day minimum.
 - g. Written request to depute a observer from STFI before 15 day minimum
10. Will seek observer from the STFI 21 days in advance by providing voter's list and schedule of elections and any other document which is required by the observer appointed by the STFI.



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27/9/21

Superintendent
Public Trust Registration Office
Nagpur Region, Nagpur