

BYE-LAWS

OF THE



ASSOCIATION OF PERSONS

SAINIK ARDHYASAINIK SEVA SANGATHAN (SASS)

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17th May 2025

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SAINIK ARDHYASAINIK SEVA SANGATHAN (SASS)

PRESIDENT

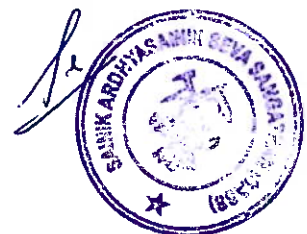
SAINIK ARDHYASAINIK SEVA SANGATHAN (SASS)

SECRETARY

SAINIK ARDHYASAINIK SEVA SANGATHAN (SASS)

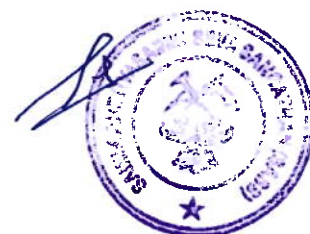
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Record of Changes

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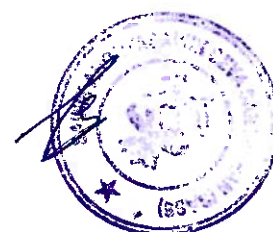
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BYE-LAWS OF THE ASSOCIATION OF PERSONS - SAINIK ARDHYASAINIK SEVA SAGATHAN

Contents	Subject Matter of the Bye-laws	Descriptive Text
Preliminary	1. Name of the Association	The name of the 'ASSOCIATION OF PERSONS' (AOP) shall be Sainik Ardhyasainik Seva Sangathan (SASS).
	2. Applicability of Bye-laws	The byelaws as laid out in this document will be final and binding on all members of the SASS, having been accepted as read, understood and agreed for compliance at the time of seeking membership of the AOP.
	3. Approval and Effective date of Bye-laws	These byelaws, finalised and approved by a resolution of the founding members will come into force on formation of the SASS and will be effective from the date of execution of the Agreement of the AOP.
	4. Amendments to Byelaws	The byelaws, which contain all the rules and regulations pertaining to the functioning and conduct of the AOP, including the rights and duties of members, may be amended from time to time by the Board of Directors and such additions, deletions and alterations are to be incorporated in the master copy of the byelaws and updated progressively.
	5. Address of the Association	The address of the AOP will be as given in the Agreement of the AOP, which at inception is at #202 Sea homes, PlotNo3 Sector 36 , Palm Beach Road, Near Poddar International School, Sea Woods -West, Navi Mumbai -400706, Thane, Maharashtra.
	6. Procedure for changing the address of the Association	Due to any reason whatsoever, if the address of the AOP has to be changed to different premises, necessary steps will be taken by the Board of Directors to make such amendments in the deed of AOP as per prevailing rules for such changes, and such changes will not warrant majority approval of the General Body.



Interpretations

7. Interpretation of the words and terms

The AOP is the association formed by its notarized agreement and SASS refers to the name of the AOP, both terms may be used interchangeably and will mean the same in letter and spirit.

'General Body' is the collective term for all primary members of the AOP permitted to utilize the services of SASS.

'Indian Armed Forces' would only mean and include the personnel of Indian Army, Indian Navy, Indian Air Force, Indian Coast Guard and all Central Government Armed forces including all officers and PBORs

'Serving' would mean a commissioned/class1 gazette officer and PBOR currently in active service in the Indian Armed/Military Forces and/or Central Armed Police Forces.

'Retired' would mean any person who at any point in time and for any duration served in the Indian Armed Forces or Central Armed Police Forces as a commissioned /Class1 officer or PBOR and is currently not in active service.

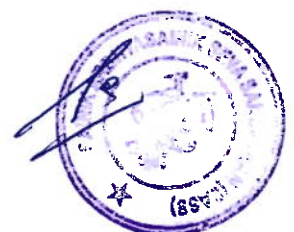
The Board of Directors (BOD) means the governing body of the SASS in which the authority to manage the affairs of the SASS is vested.

'Office Bearers' would mean and include those Directors on the BOD who by mutual consensus have been nominated or elected as President, Secretary, and Treasurer (and also Vice President and Joint Secretary if so decided). The term Office Bearers and Executive Committee are interchangeable and would be meaning the same as and wherever they are being refereed or utilized.

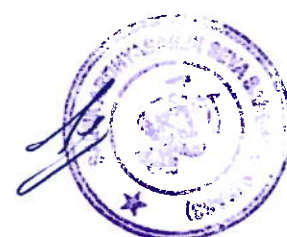
The terms he/she, him/her will be used without any gender bias and where either is used, it will also mean the other and third gender. These Bye-laws are synonymous with the rules of the SASS and both terms will have the same meaning and effect when used.



Area of Operation	8. Area of operation of the Association	The area of operation of the SASS will be bound by and within the sovereign territory of India and will be managed from Mumbai, it's principal place of operation.
Agreement of the Association of People	9. Salient features and clauses	The vision of the founding members is for the SASS to engage in activities to be of benefit to both retired and serving personnel of the Indian Armed Forces/CAPF's and their families. The SASS will be bound by the Deed of AOP which inter alia lays down the management principles, composition and terms of the BOD, types of members and eligibility conditions, beneficiaries and benefits, fees and charges, creation and utilization of funds, collection and utilization of sponsorship, e-governance initiatives and resolving of disputes.
	10. Binding on all who seek membership	All founding members have consented and agreed to be governed by the terms and conditions laid out in the deed of the AOP. It will also be binding on all those who voluntarily seek and are granted membership of the AOP.
	11. Procedure and authority to amend	<p>Due to any reason whatsoever, if the Agreement of the AOP has to be amended, necessary steps will be taken by the BOD to place such proposed amendments before the Board of Directors of the SASS to seek a majority view, and if approved as proposed or with any changes, such amendments may be carried out as per prevailing rules for such changes.</p> <p>Notwithstanding the above, the maximum strength, service-wise composition and reserved seats under specified categories in the BOD as laid down in the AOP will continue in perpetuity and will not be subject to any review by the General Body whatsoever. On all other matters specified in the AOP, the General Body (as applicable & specified in the AOP) will be the supreme authority to approve any proposed changes.</p>



		<p>(a) Welfare activities beneficial to officers and PBORs of the Indian Armed Forces and CAPF.</p> <p>(b) To liaise with external agencies to support health, wellness and quality of life measures.</p> <p>(c) To help members with information about pensions and extend support as decided from time to time</p> <p>(d) Organize events, workshops and camps on health, fitness, wellness, jobs, placement and matrimonial etc.</p> <p>(e) Preventive health checkup as prescribed by Department of Aayush, Govt of India</p> <p>(f) Life skills and soft skill programs for members</p> <p>(g) financial consultation and advice for financial products and services</p> <p>(h) Prepare bulletin and create awareness of general affairs, defense news etc.</p> <p>(j) Sponsor events by getting sponsorship from Business entities</p> <p>(k) Any other initiatives as decided from time to time that find common cause & benefit</p>
Aims and Objects	12. Aims and Objects of the Association	
Affiliations	13. Independence of AOP	The AOP/SASS will have no religious or political affiliations or any interest in such agendas whatsoever.
Service Grievances	14. No Matters Related to Services	The SASS or its activities will not be used as a platform to address grievances related to conditions of service or entitlements pertaining to serving or retired officers.
Board of Directors	15. Formation of First BOD by Founding Members	The SASS will be governed by a Board of Directors, first formed by and consisting of the founding members officers from the Indian Armed Forces. and /or Specialist directors from any specialized fields. The BOD will function under the overall guidance and authority of the President.
	16. Term, Composition and	BOD will function in perpetuity subservient to AOP



**Tenure of BOD
& Directors**

terms in a fair and transparent process.

The total number of seats for Directors on the BOD will always be an odd number and restricted to a maximum of 9.

Directors on the BOD will be in perpetuity or till they voluntarily resign, expire or is incapacitated the maximum age for a director to continue on the Board will be 85 years.

The BOD will meet at least once every quarter as deemed suitable. However, at least one physical BOD meeting has to happen once in a year in Mumbai. Outstation Directors will be eligible for Second AC train fare irrespective of the train type. In case a situation demands any other mode of transportation then the same may be granted with prior approval of the President. All boarding & Lodging expenses will be borne by SASS.

**17. Reserved and Specialist
categories on the Board
of Directors**

The BOD will have 08 officers/ veteran officers from Indian Armed forces and 01 officer from CAPF 4 Specialists under 'reserved categories'; the max 4 Regional directors (veteran officers of Indian Armed forces/CAPF or PBORs) The President, Secretary and Treasurer will be from the Veterans of Indian armed forces and should preferably be residents of Mumbai (since their presence in station will be required for documentation, face to face meetings, representation of SASS before authorities, legal matters etc.) and as such, these 03 seats will also form a 'reserved category' within the BOD.

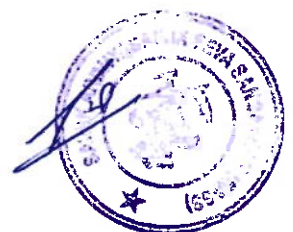
**18. Authority of the
Founding members to
nominate Directors as
per reserved and
specialist category on
the Board of the
Association**

The founding members are vested with the authority to nominate and appoint such other members from the Indian Armed Forces on the first BOD under the reserved category, as also any member(s) from specialist fields and such seats are to be filled within 03/09 months of formation of the BOD.

Specialist members and/or Regional Directors will always be nominated by the BOD but will not be permanent members of BOD and their tenure will be for a period of (3) Three years extendable by BOD resolution.



19. Policy for rotational retirement of Office Bearers for continuity and familiarity in management of operations
- For sake of continuity and familiarity in management of the AOP, Office Bearers are permitted to retire in rotation - subject to a maximum of one-third of Executive Committee (EC) retiring in each year) and elections to replace retiring EC members may be held during that year. The discretion to exercise this option is vested in the BOD.
- The term of such new members elected to the EC to replace Office Bearers retiring in rotation will run for 03 years and only remaining seats will be contested at the election to be held at 03 yearly intervals.
20. Policy for appointments of Regional Directors
- Directors on the BOD may also be appointed as Regional Directors by the President in consultation with the BOD/Office Bearers to oversee operations in allotted regions to cover all states of India. They will be the single point of contact (SPOC) for initiatives of the AOP, liaison with third parties, grievances of members, suggestions and feedback to the President of the BOD.
21. Appointment of Office Bearers/Executive Committee
- The members of the BOD will appoint the Office Bearers/Executive Committee by mutual consensus or majority vote consisting of President, Vice President, Secretary, Joint Secretary and Treasurer subject to fulfilling the conditions of the reserved category of President, Secretary and Treasurer being Members of BOD and preferably but not necessarily be residents of Mumbai Metropolitan Region.
22. Committees and Working Groups
- President may appoint Committees and working groups as the need arises.
23. Day to Day Management
- The day to day running of the SASS will be managed by the Office Bearers/Executive Committee (specially the President, Secretary & Treasurer) under the overall guidance of the President.
24. Co-operation, Faithfulness, Conflict of interest
- The BOD shall cooperate amongst themselves, be true and faithful to each other, have no conflict of interest and not do or cause to be done anything which may be detrimental to the interest of the AOP.



Bank Account, PAN & GST	25. Operations and Compliances	<p>A bank account maybe opened in a suitable reputed, financially and technologically sound bank in the name of 'SAINIK ARDHYASAINIK SEVA SAGATHAN' and the same shall be operated jointly by the Treasurer, President and Secretary (any 2 of 3), whilst ensuring adequate provisions for efficient, cost-effective and seamless online e-banking operations and financial transactions.</p> <p>Additional bank accounts may be opened as necessary to spread funds and investments across banks for added safety of capital.</p> <p>The 'SAINIK ARDHYASAINIK SEVA SAGATHAN' shall obtain PAN and GST numbers as applicable, to be in compliance with laws of India and may seek legal advice and professional services as required.</p>
Creation of Funds, their Utilisation and Investment	26. Modes of raising funds of the Association	<p>The raising of funds by and for the SASS and modes will be as enumerated in the Deed of the AOP and these byelaws. This may be from the initial contribution of Founding Members, collections from sponsors and membership fees from members and/or combination of all above.</p> <p>The Corpus and Exigency Funds may be created by contributions, sponsorship, donations and admission fees collected from persons granted membership of the SASS.</p>
	27. Corpus and Exigency Funds	<p>The corpus will be judiciously invested in suitable government securities or bank fixed deposits and only interest accruing thereon less taxes may be used for furtherance of aims and objects of the AOP. However, in case of extreme exigencies the principal amount can also be utilized based upon President's concurrence.?</p>
	28. Advance from Founding Members	<p>SASS will take a refundable contribution from the founding members, who have mutually decided and agreed to individually contribute a sum of Rs 10000(Rupees Ten Thousand Only) each, to facilitate the initial setting up and administrative expenses of</p>



the AOP.

This amount, sans any interest will be fully refunded to them and such refund will be affected on the founding member's resignation/departure from the BOD, on completion of tenure or any other reason.

SASS will try to meet all admin expenses from sponsorship, events and donations. However, in case of any shortfall SASS may collect as enumerated above

The registration, admission and annual membership subscription may be different for each type of membership and will be decided by BOD as deemed fit

29. Registration and Admission Fees

Non-refundable online registration charges. One time admission charges from members who may volunteer to join and maybe charged to all applicants towards administrative expense whilst registering on the SASS website.

The admission fees if collected will be accounted towards the Corpus and Exigency Fund as is hereinabove enumerated.

30. Annual Subscription

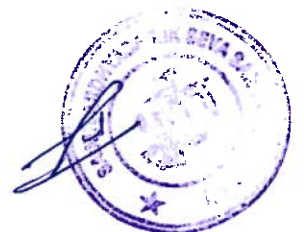
In absence of sufficient sponsorship and donations an annual subscription, determined by the BOD, may be payable by all members to ensure that the SASS is able to operate, exist and maintain itself. At inception of the SASS, the rate for annual subscription will be fixed by BOD as and when required The rate of subscription may be revised from time to time by the BOD

31. Investment and Expenses

The registration fee, admission fees and annual subscription collected from members of SASS shall be judiciously invested/ utilised by the Board of Directors in keeping with the highest moral and ethical standards without any conflict of interest for furtherance of Aims and Objects of the AOP.



		Administrative expenses will include but not be limited to hiring of office space and staff, office equipment, water and electricity, communication, internet, web hosting, stationery, travel and incidental expenses, professional fees paid to consultants, audit fees, registration charges for compliance with laws and income/goods & services taxes as applicable.
	32. Grants, Loans, Financial Assistance	The AOP will not undertake to suggest or utilise any of its funds to grant any form of loans, grants or financial assistance to any member or their families, however mitigating the effect will be on the circumstances of the case.
	33. Surplus Funds	Surplus funds may be utilised for any welfare activities as deemed suitable and decided by the BOD.
Payments for Schemes and Benefits		In addition to registration fee, admission fees and annual subscription, the SASS may collect from its members monies for goods and services to be paid to third parties for schemes and benefits negotiated at group rates and voluntarily opted for by its members.
	34. Pass Through Income	These monies will be in the nature of pass-through income and SASS will bear no responsibility for quality of goods or services provided by third parties, except the guarantee of payment made on behalf of its members. The BOD is empowered to transfer such amounts to third parties without any financial limits or approval of the General Body.
Limit of Liabilities	35. Liabilities of the Directors and Members of the Association	The Directors or members of the AOP shall not be personally, jointly and severally liable for any or all liabilities arising in the course of carrying on the activities of the AOP in good faith, except where overridden by laws of the land.
	36. Director's Liability Policy	A Director's & Officer's Liability Policy will be taken for protection against any eventualities, which may or



may not arise in future

**Membership and
Conditions for
Membership**

**37. Eligibility and Conditions
for individuals desiring
to be members of the
Association**

Membership of the SASS will be granted to those who voluntarily apply and fulfill the condition of (a) either being a serving or retired person of the Indian Armed Forces, (b) or their spouse, (c) or their married children, (d) or their children above 25 years of age (e) or their parent/parent-in-law (f) or such other persons as may be decided by the BOD.

Any person seeking membership must satisfy the officials of the SASS of him/her meeting the eligibility conditions with documentary evidence failing which his/her registration shall be cancelled and registration fee paid shall be forfeited. The BOD also reserves the right to seek additional documents to establish the credentials of applicants for membership.

New members may be inducted to the SASS from time to time.

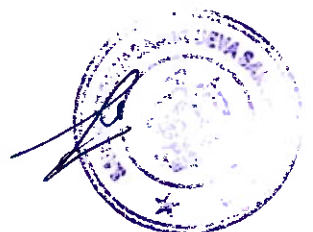
Any fraudulent representation to gain membership or major breach of byelaws/rules will result in cancellation of membership and cessation of all associated benefits acquired through or arranged by the SAINIK ARDHYASAINIK SEVA SAGATHAN, including forfeiture of all monies paid till then

Serving/retired persons of all ranks of Indian Armed forces/CAPF and their spouse when granted membership of the SASS will be termed as 'Primary Members'. Their married children and children above 25 years of age and any other person granted membership will be termed as 'Associate Members'

**38. Primary and Associate
Membership**

Parent, Parent in laws are linked Associate Members and will be able get membership/service only with primary member opting for it.

Blood relatives, associates (proven through documentary proof) may join at discretion of BOD as linked sponsored associate members. BOD reserves the right to exercise this option for membership as may be decided by BOD from time to time. They will be able get membership/service only with primary



		member opting for it
		Benefits of schemes, initiatives and welfare measures that may be undertaken by or organised through the SASS for its members may be extended to the following: -
Benefits to Members	39. Benefits and Eligibility Conditions	(a) Primary members, their spouse, unmarried children below 25 years of age, parent and parent-in-law and
		(b) Associate members, their spouse, their unmarried children below 25 years of age,
		c) linked associate members such as parent and parent-in-law only if Primary member is also subscribing for the benefit
		d) Linked sponsored associate members only if Primary member is also subscribing for the benefit
		Extension of benefits will however be subject to restrictions, permissible inclusions and eligibility criteria of specific schemes which may be arranged by/through third parties and external agencies.
E-Governance	40. Demographics of Members	It is anticipated that members of the SASS will be spread across the length and breadth of India, and it will be practically impossible to conduct the affairs of the SASS in a traditional sense by congregating at appointed place or physical presence at meetings.
	41. Use of Modern Technology	The SASS will make use of modern technologies in furtherance of e-governance like e-mail communications, secure digital financial transactions, paperless documentation, cloud storage of data, video conferencing, e-voting, web hosting of meetings, online surveys and such other measures as deemed appropriate to cater to its community of members with widespread demographics.
	42. SASS Website	A website of the SASS with domain name www.sass.co.in will be hosted on the world wide web.



The design and features of the website should cater for publicity of the SASS and its activities displayed on pages with universal access. Restricted pages with access only to members will cater for such matters and information internal to the SASS and only concerning the Association and its members.

The website will be the interface between the members of the SASS and the organisation of the SASS in matters concerning its management, operations, finances, transparency, communications, records, archives and such other facilities afforded by technology to further e-governance.

The website may also provide an embedded payment gateway with minimal transaction costs to enable online payments to the bank account of the SASS. In case online receipts are not possible BOD may decide alternate means for collection

Terms for use of the website and privacy policy will be mentioned prominently in the website.

Rights of Members

43. Right to get a copy of the byelaws of the Association

A compiled handbook consisting of the byelaws and all rules and regulations of the SAINIK ARDHYASAINIK SEVA SANGATHAN(SASS) and details of its members will be published from time to time either in print or in electronic form and made available to all members. The latest version will supersede any other laws, rules and regulations that were previously in force. The info shared will done with the intention of truthfulness and transparency but in case of any ambiguity arising the same will be dealt as per the discretion of BOD. The information will be shared on the website only (when website is available)

44. Inspection of Books and Records, Copies of Documents and Limitations Thereof

No facility of inspection of books and records by a member at the office of the AOP will be made available due to its impracticability. However, a member, on request, will be provided information related to the ledger page of his accounts in electronic form. No physical copies of documents will be made



available to members.

45. Transparency in
Management, Financials
and Decision Making

Transparency in management, financial and decision making will be provided by relevant information posted on the website of the SASS and will be available for perusal by members. Such documents will include the Byelaws, audited account statements of last three years along with audit/rectification reports, quarterly income & expenditure statement of running financial year, minutes of General Meetings and Meetings of the BOD (current and archived).

**Resignation of
Membership**

46. Resignation of
Membership

Any member may resign from his membership of the SASS without giving any reason whatsoever, subject to having cleared all dues and rescinding all rights and benefits derived from or through membership of the SASS. Resignation is not to be accepted until all dues to the Association are fully paid

**Responsibilities
and Liabilities of
Members**

47. Adherence to the Deed,
Byelaws and Rules of
the Association

All members will ensure strict adherence to the Byelaws and rules of the SASS and also follow in letter and spirit the terms and conditions of any schemes and benefits organised by the SASS or through third parties.

The members shall cooperate amongst themselves, be true and faithful to each other, have no conflict of interest and not do or cause to be done anything which may be detrimental to the interest of the AOP or tarnish the image of the Indian Armed Forces.

**Removal and
Expulsion of
Members**

48. Grounds on which a
member could be
removed or expelled

A member may be expelled from the membership of the SASS, if such a member (a) has subsequently been discovered to be ineligible for membership (b) has produced fake or falsified documents to claim his eligibility for membership (c) has failed to pay the charges due to the SASS for a period of 01 year (d) has willfully deceived the AOP by giving false



- information to gain benefits (e) has willfully misused benefits or misbehaved whilst using the benefits of schemes arranged by or through the SASS and (f) has been in the habit of committing breaches of the Byelaws, which in the opinion of the BOD are of serious nature.
49. Procedure for expulsion of a member
- A member, against whom a prima facie case for expulsion is established by the BOD, will be issued a 'show cause notice' (e-notice by email) and given a period of 15 days to respond with facts and reasons as to why his membership should not be cancelled. All available facts and known circumstances of the case will be placed before the Ethics and Grievances Committee (as is hereinafter described), who will afford a dispassionate hearing to the member and communicate its decision to the BOD and member, upon which the BOD decision will be final and binding upon all concerned.
50. Effect of expulsion on membership of the Association
- A member, whose membership is cancelled and thus expelled from the AOP, will lose all rights of a member including attendance at meetings, voting and contesting of elections. Further, such an erstwhile member or his beneficiaries will have no rights whatsoever to claim any benefits from activities undertaken by or through the SASS and all benefits from all enrolled schemes will stand withdrawn.
51. Eligibility of the expelled members for readmission to membership of the Association
- An expelled member may apply for readmission to the membership of the SASS subject to render a written apology for his past misdoings and undertaking to henceforth abide by the Byelaws and rules of the AOP. Such a request for readmission will only be taken up after a lapse of at least a minimum of one year from his expulsion. In case of any break of membership due to any reason, and subsequent approval for readmission, membership renewal charges will be payable at 200% of the prevailing rates of admission fee or Rs 5000/- whichever is higher.

Cessation of 52. Circumstances under A person will cease to be a member of the AOP either



Membership

which a person ceases to be a member of the Association

on his voluntary resignation or on non-payments of requisite fees (as applicable) or upon expulsion with due process.

53. Action by the Board on cases of cessation of membership of the Association

On cessation of membership due to resignation or expulsion, the BOD will take necessary steps to remove the name of such member and his/her beneficiaries from all membership records, schemes and benefits. In the event of unfortunate demise of a member, all benefits will continue to be enjoyed by the Primary or Associate member's beneficiaries and transfer of such membership will be offered to the spouse.

Duties and Powers of the BOD

54. Authority of the Board to grant membership of the Association to eligible persons

BOD is empowered to decide on the eligibility of persons seeking membership of the SASS and such decisions will be final and binding. Verification of identity and eligibility documents, establishing credentials through telephone communications or video conferencing may be undertaken and processed post registration on the SASS website and uploading of applicable documents for seeking membership.

The process for registration and application for membership and eligibility documents will be enumerated in the SASS website.

55. Authority of the Board to take all decisions.

Except for all those decisions which needs General Body approval (as mentioned in the AOP or elsewhere in this Byelaws), The BOD is empowered to take all decisions regarding the management of affairs of the SASS, decide on all activities to be undertaken in furtherance of the aims and objects of the AOP, incur expenses without any financial limits to facilitate operations and ensure regulatory compliances.

56. Approval of Expenditure and Financial Limits of Office Bearers

(a) The BOD will approve negotiated fees/salary/charges payable to Accountant, IT Assistant, Income Tax, GST and IT Consultants, Chartered Accountant, Auditors and such other persons for contracted services to be availed by SASS.

(b) The BOD will empower the Office Bearers (President, Secretary and Treasurer) to incur such



recurring expenses on monthly, yearly or occasional basis.

(c) The BOD will also lay down the heads of expenditure and financial limits that can be incurred by the Office Bearers and Regional Directors in carrying out other operational duties of the SASS.

(d) Any other expenditure not specifically laid down and approved by the BOD will be referred to it for financial sanctions on a case-to-case basis.

57. Policy of executing the Aims and Objects of the Association

The BOD is empowered to explore avenues and opportunities in furtherance of aims and objects of the Association and will be open to suggestions and feedback from the members of the AOP.

58. Authority of the Board to remit monies to third parties for schemes and benefits opted for and paid for by members of the Association

The BOD is empowered to transfer such amounts hereinabove defined as 'pass through income' to third parties without any financial limits or approval of the General Body.

Such onward payments will be for schemes and initiatives approved by the BOD or General Body in conformity with the aims and objects of the AOP.

59. Matters that need to be placed before the General Body for majority decision

Matters that need to be placed before the General Body and limits of financial powers of the BOD (if required) will be included in the agenda for the General Body Meeting and decided by majority.

General Meetings

60. Holding of General Body Meeting within stipulated period

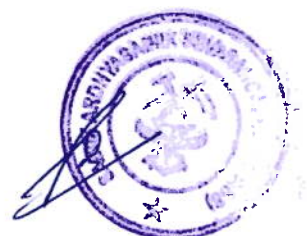
The first General Meeting of the SASS will be held virtually as decided by the BOD, after end of running financial year 2027-28. At least once every calendar year to get members feedback

61. Period of notice for Annual and Extraordinary/Special General Body Meetings

21 days' notice will be given for conduct of Annual General Body Meetings and 14 days for Extraordinary or Special General Body Meeting.

62. Formulation of Agenda

The BOD will formulate and promulgate the agenda



- | | |
|---|--|
| for General meetings | for the General Meeting along with the notice for the meeting. Points and suggestions received from members will be given due consideration by the BOD and taken up on the agenda if it merits discussion and decision by the General Body. |
| 63. Conduct of Annual General Body Meetings within six months after close of financial year | Subsequent to the first General Meeting, Annual General Body Meetings may be held within 06 months of close of each financial year ending 31st March. |
| 64. Methodology for conduct of General Body Meetings and passing of resolutions | Decision making process will be fair and transparent following the principle of 'majority vote', primary members being afforded a right of a vote on major issues that need to be placed before General Body and such decisions shall be binding and conclusive on all members, except in case its contrary to the basic principles as enumerated in the AOP. 7 |
| 65. Eligibility conditions for members to attend and vote | Only 'Primary Members' will be eligible to attend and vote at general body meetings (or through e-voting process) |
| 66. Quorum and adjournment conditions and procedure | The quorum for a General Meeting is fixed at 10% of Primary members. At the appointed time, if there is no quorum, the meeting will be adjourned for 15 minutes and then a count of members will be taken, however the meeting will be proceeded with irrespective of number of members then present or meeting the original envisaged quorum. |
| 67. Procedure for convening and conduct of Special General Body Meetings | A Special or Extraordinary General Body meeting of the AOP may be called at any time either by decision of majority on the BOD or on receipt of requisition from minimum one-tenths of Primary members. The meeting so convened shall only transact the business mentioned in the notice for the meeting.

The Secretary of the SASS shall place such a requisition before the BOD within 07 days of its receipt, to fix the date, time and venue and issue a 14 days clear notice for the meeting; in the event of failure of the Secretary to issue the notice, the President shall do so. |



The quorum for the meeting will be a minimum of 10% of members.

Due to the dispersed demographics of members of the SASS, it is impracticable to conduct meetings at specific places and physical venues. Meetings of the BOD and General Meetings of the SASS may therefore be conducted on e-platforms using technology for video conferencing and virtual meetings.

68. Modalities for facilitating e-meetings, e-voting and other information technology measures

Based on the agenda of the ensuing meeting, annual reports, financial statements and proposed resolutions that need to be passed with a majority vote will be circulated amongst members with explanatory notes along with notice and agenda for the meeting.

A facility for e-voting or voice vote on such resolutions may be accorded to the members within a designated window period and majority decision arrived at for presentation to the General Body at its meeting.

The e-voting will be conducted through the SASS website or on a suitable platform that affords reasonable secrecy in a fair and free manner, results of which will be made transparent and accessible by any member.

At the Annual General Body Meeting, the Secretary shall present the annual report on the activities of the SASS and findings and recommendations from any Process Audits carried out during the year.

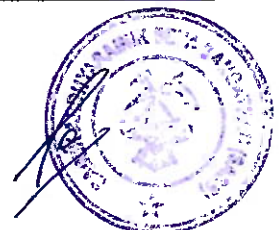
69. Presentation of annual report and audit statements

The annual audited financial statements, together with the balance sheet, income & expenditure statement and auditor's report shall be placed before the General Body by the Treasurer for adoption and passing of the financials. Audit rectification reports from previous financial years shall also be presented to the General Body.

All such matters that require the sharing with of the General Body shall be included in the agenda and resolutions tabled along with results of e-voting if already completed prior to the meeting.

70. Presentation of proposed new schemes

The President or Secretary shall present such other proposed schemes and initiatives in furtherance of the



	and welfare activities for approval by the General Body	aims and objects of the SASS for consideration of the General Body.
	71. Recording of video conferencing of e-meetings and promulgation of minutes of the meeting	All efforts will be made to record the video/audio proceedings of meetings and formal minutes approved by the BOD shall be circulated to the members within 30 days of conduct of the meeting. Such information and minutes will be placed on the website of the SASS for record and benefit of those members who could not attend and participate in the meetings for whatever reason.
Management of Affairs of the Association	72. General Body to be supreme authority	In consensus with the AOP clauses and subject to the provisions of these Byelaws, the authority of the AOP shall vest in the General Body, summoned in such manner as is specified herein. All decisions needing approval of the General Body as enumerated in these byelaws will be referred to as a majority decision. The General Body will be the supreme authority of the AOP/SASS in consensus with the broad principal governing the AOP.
	73. Management of the Association to vest in the Board	The BOD is entrusted with the management of affairs and finances of the SASS.
	74. Exercise of powers by the Board	Subject to the direction given or regulation made by a meeting of the General Body, the BOD shall exercise all powers expressly conferred on it and discharge all functions as entrusted to it by these Byelaws.
	75. Membership Committee	A 'Membership Committee' may be formed from Directors on the BOD and other co-opted members as necessary to scrutinize applications for membership, verify submitted eligibility documents, conduct telephone/video interaction, establish credentials and satisfy to the best of their ability the Bonafide's of the applicant prior to granting or rejecting membership of the SASS. The BOD will decide the modalities to be followed, role and responsibilities of Regional Directors and final



- authorities in this matter.
- An 'Ethics and Grievances Committee' shall be formed with the President as the head and up to 04 other members of the SASS excluding Directors on the BOD.
- This Committee will be formed by voluntary acceptance by members or nomination by the President. Issues related to discipline, conduct, misuse, vigilance, breaches, misrepresentation, misappropriation, expulsion, grievances and such other matters will be dealt with by this Committee in a just and impartial manner.
- Majority decision of this Committee will be binding on all members subject to concurrence of the BOD.
- The procedure for removal of a director on incurring disqualification will be same as that for expulsion of a member and is to be referred to the Ethics and Grievances Committee, whose decision will need to be ratified by the General Body (if recommended for removal) subject to prior approval of the residual BOD
- Meetings of the BOD through video conferencing will be conducted at least once a quarter with a possible minimum quorum of 50% Directors including the President or Vice President, Secretary or Joint Secretary and the Treasurer (if financial matters are on the agenda).
- The record of BOD meetings and attendance of Directors will be maintained by the Secretary. Every Director will ensure attendance of at least 3 out of any 5 successive meetings of the BOD; failure to comply with minimum attendance criteria as defined above during 02 consecutive periods of 6 months each will qualify for disqualification (unless circumstances for nonattendance were beyond control of the Director).
- Summary of discussions and decisions will be noted by the Secretary, who will promulgate the minutes of the meeting within 14 days of its conduct for approval by the BOD, subsequent to which, it will be placed on the website of the SASS for perusal by and info of
76. Ethics and Grievance Committee
77. Procedure for removal of a director incurring disqualification
78. Quorum, conduct, frequency and attendance of Directors at Board meetings
79. Record of Discussions and Minutes



- members.
- The BOD will amongst themselves decide and define the responsibilities of custody of physical and electronic documents in their possession, on the website, with consultants, accountants and intermediaries, login and transaction passwords and such other records of the SASS.
- Services of an accountant's office may be hired to keep soft and hard copies of the membership documents. This will also work as the back office relating to membership and accounts.
- A personal file would be maintained for each member to maintain membership and financial details. Personal ledger details of a member may be shared by this office on directive from any of the office bearers.
- All bank documents would also be maintained by him. He will also produce all records for any financial and process audits which will be carried out by an approved Chartered Accountant. He would assist the Treasurer and Secretary with back-office information. The accountant will also have custody of seals/stamps of the SASS and its office bearers.
- An IT cum office assistant may be hired to render assistance to the BOD as and when required.
- All documents, records, files, ledgers, cash, cheque books, passbooks, passwords, contracts, communications and any other property of the SASS whether in physical or electronic/soft form and such other documents maintained by the accountant's office will be handed over by the outgoing Directors of the BOD to the incoming Directors of the BOD and will be signed for either separately or jointly by the outgoing and incoming custodians.
- A Director may resign from his position on the BOD if there are compelling circumstances and acceptance will be subject to the approval of the President.
- If due to any reason whatsoever, a Director is unable
80. Custody of Records of the Association
 81. Working Methodology and Outsourcing
 82. Handing over charge by the outgoing Board
 83. Resignation of Directors from the Board and filling of vacancies



**Powers and
Functions of
Office Bearers**

- to continue on the BOD pending approval of his resignation or circumstances that necessitate immediate withdrawal from all functions, the President shall allocate his duties to another Director for uninterrupted and smooth functioning of the BOD.
- The BOD will have the authority to decide if the Board can continue its term with the remaining existing number of Directors or whether elections to fill the vacancy need to be held at the earliest opportunity or can wait till the next Annual General Body Meeting.
84. The President/Vice President of the Association to preside over the meetings of the Board
- Either the President or in his absence, the Vice President will preside over the meetings of the BOD, one of whose presence is mandated as per requirements of the quorum.
- In case both are absent the BOD/directors attending the said meeting may elect any director present to chair the specific meeting
85. Decisions by majority on the Board
- Any point on the agenda that cannot be decided unanimously by the Directors attending a meeting will be put to the majority voice or show of hands vote and count taken and recorded. In the event of any tie, the President of the meeting (President or Vice President of the BOD) will have an additional casting vote.
- The President of the AOP shall have the power of overall superintendence, control and guidance in respect of the management of the Association within the framework of the Byelaws and rules of the SASS.
86. Functions and Powers of the President
- In case of any urgency, the President of the association shall be competent to exercise any of the powers of the BOD.
- Any decision, so taken by the President of the AOP shall, however be got ratified at the next meeting of the BOD. The President will operate the bank account of the SASS jointly with the Treasurer/Secretary.
- The Vice President, acting on behalf of the President will exercise the same powers as vested in the



President, except operation of bank accounts.

The functions of the Secretary within the framework of the Byelaws and rules of the SASS will include but not be limited to: -

(a) Issue notices and agenda for all meetings of the General Body.

(b) Attend, record, finalise and promulgate the minutes of meetings of the General Body.

(c) Call the first and subsequent meetings of the Board of Directors.

(d) Attend the meetings of the Board and record minutes and attendance by Directors.

(e) Produce records of the association before authorities with consent of the President.

(f) Bring breaches of Byelaws/rules by the members to their notice under intimation from the Board.

(g) Operation of the bank account of the SASS jointly with the President/Treasurer.

(h) Sign and execute purchase orders as approved by the BOD.

(i) Communicate to all members, stakeholders, statutory authorities, external agencies.

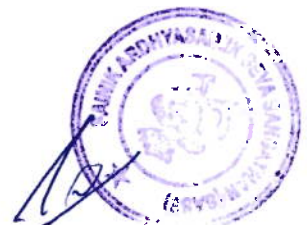
(j) Represent the SASS in any forum.

(k) Discharge such other functions as per the deed of the AOP, the Byelaws/rules of the SASS, the direction of the Board and General Body as are not expressly mentioned hereinabove.

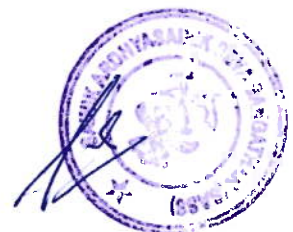
The Joint Secretary, acting on behalf of the Secretary, will exercise the same functions as the Secretary, except for the operation of bank accounts.

l) Secretarial assistance may be taken for office work, recording of minutes, communication with members etc.)

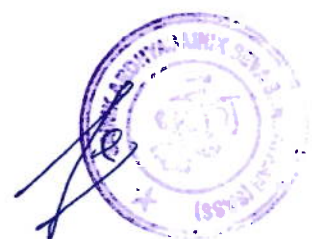
87. Functions of the Secretary



		<p>The functions of the Treasurer within the framework of the Byelaws and rules of the SASS shall be:-</p> <p>(a) to maintain the accounts and financial records of the SASS.</p> <p>(b) to finalise quarterly income/expenditure statements, annual accounts of the financial year.</p> <p>(c) to present the accounts and records for audit.</p> <p>(d) to prepare the audit rectification reports on matters received from the auditors.</p> <p>(e) preparation of budget for ensuing financial year and propose any revision of annual subscription to the General Body.</p> <p>(f) operation of the bank account of the SASS jointly with the President/Secretary.</p>
	88. Functions of the Treasurer	
		<p>The financial year of the AOP shall be from 01st April to 31st March of the succeeding year.</p> <p>The books of accounts of the AOP shall be maintained regularly in accordance with standard practices for associations of such nature, and separately from the books of accounts of its individual members.</p> <p>The services of a professional accountant may be utilized for maintenance of accounts of the SASS and associated functions (like receipts, payments, reconciliation, income tax and GST filings/returns etc.) under the overall authority and responsibility of the Treasurer.</p> <p>At the end of each financial year, the profit or loss as evidenced in the books of accounts of the AOP, shall be accumulated and surpluses used in furtherance of activities of the AOP as per decisions of the BOD/General Body.</p> <p>No member of the AOP shall be entitled to any salary, interest, bonus, honorarium or commission. This shall however not apply to any out-of-pocket expenses incurred on AOP activities, and such expenses will be</p>
Maintenance of Account Books and Registers	89. Books of Accounts, Registers and other books to be maintained	
	90. Profit and Loss	
	91. Payments to Members	



		reimbursed to the persons who incurred them.
		The income earned or derived from the activities of the AOP after meeting expenses and subject to tax shall be taxed at the hands of the AOP.
		To this extent the AOP shall take all necessary steps and do all such things as may be required to be done, to ensure that it pays all taxes arising out of or in connection with its activities and shall, from time to time and in good faith, obtain and maintain all necessary registrations and make all necessary filings with the Income Tax and GST authorities or any other governmental or statutory authority as may be relevant.
	92. Taxation	
		The annual accounts will be audited by a certified Chartered Accountant appointed by BOD/mutual consent of members.
Audits	93. Annual Audit of Accounts	AOP shall follow all applicable Laws of the Land and maintain all statutory records and compliances.
		The audited accounts and audit report will be presented to the General Body at the annual General Body meetings.
	94. Process Audit	A Process Audit may be carried out every six months during the first three years of operation by a Board of members nominated by the BOD or using services of professionals in the field with the aim of evaluating, reporting on, and improving the organizational performance of the SASS in relation to its aims and objects and for measuring its effects on the community it strives to serve.
Election Rules	95. Conduct of Elections	Elections to the posts of Directors (on arising of a vacancy) on the BOD will be conducted, either combined with the Annual General Body Meeting or separately.
		Elections to seats falling vacant mid-term resulting



from resignation, demise, disqualification etc. of Directors will be held as per decisions of the BOD.

60 days' notice will be given for the conduct of elections and a preliminary electoral nominal roll of Primary Members eligible to contest, attend and vote will be published and circulated to all members.

Members will be given 07 days to raise any objections on their eligibility conditions. Such objections will be examined by the BOD (and if deemed necessary, also referred to the Ethics & Grievances Committee) whose decision will be final and binding.

96. Notices and Procedures

A final list of members eligible to contest, attend and vote will be published with 45 days clear notice of the date fixed for the elections (along with details of vacancies on the Board for which elections are to be held and modalities for filling the 'said categories') and self-nominations sought from members who voluntarily are willing to contest the elections.

Nominations to contest elections will be open for a period of 15 days and may be further extended by 07 days if sufficient nominations to fill all vacancies are not received during the initial window period.

97. Nominations

The final list of contestants for seats will be published with 15 days clear notice of the date of elections.

E-voting measures will be adopted and primary members eligible to vote will be given a window period of 07 days to complete the voting process.

98. E-voting to be discussed

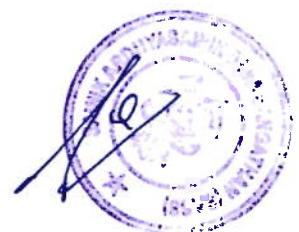
On the appointed date and time for the announcement of election results, an e-meeting will be organised and the results declared.

99. Announcement of Results to be discussed

The process defined above may be suitably modified (within the guiding parameters) on recommendations of internal/external information technology teams and partners who may assist or provide the platform for free and fair elections so as to cater for ease of procedure, technological constraints and to afford maximum transparency to members.

100. Modification to Election Process

The final methodology to be followed and clear instructions/guidelines for the actual voting process will be communicated to all members prior to the window period of 07 days for actual exercise of



member votes.

Any disputes arising from any cause whatsoever shall be attempted to be settled by friendly consultations in an amicable environment in accordance with the Byelaws of the SASS.

Notwithstanding the above, these Byelaws shall be governed and construed in accordance with the laws of India and in the jurisdiction of Mumbai. All disputes and differences of any nature and relating to any matter whatsoever concerning the conduct of members or beneficiaries, affairs of the AOP or the interpretation of these Byelaws, whether before or after the dissolution of the AOP and/or termination of the agreement of the AOP, shall be referred to a single arbitrator mutually agreed upon by the parties to the dispute.

In the event that the affected parties are unable to reach an agreement to appoint a sole arbitrator, the dispute shall be referred to three arbitrators, one arbitrator to be appointed by each party, and the third arbitrator (who shall also be the presiding arbitrator) to be appointed by the arbitrators so appointed. The arbitration proceedings and any appointment of arbitrators shall be in accordance with and subject to the provisions of the Arbitration and Conciliation Act 1996, or any statutory modification or re-enactment thereof may be in force from time to time.

If due to unforeseen circumstances, it becomes unfavorable or financially unviable to continue its activities, the AOP may be wound up by a decision of at least two-thirds majority of members present and voting at the General Body meeting and all surpluses liquidated in a manner as per majority decision, subject to first lien being the right of founding members to be refunded their contribution of advance made towards setting up expenses of the AOP.

Notwithstanding anything contained in the Byelaws, it shall be binding on the Founding Members of the AOP to continue in office if on the BOD, and for those having retired to return to the BOD if called to

**Governing Law
and Dispute
Resolution**

101. Procedures for
Settlement

Dissolution

102. Winding up of AOP

**Miscellaneous
Matters**

103. Bounden Duty of
Founding Members



function as Directors, in the eventuality of there being nil or insufficient volunteers to contest elections.

Directors who have resigned or those unable to continue due to compelling circumstances will however be exempted. Directors who incurred disqualification and were removed from office will not be permitted to return to the BOD.

Restrictions of age and number of tenures will not apply in this case. The required seats will be filled up without contesting any election and the principle of 'youngest first' will be followed.

This will be an obligation to be honored to ensure that the AOP remains alive and the SASS continues pursuing its aims and objects.

