



## SRI SATHYA SAI SEVA ORGANISATIONS TELANGANA

P Venkat Rao  
State President

☎ : 9000 511 567

✉ : saipvrao246@gmail.com

సర్క్యులర్ నెం.36/ఎస్.పి/తెలంగాణ

తేదీ: 17-11-2020

ఆత్మీయ సాయి సోదర సోదరి మణులకు,

సాయిరాం!

అఖిల భారత అధ్యక్షుల వారు సర్క్యులర్ 70 ద్వారా అంద చేసిన DIVINE CHARTER - శ్రీ సత్యసాయి సేవా సంస్థలు, భారత దేశం వారి సలక్రాత్త (latest) నియమావళి:

DIVINE CHARTER - శ్రీ సత్యసాయి సేవా సంస్థలు, భారత దేశం వారి సలక్రాత్త నియమ నిబంధనలు ఇప్పటివరకు అప్ డేట్ చేసి మీ సౌలభ్యం కోసం జతపరచనైనవి.

సంస్థ బాధ్యులందరికి వీటిని చేరవేసి వాటిలోని విషయములు అవగాహన చేసుకొని, ఆచరించేలా ప్రోత్సహించండి.

సదా సాయి సేవలో,

అఖిల భారత అధ్యక్షులు.

జిల్లా / కార్య నిర్వాహక అధ్యక్షులకు గమనిక : జతపరచిన శ్రీ సత్యసాయి సేవా సంస్థలు, భారత దేశం వారి సలక్రాత్త నియమ నిబంధనలు (ఇప్పటివరకు అప్ డేట్ చేసినవి) అందరు జిల్లా సమన్వయ కర్తలకు, సమితి కన్వీనర్ లకు, సంస్థలోని ముఖ్య బాధ్యులకు అందజేయ గలరు.

ప్రేమతో,

సదా సాయి సేవలో,

పి.వెంకట్రామ్

Sri Sathya Sai Seva Organisations



# THE DIVINE CHARTER

## Rules & Regulations



**Published by:**

Central Office

**Sri Sathya Sai Seva Organisations**

P.O. Prashanthi Nilayam

Anantapur, Andhra Pradesh

India 515134

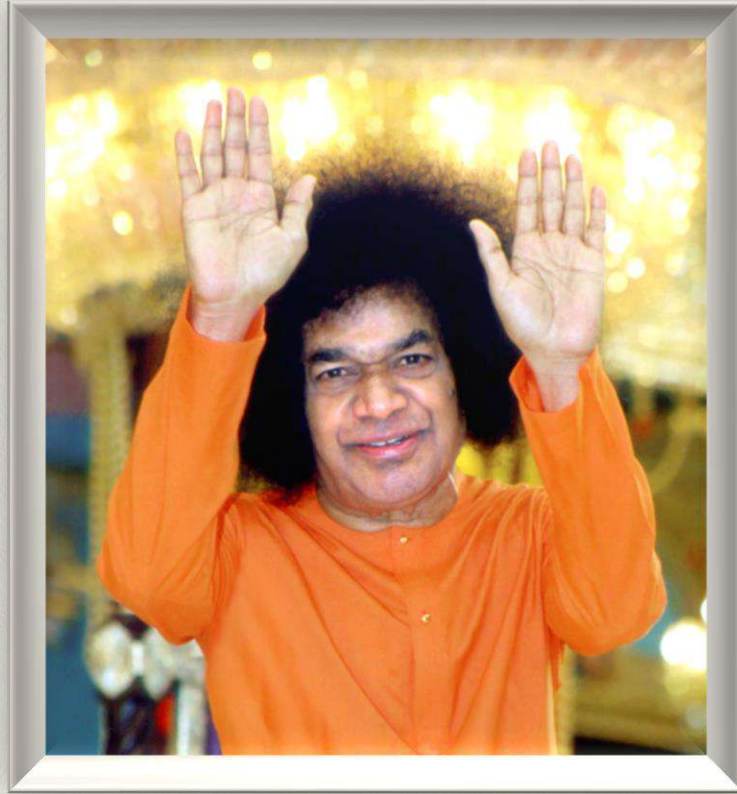
*Published on the auspicious day of:*

**Sri Sathya Sai Avataar Declaration**

**20<sup>th</sup> October 2020**

*For private circulation only to Members of*

*Sri Sathya Sai Seva Organisations*



*"I am launching a Seva Samiti. The persons who become members of this Samiti and perform selfless service will be liberated from the cycles of birth and death, not just them, but also their children, grandchildren and great grandchildren. However, the test will be severe. I will bear witness to the number of people who withstand the test and emerge victorious."*

*21<sup>st</sup> October 1961, Sanathana Sarathi 1961*

*Source - "Digvijayam",*





Do not consider the rules as restrictions imposed by Me or as shackles on your freedom of action. They are devised to help you and others in the Sadhana you have entered upon.

Divine Discourse, Madras, 22-12-1971

“These rules we are laying down might appear to some of you as knife-thrusts or hammer-strokes; but, they are meant to heal, and to weld. Bow to them and observe them in action sincerely--- your path will be soft and smooth, like a path strewn with floral petals. I bless you that you adhere to them and receive the benefits of discipline and devotion.”

Divine Discourse, Madras, 23-12-1971

“A river has to be trained to flow between strong bends, or else it will erode and undermine the cities on its banks. A car requires a trained driver to put its speed to beneficial purposes. This is the reason why we have rules and regulations to curb wantonness and pride to give exercises in self-control and humility.”

~ SSS Vol 8-43, Prashaanthi Nilayam, 21-11-1968

“Do not fret against the rules and regulations which the Organisation imposes on you; they are laid down for your own good. Regulation is the very essence of creation. The oceans observe their limits. Wind and fire respect their limits and bounds. The human body has to maintain its warmth at 98.4°F in order to be healthy and the heart has to beat a definite number of times a minute. How, then, can this Organisation escape the prescription of certain rules and regulations?”

~ Hyderabad, 29-3-1976 ~





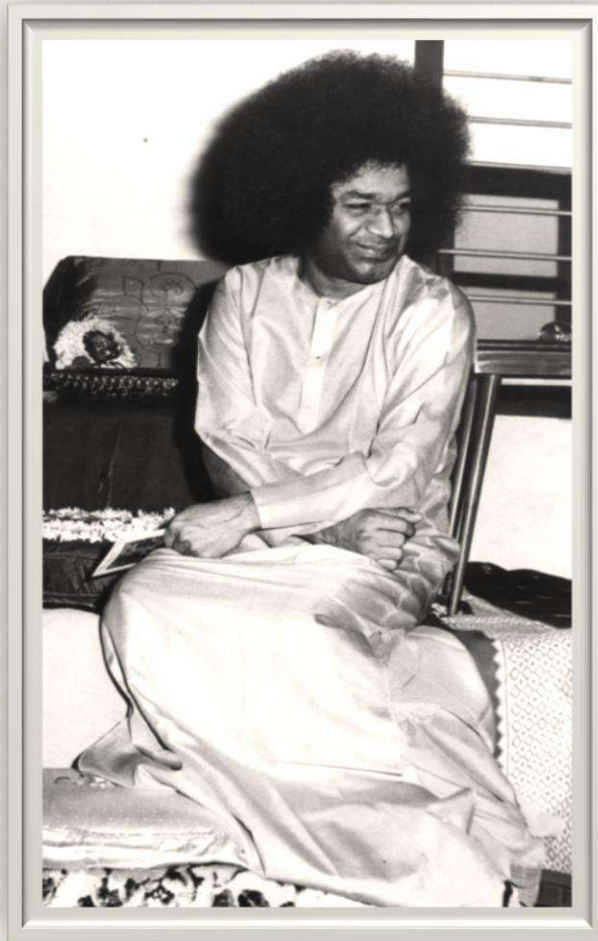
Dedicated with Prayers  
at the  
Lotus Feet of Divinity Incarnate  
**Bhagavan Sri Sathya Sai Baba**

by

*Nimish G Pandya*

**Nimish G Pandya**

All India President



“Everyone should cultivate the feeling that primarily he is a servant, and a "worker."

There is no demand on anyone to exert himself beyond his capacity. Nor should anyone in the organization think of leaving it because the rules of the organisation are too strict. You should realise that there is no greater and more sacred path to the Divine than service. It is a golden opportunity for you in this birth. Here is the means to sanctify your life by service in the Sai Organisation. There is no use in sitting alone in meditation with closed eyes, or in going on pilgrimages. You must realise the Omnipresent Divine through service.”

Valedictory Address to the 12,000 delegates from all over India, attending the Sathya Sai Active, Workers Conference, at Poornachandra Auditorium on 21-II-1987 change to: 24-II-1987



# Contents



## **PART A**

### **The Divine Charter**

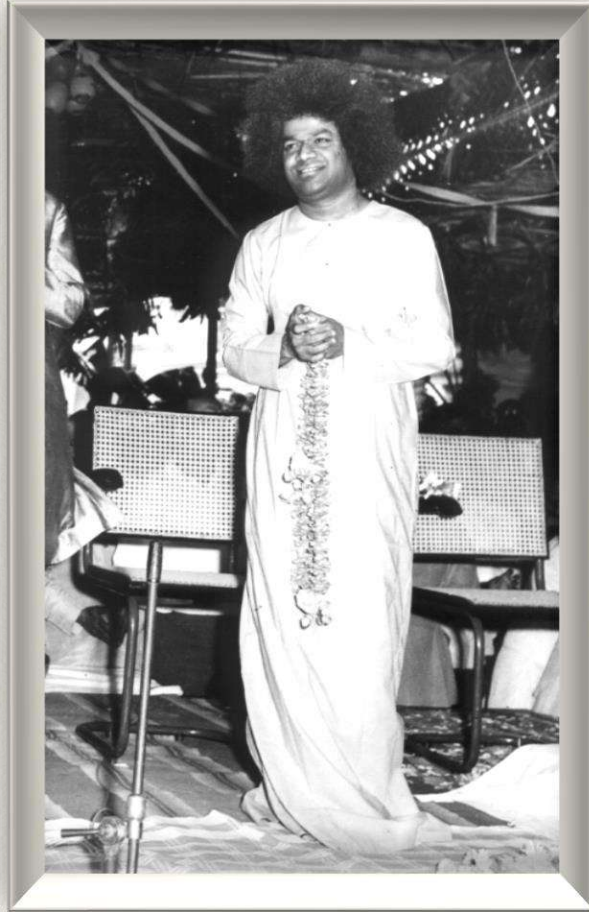


## **PART B**

### **Rules and Regulations**







**PART A**  
**Divine Charter of**  
**Sri Sathya Sai Seva Organisations**

**AS ORDAINED BY BHAGAVAN SRI SATHYA SAI BABA**

# THE DIVINE CHARTER



**PERMANENT CHARTER** granted by BHAGAVAN SRI SATHYA SAI BABA to the SRI SATHYA SAI SEVA ORGANISATIONS AT THE THIRD WORLD CONFERENCE, dated this 14th day of January, in the 55th year of His Advent, Anno Domini 1981. BHAGAVAN SRI SATHYA SAI BABA, out of His infinite Grace and Mercy sends blessings to all to whom this Permanent Charter shall be seen, shewed, or read.

WHEREAS the Advent of BHAGAVAN SRI SATHYA SAI BABA as declared by HIM is for the establishment of Sanathana Dharma.

AND WHEREAS this World Organisation is a Spiritual Organisation founded for the whole Mankind, not recognising any distinction or separateness on the basis of religion, caste, colour, or creed.

AND WHEREAS this Organisation takes within its fold persons belonging to all religions in order to establish unity of all faiths AND WHEREAS it is for establishing and promoting the content of such Sanathana Dharma and also to establish oneness of all thoughts that the Sri Sathya Sai Seva Organisations are taking existence.

AND WHEREAS the most fundamental object of this Organisation as laid down by BHAGAVAN is to “Awaken in Man the awareness of the Divinity INHERENT in him” by propagating through practice and example the basic principles of Sathya (Truth), Dharma (Righteousness), Shanti (Peace), Prema (Love) and Ahimsa (Nonviolence) set by BHAGAVAN SRI SATHYA SAI BABA.

AND WHEREAS to experience this Divinity, mere environment and circumstances outside are not sufficient but a change in the minds of men is necessary.

AND WHEREAS the activities of the Organisation are only a means to the spiritual progress in this direction and which progress will ultimately enable everyone to enjoy inner peace notwithstanding the stresses and strains, the frustrations and sorrows, the defeats and successes, the ups and downs of life.

AND WHEREAS to achieve maximum results towards these objectives:

IT IS HEREBY DECLARED:

- A. That this shall be the Charter governing the Sathya Sai Seva Organisations.
- B. That all the office bearers and members of this Organisation at present and all those who will join this Organisation shall be one in Deed and in Name, by the name of Sri Sathya Sai Seva Organisations, and as such, they shall be entitled to carry on the activities in the name of the Organisation.
- C. That in order to achieve the objectives as laid down hereinabove the members shall follow a strict Code of Conduct of Sadhana (spiritual exercises) so that they become worthy instruments of our Divine Master in the efforts to fulfil the objectives of this Organisation.
- D. That no person shall be qualified to associate himself/herself as office bearer or worker with this Organisation who wilfully deviates from the Code of Conduct laid down hereinafter.

### CODE OF CONDUCT

That in order to remember continuously Bhagavan's teachings and in order to put the same into practice and to be worthy instrument of our Divine Master every member must undergo, Sadhana, a spiritual discipline which should be merged with day to day life so as to make Sadhana (Spiritual Exercises) a part of his or her worldly life, and Every member shall make his or her "Family as a Unit" for such Sadhana (Spiritual exercise):

Thus with a view to qualify to be a true member of the Organisation the following shall be followed:

- I. Daily meditation and prayer.
2. Devotional singing with members of his family once a week.
3. Participation in the Bal Vikas Programme by children of the family conducted by the Organisation.
4. Attendance at least once per month at Bhajan or Nagarsankeertan organised by the Organisation.
5. Participation in community service and other programmes of the Organisation.

6. Regular study of Sai Literature.
7. Speaking softly and lovingly with everyone.
8. Not to indulge in talking ill of others especially in their absence.
9. Narayan Seva – some cereals to be kept separate every day to feed the needy and form habit not to waste food and putting into practice the principles of “ceiling on desires”.

Thus he or she, through practice of these Spiritual exercises, will develop the quality of selfless love, which in turn will qualify the individual to transmit to others the Divine message of Bhagavan Sri Sathya Sai Baba

- E. That in view of the Objectives laid down hereinabove there shall be only one set of basic norms applicable to all the constituents of the Organisation.
- F. That in order to enable the Organisation to be one in deed and name, every constituent of the Organisation must compulsorily affiliate with the Organisation in such manner as may be prescribed from time to time and in the absence of such affiliation, no person or body of persons, calling themselves Sai devotees, shall be entitled to use the name of Sri Sathya Sai Seva Organisations or Sri Sathya Sai or any variations of the same, in any in any state.
- G. That the membership in any unit of the Sri Sathya Sai Seva Organisations, shall be purely voluntary and cannot be claimed as a matter of right. All rights and privileges are reserved by the Organisation. No person shall have any legal or enforceable right or claim to be a member of the Organisation or to hold any office therein.
- H. No difficulty or dispute should ordinarily arise in respect of the affairs of the Organisation in course of its functioning or administration. However, matters which are not covered by this Charter or the applicable rules shall be placed before the All India President who shall be the final authority to give decision on the same including the interpretations of the rules and his decision shall be final, conclusive and binding on all parties.



**PART B**

**Rules and Regulations**



## TABLE OF CONTENTS

Article		Page
<b>PREAMBLE</b>		
<b>CHAPTER I</b>		
<b>PRELIMINARY</b>		
1.	Short Title, Application and Commencement.....	I
2.	Interpretations.....	I
<b>CHAPTER II</b>		
<b>CORE PHILOSOPHY &amp; FUNDAMENTAL PRINCIPLES</b>		
3.	Core Philosophy of the Organisation .....	4
4.	Fundamental Principles .....	4
<b>CHAPTER III</b>		
<b>NAME AND INSIGNIAS</b>		
5.	Name .....	7
6.	Emblem .....	7
7.	Scarf & Badge.....	7
8.	Prashanthi Flag.....	8
9.	Use of Name and Insignias.....	9
<b>CHAPTER IV</b>		
<b>STRUCTURE, FUNCTIONAL UNITS &amp; ADMINISTRATIVE UNITS</b>		
10.	Functional units.....	I0
11.	Structure and functioning of the Organisation.....	I0
12.	Reorganisation of State Administrative Levels.....	II
13.	Formation or Reorganisation of District Administration.....	I2
14.	Name of the Structural Levels and units .....	I3
<b>CHAPTER V</b>		
<b>WINGS OF THE ORGANISATION</b>		
15.	Wings of the Organisation.....	I5

16. Activities under different wings of the Organisation.....	I5
17. Prohibitions.....	I7

**CHAPTER VI**

**OFFICE BEARERS OF THE ORGANISATION**

18. Appointment of office bearers .....	I8
19. Mandatory conditions for being appointed or continuing..... as an office-bearer .....	I8
20. General Criteria for selecting any office-bearer .....	I9
21. Induction and Oath for the Office-Bearers.....	20
22. Removal of office bearers.....	22
23. Vacancy in the office of any office-bearer .....	23
24. Change of office bearers and handover.....	24
25. Non-Interference and respect for administrative .....	25
hierarchy by office-bearers .....	25
26. General Duties and Responsibilities of Office Bearers.....	25
27. Functional Duties and Responsibilities of Office Bearers.....	26
28. Tours and visits by office-bearers .....	27
29. Matters of realisation by an office-bearer.....	27

**CHAPTER VII**

**NATIONAL ADMINISTRATION AND ITS FUNCTIONING**

30. National Administration and National office bearers.....	28
31. Office of the National Administration.....	30
32. Appointment of National office-bearers.....	30
33. Term of National Office Bearers.....	30
34. Vacancy in office of National Office Bearers and handover.....	30
35. National Meetings and Decisions.....	3I
36. Notice of Meetings.....	32
37. Maintenance of records.....	33
38. National Conferences and their resolutions.....	35
39. Official Communications and Circulars.....	35

40. Reports from State Administrations..... 36

**CHAPTER VIII**

**SRI SATHYA SAI NATIONAL ADVISORY COUNCIL**

41. Name and Constitution .....37  
42. Term of the members of the Council..... 38  
43. Functions of the Council..... 38  
44. Members of the Council and vacancies..... 39  
45. Meetings of the Council and conduct of business.....41  
46. Secretary of the Council..... 42

**CHAPTER IX**

**STATE ADMINISTRATION AND ITS FUNCTIONING**

47. State Administration and State office-bearers ..... 43  
48. Office of the State Administration ..... 45  
49. Appointment of State office-bearers..... 45  
50. Term of State Office Bearers..... 46  
51. Vacancy in office of State Office Bearers and handover..... 46  
52. State Meetings & Decisions..... 47  
53. Notice of State Meetings ..... 48  
54. Maintenance of records..... 49  
55. State Conference of District Office Bearers..... 51  
56. Official Communications and Circulars..... 51  
57. State Reports .....52

**CHAPTER X**

**DISTRICT ADMINISTRATION AND ITS FUNCTIONING**

58. District Administration & District office bearers.....53  
59. Office of the District Administration .....55  
60. Appointment of District office-bearers.....55  
61. Term of District Office Bearers.....55  
62. Vacancy in office of District Office-bearer and handover..... 56



63. District Meetings & Decisions.....	57
64. Notice of District Meetings .....	58
65. Maintenance of records.....	59
66. District Conference of Office Bearers & Members .....	61
67. Official Communications and Circulars.....	62
68. District Reports .....	62

## CHAPTER XI

### UNITS AND THEIR FUNCTIONING

69. General .....	63
70. Role of a unit of the Organisation.....	63
71. Constitution and Formation of a Bhajan Mandali.....	64
72. Constitution and Formation of a Samithi.....	65
73. Functional area of a unit.....	67
74. Failure of a unit to fulfil criteria for affiliation .....	67
75. Cancellation of Affiliation of a Unit .....	68
76. Demerger of Samithi.....	69
77. Office bearers of a Samithi .....	70
78. Register of Members.....	71
79. Appointment of office-bearers of units.....	72
80. Term of Samithi Office Bearers.....	73
81. Vacancy in office of Unit Office bearer and handover .....	74
82. Samithi Meetings & Decisions.....	75
83. Meeting of Members of Bhajan Mandali.....	76
84. Samithi Conference and their resolutions.....	76
85. Maintenance of records.....	77
86. Reports .....	78
87. Samithi Address.....	79
88. Calendar and Register of Activities.....	79
89. Youth Activities .....	79



**SCHEDULES & APPENDICES**

SCHEDULE I	Names of States.....	97
SCHEDULE II	Emblem of Organisation .....	98
SCHEDULE III	Design of Scarf and Badge .....	99
SCHEDULE IV	Design of Prashanthi Flag.....	I00
APPENDIX I	Public Notice issued by the Sri Sathya Sai Central Trust .....	I01
APPENDIX II	Philosophy and significance of the Emblem .....	I02
APPENDIX III	Philosophy and significance of the scarf and badge.....	I04
APPENDIX IV	Significance of the Prashanthi Flag .....	I07
APPENDIX V	Matters of realisation by all office bearers.....	I08
APPENDIX VI	Ten Directives .....	II2
APPENDIX VII	Organisation Structure.....	II3

## PREAMBLE

WHEREAS it is expedient to adopt rules and regulations for the purpose of realisation of the objectives of the Organisation as enshrined in the Divine Charter granted by SRI SATHYA SAI BABA to the Sri Sathya Sai Seva Organisations.

AND WHEREAS it is deemed essential to restructure and revise the rules and regulations that are currently in force since November 2009.

AND WHEREAS these revised rules and regulations are hereby adopted and enacted as follows on this auspicious *Avataarhood Declaration Day*, the 20th day of October 2020 to govern the functioning and administration of Sri Sathya Sai Seva Organisations in India.

## CHAPTER I

### PRELIMINARY

#### I. Short Title, Application and Commencement

- (1) These Rules and Regulations shall be called as the Sri Sathya Sai Seva Organisations – Rules & Regulations.
- (2) These Rules and Regulations shall apply to the Organisation and its units in India.
- (3) These shall be effective from the date of their adoption mentioned in the Preamble.

#### 2. Interpretations

- (I) In these rules and regulations, unless the context otherwise requires, or it is explicitly mentioned otherwise:
  - (i) “Charter” shall mean the Divine Charter granted to Sri Sathya Sai Seva Organisations by SRI SATHYA SAI BABA that came in force on the 14<sup>th</sup> day of January, 1981 and is permanent.
  - (ii) “District office-bearers” shall mean to include the office bearers specified in Article 59.

- (iii) "District" shall mean an administrative and functional division of a state which has been formed and recognised as such for operational, functional and administrative purposes of the Organisation.
- (iv) "Functional Year" shall mean the period of twelve months beginning on 1<sup>st</sup> January and ending on 31<sup>st</sup> December of a calendar year.
- (v) "Member" is person who has been admitted and enrolled as such of any unit of the Organisation in terms of article 92 in accordance with these rules and regulations.
- (vi) "National Advisory Council" shall mean the Sri Sathya Sai National Advisory Council constituted to serve as an advisory body to the All India President to advise him as laid down in Chapter VIII of these rules and regulations.
- (vii) "National office-bearers" shall mean to include the office bearers specified in Article 30
- (viii) "Office-bearer" is a member who has been appointed to any designated position of responsibility for any structural level in accordance with these rules and regulations.
- (ix) "Organisation" shall mean and refer to the "Sri Sathya Sai Seva Organisations" and would include all its administrative and functional units.
- (x) "Samithi Office Bearers" shall mean to include the office bearers specified in Article 76.
- (xi) "Sri Sathya Sai Bhajan Mandali" shall mean a group of persons which has been granted affiliation and recognised as such and continue to remain affiliated and recognised as such in accordance with these rules and regulations and is referred to as "Bhajan Mandali" in these rules and regulations.
- (xii) "Sri Sathya Sai Seva Samithi" shall mean a group of persons who have been granted affiliation and recognised as such and continue to remain affiliated and recognised as such in

accordance with these rules and regulations and is referred to as “Samithi” in these rules and regulations.

- (xiii) “Sri Sathya Sai Sevalal” is a member of any unit of the Organisation who has been admitted as such in terms of article 93 in accordance with these rules and regulations.
- (xiv) “State office-bearers” shall mean to include the office bearers specified in article 47.
- (xv) “State” shall mean a state or a union territory of India, formed and recognised in terms of the constitution of India, in which the Organisation is operative and functional through its units or any such geographical territory of a State of India that has been demarcated as such by the All India President in accordance with these rules and regulations and included in Schedule I.
- (xvi) “Structural Levels” shall mean the administrative levels of the Organisations as specified in Article II(3) of these rules and regulations and the term shall also connote its singular form as the context may require. These are also referred to as the Administrative or Administration levels.
- (xvii) “Subsidiary Unit” shall mean a Bhajan Mandali.
- (xviii) “Unit” shall mean a Samithi or a Bhajan Mandali or both as the context may require.
- (xix) “Wings” shall mean those defined in Article 15 of these regulations and the term shall also connote its singular form.
- (xx) Words importing Masculine Gender shall include the Feminine Gender; similarly words importing Feminine Gender shall include Masculine Gender.

**CHAPTER II****CORE PHILOSOPHY & FUNDAMENTAL PRINCIPLES****3. Core Philosophy of the Organisation**

- (I) The core philosophy of the Organisation shall always remain as is enshrined in the Charter.

**4. Fundamental Principles**

- (I) The Sri Sathya Sai Seva Organisations shall be a voluntary Organisation and as such the membership of any unit of the Organisation shall be purely voluntary and cannot be claimed as a matter of right. The grant of all rights and privileges shall vest with the Organisation.
- (2) In order to enable the Organisation to be one in deed and name, every constituent or unit of the Organisation claiming to be such, must compulsorily affiliate with the Organisation in accordance with these rules and regulations and in absence of such affiliation, no person or body of persons, irrespective of whether calling themselves as Sai devotees or not, shall be entitled to use the name of Sri Sathya Sai Seva Organisations or Sri Sathya Sai or any variations thereof and the emblem of the Organisation as described in article 6 of these rules and regulations.
- (3) Solicitation of funds or material, directly or indirectly, in any manner is strictly prohibited by any structural levels or units of the Organisation. The units of the Organisation shall plan any activities only within their available means or capacity. The expenses of the day-to-day activities of the units of the Organisation shall be met by voluntary contribution by the members themselves, as laid down in Chapter XIII of these rules and regulations.

*Explanation* – It is important to realise that the purpose behind any activity is to achieve the fundamental objective of self-transformation and thereby marching nearer towards to the goal of self-realisation. Such purpose has no relation or dependence on the magnitude or quantity of the activities that a unit can organise. Quality, consistency and sincerity are most essential; and focus is not on the benefit that the

recipient of the service derives from the activity but on the transformative impact of the activity on the individual rendering that service.

- (4) The Organisation or any units of the Organisation shall never strive for proliferation or publicity or propaganda of its work, activities or achievements nor should it indulge in any kind of fanfare or exhibitionism or pomp or show in carrying out any activities as these are alien to the spiritual path.
- (5) The Organisation or any units of the Organisation shall, under any circumstances, not associate itself or partner with any other Organisation be it religious or spiritual or of any nature or any institution or body or association of persons whether registered or unregistered in carrying out or execution of its activities.
- (6) The Organisation or any units of the Organisation shall:
  - (i) never have any connection with any government at any level
  - (ii) never seek any support or assistance or help from any government or corporate or non-corporate entity or any other agency or body in carrying out or execution of its activities.

***Provided that:***

- (i) the Organisation may accept facilitation that may be extended by government if such facilitation is essential in rendering the service by the Organisation and is not otherwise independently available to the Organisation or can only be provided by the government alone.
  - (ii) the units of the Organisation may act as facilitators in helping the beneficiaries to avail the benefit of or assistance under any schemes implemented by any government, however, the Organisation shall never act as a conduit for transmitting such assistance or benefit in any manner and shall not associate itself financially either directly or indirectly.
- (7) The Organisation or any of its units shall not be registered under any local law relating to registration of societies or similar bodies.

- (8) There shall be no fees or subscription or any other charge by whatever name called for membership of the Organisation and its units.
- (9) Segregation and separation between male and female members of the Organisation while performing or executing any activity is the cardinal principle and shall always be observed strictly.
- (10) Any office bearer of the Organisation or the member of the National Advisory Council shall be always appointed by selection and never by election.

*Explanation* – For the purpose of this sub-article, the word election shall mean to include any process which involves casting of vote or selection by majority to choose any person as an office bearer or a member of the National Advisory Council.

- (II) The Organisation or any of its units shall not undertake felicitation of any member or its office bearer.

***Provided that*** nothing in this sub-article shall mean to restrict or prohibit recognition of longstanding contribution of any member to the Organisation.

- (I2) All activities of the Organisation are carried out with the Grace and Blessings of SRI SATHYA SAI BABA and in His Omnipresence. This principle and truth shall always be kept alive, adhered to and demonstrated in practice while performing any activity of the Organisation.



## CHAPTER III

### NAME AND INSIGNIAS

#### 5. Name

- (I) The Organisation shall be always called and known as “Sri Sathya Sai Seva Organisations”
- (2) The various Structural Levels and Units of the Organisation shall be known by the name and style as laid down in these rules and regulations.

#### 6. Emblem

- (I) The emblem of the Organisation and its units shall be of the design as set out in Schedule II which symbolises the unity of all faiths and is commonly known as the “Sarva Dharma Symbol”

*Explanation* – The emblem mentioned this sub-article is protected under the Emblems and Names (Prevention of Improper Use) Act 1950 and governed by the Emblems and Names (Prevention of Improper Use) Rules 1982. The Copy of the Public Notice issued on 22 July 2004 by the Sri Sathya Sai Central Trust in this regard is provided in Appendix I.

- (2) The philosophy and significance of the emblem of the Organisation as included in Appendix II shall be well understood and internalised by every member of the Organisation.

#### 7. Scarf & Badge

- (I) There shall be a scarf and badge which all members of the Organisation shall wear while engaging in any activity of the Organisation.
- (2) The philosophy and significance of the scarf and badge as included in Appendix III shall be well understood and internalised by every member of the Organisation.
- (3) The design of the scarf shall be as set out in Schedule III and is the one approved by SRI SATHYA SAI BABA and shall continue to be used without any alteration or modification at any time in future.

- (4) The colour of scarf for gents shall be in combination blue and dark blue and the colour of scarf for ladies shall be in combination of yellow and saffron as set out in Schedule III.
- (5) The badge shall be round in shape with the emblem of the Organisation and the dictum "Work is Worship" given by SRI SATHYA SAI BABA inscribed in it as set out in Schedule III.
- (6) The scarf and badge shall always be in the custody of the Samithi Convenor, who would be responsible for its proper safeguard and control and shall not be permanently handed over to any member of the Organisation.  
  
*Provided that* a member who is either an office bearer or enrolled as Sri Sathya Sai Sevalal in accordance article 93 of these rules and regulations may be allowed to retain one scarf and badge with him or her.
- (7) The production of scarf and badge shall be regulated by the All India President either through himself or through a person who might be delegated for the purpose by the All India President.

## 8. Prashanthi Flag

- (1) There shall be a flag for the Organisation which shall be known as the "Prashanthi Flag".
- (2) The significance of the Prashanthi Flag as included in Appendix IV shall be well understood and internalised by every member of the Organisation.
- (3) The design of the Prashanthi Flag shall be as set out in Schedule IV and shall continue to be used without any alteration or modification at any time in future.
- (4) The colours used in the Prashanthi Flag shall be in combination of yellow and saffron as depicted in Schedule IV.
- (5) The Prashanti Flag shall be hoisted and maintained as per the guidelines issued by the All India President under these rules and regulations.

**9. Use of Name and Insignias**

- (I) The use of name, emblem, scarf & badge, Prashanthi Flag and other insignia of the Organisation is restricted by the Organisation and these shall be used only for the purposes of the Organisation in accordance with the guidelines established from time to time by the All India President; and no other individual or group of individuals or entity (legal or natural, incorporated or any other form) shall be entitled use the name, emblem, scarf & badge, Prashanthi Flag, and other insignia of the Organisation.

---

## CHAPTER IV

# STRUCTURE, FUNCTIONAL UNITS & ADMINISTRATIVE UNITS

### 10. Functional units

- (I) The Samithi and Bhajan Mandali shall be the key functional units of the Organisation being the only structural levels entitled to enrol members.

*Explanation* – Other structural levels are merely administrative in nature and responsible for overseeing the functioning of Samithis and Bhajan Mandalis.

### 11. Structure and functioning of the Organisation

- (I) The Organisation shall constitute and function through its units, which shall be known as Samithis or Bhajan Mandalis as defined in these rules and regulations, and the enrolled members thereof.
- (2) Subject to the provisions of these rules and regulations the units of the Organisation shall be autonomous in so far as it relates to organising and undertaking various activities.
- (3) For operational and administrative purposes, the Organisation shall have the following hierarchical administrative structural levels, in the order listed herein, which shall be based on geographic regions as formulated or created in accordance with these rules and regulations:
- (i) National Administration
  - (ii) State Administration
  - (iii) District Administration
  - (iv) Samithi and Bhajan Mandali
- (4) National Administration shall be the apex administrative body of the Organisation with its jurisdiction extending to the whole of India and is responsible for guidance, supervision and functioning of various units

of the Organisation across India through the concerned State administrations.

- (5) State Administration shall mean a State which shall be the administrative body with its jurisdiction extending to the whole of concerned state and shall be responsible for guidance, supervision and functioning of various units of the Organisation within its jurisdiction through the concerned District administrations.
- (6) District Administration shall mean a District which shall be the administrative body with its jurisdiction extending to the whole of concerned District and shall be responsible for guidance, supervision and functioning of various units of the Organisation within its jurisdiction.
- (7) The structural levels as defined in sub-article (3)(ii) to (3)(iv) above shall at all times function subject to the supervision and direction of the preceding hierarchical structural level as mentioned in sub-article (3) and shall be obligated to follow and implement the directives as may be issued from time to time by those hierarchical structural levels.
- (8) The structural levels from (3)(i) to (3)(iii) are responsible for the supervision of and direction to the units through the respective hierarchical levels and not for direct administration of the subordinate structural levels or the units of the Organisation.
- (9) All communications between the structural levels including circulation of any directives and instructions shall always be sent by the apex executive of the concerned structural level to the apex executive of the immediately next structural level, as appointed in terms of these rules and regulations, in the hierarchal order as mentioned in sub-article (3).

## **I2. Reorganisation of State Administrative Levels**

- (1) The State Administrative level of the Organisation shall always follow the geographical division of states of India from time to time.
- (2) In the event of formation of a new state by the Government of India, the All India President shall reorganise the existing state administration to conform with the geographical division of states of India.

***Provided that*** nothing in this article shall restrict or prohibit the All India President from subdividing any existing state administration to form a new state administration for proper functioning and administration of the units of the Organisation within the concerned state administration.

### **I3. Formation or Reorganisation of District Administration**

- (1) A District Administration shall be constituted based on the number of units i.e. Samithis or Bhajan Mandalis existing within its jurisdiction which shall be identified upon its formation with reference to the geographical territory by the State President of the concerned State Administration with written approval from the All India President or upon direction by the All India President in writing.
- (2) A District Administration shall be named appropriately as provided by article I4 in a manner which shall be indicative of the geographical location of its territory with reference to the revenue district of the legislative state in which it is located and shall always be known and referred to as such for all purposes of the Organisation.
- (3) The minimum number of Samithis required for the formation of a District Administration shall not be less than five.

***Provided that*** the All India President may upon petition made to him by the concerned State President permit the formation of a District Administration with Samithis being less than five in number if in his view it shall contribute towards furthering the objects of the Organisation.

- (4) The State President may, with the prior written approval of the All India President, redistrict any existing District Administration to form a new District Administration for proper and effective administration provided that the minimum number of Samithis required to form a District Administration under this article is conformed to.

***Explanation*** – While considering redistricting any District Administration, the State President shall consider factors such as the concentration of Samithis in the District Administration, the

geographical span of the area, the strategic importance of the area for furtherance of the objects of the Organisation and administrative convenience.

- (5) The newly formed District Administration shall be appropriately named in accordance with sub-article (2).

**Provided that** the part of the erstwhile District Administration that remains after the formation of new District Administration may be renamed if deemed necessary for identity and administrative convenience.

#### **I4. Name of the Structural Levels and units**

- (1) The Organisation shall be always known as “Sri Sathya Sai Seva Organisations” as provided in article 5.
- (2) The respective structural levels, as mentioned in Article II(3)(i) to II(3)(iii) for the purpose and ease of administrative reference shall be known as “Sri Sathya Sai Seva Organisations” followed by “India” in case of National Administration or the name of the State Administration or District Administration, as the case may be.

*Explanation* – For clarification, the following example is cited herein for the State Administration of Andhra Pradesh and Anantapur being one its District Administration:

- (i) The name and style by which the State Administration Level of the Organisation for the state of Andhra Pradesh shall be known is “Sri Sathya Sai Seva Organisations, Andhra Pradesh”
- (ii) The name and style by which the District Administration Level of the Organisation for the District of Anantapur shall be known is “Sri Sathya Sai Seva Organisations, Anantapur”
- (3) A Samithi shall be known as “Sri Sathya Sai Seva Samithi” followed by the name accorded to it while granting affiliation and recognition and shall be entitled to independently carry out activities in this name.

- (4) A Bhajan Mandali shall be known as “Sri Sathya Sai Bhajan Mandali” followed by the name accorded to it while granting affiliation and shall be entitled to carry out activities in this name.



## CHAPTER V

### WINGS OF THE ORGANISATION

#### 15. Wings of the Organisation

- (I) The Organisation or its units shall have the following three wings only:
  - (i) Spiritual Wing
  - (ii) Education Wing
  - (iii) Service Wing
- (2) No additional wing or wings on any other basis shall be ever formed and neither shall any wing or wings as per sub-article (I) be ever removed by any executive or officer-bearer or any other authority.
- (3) Activities targeted for or involvement of any specific group of people may be undertaken but those shall always be carried out under either of the wings specified in sub-article (I) above as may be relevant but a separate wing shall never be constituted for such purpose.

#### 16. Activities under different wings of the Organisation

- (I) All activities undertaken by the Organisation and its units shall be grouped or categorised under either of the three wings of the Organisation.

*Explanation* – Since the Organisation is a spiritual organisation, each activity of the Organisation is spiritual in nature targeted to bring out transformation in so far as it matters for the member discharging or participating in that activity irrespective of it being categorised or grouped under any of the three wings of the Organisation. Categorisation of the activities under different wings is done merely for administrative and functional purposes.

- (2) Activities under Spiritual Wing shall primarily include such activities that are targeted to arouse inspiration and inward vision with a view to developing the urge to realise the inherent divinity and obtaining clarification to doubts or answers to questions related to the spiritual

progress of the member. These primarily include amongst others the following activities:

- (i) Bhajans
  - (ii) Nagarsankeertan
  - (iii) Study circles
  - (iv) Naamsmarana
  - (v) Meditation
  - (vi) Sadhana Camps
  - (vii) Seminars
- (3) Activities under Education Wing shall include:
- (i) the Bal Vikas Course for children up to the age of 13 years
  - (ii) course for children beyond the age of 13 years until they reach the age of 18 years known as Pre-Sevadala.
  - (iii) parenting programmes targeted towards educating young parents on value-based parenting based on the teachings of SRI SATHYA SAI BABA
- (4) Activities under Service Wing shall primarily include such activities which are undertaken with a view of serving another individual or group of individual or the society, which from the materialistic perspective or on worldly plane benefits the recipient of the service or the society but on a spiritual plane benefits the member engaged in rendering such service in the advancement of spiritual progress and self-transformation. These primarily include amongst others the following activities:
- (i) Narayan Seva
  - (ii) Medical camps
  - (iii) Veterinary camp

- (iv) Educational assistance
  - (v) Vocational training
  - (vi) Visits to hospitals
  - (vii) Visits to old age homes
  - (viii) Visits to orphanages
  - (ix) Gram Seva (service in villages)
  - (x) Providing relief during natural calamities or accidents
- (5) The lists of activities referred to in sub-article (2) to (4) are not exhaustive in nature but inclusive. Any unit of the Organisation is free to undertake any such activities which are in accordance with the fundamental principles and fall within the ideological framework of the Organisation and serves its objectives as enshrined in the Divine Charter.

## **I7. Prohibitions**

- (I) Although the Organisation or any of its unit is free to undertake any activities for the benefit of the society and spiritual advancement of its members for realisation of the objectives enshrined in the Divine Charter as provided in article I6(5), the All India President may by a circular issued in writing prohibit or debar undertaking of any activity or activities as may be deemed fit and necessary by him.

**CHAPTER VI****OFFICE BEARERS OF THE ORGANISATION****18. Appointment of office bearers**

- (1) All office-bearers of the Organisation shall always be appointed by selection and never by election.
- (2) Any office bearer shall be appointed on 14th day of January of a year and shall assume office effective from that day.
- (3) A member shall not be appointed as an office-bearer of any administrative level or any unit of the Organisation, if at the time of his or her appointment, two members from his or her family are serving as office bearers for any position at any administrative level or any unit of the Organisation.

*Explanation* – For the purpose of this sub-article, the term ‘family’ would mean to include spouse and children of the member excluding married daughters.

- (4) Notwithstanding, anything contained in these rules and regulations, a member shall not be appointed as an office-bearer for any position if he or she is already serving as an office-bearer for any other position at any administrative level or any unit of the Organisation.

*Explanation* – For the purpose of this sub-article, the term ‘any other position’ shall not include temporary appointment under article 23(5) to fill a vacancy created for a position of any office bearer in accordance with these rules and regulations, provided that such temporary appointment is not more than the period allowed as per the article under which such temporary appointment has been made.

**19. Mandatory conditions for being appointed or continuing as an office-bearer**

- (1) Any person who is currently serving as an office-bearer of the Organisation or is being newly appointed shall, during his or her tenure as an office-bearer of the Organisation:

- (i) not hold any position of responsibility or any office, either voluntarily or on an honorary basis, in any political, religious or other spiritual organisation(s) or institution(s) or any organisation(s) or institution(s) of whatsoever nature with objectives or activities similar to those of the Sri Sathya Sai Seva Organisations.
- (ii) not conduct himself or herself in any manner that would create a general perception as if he or she holds any position of responsibility or office in any organisation(s) or institution(s) as referred to in (i) above even though he or she does not hold any such position or office in such organisation(s) or institution(s).
- (iii) compulsorily attend and participate in Prashanthi Nilayam Seva at least once in every two calendar years for one full duration of a batch.
- (iv) be available for discharge of his duties and responsibilities as such at all times.

## 20. General Criteria for selecting any office-bearer

- (I) The concerned authority while selecting any person as an office-bearer of the Organisation shall, in doing so, always act in the interest of the Organisation and must discharge this obligation without any prejudices, preferences, partiality or personal gains, likes or dislikes.
- (2) The following general criteria shall be considered while selecting any office bearer for any administrative level or units of the Organisation:
  - (i) He or she should have unshaken faith in SRI SATHYA SAI BABA, in His name, form and message.
  - (ii) He or she should be a member for at least 2 years.
  - (iii) He or she should be sincere and loyal to the Organisation and must have faith in it and its objectives.
  - (iv) He should be willing to shoulder the responsibility of the position for which he or she is being considered.

- (v) He or she should be able to devote the required amount of time for effective and satisfactory discharge of the duties and responsibilities of the position for which he or she is being considered
- (vi) He or she should possess the vision and have yearning, enthusiasm, skills and capacity to serve the position for which he or she is being considered.
- (vii) He or she should have the quality and ability to lead, motivate and lovingly take people along.

**Provided that** clause (ii) of this sub-article shall not be applicable in case of selection of office bearer of a Bhajan Mandali.

*Explanation* – While this sub-article prescribes the criteria to be considered for appointing office-bearers, considerations like economic status, social status, seniority, influence, supporters, wealth, position or scholarship shall never be considered while selecting any office-bearer.

## 2I. Induction and Oath for the Office-Bearers

- (I) Before assuming any office in the Organisation, every office-bearer must take the following oath as prescribed by SRI SATHYA SAI BABA to be administered as laid down in this article.

*“Swami, save me from any act of commission or omission which will affect adversely the three qualifications<sup>1</sup> You have laid down. Bless me with the skill, intelligence and enthusiasm, necessary for the task I am dedicating myself to carry out for my own uplift. Guide me along the correct path; shower on me Your grace so that I may earn a fair name in this attempt; guard me from temptation and wrong steps.”<sup>2</sup>*

---

<sup>1</sup> The three qualifications were mentioned by Swami in his discourse during the First All-India Conference of the Organisations at Madras on April 2I, 1967 are as follows:

(I) They must be eager aspirants for spiritual progress. (2) They must have full faith in the Name that the organisation bears and in spreading that Name, in the manner suited to Its Message and Majesty. (3) Besides, the member must have won recognition as a good person.

<sup>2</sup> This oath was given by Swami in the same discourse.

- (2) The oath shall be administered in the omnipresence of SRI SATHYA SAI BABA as follows:
- (i) By the Samithi Convenor for appointing any other office-bearer for the Samithi in presence of the members and existing office bearers of the Samithi.
  - (ii) By the District President for appointing Convenor of a Samithi or Bhajan Mandali or any office-bearer for the District Administration Level excluding his own appointment at such occasion as may be deemed fit by the District President.
  - (iii) By the State President for appointing District President for any District Administration Level or any office-bearer for the State Administration Level excluding his own appointment at such occasion as may be deemed fit by the State President.
  - (iv) By the All India President for appointing State President for any State Administration Level or any other office-bearer for National Administration Level excluding his own appointment in presence of the National Advisory Council and other National Administration Level office bearers.
  - (v) By the outgoing All India President for appointing the incoming All India President in presence of the National Advisory Council.

***Provided that*** in circumstances where there exists a vacancy in the office of the position responsible for administering the oath to the office-bearer being appointed excepting the appointment of the All India President, the apex executive and administrator of the immediately higher administrative level in the hierarchy of the structural levels shall administer the oath to the member being appointed as an office-bearer.

***Provided further that*** in case vacancy exists in the position of the All India President, the member being appointed as the All India President shall himself take the oath in the omnipresence of SRI SATHYA SAI BABA and the presence of members of the National Advisory Council.

- (3) The oath shall be administered both in cases of new appointment and renewal of the term of any currently serving office bearer.
- (4) All office-bearers of any unit or any administrative level shall undergo induction through induction programme formulated by the National Advisory Council and implemented under the direction of the All India President from time to time.
- (5) The office bearer responsible for the appointment of a member as an office-bearer of a unit or any administrative level shall ensure that the induction programme as per sub-article (4) is properly conducted and a certificate of completion of the induction programme is issued to each member who is newly appointed or reappointed as an office-bearer in the form and manner as may be prescribed by the All India President from time to time.

## 22. Removal of office bearers

- (I) An office-bearer of any administrative level or unit of the Organisation shall be removed if he or she:
  - (i) ceases to be a member of the Organisation;
  - (ii) is found to be non-compliant with mandatory conditions for continuing as office-bearer as per article 19
- (2) An office-bearer of any administrative level of the Organisation shall be liable to be removed if he or she is found to be consistently irregular in attending the meetings which he or she is required to attend.
- (3) Any office-bearer liable shall be removed by the competent authority responsible for appointing the concerned office bearer in writing.

***Provided that*** consensus for removal of an office-bearer shall always be obtained from the authority who is responsible for granting approval for the appointment of an office-bearer for the concerned position.

***Provided further that*** it shall not be obligatory for the appointing authority to provide reasons for removal to any office-bearer being removed and the decision of removal shall be final and binding.



- (4) In the event of removal of any office bearer, those who are required to be informed of such appointment shall also be informed of such removal.

**23. Vacancy in the office of any office-bearer**

- (1) A vacancy shall be created in the office of any office-bearer under the following circumstances:
- (i) upon removal of the office-bearer in terms of article 22;
  - (ii) upon expiry of the term for which the office bearer was appointed, provided that his or her term is not renewed or is not renewable by virtue of the provisions of these rules and regulations
- (2) A vacancy shall be deemed to be existing in the office of any office-bearer if a member has never been appointed as an office-bearer for such position.
- (3) A vacancy shall also be deemed to have been created in the office of any office-bearer if he or she has remained absent for a prolonged period of time without informing the office-bearer responsible for appointing an office-bearer to the position concerned.

*Explanation* – For the purpose of this sub-article, the phrase prolonged period of time shall mean to be a period of not less than one month, but a greater period may be considered by the office bearer responsible for appointing an office bearer to the position concerned after taking due cognisance of factors and associated circumstances that may be deemed relevant and his decision in this regard shall be final.

- (4) A vacancy created in the office of any office-bearer shall be filled by appointing another member to that position within sixty days from the date of creation of such vacancy in accordance with these rules and regulations.

***Provided that*** in case a vacancy is not filled within the timeframe allowed under this sub-article, the concerned office bearer responsible for granting approval for appointment of any member as an office-

bearer for the position for which the vacancy exists shall, in his discretion, select a person as an office-bearer for that position.

***Provided further that*** the concerned office bearer responsible for granting approval for appointment of any member to the position for which the vacancy exists, may allow additional time of up to thirty days before exercising his discretion under this sub-article.

- (5) The appointing authority for the position concerned, shall for the period during which the vacancy in a position remains unfilled, nominate any other member or an existing office bearer to discharge the duties and responsibilities of the position concerned temporarily with approval from the concerned office bearer responsible for granting approval for appointment of any member to the position for which the vacancy exists, until the vacancy is filled in accordance with sub-article (4) of this article.

#### **24. Change of office bearers and handover**

- (I) In the event whereby a vacancy is created in the position of any office bearer, the concerned office bearer vacating the position shall be obligated to handover and transfer the following to the member being appointed in his or her stead or in case there is no one being appointed immediately, to the authority responsible for appointing the office-bearer for that position or any person authorised by him in this regard.
- (i) all documents in any form being paper or electronic and any other objects pertaining to the office being vacated that have been and are in his or her custody and possession by virtue of him or her being the office bearer for that position.
  - (ii) access rights to the official email account of the position being vacated
  - (iii) all information related to the position being vacated
  - (iv) all items of inventory or other items as may be relevant and in possession of the office bearer vacating the position.

***Provided that*** if an office-bearer is being removed as a consequence of him or her ceasing to be a member of the Organisation, he or she shall also

handover the scarf and badge or any other insignia or objects of symbol or any other items that are ordinarily possessed only by a member of the Organisation.

- (2) For the purpose of effective handover, the office bearer vacating the position shall fill out a handover form, as may be prescribed from time to time by the All India President, enlisting therein the documents, items and articles of inventory or any other items that are handed over in accordance with this article.

**25. Non-Interference and respect for administrative hierarchy by office-bearers**

- (I) No District, State or National office bearer shall, either directly or indirectly, interfere in the operations, administration or functioning of a unit of the Organisation being Samithi or Bhajan Mandali or district administration or state administration by bypassing the concerned office bearers or in violation of the administrative hierarchy set out in these rules and regulations and shall always respect it in its true essence.

**26. General Duties and Responsibilities of Office Bearers**

- (I) All office-bearers of the Organisation, of any administrative level, shall always:
- (i) Uphold the ethos of the Organisation and its principles under any circumstances.
  - (ii) Carry out his or her duties and responsibilities with full faith in the name that the Organisation bears and with love, dedication, humility, surrender and utmost detachment from the sense of doer-ship.
  - (iii) Undertake personal sadhana, regularly study and imbibe Sai Literature and strive to ensure unity and purity of his or her thoughts, words and deeds.
  - (iv) Act objectively and constructively by following the dictates of his or her conscience and in the larger interest of the Organisation and its units while discharging his or her duties and responsibilities.

- (v) Adhere to the decorum of the Organisation and function in accordance with the administrative hierarchy for administrative purposes.

*Explanation* – Although the Organisation is a spiritual organisation and all actions shall be governed by the principles of love and service, which are beyond any hierarchical framework, however for the purpose of proper administration and effective functioning of the Organisation, the administrative hierarchy of the Organisation shall be adhered to by all the office bearers without, in any manner, transgressing the principles of love, service and mutual respect for or towards any being.

- (vi) Adhere to the highest standards of impartiality in discharging his or her duties and responsibilities and uphold ethical standards of integrity and probity.
- (vii) Devote sufficient time and attention to his obligations as an office-bearer.
- (viii) Abide by and ensure that the rules and regulations of the Organisation are always implemented in both letter and spirit.
- (ix) Refrain from using his or her position in the Organisation to gain direct or indirect personal advantage or advantage for any other person in any manner and for any purposes.

## 27. Functional Duties and Responsibilities of Office Bearers

- (1) The All India President shall, from time to time, issue framework and guidelines concerning the functional duties and responsibilities to be adhered to and discharged by the office bearers of the different administrative levels specific to the concerned position.
- (2) Each office-bearer of the Organisation shall abide by the duties and responsibilities issued in terms of sub-article (1) for his position in addition to General Duties and Responsibilities of Office Bearers specified in article 26.

**28. Tours and visits by office-bearers**

- (I) Each office bearer of National, State and District Administration shall, as laid down in the sub-article (2), tour and visit the administrative levels and units falling within his or her jurisdictions in order to meet, inspire and guide the members and office bearers and also review the functioning of such administrative level and units to the extent falling within the scope of his or her functional responsibilities in accordance with these rules and regulations.
- (2) The various office bearers of the administrative levels and units shall undertake tour and visits as required by sub-article (I) as provided below:
  - (i) An office-bearer of National Administration shall tour and visit all State Administrations at least once in every two years.
  - (ii) An office-bearer of a State Administration shall tour and visit all District Administrations of his or her State at least twice in a functional year.
  - (iii) An office-bearer of a District Administration shall tour and visit all units of his or her District at least once in a quarter.

**29. Matters of realisation by an office-bearer**

- (I) In addition to following the nine-point code of conduct, every office-bearer must understand and realise the matters, ethos and tenets as specified in Appendix V.
- (2) Every office bearer shall also strive to follow the Ten Principles, as laid down by SRI SATHYA SAI BABA on 23<sup>rd</sup> November 1985 which are included as Appendix VI, in his or her personal life.

**CHAPTER VII****NATIONAL ADMINISTRATION AND ITS FUNCTIONING****30. National Administration and National office bearers**

- (1) The National Administration shall be constituted of the office bearers referred to in this article excluding the National Advisory Council and shall oversee and guide the functioning of various other administrative levels and units of the Organisation and its activities across India through the State Administrations as set out in these rules and regulations.
- (2) There shall be an All India President<sup>3</sup> who shall be the apex executive and administrator of the Organisation.
- (3) There shall also be a National Advisory Council called as Sri Sathya Sai National Advisory Council that shall serve as an advisory body to the All India President and advise him in various aspects of the Organisation.
- (4) The constitution of the National Advisory Council and manner of its functioning and operations shall be as laid down in Chapter VIII
- (5) There shall be the following National Coordinators for each wing of the Organisation at National Administration Level to guide, oversee and further the activities under each of the three wings of the Organisation in India:
  - (i) Two National Coordinators for Spiritual Wing to be known as National Spiritual Coordinators one of whom shall be male and the other female.
  - (ii) Two National Coordinators for Education Wing to be known as National Education Coordinators one of whom shall be male and the other female.

---

<sup>3</sup> The position of All India President was introduced by BHAGAVAN SRI SATHYA SAI BABA and an individual was directly selected by him to serve as the All India President of the Organisation under His direct guidance.

(iii) Two National Coordinators for Service Wing to be known as National Service Coordinators one of whom shall be male and the other female.

(6) All National Coordinators as specified in this article shall use “Gents” or “Ladies”, as the case may be, as a suffix after their designation when referring themselves for any organisational purpose.

*Explanation* – An example to clarify the intent of this sub-article in case of the National Spiritual Coordinator who is a male shall be “National Spiritual Coordinator (Gents)”

(7) The National Coordinators under sub-article (5) shall:

(i) formulate policies, procedures, plans, activities and projects for implementation and execution through the various units of the Organisation under the concerned wings in consultation with and concurrence of the All India President;

(ii) oversee the implementation of various programs, projects and activities under their respective wings across all the units of the Organisation through the State Administrations

(iii) report to the All India President with respect to their duties and responsibilities.

(8) All executive functions of the Organisation as well as those specific to the National Administration shall be vested in the All India President and shall be exercised by him.

**Provided that** the All India President shall consult the relevant National Coordinators while taking any decision.

(9) All National Coordinators shall work in complete coordination with each other to ensure that activities, projects or programs are uniformly carried out across the country.

(10) The number of office bearers for the National Administration shall be restricted to the office-bearers specified in this article and no additional office-bearers shall be appointed.

**3I. Office of the National Administration**

- (I) The permanent address of the National Administration and that of the Organisation shall be Prashanthi Nilayam where it is permanently headquartered.
- (2) The All India President may for administrative purposes establish his executive office at any address in India as he may deem fit, which shall be made known to all office bearers, members of the National Advisory Council and the members of the Organisation in general.

**32. Appointment of National office-bearers**

- (I) The succeeding All India President shall be appointed by the currently serving All India President through a consultative process of consensus within the Sri Sathya Sai National Advisory Council and in sync with Divine expectation, message and mandate.
- (2) The National Coordinators under article 30(5) shall be appointed by the All India President.
- (3) Provisions of articles 18 to 2I forming part of Chapter VI shall be duly adhered to while appointing any office-bearer under this article.

**33. Term of National Office Bearers**

- (I) A member shall be appointed as the All India President for an initial term of five years which may be renewed once for another term of five years.
- (2) A member shall be appointed as a National Coordinator of any wing for an initial term of five years which may be renewed once for another term of up to three years.
- (3) The All India President shall be the sole authority to make decisions concerning the renewal of the terms of any national office-bearers.

**34. Vacancy in office of National Office Bearers and handover**

- (I) Any National Coordinator may at any time request to be relieved from the responsibility by writing under his or her hand addressed to the All



India President and a vacancy shall be created in the position of such office bearer after the said request is accepted by the All India President.

- (2) A vacancy shall also be deemed to have been created in the position of any National Coordinator upon fulfilment of any conditions provided in sub-article (I) to sub-article (3) of Article 23 of these rules and regulations.
- (3) A vacancy shall be deemed to have been created in the position of the All India President upon completion of his term provided that his term is not renewed or is not renewable by virtue of the provisions of these rules and regulations.
- (4) A vacancy in the office of any National Coordinator shall be filled in accordance with the provisions of Article 23(4) and Article 23(5)
- (5) In the event of the creation of vacancy in the office of any national office-bearer, the All India President shall ensure proper handover in terms of article 24.

### 35. National Meetings and Decisions

- (I) The national office-bearers shall meet at least quarterly in a year to review, discuss and decide various matters relating to the Organisation as may be placed at the meeting by the participants.
- (2) The meetings as per sub-article (I) shall be convened by the All India President to be held at any place and shall be participated in only by the national office-bearers or any other person or persons who may be invited or allowed by the All India President to attend the meeting as a special invitee.

**Provided that** the All India President may also decide to hold the meeting of national office-bearers as per sub-article (I) online by making use of any electronic technological platform as may be available.

- (3) It shall be obligatory for all National Office Bearers to attend the meeting as convened in terms of sub-article (I).

**Provided that** the All India President may grant leave of absence to any National Office Bearer on a case to case basis.

- (4) In addition to the meeting of National Office Bearers in terms of sub-article (I), the All India President shall also convene a meeting to be known as National General Meeting, twice in a year, one of which shall be held around *Gurupurnima* and the other around 23<sup>rd</sup> November which happens to be the birthday of SRI SATHYA SAI BABA at Prashanthi Nilayam.
- (5) It shall be obligatory for all National Office Bearers and State Presidents to attend the meeting as convened in terms of sub-article (4)

***Provided that*** the All India President may grant leave of absence to any office bearer required to attend the National General Meeting on a case to case basis.

***Provided further that*** all other office bearers of the Organisation shall be eligible to participate in the National General Meeting held in terms of sub-article (4) but it shall not be mandatory for them to attend the meeting.

- (6) The All India President shall ensure that distinct minutes and record of all decisions arrived at any meeting convened in terms of sub-article (I) or sub-article (4) are maintained on a perpetual basis and are duly communicated to all eligible participants of the concerned meeting or any other person who may need to be communicated of such decisions within fifteen days after the meeting is over.

### 36. Notice of Meetings

- (1) The meeting of National Office Bearers in terms of article 35(I) and 35(4) shall be called by giving notice for a reasonable period either in writing or through electronic mode.
- (2) Any notice may be sent through e-mail as a text or as an attachment to e-mail or as a notification providing an electronic link or Uniform Resource Locator for accessing such notice.
- (3) Every notice of a meeting shall specify the place, date, day and the hour of the meeting and shall contain a statement of the business to be transacted at such meeting.

- (4) In case a meeting is proposed to be held online, the notice of the meeting shall include the link or the Uniform Resource Locator or any other parameter or particulars or coordinates required to attend the meeting and shall also explain the modus operandi to join the meeting online.
- (5) The notice of every meeting shall be given to all eligible participants entitled or required to attend the meeting.
- (6) Any accidental omission to give notice to or the non-receipt of such notice by any person who is entitled to receive such notice for any meeting shall not invalidate the proceedings of the meeting.
- (7) In the event of any condition or circumstance that arises after the notice convening a meeting has been sent as a result of which it is not possible to hold such meeting or the All India President is not able to attend that meeting, the All India President may postpone the meeting.

***Provided that*** the meeting shall be postponed by sending a notice to all concerned, the content of which should include the information specified in sub-article (3)

***Provided further*** that the All India President shall not be obliged to disclose the reason for postponing the meeting.

### 37. Maintenance of records

- (I) The All India President shall either himself or through his executive office or his delegated authority ensure the maintenance of following records at National Administration.
  - (i) List of all state administrations, district administrations along with names of all units of the Organisation in each district administration.
  - (ii) List of National Office Bearers, State Office bearers and District Office Bearers with the following particulars:
    - (a) Name
    - (b) Gender

- (c) Date of Birth
  - (d) Mobile number
  - (e) Address
  - (f) Official email address for organisational use
  - (g) Designation in the Organisation
  - (h) Date of appointment
  - (i) End date for the current term
- (iii) Record of minutes of all meetings convened by the All India President or anyone who may have been so authorised by the All India President to convene the meetings and the decisions taken from time to time.
  - (iv) Record of all circulars and other directives issued by the All India President.
- (2) The records as per sub-article (I) shall be compulsorily preserved in electronic form on a storage media or any other electronic platform in addition to being preserved in physical paper form, which is optional;
  - (3) All records maintained in electronic form shall be:
    - (i) kept in a non-rewriteable and non-erasable format or a manner which cannot be altered or tampered.
    - (ii) kept in such manner that the records are at all times capable of being retrieved to a readable and printable form.
    - (iii) properly guarded to ensure against loss of the records as a result of damage to, or failure of the media on which the records are maintained.
  - (4) All records specified in this article shall be preserved for a minimum period of 10 years immediately preceding the current year.

***Provided that*** the records that have any bearing on a perpetual basis shall be maintained perpetually.

- (5) The records maintained as per this article shall always be made available to any National office-bearer as and when required or requested.

***Provided that*** any record that has a bearing on or pertains to or is related to any other Administrative Level of the Organisation shall also be made available to such Administrative Level as and when required or requested.

### **38. National Conferences and their resolutions**

- (1) The National Administration may hold or organise any conferences, symposia, conventions or similar events meant for either specific group of persons or members or office-bearers with the approval of the All India President.
- (2) Any resolutions or decisions adopted at such events organised as per sub-article (1) shall be communicated to all concerned within thirty days from the conclusion of such events by the All India President or any other National office-bearer who the All India President may so assign for the purpose.
- (3) The National Coordinator of the concerned wing shall ensure that the resolutions or decisions as per sub-article (2) are implemented across all the units of the Organisation through the respective administration level if they are so required to be implemented.

### **39. Official Communications and Circulars**

- (1) All circulars or directives or any communication of general nature including the recommendations, if any, of the national coordinators meant for any or all State Administrations shall be sent only by the All India President to all the State President of the State Administration and also to the other National Office bearers or any other person who the All India President may deem necessary.
- (2) The circulars or directives or communications referred in sub-article (1) shall be signed by the All India President and sent in writing or through email from the official email account of the All India President to the

official email accounts or the addresses of the recipients registered with National Administration for the purpose.

- (3) All circulars and directives shall be properly numbered with a reference number and shall always be dated.
- (4) The circulars if sent through email should preferably be scanned and sent as attachments to the email.

#### **40. Reports from State Administrations**

- (1) The National Coordinators shall review the statistical reports from the State Administrations concerning their wings and advise the All India President of any action that may be required.
- (2) The All India President may decide to act on the advice of the National Coordinators as he may deem fit and necessary or he may assign any member to take actions as deemed necessary.
- (3) The All India President shall ensure that all half-yearly statistical reports received from the State Administrations are consolidated and the consolidated report of the Organisation at National Administration Level is made available to all State Administrations in the form, as may be applicable from time to time, within three months of the end of each half-year for which the reports are received.
- (4) The All India President may in addition to the half-yearly statistical report require any other report on an ad-hoc basis from any State Administrations.
- (5) For the purposes of this article, the All India President shall, from time to time, issue framework and guidelines concerning the reporting requirements to be adhered to by different administration levels.

**CHAPTER VIII****SRI SATHYA SAI NATIONAL ADVISORY COUNCIL****4I. Name and Constitution**

- (I) The Council shall be known as the “Sri Sathya Sai National Advisory Council”.
- (2) The Sri Sathya Sai National Advisory Council shall be composed of eleven members, namely the following:
  - (i) the All India President
  - (ii) one representative member from the Sri Sathya Sai Central Trust.
  - (iii) nine other senior members of the Organisation to be known as the ‘selected members’.

***Provided that*** the All India President in consultation with existing members of the Council may increase or decrease the member strength of the Council.

***Provided further that*** the word senior in sub-article 2(iii) above shall be the subject of the collective judgement of the council which shall be deemed to be final once the member is selected.

***Provided further that*** the Council while considering a person's seniority for the purpose of selection as a member of the Council in terms of sub-article 2(iii) above shall consider and base seniority not on the age of the person to be considered for membership of the Council but in terms of the number of years for which the person has served as a member or an office-bearer of the Organisation and his experience in various matters and functioning of the Organisation including the understanding of core principles and ethos of the Organisation.

***Provided also that*** the representative member from the Sri Sathya Sai Central Trust as per sub-article 2(ii) above shall be nominated on a rotation basis by the Sri Sathya Sai Central Trust for such tenure as the Sri Sathya Sai Central Trust may deem fit.

- (3) The All India President would be the permanent member and chairperson of the Council.
- (4) The 'selected members' of the Council shall be selected by the All India President for the first-time constitution of the council and thereafter in terms of the provisions of this chapter.

#### 42. Term of the members of the Council

- (I) Each selected member of the council shall serve for the initial term of three years which may be renewed once for another term of three years by the decision of the members of the council arrived at by consensus.

*Provided that* in case of a deadlock or inability of the council to reach to a consensus, the All India President shall have the discretion to decide on the renewal of the term of the selected member and decision of the All India President shall prevail.

#### 43. Functions of the Council

- (I) The Council shall serve as an advisory body to the All India President and advise him in all aspects of the Organisation, which will primarily include the following:
  - (i) policy matters relating to various areas of functioning;
  - (ii) change in the structure of the Organisation at various administration levels;
  - (iii) suggestions for the appointment and/or changing State Presidents for any state administration;
  - (iv) formulating or amending the rules and regulations of the Organisation;
  - (v) selection of the succeeding All India President;
  - (vi) defining the role, responsibility and duties of the office-bearers of the Organisation at all levels;
  - (vii) undertaking projects and initiatives at the national level; and



- (viii) any other matter as the All India President may put forth before the Council for seeking its advice in the normal course.
- (2) In addition to the functions mentioned in sub-article (I), the Council shall ensure and be responsible for the following:
  - (i) formulating and implementing a structured programme for induction and orientation of every office-bearer of the Organisation right from the National Administration down to the Samithi and Bhajan Mandali Level.
  - (ii) Any other tasks that may, from time to time, be referred to the Council by the All India President.
- (3) Notwithstanding anything contrary contained in any article of this chapter, it is hereby explicitly provided that all executive and administrative decisions related to the functioning of the Organisation all over India are the sole responsibility and prerogative of the All India President and the Council shall not interfere in the day-to-day functioning of the Organisation in any manner whatsoever or howsoever.

#### 44. Members of the Council and vacancies

- (I) After the first constitution of the Council, any member to the Council shall be inducted only by selection and never by election.
 

*Explanation* – For the purpose of this sub-article, the word election shall mean to include any process which involves the casting of vote or selection by a majority to choose any person as a member of the Council.
- (2) After the first constitution of the Council, a person shall be selected as the member of the Council only by consensus of the currently serving Council provided, however, that in case of a deadlock or inability of the council to reach a consensus, the All India President shall take the final decision in his sole discretion which shall be binding on all members of the Council.
- (3) A person shall not be considered for selection as a member of the Council, in case he has not been selected after being considered for

membership of the Council, for a minimum period of three years from the date he was first considered for selection as the member of the Council.

- (4) No member of the Council shall, at any time during his or her tenure as the member of the Council:
  - (i) hold any position of responsibility or any office, either voluntarily or on an honorary basis, in any political, religious or other spiritual organisation(s) or institution(s) or any organisation(s) or institution(s) of whatsoever nature with objectives or activities similar to those of the Sri Sathya Sai Seva Organisations;
  - (ii) conduct himself or herself in any manner that would create a general perception as if the member of the Council holds any position of responsibility or office in organisation(s) or institution(s) as referred to in (i) above even though he or she does not hold any such position or office in such organisation(s) or institution(s).
- (5) No member of the Council, excluding the All India President, shall hold or occupy any position of responsibility in the Organisation or be an office-bearer of any unit or administrative levels of the Organisation.
- (6) No member of the Council shall, either directly or indirectly, interfere in the operations, administration or functioning of any unit of the Organisation being Samithi or Bhajan Mandali or any administrative level of the Organisation.
- (7) Any member of the Council may at any time request to be relieved by writing under his or her hand addressed to the Chairperson of Council, and the seat of such member shall become vacant when such request is accepted by the Chairperson.
- (8) A member of the Council shall be deemed to have vacated his or her seat and resigned if:

- (i) he or she is declared by the Council to have been absent without sufficient excuse from three consecutive meetings of the Council; or
  - (ii) he or she ceases to be a member of the Organisation.
- (9) A vacancy in the Council shall be filled by a fresh selection of members to the council within three months from the date on which the vacancy is created.

*Explanation.* – The tenure of the member selected as a member of the council shall always be deemed to have begun from the date of his or her selection and not the date of the selection of the member in whose stead he or she has been selected in order to fill the vacancy created by resignation or otherwise of the preceding member.

- (IO) In case a vacancy is not filled within the timeframe stipulated by sub-article (9) above, another period of one month shall be allowed to the Council to fill the vacancy.
- (II) In case a vacancy is not filled within the additional timeframe allowed under sub-article (IO) above, the All India President may, in his sole discretion, select a person as a member of the Council to fill the vacancy and the decision of the All India President in this regard shall be binding on all the existing members of the Council.

#### **45. Meetings of the Council and conduct of business**

- (I) The Council shall meet at least once in every three months to consider and transact the business that is required to be addressed by Council or as may be put forth for its consideration by the All India President at the meeting.
- (2) The All India President, shall after consideration of the matters by the Council as may have been put forth to it, appropriately conclude and take the necessary decision or decisions.
- (3) All decisions taken by the All India President as per the sub-article (2) above shall be communicated, as necessary to all concerned, only by the All India President.

**46. Secretary of the Council**

- (I) For the smooth conduct of the business of the Council the All India President may appoint a secretary to organise and coordinate the working of the Council in normal course.

*Provided that* the secretary to be so appointed, if deemed necessary by the All India President, shall only be an individual and there shall be no secretariat for the Council.

- (2) The Secretary of the Council shall be appointed on a rotation basis for a fixed term of three years.

**CHAPTER IX****STATE ADMINISTRATION AND ITS FUNCTIONING****47. State Administration and State office-bearers**

- (1) The State Administration shall constitute of the office bearers referred to in this article and shall oversee and guide the functioning of various District Administrations and the units of the Organisation and their activities through the District Administrations that are within its jurisdiction.
- (2) The State office bearers shall be obligated to follow the guidance or directions of National Office bearers issued within the framework of these rules and regulations.
- (3) There shall be a State President<sup>4</sup> for each State Administration who shall be the apex executive and administrator of the Organisation at the State Administration Level and shall be deemed to be representative of the All India President for the concerned State Administration.
- (4) There shall be the following State Coordinators for each wing of the Organisation at State Administration Level to guide, oversee and further the activities under each of the three wings of the Organisation within its jurisdiction:
  - (i) Two State Coordinators for Spiritual Wing to be known as State Spiritual Coordinators one of whom shall be male and the other female.
  - (ii) Two State Coordinators for Education Wing to be known as State Education Coordinators one of whom shall be male and the other female.
  - (iii) Two State Coordinators for Service Wing to be known as State Service Coordinators one of whom shall be male and the other female.

---

<sup>4</sup> The position of State President was introduced by BHAGAVAN SRI SATHYA SAI BABA and an individual was directly selected by him to serve as the State President.

- (5) Additionally, there shall be two State Coordinators, for furthering the involvement of youth and youth activities under all the three wings of the Organisation across the state, to be known as State Youth Coordinators, one of whom shall be male and the other female.

*Provided that* a person of the age of more than 40 years shall not be eligible to be appointed as State Youth Coordinator.

- (6) All State Coordinators as specified in this article shall use “Gents” or “Ladies”, as the case may be, as a suffix after their designation when referring themselves for any organisational purpose.

*Explanation* – An example to clarify the intent of this sub-article in case of the State Spiritual Coordinator who is a male shall be “State Spiritual Coordinator (Gents)”

- (7) The State Coordinators under sub-article (4) shall:

- (i) formulate policies, procedures, plans, activities and projects for implementation and execution by various units of the Organisation under the concerned wings through the District Administrations, in consultation with and concurrence of the State President;
- (ii) oversee the implementation of various programs, projects and activities under their respective wing across all the units of the Organisations through the District Administrations; and
- (iii) report to the State President with respect to their duties and responsibilities.

- (8) The State Youth Coordinators shall

- (i) formulate policies, procedures, plans, activities and projects for furtherance and involvement of youth in the activities of the Organisation through the District Administrations in consultation with the State President; and
- (ii) report to the State President with respect to their duties and responsibilities.

- (9) All State Coordinators shall work in complete coordination with each other to ensure that activities, projects or programs are uniformly carried out across the state.
- (IO) All executive functions of the Organisation for State Administration shall be vested in the State President and shall be exercised by him.

*Provided that* the State President shall consult the relevant State Coordinators while taking any decision.

- (II) The number of office-bearers for a State Administration shall be restricted to the office-bearers specified in this article and no additional office bearers shall be appointed.

#### 48. Office of the State Administration

- (I) The State President shall designate and decide an address which shall be the official headquarters of the State Administration and the same shall be informed to the National Office Bearers and State Office Bearers and all District Office Bearers of concerned State Administration.
- (2) The State President may for administrative purposes establish his executive office at any address within the jurisdiction of his state administration as he may deem fit, which shall be made known to all National Office Bearers and State Office Bearers and all District Office Bearers of concerned State Administration.

#### 49. Appointment of State office-bearers

- (I) The State President of a State Administration shall be appointed by the All India President in consultation with the National Advisory Council.
- (2) The State Coordinators shall be appointed by the State President in consultation with the National Coordinator of the wing concerned and with approval from the All India President.

*Provided that* the State Youth Coordinator shall be appointed by the State President in consultation and with approval from the All India President.

- (3) Provisions of Article numbers 18 to 21 forming part of Chapter VI shall be duly adhered to while appointing any office-bearers under this article.

#### 50. Term of State Office Bearers

- (1) A member shall be appointed as the State President for an initial term of five years which may be renewed once for another term of up to three years.
- (2) A member shall be appointed as a State Coordinator of any wing for an initial term of five years which may be renewed once for another term of up to three years.
- (3) A member shall be appointed as a State Youth Coordinator for an initial term of five years which may be renewed once for another term of up to three years subject to the limitation on age applicable for a State Youth Coordinator as per the proviso to Article 47(5).
- (4) The State President shall take the decision on renewal of the term of any State Coordinator with approval from the All India President.
- (5) The All India President shall in consultation with the National Advisory Council take the decision on the renewal of the term of any State President.

#### 51. Vacancy in office of State Office Bearers and handover

- (1) Any State President may at any time request to be relieved from the responsibility by writing under his hand addressed to the All India President and a vacancy shall be created in the position of concerned State President after such request is accepted by the All India President.
- (2) Any State Coordinator may at any time request to be relieved from the responsibility by writing under his or her hand addressed to the State President and a vacancy shall be created in the position of such office bearer after such request is accepted by the State President.

**Provided that** the State President shall inform the All India President about the creation of such vacancy.



- (3) A vacancy shall also be deemed to have been created in the position of any State office-bearer upon fulfilment of any conditions provided in sub-article (I) to sub-article (3) of Article 23 of these rules and regulations.
- (4) A vacancy in the office of any State office-bearer shall be filled in accordance with the provisions of Article 23(4) and Article 23(5)
- (5) In the event of the creation of vacancy in the position of State President, the All India President shall ensure proper handover in terms of article 24.
- (6) In the event of the creation of vacancy in the position of State Coordinators, the State President shall ensure proper handover in terms of article 24.

#### 52. State Meetings & Decisions

- (I) The State Office Bearers shall meet at least once in a month to review, discuss and decide various matters relating to the Organisation as may be placed at the meeting by the participants.
- (2) The meetings as per sub-article (I) shall be convened by the State President to be held at any place and shall be participated in only by the State Office bearers or any other person or persons who may be invited or allowed by the State President to attend the meeting as a special invitee.

***Provided that*** the State President may also decide to hold the meeting of State Office Bearers online by making use of any electronic technological platform as may be available.

- (3) It shall be obligatory for all State Office Bearers to attend the meeting as convened in terms of sub-article (I).

***Provided that*** the State President may grant leave of absence to any State Office Bearer on a case to case basis.

- (4) In addition to the meeting of State Office Bearers in terms of sub-article (I), the State President shall also organise a meeting of State Office Bearers and District Presidents, to be known as District Presidents'

Meeting, at least once in a year with the maximum frequency of twice in a year, at any time as may be decided by the State President to review the status of various matters concerning the Organisation and the District Administrations.

- (5) It shall be obligatory for all State Office Bearers and District Presidents to attend the meeting as convened in terms of sub-article (4).

*Provided that* the State President may grant leave of absence to any office-bearer required to attend the District Presidents' Meeting on a case to case basis.

- (6) The State President shall ensure that distinct minutes and record of all decisions arrived at any meeting convened in terms of sub-article (I) or sub-article (4) are maintained on a perpetual basis and are duly communicated to all eligible participants of the concerned meeting or any other person who may need to be communicated of such decisions within fifteen days after the meeting is over.

### 53. Notice of State Meetings

- (1) The meeting of State Office Bearers in terms of Article 52(I) or Article 52(4) shall be called by giving notice for a reasonable period either in writing or through electronic mode.
- (2) The State President may also designate any day of a month as a day on which the meeting of State Office bearers as mentioned in article 52(I) shall be held as a standing notice, in which case the requirement of sending a notice in terms of sub-article (I) shall not be applicable for that meeting.
- (3) Any notice may be sent through e-mail as a text or as an attachment to e-mail or as a notification providing an electronic link or Uniform Resource Locator for accessing such notice.
- (4) Every notice of a meeting shall specify the place, date, day and the hour of the meeting and shall contain a statement of the business to be transacted at such meeting.
- (5) In case a meeting is proposed to be held online, the notice of the meeting shall include the link or the Uniform Resource Locator or any

other parameter or particulars or coordinates required to attend the meeting and shall also explain the modus operandi to join the meeting online.

- (6) The notice of every meeting shall be given to all eligible participants entitled or required to attend the meeting.
- (7) Any accidental omission to give notice to or the non-receipt of such notice by any person who is entitled to receive such notice for any meeting shall not invalidate the proceedings of the meeting.
- (8) In the event of any condition or circumstance that arises after the notice convening a meeting has been sent as a result of which it is not possible to hold such meeting or the State President is not able to attend that meeting, the State President shall postpone the meeting.

**Provided that** the meeting shall always be postponed in writing by sending a notice the content of which should include the particulars specified in sub-article (4)

**Provided also** that the State President shall not be obliged to disclose the reason for his absence or postponing the meeting.

#### 54. Maintenance of records

- (I) Each State President shall either himself or through his delegated authority ensure the maintenance of following records at the State Administration.
  - (i) List of all district administrations along with names of all units of the Organisation in each district administration within its jurisdiction with their address.
  - (ii) List of State Office Bearers, District Office Bearers and Samithi or Bhajan Mandali Office Bearers with the following particulars:
    - (a) Name
    - (b) Gender
    - (c) Date of Birth
    - (d) Mobile number

- (e) Address
  - (f) Official email address for organisational use
  - (g) Designation in the Organisation
  - (h) Date of appointment
  - (i) End date for the current term
- (iii) Record of all directives or circulars received from the All India President or the National Administration.
  - (iv) Record of minutes of all meetings convened by the State President or anyone who may have been so authorised by the State President to convene the meetings and decisions taken from time to time.
  - (v) Record of all circulars and other directives issued by the State President.
- (2) The records as per sub-article (I) shall be compulsorily preserved in electronic form on a storage media or any other electronic platform in addition to being preserved in physical paper form, which is optional;
  - (3) All records maintained in electronic form shall be:
    - (i) kept in a non-rewriteable and non-erasable format or a manner which cannot be altered or tampered;
    - (ii) kept in a manner that the records are at all times capable of being retrieved to a readable and printable form;
    - (iii) properly guarded to ensure against loss of the records as a result of damage to, or failure of the media on which the records are maintained;
  - (4) All records specified in this article shall be preserved for a minimum period of 10 years immediately preceding the current year.

***Provided that*** the records that have any bearing on a perpetual basis shall be maintained perpetually.

- (5) The records maintained as per this article shall always be made available to any State office-bearer as and when required or requested.

*Provided that* any record that has a bearing on or pertains to or is related to any other Administrative Level of the Organisation shall also be made available to such Administrative Level as and when required or requested.

#### 55. State Conference of District Office Bearers

- (1) Each State Administration shall hold an annual conference of all State Office Bearers and District Office Bearers which should be held towards the beginning of a calendar year and preferably in the month of January to discuss, review and plan activities of the Organisation in all the three wings for the functional year and other administrative or related matters.
- (2) It shall be obligatory for all the State and District office-bearers to attend and participate in the conference organised in terms of sub-article (1)
- (3) Any resolutions or decisions adopted at the state conference held in terms of sub-article (1) shall be communicated to all concerned within thirty days from the conclusion of the conference by the State President or any other state office bearer who the State President may so nominate for the purpose.

*Provided that* a report of the conference so held including any resolutions or decisions adopted shall also be sent to all the National Office bearers for their information.

- (4) The concerned State Coordinators shall ensure that the resolutions or decisions as per sub-article (3) are implemented across all the units of the Organisation through the respective administration levels if they are so required to be implemented.

#### 56. Official Communications and Circulars

- (1) All circulars or directives or any communication of general nature including the recommendations, if any, of the state coordinators meant for any or all District Administrations shall be sent only by the State

President to all the District President and to the other State Office bearers or any other person who the State President may deem necessary.

- (2) The circulars or directives or communications referred in sub-article (I) shall be signed by the State President and sent in writing or through email from the official email account of the State President to the official email accounts or the addresses of the recipients registered with State Administration for the purpose.
- (3) All circulars and directives shall be properly numbered with a reference number and shall always be dated.
- (4) The circulars if sent through email should preferably be scanned and sent as attachments to the email.

#### 57. State Reports

- (I) All State Administrations shall send a report on half-yearly basis for the period covering first six months and second six months of the functional year called as the *Half Yearly Statistical Report* to the All India President and other National Office Bearers, in the form as may be prescribed by framework and guidelines concerning the reporting requirements issued by the All India President in terms of Article 40(5).
- (2) All State Administrations shall also send to the All India President or any National Office Bearer such reports as may be required by them from time to time.
- (3) The states may be required to submit reports under this article through any mode which may include online submission through any electronic facility or platform, as may be devised from time to time and decided by the All India President.
- (4) Every State Administration shall compile an annual report of its activities for each functional year and offer it at the Maha Samadhi of SRI SATHYA SAI BABA on day of '*Aradhana Mahotsavam*', which is observed on 24<sup>th</sup> day April of every year, immediately following the end of the functional year.

**CHAPTER X****DISTRICT ADMINISTRATION AND ITS FUNCTIONING****58. District Administration & District office bearers**

- (1) A District Administration shall constitute of the office bearers referred to in this article and shall oversee and guide the functioning of various units of the Organisation and their activities within its jurisdiction.
- (2) The District office bearers shall be obligated to follow the guidance or directions of State Office bearers issued within the framework of these rules and regulations.
- (3) There shall be a District President for each District Administration who shall be the apex executive and administrator of the Organisation at the District Administration Level and shall be the representative of the State President for the concerned District Administration for all administrative purposes.
- (4) There shall be the following District Coordinators for each wing of the Organisation at District Administration Level to guide, oversee and further the activities under each of the three wings of the Organisation within its jurisdiction:
  - (i) Two District Coordinators for Spiritual Wing to be known as District Spiritual Coordinators one of whom shall be male and the other female.
  - (ii) Two District Coordinators for Education Wing to be known as District Education Coordinators one of whom shall be male and the other female.
  - (iii) Two District Coordinators for Service Wing to be known as District Service Coordinators one of whom shall be male and the other female.
- (5) Additionally, there shall be two District Coordinators, for furthering the involvement of youth and youth activities across the District under all the three wings of the Organisation, to be known as District Youth Coordinators, one of whom shall be male and the other female.

***Provided that*** a person of the age of more than 40 years shall not be eligible to be appointed as District Youth Coordinator.

- (6) All District Coordinators as specified in this article shall use “Gents” or “Ladies”, as the case may be, as a suffix after their designation when referring themselves for any organisational purpose.

*Explanation* – An example to clarify the intent of this sub-article in case of the male District Spiritual Coordinator shall be “District Spiritual Coordinator (Gents)”

- (7) The District Coordinators under sub-article (4) shall:
- (i) formulate policies, procedures, plans, activities and projects for implementation and execution through the various units of the Organisation under the concerned wings in consultation with and concurrence of the District President;
  - (ii) oversee the implementation of various programs, projects and activities under their respective wing across all the units of the Organisation within the jurisdiction of their District Administration through the office bearers of those units; and
  - (iii) report to the District President with respect to their duties and responsibilities.
- (8) The District Youth Coordinators shall
- (i) formulate policies, procedures, plans, activities and projects for furtherance and involvement of youth in the activities of the various units of the Organisation within the jurisdiction of their District Administration through the office bearers of those units in consultation with and concurrence of the District President; and
  - (ii) report to the District President with respect to their duties and responsibilities.
- (9) All District Coordinators shall work in complete coordination with each other to ensure that activities, projects or programs are uniformly carried out across the state.



- (IO) All executive functions of the Organisation for District Administration shall be vested in the District President and shall be exercised by him.

*Provided that* the District President shall consult the relevant District Office Bearers while taking any decision.

- (II) The number of office bearers for a District Administration shall be restricted to the office-bearers specified in this article and no additional office bearers shall be appointed.

### 59. Office of the District Administration

- (I) The District President shall designate and decide an address which shall be the official headquarters of the District Administration and it shall be informed to the State Office Bearers and all other District Office Bearers and office-bearers of the units within the jurisdiction of the concerned District Administration.

*Provided that* the where a District Administration functions out of a centre meant only for such District Administration, the address of such centre shall always be the official address of the District Administration.

### 60. Appointment of District office-bearers

- (I) The District President of a District Administration shall be appointed by the State President with approval from the All India President.
- (2) The District Coordinators shall be appointed by the District President in consultation with State Coordinator of the wing concerned or the State Youth Coordinator as the case may be and with the approval from the State President.
- (3) Provisions of Article numbers 18 to 22 forming part of Chapter VI shall be duly adhered to while appointing any office-bearers under this article.

### 6I. Term of District Office Bearers

- (I) A member shall be appointed as the District President for an initial term of three years which may be renewed once for another term of up to two years.

- (2) A member shall be appointed as a District Coordinator of any wing for an initial term of three years which may be renewed once for another term of up to two years.
- (3) A member shall be appointed as a District Youth Coordinator for an initial term of three years which may be renewed once for another term of up to two years subject to the limitation on age applicable for a District Youth Coordinator as per article 58(5).
- (4) The District President shall take the decision on renewal of the term of any District Coordinator in consultation with the concerned State Coordinator and with approval from the State President
- (5) The State President shall in consultation with the All India President take the decision on the renewal of the term of any District President.

**62. Vacancy in office of District Office-bearer and handover**

- (I) Any District President may at any time request to be relieved from the responsibility by writing under his or her hand addressed to the State President and a vacancy shall be created in the position of the concerned District President after such request is accepted by the State President.

***Provided that*** the State President shall inform the All India President about the creation of such vacancy.

- (2) Any District Coordinator may at any time request to be relieved from the responsibility by writing under his or her hand addressed to the District President and a vacancy shall be created in the position of such office bearer after such request is accepted by the District President.

***Provided that*** the District President shall before accepting the request of the concerned District Coordinator inform and consult with the concerned State Coordinator and accept the request only if the concerned State Coordinator so agrees.

***Provided further that*** the District President shall after accepting the request of the concerned District Coordinator to be relieved from responsibility, inform the State President and the concerned State Coordinator about the creation of such vacancy.

- (3) A vacancy shall also be deemed to have been created in the position of any District office-bearer upon fulfilment of any conditions provided in sub-article (I) to sub-article (3) of Article 23 of these rules and regulations.
- (4) A vacancy in the office of any District office-bearer shall be filled in accordance with the provisions of Article 23(4) and Article 23(5)
- (5) In the event of the creation of vacancy in the position of District President, the State President shall ensure proper handover in terms of article 24.
- (6) In the event of the creation of vacancy in the position of District Coordinators, the District President shall ensure proper handover in terms of article 24.

### 63. District Meetings & Decisions

- (1) The District Office Bearers shall meet at least once in a month to review, discuss and decide various matters relating to the Organisation as may be placed at the meeting by the participants.
- (2) The meetings as per sub-article (I) shall be convened by the District President to be held at any place and shall be participated in only by the District Office bearers or any other person or persons who may be invited or allowed by the District President to attend the meeting as a special invitee.

*Provided that* the District President may also decide to hold the meeting of District Office Bearers online by making use of any electronic technological platform as may be available.

- (3) It shall be obligatory for all District Office Bearers to attend the meeting as convened in terms of sub-article (I).

*Provided that* the District President may grant leave of absence to any District Office Bearer on a case to case basis.

- (4) In addition to the meeting of District Office Bearers in terms of sub-article (I), the District President shall also organise a meeting of office-bearers of the units of Organisation within the jurisdiction of his

district administration, to be known as Unit Office Bearers Meeting, at least once in every quarter at any time as may be decided by the District President to review the status of various matters concerning each Unit or for any other matter which the District President may deem essential.

- (5) It shall be obligatory for all Office Bearers of every unit and District Office bearers to attend the meeting as convened in terms of sub-article (4).

*Provided that* the District President may grant leave of absence to any office-bearer required to attend the Unit Office Bearers Meeting on a case to case basis.

- (6) The District President shall ensure that distinct minutes and record of all decisions arrived at any meeting convened in terms of sub-article (I) or sub-article (4) are maintained on a perpetual basis and are duly communicated to all eligible participants of the concerned meeting or any other person who may need to be communicated of such decisions within fifteen days of the meeting.

#### 64. Notice of District Meetings

- (I) The meetings as mentioned in article 63(I) and 63(4) may be called by giving notice for a reasonable period either in writing or through electronic mode.
- (2) The District President may also designate any day of a month as a day on which the meeting of District Office bearers as mentioned in article 63(I) shall be held as a standing notice, in which case the requirement of sending a notice in terms of sub-article (I) shall not be applicable.
- (3) Any notice may be sent through e-mail as a text or as an attachment to e-mail or as a notification providing electronic link or Uniform Resource Locator for accessing such notice.
- (4) Every notice of a meeting shall specify the place, date, day and the hour of the meeting and shall contain a statement of the business to be transacted at such meeting.
- (5) In case a meeting is proposed to be held online, the notice of the meeting shall include the link or the Uniform Resource Locator or any

other parameter or particulars or coordinates required to attend the meeting and shall also explain the modus operandi to join the meeting online.

- (6) The notice of every meeting shall be given to all eligible participants entitled or required to attend the meeting.
- (7) Any accidental omission to give notice to, or the non-receipt of such notice by, any person who is entitled to such notice for any meeting shall not invalidate the proceedings of the meeting.
- (8) In the event of any condition or circumstance that arises after the notice convening a meeting has been sent as a result of which it is not possible to hold such meeting or the District President is not able to attend that meeting, the District President shall postpone the meeting.

***Provided that*** a meeting shall always be postponed in writing by sending a notice the content of which should include the particulars specified in sub-article (6)

***Provided further*** that the District President shall not be obliged to disclose the reason for his absence or postponing the meeting.

## 65. Maintenance of records

- (I) Each District President shall either himself or through his delegated authority ensure the maintenance of following records at the District Administration.
  - (i) List of all Samithis and Bhajan Mandalis within the jurisdiction of his district administration with their address.
  - (ii) List of District Office Bearers and Samithi or Bhajan Mandali Office Bearers with the following particulars:
    - (a) Name
    - (b) Gender
    - (c) Date of Birth
    - (d) Mobile number

- (e) Address
  - (f) Official email address for organisational use
  - (g) Designation in the Organisation
  - (h) Date of appointment
  - (i) End Date of the current term
  - (iii) Record of all directives or circulars received from the State President or the State Administration.
  - (iv) Record of all minutes convened by the District President or anyone who may have been so authorised by the District President to convene the meetings and decisions taken from time to time.
  - (v) Record of all circulars and other directives issued by the District President.
- (2) The records as per sub-article (I) may be preserved in electronic form on a storage media or any other electronic platform in addition to being preserved in physical paper form, which is mandatory;
- (3) All records maintained in electronic form shall be:
- (i) kept in a non-rewriteable and non-erasable format or a manner which cannot be altered or tampered;
  - (ii) kept in a manner that the records are at all times capable of being retrieved to a readable and printable form;
  - (iii) properly guarded to ensure against loss of the records as a result of damage to, or failure of the media on which the records are maintained;
- (4) All records specified in this article shall be preserved for a minimum period of 10 years immediately preceding the current year.

***Provided that*** the records that have any bearing on a perpetual basis shall be maintained perpetually.

- (5) The records maintained as per this article shall always be made available to any State office-bearer as and when required or requested.

*Provided that* any record that has a bearing on or pertains to or is related to any other Administrative Level of the Organisation shall also be made available to such Administrative Level as and when required or requested.

#### 66. District Conference of Office Bearers & Members

- (1) Each District Administration shall hold an annual conference of all District Office Bearers, Office-bearers and Members of all units of the District Administration which should be held towards the beginning of a calendar year and preferably in the month of January to discuss, review and plan activities of the Organisation in all the three wings for the functional year and other administrative or related matters.

*Provided that* the conference mentioned in this sub-article shall be held after the State Conference of District Office Bearers has been held in terms of article 55

- (2) It shall be obligatory for all the District and office bearers of all units to attend and participate in the conference organised in terms of sub-article (1), however, members of the various units may not be obliged to attend the conference, but their participation shall be desirable.
- (3) Any resolutions or decisions adopted at District Conference of Office Bearers & Members held in terms of sub-article (1) shall be communicated to all concerned within thirty days from the conclusion of the conference by the District President or any other District office-bearer who the District President may so nominate for the purpose.

*Provided that* a report of the conference so held including any resolutions or decisions adopted shall also be sent to all the State Office bearers for their information.

- (4) The concerned District Coordinators shall ensure that the resolutions or decisions as per sub-article (3) are implemented across all the units of the Organisation through the office bearers of those units if they are so required to be implemented.

**67. Official Communications and Circulars**

- (I) All circulars or directives or any communication of general nature including the recommendations, if any, of the district coordinators meant for any or all units of the Organisation within the jurisdiction of a District Administration shall be sent only by the District President to all the convenors of all Samithi and Bhajan Mandali and to the other District Office bearers or any other person who the District President may deem necessary.
- (2) The circulars or directives or communications referred in sub-article (I) shall be signed by the District President and sent in writing or through email from the official email account of the District President to the official email accounts or the addresses of the recipients registered with District Administration for the purpose.
- (3) All circulars and directives shall be properly numbered with a reference number and shall always be dated.
- (4) The circulars if sent through email should preferably be scanned and sent as attachments to the email.

**68. District Reports**

- (I) All District Administrations shall send a report on a quarterly basis for the period covering every three months of the functional year called as the *District Quarterly Statistical Report* to the State President and other State Office Bearers, in the form as may be prescribed by framework and guidelines concerning the reporting requirements issued by the All India President in terms of Article 40(5).
- (2) All District Administrations shall also send to the State President or any State office Bearer such reports as may be required by them from time to time.
- (3) The District Administrations may be required to submit the reports under this article through any mode which may include online submission through any electronic facility or platform, as may be devised from time to time and decided by the State President or the All India President.



**CHAPTER XI****UNITS AND THEIR FUNCTIONING****69. General**

- (1) The most important and basic unit of the Organisation is Sri Sathya Sai Seva Samithi and this shall be the uniform pattern of Organisation all over India under the name Sri Sathya Sai Seva Samithi in every city, town, village or local area as the case may be and all prescribed activities in the area shall be carried out by the said Samithi.
- (2) The Bhajan Mandali is the subsidiary unit of the Organisation, attached to a Sri Sathya Sai Seva Samithi but is operationally independent.
- (3) The unit office bearers shall be obligated to follow the guidance/directions of District office bearers issued within the framework of these rules and regulations

**70. Role of a unit of the Organisation**

- (1) A Unit must be such that members find it a congenial place to deepen their Sadhana, to cultivate their virtues and to overcome their ego, by contact with workers who are free from the least trace of that deadly poison.
- (2) A Unit must encourage inquiry by the members and welcome their efforts and cultivate the understanding that it is a place for Sadhana, constant, vigilant Saadhana (spiritual striving)
- (3) A Unit shall strive to ensure that every member of the Samithi is given some particular work so that he may develop a sense of belonging and he may contribute his skill, intelligence, faith and devotion to the promotion of the objects of the Organisation and thereby towards his or her spiritual advancement.
- (4) A Unit shall always ensure that discipline is adhered to in all aspects as the strength of Unit, its utility, its expansion, its efficacy, depend on disciplined obedience to rules.

*Explanation* - Discipline shall always be enforced and applied on the basis of love as the units of the Organisation are built on love, they thrive on love; they spread love. No other emotion or attitude has any place therein.

- (5) A Unit shall always remain vigilant to see that egoism and the sense of personal possession, pride, or achievement do not invade it.
- (6) A Unit shall imbibe that cultivating prema (divine love) is the one and only sadhana that forms the very basis of its existence. Any feeling of hatred between members, clash of opinions or envy against some other member, is a serious sin and a sacrilege, an act of treason against the Organisation itself.

#### **7I. Constitution and Formation of a Bhajan Mandali**

- (I) Any group of persons satisfying the following conditions may apply for affiliation as a Bhajan Mandali to the District President of the concerned District Administration:
  - (i) Each person of such group should qualify and be eligible to become a Member in terms of article 9I;
  - (ii) The number of persons in the group shall be not less than three;
  - (iii) The persons forming such group may belong from the same family or more than one family;
  - (iv) All of them must be residing in an area which does not fall within the jurisdiction of any existing Samithi or Bhajan Mandali;
  - (v) The group of persons must have been engaging themselves in at least one activity under any of the three wings of the Organisation on a regular basis for at least three consecutive months.

*Explanation* – the expression “regular basis” for the purpose of clause (v) shall mean at least once in a month.

- (2) The District President shall upon being satisfied about compliance with the conditions of sub-article (I) and love and cordiality among the

individuals of the group organise an orientation for the group of persons pertaining to the concept, philosophy and applicable rules and regulations of the Organisation.

- (3) After successful completion of the orientation as per sub-article (2), the District President shall grant affiliation to the group as a Bhajan Mandali of the Organisation and shall select and designate one person from the group as in-charge who shall be known as Bhajan Mandali Convenor.

*Provided that* after the affiliation as a Bhajan Mandali is granted, the District President shall immediately inform the State President in writing about the grant of such affiliation with details of the Bhajan Mandali and the name of its Convenor.

*Explanation* – The Bhajan Mandali shall not have any office bearers other than the Bhajan Mandali Convenor.

- (4) After the affiliation as a Bhajan Mandali has been granted, the group of persons shall be known as “Sri Sathya Sai Bhajan Mandali”, suffixed with the name of the locality as may be appropriately determined by the District President and it shall be required to fulfil the conditions as per sub-article (I) on a perpetual basis for continuing to remain affiliated as a Bhajan Mandali of the Organisation.
- (5) Every Bhajan Mandali affiliated in terms of this article shall be attached to the nearest Samithi as may be determined by the District President.

*Explanation* – The Bhajan Mandali shall be entitled to execute the activities independently by engaging its members, however, Samithi to which it is attached shall be responsible to facilitate planning and execution of activities by the Bhajan Mandali as may be required.

## 72. Constitution and Formation of a Samithi

- (I) A Bhajan Mandali affiliated as such may be recognised and admitted as a Samithi, provided the following conditions are satisfied:
- (i) The number of Members enrolled with the Bhajan Mandali taken together is more than eighteen in number including the office-bearers.

- (ii) The Bhajan Mandali must have been undertaking or organising activities with the engagement of its members in all the three wings as specified hereunder for at least twelve consecutive months:
- (a) At least a Sri Sathya Sai Bal Vikas residential class on a weekly basis;
  - (b) At least one activity under the Spiritual Wing on a weekly basis in addition to bhajan;
  - (c) At least one activity under Service Wing on a monthly basis.
- (2) The Bhajan Mandali after fulfilling the conditions of sub-article (I) may apply for recognition as a Samithi to the District President with information to the Convenor of the Samithi to which it is attached.
- (3) The District President upon being satisfied about compliance with the conditions of sub-article (I) shall seek approval for recognition of the concerned Bhajan Mandali as a Samithi from the State President.
- Provided that*** the District President shall also, along with affiliation request as per this sub-article submit to the State President the names and other particulars of the proposed office bearers of the proposed Samithi who the District President may, in consultation with the Convenor of the Bhajan Mandali select.
- (4) After the recognition as a Samithi has been granted to the Bhajan Mandali by the State President:
- (i) it shall be known as “Sri Sathya Sai Seva Samithi”, suffixed with the name of the functional area of operation or locality.
  - (ii) the office-bearers of the Samithi so approved by the State President shall be appointed in accordance with these rules and regulations.
- (5) The Samithi shall be required to fulfil the conditions as per sub-article (I) on a perpetual basis for continuing as a Samithi and being recognised as such.

- (6) A Samithi may also be constituted in terms of the provisions of article 76 of this chapter.

**73. Functional area of a unit**

- (I) The functional area of a Bhajan Mandali or a Samithi shall be determined by the District President in consultation with the Convenor of the Bhajan Mandali or the Samithi Convenor.

*Provided that* the function area of any unit shall not overlap with the functional area of any other unit of the Organisation.

**74. Failure of a unit to fulfil criteria for affiliation**

- (I) In the event that a Samithi does not continue to fulfil the minimum criteria of being recognised as such as per article 72(I), the District President shall allow a grace period of six months to the Samithi to revive and earn eligibility for continuing to be affiliated as a Samithi.

*Provided that* for the purposes of this article, the District President may also constitute a task force comprising of such members or district office bearers as he may deem appropriate to revive the Samithi and ensure eligibility for being affiliated as a Samithi.

- (2) If at the end of the grace period allowed in terms of sub-article (I), it is determined that the Samithi has not been able to regain the qualification to continue to be affiliated as a Samithi, the District President shall recommend to the State President, with reasons to be recorded in writing to cancel the affiliation of the Samithi as such and designate it as a Bhajan Mandali after considering the applicable requirements and their fulfilment by the Samithi in question.

*Provided that* after the end of grace period allowed in terms of sub-article (I), if the Samithi in question fails to fulfil even the minimum criteria required for being affiliated as a Bhajan Mandali, it shall be merged with the nearest Samithi or Bhajan Mandali as may be deemed appropriate by the District President after approval from the State President.

- (3) In case a Bhajan Mandali does not continue to fulfil the minimum criteria of being recognised and continue to be affiliated as such as per

article 7I(I), it shall be granted a grace period of three months by the District President to revive and earn eligibility for being affiliated as such.

- (4) If the Bhajan Mandali in question fails to fulfil the minimum criteria required for continuing to be affiliated as a Bhajan Mandali after the grace period allowed under sub-article (3), it shall be merged with the nearest Samithi or Bhajan Mandali as may be deemed appropriate by the District President after approval from the State President.
- (5) For the purpose of this article, the status of each unit shall be reviewed on the 14<sup>th</sup> day of January each year by the District President.

#### 75. Cancellation of Affiliation of a Unit

- (I) The State President may on the recommendation of District President with reasons to be recorded in writing, cancel the affiliation of or dissolve a Samithi or a Bhajan Mandali on any of the following grounds:
  - (i) the office-bearers of the Samithi or Bhajan Mandali are found to be not adhering to the Charter or are conducting the affairs of the Samithi or Bhajan Mandali in violation of these rules and regulations;
  - (ii) the office-bearers of the Samithi or Bhajan Mandali are found to be working against the interest of the Organisation or in a manner that is detrimental to the name of the Organisation or the name of SRI SATHYA SAI BABA;
  - (iii) the office-bearers of the Samithi or Bhajan Mandali do not follow the guidance or directions of the District or State Administration issued in accordance with and within the framework of these rules and regulations.

***Provided that*** the State President may, after obtaining the written approval from the All India President, also cancel the affiliation or dissolve a Samithi or a Bhajan Mandali on any other grounds or for reasons other than those mentioned under this sub-article if in his opinion it is justified and essential to cancel the affiliation or dissolve a

Samithi or a Bhajan Mandali to safeguard the sanctity, interests and ethos of the Organisation and of the name that it bears.

**Provided further that** the State President may also decide to change all the office bearers of the concerned Samithi or Bhajan Mandali if he deems it appropriate instead of cancelling the affiliation or dissolving the Samithi or the Bhajan Mandali concerned.

#### 76. Demerger of Samithi

(I) In the event that the total number of members of a Samithi exceeds such number, that in the opinion of the District President would be –

- (i) expedient; and
- (ii) convenient to the members; and
- (iii) in the interest of the Organisation,

it may be demerged to form a new Samithi.

**Provided that** it shall be ensured that after the demerger of a Samithi, criteria for being recognised as Samithi as stipulated in article 72 are fulfilled by both the newly formed and the demerged Samithi.

(2) The decision to demerge a Samithi shall be taken by the State President upon recommendation of the concerned District President.

**Provided that** the District President shall prior to recommending the proposal to demerge a Samithi to the State President:

- (i) consult the proposal with the Convenor of the Samithi concerned; and
- (ii) shall also discuss it with the members of the Samithi in person at a meeting convened for the purpose by the Convenor of the Samithi.

(3) Upon demerger of a Samithi:

- (i) the functional area of the new Samithi and the demerged Samithi shall be revised.

- (ii) the new Samithi shall be named appropriately by the District President.

#### 77. Office bearers of a Samithi

- (I) There shall be a Samithi Convenor for each Samithi who shall be in-charge of all activities of the Samithi and ensure that the Samithi functions and various activities are organised in accordance with these rules and regulations in a manner spiritually beneficial to the members of the Samithi.
- (2) There shall be the following Samithi Coordinators for each of the three wings at every Samithi to guide, oversee and further its activities:
  - (i) Two Samithi Coordinators for Spiritual Wing to be known as Samithi Spiritual Coordinators one of whom shall be male and the other female.
  - (ii) Two Samithi Coordinators for Education Wing to be known as Samithi Education Coordinators one of whom shall be male and the other female.
  - (iii) Two Samithi Coordinators for Service Wing to be known as Samithi Service Coordinators one of whom shall be male and the other female.
- (3) Additionally, there shall be two Samithi Coordinators, for furthering the involvement of youth and youth activities in the Samithi in all the three wings, to be known as Samithi Youth Coordinators, one of whom shall be male and the other female.

***Provided that*** a person of the age of more than 40 years shall not be eligible to be appointed as Samithi Youth Coordinator.

- (4) All Samithi Coordinators as specified in this article shall use “Gents” or “Ladies”, as the case may be, as a suffix after their designation when referring themselves for any organisational purpose.

*Explanation* – An example to clarify the intent of this sub-article in case of the male Spiritual Coordinator shall be “Spiritual Coordinator (Gents)”



- (5) The Samithi Coordinators under sub-article (2) shall:
- (i) formulate activities and projects for implementation and execution under the concerned wings in consultation with and concurrence of the Samithi Convenor;
  - (ii) oversee the implementation of various programs, projects and activities under their respective wing; and
  - (iii) report to the Samithi Convenor with respect to their duties and responsibilities.
- (6) The Samithi Youth Coordinators shall formulate policies, procedures, plans, activities and projects for furtherance and involvement of youth in the activities of the Samithi in consultation with the District Youth Coordinators and concurrence of the Samithi Convenor.
- (7) All Samihti Coordinators of the concerned wing shall work in complete coordination with each other to ensure that activities, projects or programs are uniformly carried out in a manner that shall be most beneficial for the members.
- (8) All executive functions of the Samithi shall be vested in the Samithi Convenor and shall be exercised by him.
- Provided that* the Samithi Convenor shall consult the Samithi Coordinators of the concerned wing while taking any decision.
- (9) The number of office bearers for a Samithi shall be restricted to the office-bearers specified in this article and no additional office bearers shall be appointed.

#### 78. Register of Members

- (I) Every Samithi or Bhajan Mandali of the Organisation shall maintain a register of its members with the following details:
- (i) Name
  - (ii) Gender

- (iii) Date of birth
  - (iv) Residential Postal Address
  - (v) Vocational Postal Address
  - (vi) Blood Group
  - (vii) Mobile Number
  - (viii) Email Address
  - (ix) Educational Qualifications
  - (x) Occupation
- (2) The Register of Members shall always be kept updated at least on a monthly basis.

#### **79. Appointment of office-bearers of units**

- (1) The Samithi Convenor of a Samithi or a Bhajan Mandali shall be appointed by the District President with the approval of the State President.
- (2) The Samithi Coordinators shall be appointed by the Samithi Convenor in consultation with District Coordinator of the wing concerned or the District Youth Coordinator as the case may be and with approval from the District President.
- (3) Provisions of Article numbers 18 to 22 forming part of Chapter VI shall be duly adhered to while appointing any office bearers under this article.
- (4) Subject to the approval granted by the State President, on a case to case basis, a currently serving office-bearer or an office bearer being considered for appointment for any position of a unit may not necessarily be required to reside or carry on his/her usual vocation in the jurisdictional area of the unit concerned.

***Provided that***

- (i) that a suitable member fulfilling the criteria for appointment as an office-bearer for the position concerned is not available for being appointed; and
- (ii) the concerned office bearer is able to discharge his or her the duties and responsibilities in a satisfactory manner.

*Explanation* – The concerned District President shall seek approval as required by this sub-article from the State President.

- (5) In case the State President grants his approval under sub-article (4), the office-bearer in respect of whom such approval is granted, shall for all purposes of these rules and regulations be considered as the member of the concerned unit upon his or her appointment or if he or she is currently serving as an office-bearer of that unit.

**80. Term of Samithi Office Bearers**

- (1) A member shall be appointed as the Samithi Convenor or a Bhajan Mandali Convenor for an initial term of three years which may be renewed once for another term of up to two years.
- (2) A member shall be appointed as a Samithi Coordinator of any wing for an initial term of three years which may be renewed once for another term of up to two years.
- (3) A member shall be appointed as a Samithi Youth Coordinator for an initial term of three years which may be renewed once for another term of up to two years subject to the limitation on age applicable for a Samithi Youth Coordinator as per article 77(3).
- (4) The Samithi Convenor shall take the decision on renewal of the term of any Samithi Coordinator in consultation with the concerned District Coordinator and with approval from the District President.
- (5) The District President shall in consultation with the State President take the decision on the renewal of the term of any Samithi Convenor.

**8I. Vacancy in office of Unit Office bearer and handover**

- (1) Any Samithi Convenor or Bhajan Mandali Convenor may at any time request to be relieved from the responsibility by writing under his or her hand addressed to the District President and a vacancy shall be created in his position after such request is accepted by the District President.

*Provided that* the District President shall inform the State President about the creation of such vacancy.

- (2) Any Samithi Coordinator may at any time request to be relieved from responsibility by writing under his or her hand addressed to the Samithi Convenor and a vacancy shall be created in the position of such office bearer after such request is accepted by the Samithi Convenor.

*Provided that* the Samithi Convenor shall before accepting the request to be relieved from the concerned Samithi Coordinator inform and consult with the concerned District Coordinator and accept the request only if the concerned District Coordinator so agrees.

*Provided further that* the Samithi Convenor shall after the request to be relieved from the concerned Samithi Coordinator is accepted, inform the District President and the concerned District Coordinator of the creation of such vacancy.

- (3) A vacancy shall also be deemed to have been created in the position of any Unit office-bearer upon fulfilment of any conditions provided in sub-article (1) to sub-article (3) of Article 23 of these rules and regulations.
- (4) A vacancy in the office of any Unit office-bearer shall be filled in accordance with the provisions of Article 23(4) and Article 23(5)
- (5) In the event of the creation of vacancy in the position of Samithi Convenor of a Bhajan Mandali Convenor, the District President shall ensure proper handover in terms of article 24.
- (6) In the event of the creation of vacancy in the position of Samithi Coordinators, the Samithi Convenor shall ensure proper handover in terms of article 24.

**82. Samithi Meetings & Decisions**

- (1) The Samithi Office Bearers shall meet at least once at the beginning of each month to review, discuss and plan various activities and draw up a calendar of activities for the next three months relating to the Samithi on a revolving basis.
- (2) The meetings as per sub-article (1) shall be convened by the Samithi Convenor to be held at any place within the functional area of the Samithi and shall be participated in only by the Samithi Office bearers or any other person or persons who may be invited or allowed by the Samithi Convenor to attend the meeting as a special invitee.
- (3) It shall be obligatory for all Samithi Office Bearers to attend the meeting as convened in terms of sub-article (1).

***Provided that*** the Samithi Convenor may grant leave of absence to any Samithi Office Bearer on a case to case basis.

- (4) In addition to the meeting of Samithi Office Bearers in terms of sub-article (1), the Samithi Convenor shall also organise a meeting of members and office-bearers of Samithi to be known as Members' Meeting, to be held once in a month to discuss and review various matters and planning the execution of different activities for the following month by engaging the members.
- (5) It shall be obligatory for all Samithi Office Bearers and members to attend the meeting as convened in terms of sub-article (4).

***Provided that*** the Samithi Convenor may grant leave of absence to any office bearer or member required to attend the Member Meeting on a case to case basis.

- (6) The Samithi Convenor shall designate a stipulated day for the meeting of Samithi Office Bearers to be held in terms of sub-article (1) article which shall be confirmed at the immediately preceding meeting and there shall be no need for the Samithi Convenor to issue a notice to convene such meeting.
- (7) The Samithi Convenor shall ensure that distinct minutes and record of all decisions arrived at any meeting convened in terms of sub-article (1)

or sub-article (4) is maintained on a perpetual basis and are duly communicated to all eligible participants of the concerned meeting or any other person who may need to be communicated of such decisions within fifteen days of the meeting.

### **83. Meeting of Members of Bhajan Mandali**

- (1) The Bhajan Mandali Convenor shall also organise a Members' Meeting once in a month similar to that applicable for a Samithi as per article 82(4)
- (2) All provisions and stipulations as applicable to the Members' Meeting of a Samithi, shall also be applicable to the Members' Meeting of a Bhajan Mandali organised under sub-article (I).

### **84. Samithi Conference and their resolutions**

- (1) Each Samithi shall organise a Samithi conference on an annual basis where all members and other persons who are not members may also participate.
- (2) The conference as referred to in sub-article (I) shall delve on matters related to purpose and objective of the Organisation as enunciated by SRI SATHYA SAI BABA and those matters that are of relevance to the members and activities of the Samithi.
- (3) The District President shall issue a general guideline for organising the conference and indicative agenda or subjects that should be discussed at the conference.
- (4) It shall be obligatory for all the Samithi office-bearers to attend and participate in the conference organised in terms of sub-article (I)
- (5) Any resolutions or decisions adopted at Samithi Conference of Office Bearers and Members held in terms of sub-article (I) shall be communicated to all concerned within fifteen days from the conclusion of the conference by the Samithi Convenor or any other Samithi office-bearer who the Samithi Convenor may so nominate for the purpose.

**Provided that** a report of the conference so held including any resolutions or decisions adopted shall also be sent to all the District Office bearers for their information.

- (6) The concerned Samithi Coordinators shall ensure that the resolutions or decisions as per sub-article (5) are implemented if they are so required to be implemented.
- (7) The members of the Bhajan Mandali attached to the Samithi may participate in the conference organised in terms of this article unless the Bhajan Mandali concerned organises a separate conference for its members.

### 85. Maintenance of records

- (I) In addition to maintaining the register of members, the Samithi Convenor shall either himself or through his delegated authority ensure the maintenance of following records for the Samithi:
  - (i) Record of all directives or circulars received from the District President or the District Administration.
  - (ii) Record of all minutes convened and held for the Samithi from time to time and the decisions taken thereat.
  - (iii) Record of all circulars and other directives issued by the Samithi Convenor.
- (2) The records as per sub-article (I) may be preserved in electronic form on a storage media or any other electronic platform in addition to being preserved in physical paper form, which is mandatory;
- (3) All records maintained in electronic form shall be:
  - (i) kept in a non-rewriteable and non-erasable format or a manner which cannot be altered or tampered;
  - (ii) kept in a manner that the records are at all times capable of being retrieved to a readable and printable form;

- (iii) properly guarded to ensure against loss of the records as a result of damage to, or failure of the media on which the records are maintained;
- (4) All records specified in this article shall be preserved for a minimum period of 10 years immediately preceding the current year.

***Provided that*** the records that have any bearing on a perpetual basis shall be maintained perpetually.

- (5) The records maintained as per this article shall always be made available to any District office-bearer as and when required or requested.

***Provided that*** any record that has a bearing on or pertains to or is related to any other Administrative Level of the Organisation shall also be made available to such Administrative Level as and when required or requested.

## 86. Reports

- (1) All Samithis and Bhajan Mandalis shall send a report on a quarterly basis for each quarter of the functional year called as the Unit Quarterly Statistical Report to the District President and other District Office Bearers, in the form as may be prescribed by framework and guidelines concerning the reporting requirements issued by the All India President in terms of Article 40(5) from time to time.

***Provided that*** the Bhajan Mandali shall also send a copy of every report under this sub-article to the Convenor of the Samithi to which it is attached.

- (2) All Samithis and Bhajan Mandali shall also send to the District President or any District Office Bearer such reports as may be required by them from time to time.
- (3) The Samithis and Bhajan Mandali may be required to submit the reports under this article through any mode which may include online submission through any electronic facility or platform, as may be devised from time to time and decided by the State President or the All India President.



**87. Samithi Address**

- (1) Where a Samithi is functional from its centre, the address of Samithi shall always be the address of such centre.
- (2) Where a Samithi does not have its own centre, the Samithi Convenor may use his address for the Samithi for all organisational purposes.

**88. Calendar and Register of Activities**

- (1) Every Samithi and Bhajan Mandali shall maintain a calendar of activities, which shall be drawn in advance at least by a month and reflect the activities that have been scheduled on different dates along with time and venue for a given month.
- (2) The Samithi Office Bearers and Bhajan Mandali Convenors shall ensure that the calendar as referred to in sub-article (1) is made available to all the members of their unit.
- (3) In addition to the calendar of activities, every Samithi and Bhajan Mandali shall also maintain a Register of Activity in such form as may be prescribed from time to time by the All India President wherein all activities, meetings and conference and other important events that have been organised shall be recorded datewise in a chronological manner.
- (4) Every activity of the Samithi or Bhajan Mandali as the case may be shall be recorded in the Register of Activities maintained under sub-article (3) within seven days of its execution or conclusion, by the Coordinator of the concerned wing or the Samithi Convenor or the Bhajan Mandali Convenor.

**89. Youth Activities**

- (1) Every Samithi and Bhajan Mandali shall sincerely encourage and facilitate the participation of youth in the activities of the unit.
- (2) Each Samithi and Bhajan Mandali shall also organise and allow specific exclusive youth activities as may be devised by the Samithi Youth Coordinator or may be advised by the District or State Youth Coordinator.

*Explanation* – All youth activities are an integral part of the concerned units under the respective wings and do not have any separate basis, whatsoever.

- (3) The District Administration shall ensure that provisions of this article are fully implemented in all units and youth and youth coordinators are given the required liberty to hold and organise youth activities in consultation with the District Youth Coordinator and as per the guidance of the State Youth Coordinator.

**CHAPTER XII****MEMBERS****90. General**

- (1) In this chapter, a reference to Samithi Convenor shall also deem to include the reference to Bhajan Mandali Convenor.
- (2) A person shall always be a member of either a Samithi or a Bhajan Mandali.

**91. Qualification for Members**

- (I) Any person who satisfies the following criteria shall qualify to become a member of any unit of the Organisation:
  - (i) has attained the age of 18 years
  - (ii) has faith in God
  - (iii) is an eager spiritual aspirant
  - (iv) has faith in name and teachings of SRI SATHYA SAI BABA
  - (v) has good character and has won recognition as a good person
  - (vi) is willing to abide by the Nine-Point Code of Conduct and the Rules and Regulations of the Organisation
  - (vii) is willing to participate in the activities of the units of the Organisation.

*Explanation* – The above criteria is complete and sufficient in all respects to earn qualification for becoming a member and considerations relating to social or economic or financial status or scholarship or influence or authority or official position shall never form part of the qualifications required to become a member.

**92. Enrolment as a Member**

- (I) A person desirous of becoming a member of the Organisation and qualified to become a member in terms of article 91 shall submit an application for membership to the Convenor of the Samithi or Bhajan Mandali of which he or she wishes to become a member, in the form and manner as may be prescribed from time to time by the All India President for the purposes of this article.

*Provided that* a person shall not be eligible to be enrolled as a Member of a Samithi or Bhajan Mandali unless he resides or carries on his usual vocation in the jurisdictional area of that Samithi or Bhajan Mandali, however, he or she shall have the option of selecting the Samithi or Bhajan Mandali in accordance with this proviso.

*Provided further that* a person cannot be enrolled and admitted as a member of more than one unit at any given point in time.

- (2) The Convenor shall upon being satisfied by the application of the person allow him or her to participate in the activities of the Samithi or Bhajan Mandali concerned after obtaining a declaration from the person in the form and manner as may be prescribed from time to time by the All India President for the purposes of this article.
- (3) After a period of three months from the end of the month in which the application for membership was submitted by any person in terms of sub-article (I) hereof, the Convenor shall admit and enrol him or her as a member and enter his or her name in the Register of Members of the unit concerned provided the following conditions are fulfilled:
- (i) He or she has participated in at least one activity of the Samithi or Bhajan Mandali every month for three consecutive months; and
  - (ii) He or she has attended monthly Members' meetings of the Samithi held under article 82(4) or Bhajan Mandali held under article 83(I) for three consecutive months.
- (4) The application form submitted by the person for membership shall be duly preserved by the Samithi or Bhajan Mandali as the case may be.

**93. Enrolment as a Sri Sathya Sai Sevalal**

- (I) A member may be admitted as a Sri Sathya Sai Sevalal of the Samithi or Bhajan Mandali of which he is a member provided that he or she fulfils the following conditions:
- (i) he or she has undergone training as a Sri Sathya Sai Sevalal;
  - (ii) he or she has demonstrated sincere commitment towards his or her sadhana over a period of the preceding twelve months;
  - (iii) he or she is always available for any activity or work of the unit concerned;
  - (iv) he or she has participated in Prashanthi Nilayam Seva at least once in the preceding twelve months for one full duration of a batch.
- (2) A member shall continue to be a Sri Sathya Sai Sevalal provided that he or she:
- (i) continues to demonstrate sincere commitment towards his or her sadhana;
  - (ii) he or she has undergone any further training applicable and required for a Sri Sathya Sai Sevalal;
  - (iii) he or she is always available for any activity or work of the Organisation or the unit concerned;
  - (iv) participates in Prashanthi Nilayam Seva at least once in every two calendar years for one full duration of a batch.
- (3) The concept, ethos and qualities for a Sri Sathya Sai Sevalal as explained, directed and specified by SRI SATHYA SAI BABA through his various discourses shall be well understood and internalised by every member who is admitted as a Sri Sathya Sai Sevalal.
- (4) A person who is admitted as a Sri Sathya Sai Sevalal shall be designated again as a member by the Convenor of the Samithi or the Bhajan

Mandali in case he or she fails to fulfil the conditions as per sub-article (2) on a perpetual basis.

***Provided that*** where the concerned person happens to be an office-bearer, the redesignation as a member from a Sri Sathya Sai Sevalal in his or her case shall be undertaken by the concerned office bearer who is responsible for granting approval for the appointment of any member as an office-bearer for the position concerned.

- (5) The review of the status of all members for the purpose of sub-article (4) shall be undertaken annually on the day of Makar Sankranti, the 14th of January every year.

#### 94. Cessation of Membership

- (I) A person shall cease to be a member of any unit of the Organisation if any one of the following conditions is met or satisfied:
- (i) He or she resigns in writing
  - (ii) He or she is adjudged insolvent
  - (iii) He or she is convicted by a court of an offence involving moral turpitude.
  - (iv) He or she ceases to reside or carry out his or her usual vocation in the functional area of his or her unit for any reason.
  - (v) He or she fails to fulfil any of the qualifications prescribed for membership in article 9I
  - (vi) He or she is found to be working against the interest of any unit of the Organisation or the Organisation
  - (vii) He or she is associated or becomes associated in any capacity with any other organisation or body purporting or claiming to be founded under the inspiration of Sri Sathya Sai Baba notwithstanding whether the other organisation bears His name or not.

**Provided that** any other organisation as referred in this sub-article shall not include such organisations or institutions or associations or similar bodies that are recognised by the Sri Sathya Sai Seva Organisations as affiliate organisations or institutions working in or for or as a part of the Divine Mission of SRI SATHYA SAI BABA.

- (viii) He or she does not participate in any of the activities of his or her unit for six consecutive months for no satisfactory reasons.
- (ix) He or she remains absent in nine out of twelve monthly meetings of the Samithi or Bhajan Mandali concerned in the preceding twelve months.

**Provided that:**

- (i) cessation of membership of the concerned unit for reasons mentioned in clause (i) to (iv) of this sub-article shall be automatic.
- (ii) cessation of membership of the concerned unit for reasons mentioned in clause (v) to (ix) of this sub-article shall result in disqualification of person to continue as a member and such disqualification shall be decided and made in writing by the State President on a petition from the District President of the concerned District Administration under whose jurisdiction the unit, of the which the member in question is, falls.

*Explanation* – The decision regarding disqualification of a member in terms of clause (ii) of this proviso shall be fundamentally taken on the principle of love and compassion after all attempts to counsel and motivate the member concerned have failed and reasons shall be interpreted, understood and applied with the perspective of providing an opportunity to the member concerned to transform, reform and requalify to become a member of the Organisation.

**Provided further that** clause (viii) and (ix) of this sub-article shall not apply to any office bearer of District or State or National Administration.

- (2) A person ceasing to be a member of a unit for reason mentioned at sub-article (I)(iv) shall be entitled to be enrolled as a member or Sri Sathya Sai Sevalal, as the case may be, of any other unit based on his or her enrolment with the unit immediately before ceasing to be a member of that unit.

*Provided that* the member concerned shall inform the convenor of his or her unit of the fact that he has discontinued to reside or carry his vocation in the functional area of the unit and as such has ceased to be a member thereof.

- (3) The Convenor of the concerned unit shall delete the name of the person, who ceases to be a member of the unit in terms of this article, from the register of members.

#### 95. Transfer of residence or vocation

- (I) Notwithstanding clause (iv) article 94(I), a person may continue to be a member of a unit even after he has ceased to reside or carry out his vocation in the functional area of the unit concerned provided that he has been a member of the said unit for a minimum aggregate period of five years and is able to fulfil all criteria required for being a member or Sri Sathya Sai Sevalal, as the case may be, as laid down in this chapter.



## CHAPTER XIII

### EXPENSES FOR ACTIVITIES

#### 96. Planning of activities

- (I) The Organisation and its units should plan and undertake activities according to their capacity and limit the work to the resources that may be contributed by the members alone strictly on a voluntary basis.

#### 97. Resources for meeting expenses of activities

- (I) The expenses of all activities shall be met by voluntary contribution by the members alone and in accordance with the procedure laid down in this article.
- (2) Under no circumstances shall a unit or any administrative level or any member or office bearer approach or make an appeal to solicit funds or material either from the members or from persons who are not members of the Organisation.
- (3) It shall be ensured by the office bearers and members in general that no member of feels under compulsion or peer pressure to contribute funds or materials for the activities of the Organisation or the unit concerned.
- (4) Under no circumstances shall a unit of the Organisation or any administrative level keep or place any box or *hundi* at any centre or during any activity by whatever name called for collection or deposit of offerings or donations of any nature.

#### 98. Procedure for meeting expenses

- (I) The procedure laid down in the sub-articles (2) to (9) if this article shall be strictly followed by all units and administrative levels of the Organisation for meeting expenses for any activity.
- (2) Before undertaking any activity, the office bearers shall prepare an estimate of the expenses for the activity.
- (3) The estimated amount of expenses shall be informed to all members and a day shall be fixed for the meeting of members of the unit.

- (4) On the stipulated day of the meeting, a locked box with a slit on the lid shall be kept in an inner room, different from the room in which the meeting is being held.
- (5) Every member shall then go alone into the inner room and deposit in the box any amount of money which he or she deems fit.

***Provided that*** a member can always come out without depositing anything; he or she has the freedom to do so and there shall be no compulsion whatsoever.

- (6) When all members present have finished their turn, the box shall be opened and the amount in the box shall be counted in front of all members present.
- (7) In the event that the amount falls short of the estimate, the method as prescribed from sub-articles (5) and (6) shall be repeated.
- (8) If at the end of the activity, there is some surplus, it shall be kept for the next activity and the amount of surplus shall be disclosed to all members at a meeting and properly recorded in a register to be maintained for the purpose by the Convenor of the unit concerned.
- (9) The amount of surplus shall be kept in the custody of the Convenor of the unit concerned.

***Provided that*** under no circumstances shall any bank account be opened in the name of the unit or the Organisation to deposit the surplus amount nor shall the amount of surplus be deposited into a bank account maintained by any individual in any name.

***Explanation*** – It shall be well understood by all office bearers and members that the Units shall always strive to abstain from storing money which is also not the purpose purported by this article and therefore, only the amount necessary for executing any activity shall be estimated and collected in accordance with the procedure laid down in this article.

**99. Expenses for activities by any District or State Administrative Level**

- (1) A District or State Administrative level may undertake or carry on a project or activity on a perpetual basis which may require funds.
- (2) For such projects also, it shall be ensured by the District President or the State President, as the case may be, that required expenses are met only by voluntary contribution without any appeal for soliciting of funds, either directly or indirectly.

*Provided that* contribution of funds through means other than cash shall be encouraged and resorted to whenever feasible.

- (3) Funds for such activities shall always be deposited in the bank account maintained by the Sri Sathya Trust of the concerned State from where it shall be disbursed to pay for the expenses of the project or activity.

**CHAPTER XIV****CENTRES****100. Construction of a centre**

(I) Where any unit of the Organisation or an Administration at any level wishes to construct a centre for its operations, it shall be free to do that provided the following conditions are satisfied:

- (i) The funds required for construction of the centre shall always be contributed on a voluntary basis and under no circumstances be raised by solicitation or appeal in manner howsoever and by whatever name called.
- (ii) Funds received through voluntary contributions shall be deposited into a bank account maintained by the Sri Sathya Trust of the State in accordance with the law and no bank account shall be opened for the purpose by any person or any unit of the Organisation.
- (iii) No member or office bearer of the Organisation at any level shall handle cash at any point of time except in accordance with the process laid down for the purpose of meeting expenses of the activities in Chapter XIII.
- (iv) The centre so constructed shall always be meant for and used by the concerned Samithi or Bhajan Mandali of the Organisation for its operational purposes, if the centre is so constructed by the Samithi or Bhajan Mandali.

***Provided that*** the centre, if so constructed, is meant to be the headquarter of a District Administration or a State Administration it shall be used for all activities of the said administration.

- (v) The State President of the concerned State Administration shall be informed about the intention of the construction of the centre through the District Administration in case the proposed centre is meant for a unit or by the District Administration in

case the proposed centre is meant for the District Administration.

- (vi) In case the centre is constructed for the State Administration as its proposed headquarters, the All India President shall be duly informed about the intention of the construction of the proposed centre.

**101. Name of the Centres**

- (1) All centres constructed and meant for either a unit or any administration of the Organisation shall be called as “Sri Sathya Sai Seva Kendra”

**102. Title of the centre**

- (1) The ownership title of any centre shall vest in the concerned “Sri Sathya Sai Trust” of the state and it shall be registered in the name of the said Trust.
- (2) The Organisation or any unit of the Organisation shall not hold any immovable property in its name or the name of any member or office bearer.
- (3) Within six months of these rules and regulations coming into force, the State President of every State Administration shall ensure that a list of all centres within the jurisdiction of his State Administration is prepared with the information on the registered title of the centre.

## CHAPTER XV

### PRASHANTHI NILAYAM SEVA

#### **I03. Participation by the members**

- (I) All members of the Organisation are expected to participate in Prashanthi Nilayam Seva and shall understand and internalise its philosophy, concept and requirements and other operational aspects as issued by the All India President under these rules and regulations.

#### **I04. Schedule of the Prashanthi Nilayam Seva**

- (I) The National Service Coordinator shall in consultation with the All India President draw up a schedule of Prashanhti Nilayam Seva, allocating various months or periods within a month along with the number of individuals required to different State Administration, for a calendar year latest by the end of July of the preceding year.
- (2) The All India President after being satisfied with the schedule prepared in terms of sub-article (I), shall circulate it to all the State Presidents by the end of October of the preceding year for effective planning, adherence and execution.

#### **I05. Responsibility of the State Administration**

- (I) Each State Administration shall ensure that Prashanthi Nilayam Seva is carried out and discharged with the required number of individuals as per article I04 smoothly for the period allocated to it.

## CHAPTER XVI

### MISCELLANEOUS

#### **I06. Official Stationery**

- (1) All official communications or letters required to be issued or sent by any office-bearer of the Organisation which are meant to be made in printed form shall be printed on a standard and uniform letterhead that shall adhere to the specifications and requirements issued by the All India President from time to time.
- (2) The letterhead shall be general without mentioning the name of the office bearer and his designation as part of the design of the letterhead.
- (3) The office-bearer may put his name and the official designation which he holds in the Organisation below his signature on the letter.
- (4) The official stationery may only be used by an office-bearer who is entitled to use it and not by any other person who is not an office-bearer of the Organisation.

#### **I07. Visiting Cards**

- (1) The All India President and the State President of State Administrations shall be entitled to use a visiting card.
- (2) The visiting card to be used by office bearers as per sub-article (1) shall be of uniform design and style across India and shall adhere to the specifications and requirements issued by the All India President from time to time.

#### **I08. Use of banners, posters etc.**

- (1) It shall not be obligatory for the units or various administrative levels to use banner or posters in all types of activities of programs.
- (2) If a unit or any administrative level decides to use a banner or posters, they shall ensure that the content and design of such banners or posters comply with requirements issued by the All India President from time to time.

**I09. Email Accounts and use**

- (1) All office bearers shall use the official email account designated as such for all and only for organisational communications.
- (2) The use of official email accounts by office bearers shall be governed by the policy on the use of email accounts issued by the All India President from time to time.

**I10. Administrative instructions and procedural guidelines**

- (1) The All India President shall from time to time issue such administrative instructions or circulars or notifications including different forms, for implementation of these rules and regulations and proper administration of the Organisation and its units as he may deem essential to be followed by all units and structural levels of the Organisation.
- (2) The All India President may also from time to time issue such procedural guidelines for conducting specific activities as may be deemed essential by him to be followed by all units and structural levels of the Organisation or any specific state administrations.
- (3) Any administrative level of the Organisation may also, from time to time, issue such procedural guidelines or circulars or notification as it may deem essential to be followed by all or specific units of the Organisation within its jurisdiction.

**Provided that** the guidelines or circulars or notifications to be issued as per this sub-article are:

- (i) not in contradiction with those issued by the All India President, if any, or these rules and regulations;
- (ii) in accordance with the Divine guidelines.

**Provided further that** all such issued guidelines are intimated to the All India President through the Administrative hierarchy of the Organisation as laid down in these rules and regulations.



**III. Matters not addressed by these rules and regulations**

- (I) Any matter that may not have been addressed by these rules and regulations shall always be placed before the All India President for guidance and decision.

**II2. Amendment to these rules and regulations**

- (I) These rules and regulations of the Organisation are critical to its proper administration and functioning and thus any change to these shall be made only under such circumstances where any provision of these rules and regulations appear to be hindering the furtherance of the Organisation in accordance with the Divine directives of SRI SATHYA SAI BABA or realisation of its fundamental objectives as enshrined in the charter.
- (2) Any change in these rules and regulations shall be made only by the All India President in consultation with the National Advisory Council provided the change being considered or proposed is in line with sub-article (I) and is not in contradiction to what SRI SATHYA SAI BABA has said or guided through His discourses.

## **SCHEDULES & APPENDICES**

**SCHEDULE I**

**Names of States**

*(See Article 2(xv))*

The names of the States which are the State Administrative Units of the Organisation are as follows:

- (1) Andhra Pradesh
- (2) Assam
- (3) Bihar
- (4) Chattisgarh
- (5) Chennai Metro State
- (6) Delhi & NCR
- (7) Goa
- (8) Gujarat
- (9) Haryana
- (10) Himachal Pradesh
- (11) Jammu & Kashmir
- (12) Jharkhand
- (13) Karnataka North
- (14) Karnataka South
- (15) Kerala
- (16) Madhya Pradesh
- (17) Maharashtra
- (18) Manipur
- (19) Mumbai Metro State
- (20) Odisha
- (21) Punjab
- (22) Rajasthan
- (23) Sikkim
- (24) Tamilnadu
- (25) Telangana
- (26) Uttar Pradesh
- (27) Uttarakhand
- (28) West Bengal

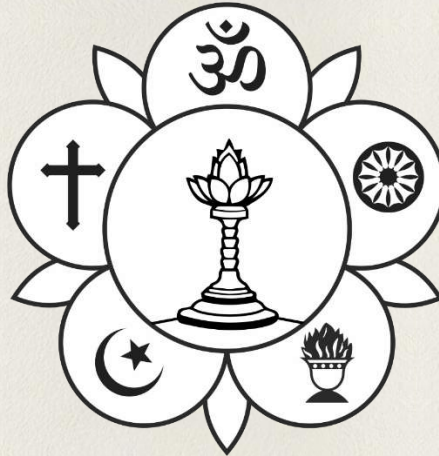
Rules and Regulations

**SCHEDULE II**

**Emblem of Organisation**

*(See Article 6(I))*

Black and White



Coloured



The above depicted colour scheme of the logo shall be uniformly followed across India by all Administrative Levels and Units of the Organisation, if and whenever a coloured logo is used.

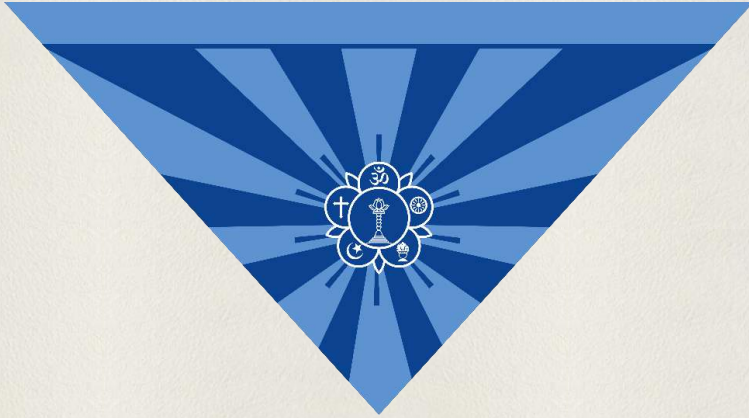
Rules and Regulations

SCHEDULE III

Design of Scarf and Badge

(See Article 7(3))

Scarf for Gents



Scarf for Ladies



Badge



Rules and Regulations

**SCHEDULE IV**

**Design of Prashanthi Flag**

*(See Article 8)*



Rules and Regulations

APPENDIX I

**Public Notice issued by the Sri Sathya Sai Central Trust**

*(See Article 6(I))*

**PUBLIC NOTICE**

It is hereby informed that the Government of India have amended the schedule to the Emblems and Names (Prevention of Improper Use) Act 1950 recently to include the following as protected names and emblems under the said Act:

- I. Sri Sathya Sai Central Trust
2. Sri Sathya Sai
3. The following emblems



In view of the above, no person shall use or continue to use for the purpose of any trade, business, calling or profession or any patent, trademark or design the aforementioned protected names / emblems or any colorable imitation thereof without the previous written permission of the Central Government. Any person who contravenes the above is liable to be proceeded against and punished under the provisions of the law.

Any person who is using the aforementioned names and emblem in contravention of the provisions of the Act is hereby notified and required to cease and desist from using the said names/emblems with immediate effect.

**Dated: 22nd. July 2004**

**Secretary  
Sri Sathya Sai Central Trust, Prashanti Nilayam  
Anantapur District, Andhra Pradesh - 515134 India**

APPENDIX II

**Philosophy and significance of the Emblem**

*(See Article 6(2))*



***“The symbol of the Organisation is the Harmony of Religions, the Unity of all Faiths, the Acceptance of all Approaches.”***

*- Divine Discourse, Madras, 23 December 1971*

The emblem of the Organisation is known as the ‘Sarva Dharma Logo’ which represents the unity of all faiths and progressions to spiritual realisation. It enshrines, in the five semicircles around the centre circle, the symbols of five major religions of the world.

***Significance of the Stupa in the centre***

Inside the main circle, in the centre is the “stupa” (pillar) with concentric rings holding a lotus flower on its top on which is the illuminating flame.

The pillar represents Yoga, with a number of rings to indicate the stages of Yogic Sadhana. This Yoga leads to the unfolding of the Lotus of the Heart, whose petals are borne on top of the pillar. The next stage of this consummation of Bhakthi and the blossoming of the Heart is the Flame of Jnana, the Illumination, the Jyothi, which is symbolised as the finale of the Sthambha (pillar). The Yoga fructifies and takes the sadhaka (spiritual aspirant) on from one height to another, until the Lotus of the Heart blooms and the Effulgence of Illumination is vouchsafed at last.



### ***Significance of religious symbols***

The significance of the sacred symbols of various religions have been explained by Baba so that we can understand the truth that all religions lead man on the path to the same God.

#### **Hinduism**

“Listen to the primeval Pranava ‘AUM’ resounding in your heart as well as in the heart of the universe.”

#### **Buddhism**

“Remember the wheel of cause and consequence, of deed and destiny and the wheel of Dharma that guides them all.”

#### **Zorastrianism**

“Offer all bitterness in the sacred fire and emerge grand, great and godly.”

#### **Islam**

“Be like the star which never wavers from the crescent, but is fixed in steady faith.”

#### **Christianity**

“Cut the ‘I’ feeling clean across and let our ego die on the cross, to endow on you eternity.”

### APPENDIX III

#### Philosophy and significance of the scarf and badge

(See Article 7(2))

The Scarf and Badge are the holy insignia of the Organisation. It represents the sacrifice and commitment of the members of the Organisation. All members should necessarily wear scarf and badge while undertaking service activities.

The Scarf (in a combination of light and dark blue for men and yellow and saffron for women has the Sarva Dharma Logo printed in the centre) and the badge (a round medallion with the Sarva Dharma Logo and the dictums “Work is Worship” and “Duty is God” from SRI SATHYA SAI BABA inscribed in it) carry a deep message. It signifies that for a member wearing the scarf and badge, duty is akin to God and adherence to one’s duty with steadfast commitment and dedication is in true sense the worshipping of God.

The following excerpts from the discourses of SRI SATHYA SAI BABA underscore the significance and import of the Scarf and Badge.

*“The Sevadal badge you wear is not a decoration item which can be secured without a price. It is a symbol of high character, generous feelings and steady and sincere endeavour. It is the external indicator of internal enthusiasm and strength, skill and faith. As iron is drawn by the magnet, and when you allow these qualities to shine through you, it will draw the dejected, the downcast and the distressed towards you. If you are proud and self-centred, blind to the kinship that binds all in fraternal love, the badge is a betrayal. Mere sentiment and empathy are of no use; they must be regulated by intelligence and skill. It is not the quantity of service you do that matters; nor is the variety. It is the inner joy, the love that you radiate that is important.”*

— Divine Discourse, 19 May 1969.

## Rules and Regulations

*“Do not consider this badge as an ordinary call for duty, it is a step for spiritual upliftment and a tool for the cultivation of love.”*

*“You must realise now that this badge which I gave you is not a passport for easy life; it means strenuous routine, the giving up of comfort, the acceptance of hard toil, sleeplessness and sacrifice.”*

– Divine Discourse, 24 February 1965

*“It is a badge which a “servant” alone is entitled to wear, not a master lording over others. The badges rest on your hearts, don’t they? If your hearts are filled with pride, and a sense of superiority over others who have no badge on their chests, then, the hearts themselves will be affected by the evil aroused by this decoration.”*

– Divine Discourse, Prashanthi Nilayam, 16 October 1974

*“When you disregard or disrespect the badge, you are disregarding and disrespecting your own inner reality.”*

– Divine Discourse, Prashanthi Nilayam, 16 October 1974

*“It does not allow you to exercise authority over any one or appropriate anything from any one. It is a call and a challenge for you, to provide comfort and consolation to those in need, to seek out means and methods to increase the ways in which you can help others and contribute to their joy.”*

– Divine Discourse, Prashanthi Nilayam, 16 October 1974

*“This scarf and this badge confer on you the right to declare that Prashanthi Nilayam is your home. Keep that in mind and do not behave in any manner that will tarnish the brightness of that declaration.”*

– Divine Discourse, Prashanthi Nilayam, 16 October 1974

## Rules and Regulations

*“Do not feel that this is an obligation imposed on you by the rules of the Organisation or by the person nominated as your leader. Do not feel that the scarf and badge that you wear are impediments to freedom. They are reminders of the high mission to which you have been initiated, the keys to your Realisation of reality through the saadhana of seva.”*

– Divine Discourse, Poornachandra Auditorium, 14 November 1975

*“Do not put the badge in your pocket when your work here is over and the festival is finished, and when you leave for home to resume your old avocations and your discarded habits. This is not a three-day thamaasha (show).*

*This is a life-time’s pilgrim march. The badge must get inscribed on the heart, indelibly, for life.”*

– Divine Discourse, Prashanthi Nilayam, 4 March 1970

**APPENDIX IV**

**Significance of the Prashanthi Flag**

*(See Article 8)*

*Hoist the flag in your own minds and keep it flying aloft  
there,*

*Be pure, alert and humble. I am in you; you are in Me.*

*Remember, the flag is a sign that is significant for each and  
every one of you.*

*It is a reminder of your duty to yourself,*

*It reminds you to overcome the urge of low desires, of anger  
and hate when your desires are thwarted;*

*It exhorts you to expand your heart so that you embrace all  
humanity, all life and all creation in its compass;*

*It directs you to quieten your impulses and calmly meditate  
on your own inner reality.*

*It assures you that, when you do so, the lotus of your heart  
will bloom, and from its center will arise the flame of divine  
vision, which guarantees Prasanthi (infinite peace) to every  
one of you.*

— Divine Discourse Nov 22, 1986

**APPENDIX V**

**Matters of realisation by all office bearers**

*(See Article 29(I))*

Each office bearer of the Organisations at any level must strive to realise the following matters, ethos and tenets and abide by them in discharge of his or her their duties and responsibilities:

- (1) He/she is privileged to be appointed as an office-bearer of the Organisation.
- (2) Being chosen as the office bearer of the Organisation is a result of Divine Grace and is to be perceived as a sacred responsibility.
- (3) Being an office-bearer of the Organisation is not a position of power. It is also not a 'prize' for devotion. Instead, it is a great obligation to be an instrument in the Divine Hands.
- (4) He/she must accept the duty as an office bearer with utmost humility and execute it with love towards the members and public in general with the sole objective of self-transformation
- (5) The Organisation must be such that members find them congenial places to deepen their sadhana, to cultivate their virtues and to overcome their ego, by contact with workers who are free from the least trace of that deadly poison.
- (6) The Organisation is not a place or a means to earn fame or name, or social status, or some other type of gain. This is a place for Sadhana, constant, vigilant Sadhana.
- (7) Upon his/her becoming a role-models depends the sadhana and spiritual advancement of the members and realisation of the objectives of the Organisation and its furtherance.
- (8) He/she is not a taskmaster or instruction giver or a director; instead, he/she should become a source of inspiration to others.
- (9) The hallmark of an office-bearer is to "first be, then do and then tell".

## Rules and Regulations

- (I0) Being an office-bearer of the Organisation does not indicate any spiritual superiority over other members or office bearers of the Organisation.
- (II) He/she can only persuade and advise with unconditional love, but never command or punish.
- (I2) He/she is also on the path of self-transformation and spiritual realisation like others. and as such he has no right to look down upon others. or find faults with others or correct others. Instead, he should seek fault in himself/herself. Faultless people can never find fault in others.
- (I3) He/she must use the office held to the best advantage, namely to overcome his/her ego, to inspire others in the God-ward path and to relieve distress.
- (I4) He/she must always strive to be useful to others.
- (I5) He/she is directly under the observation of the Divine Master at all times
- (I6) He/she must be loyal, obedient and sincere towards the directives of the Organisation and be respectful to other office bearers and the administrative hierarchy of the Organisation.
- (I7) In order to discharge his/her duties and responsibilities and perform in his/her role in a manner that would please the Master, he/she has to be one in thought, word and deed.
- (I8) He/she must first practice what he/she expects others to follow and rather than preaching; he/she should be a living example of the message of the Divine Master for the rest.
- (I9) He/she should practice detachment, simple living and be sincere and steadfast in his/her personal Sadhana, without which he/she can never successfully discharge his/her duties and responsibility to the satisfaction of the Divine Master.
- (20) He/she must abstain from publicising his/her spiritual advancements.
- (21) The Organisation is a platform available to all, including himself/herself, for spiritual sadhana through various activities and broaden love and not a platform to parade devotion.

## Rules and Regulations

- (22) The rules and regulations of the Organisation are for the good of the members and not any imposition to just bind, limit or control anyone. These must therefore be applied with a sincere approach and with the spirit of love, compassion and thoughtful consideration.
- (23) He/she must strive to win the grace of God and not crave for any position or presidency in the Organisation.
- (24) Have firm faith that he/she is merely an instrument and the doer in real sense is God and therefore must be honest, sincere and dedicated in discharge of this role.
- (25) God is everywhere, watching everything and aware of every happening.
- (26) The pillars of the edifice of the Organisation or any of its units are respect, tolerance, mutual-cooperation and forbearance, while the foundation is Love.
- (27) Ego, pride, jealousy, envy, hatred, cliques, groupism and politics, craving for fame, clamour for power and authority are evils and pests which can endanger the survival of any unit of the Organisation. These must be always warded off at any cost. They can never fit in with the Organisation towards the goal of spiritual unity.
- (28) Differences of opinion amongst members or other office-bearers may arise but these should not destroy the cordiality and relationship amongst each other. Instead, every such occasion must be immediately resolved with love, forbearance, sacrifice and understanding.
- (29) Even if he/she cannot oblige, he/she can always speak obligingly.
- (30) The speech must be cleansed of cynicism or sarcasm and be sincere and sweet.
- (31) For the advancement of Organisation, positive mindedness and encouragement of newer ideas and propositions are very important.
- (32) Fanaticism or sectarianism should never be encouraged. Brotherhood of man and Fatherhood of God should be the guiding principle to avoid the development of such feelings.



## Rules and Regulations

- (33) All names belong to only God and all forms are His only. Other forms and names of God should not be cavilled at. He/she should not become fanatic, blind to the glory of other names and forms. Thus, devotional feelings and preferences of all should be respected. The very breadth on which the units of the Organisation thrive is the consciousness of unity of all, as one.
- (34) He/she must be an example of truth, love and service to others.
- (35) He/she must bear calumny, criticism and neglect with courage and shall not allow these to affect his/her equanimity.
- (36) The directions from office bearers who are at the upper-rung in the ladder of administrative structure must be implicitly followed and he/she must remember that such directions have come through the Grace and Blessings of the Divine Master who has nominated them and thus should not disregard or modify them at any cost. The leader giving the direction has to pay attention to the overall situation, which may not be so clear to him/her.
- (37) He/she must always be detached and ready to renounce his/her position whenever required and for the betterment of the Organisation. Needless to say, he/she has joined the Organisation for his/her own spiritual elevation and self-realisation and not for holding any positions.
- (38) He/she must introspect as to what work he/she has done and whether he/she has done his/her duty to utmost perfection befitting the manner and name of the Divine Master.

## APPENDIX VI

### Ten Directives

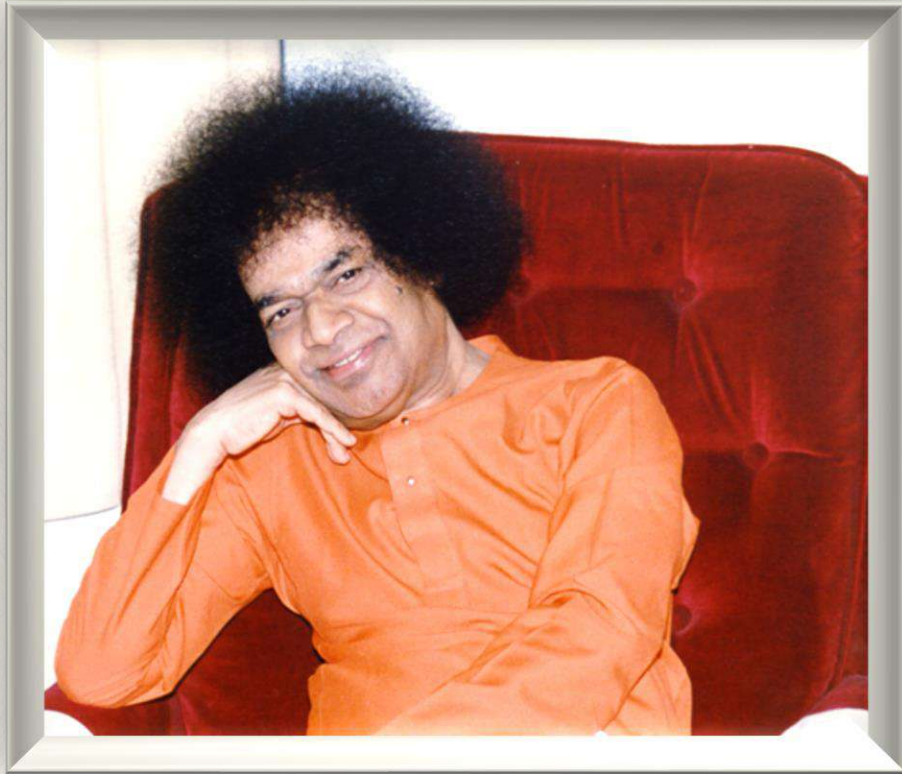
In His discourse at the World Conference on 21 November 1985, Sri Sathya Sai Baba gave the following ten directives to be followed by every member. He directed to follow these directives with enthusiasm and with love and be examples for others, wherever one is.

- (1) Love and serve the Motherland. At the same time do not hate or hurt the motherland of others. Do not defame or dislike other countries.
- (2) Adore all religions; they are all pathways to the one God.
- (3) Treat all men as your brothers. All men are of one caste. Have faith in the Truth that Mankind is one indivisible entity.
- (4) Keep your homes and the environs clean. This will ensure health and joy to you and society.
- (5) Do not promote beggary by throwing coins at an outstretched palm. Help the beggar to earn a livelihood for himself. Provide food and shelter, in every town and village, for those who are too weak or aged.
- (6) Do not tempt others by offering bribes or demean yourself by accepting bribes.
- (7) While engaged in worldly activities, it is dangerous to pay attention to the caste or creed of people, for this will breed hatred and envy. Keep your caste strictly at home; do not parade it before society.
- (8) Do not depend on others for serving your personal needs. This will make you lazy. Be self-reliant. How can a person so dependent serve others?
- (9) Adore God. Abhor Sin.
- (10) Observe the laws, rules and regulations laid down by the State and be ideal citizens.

## Rules and Regulations

### APPENDIX VII Organisation Structure

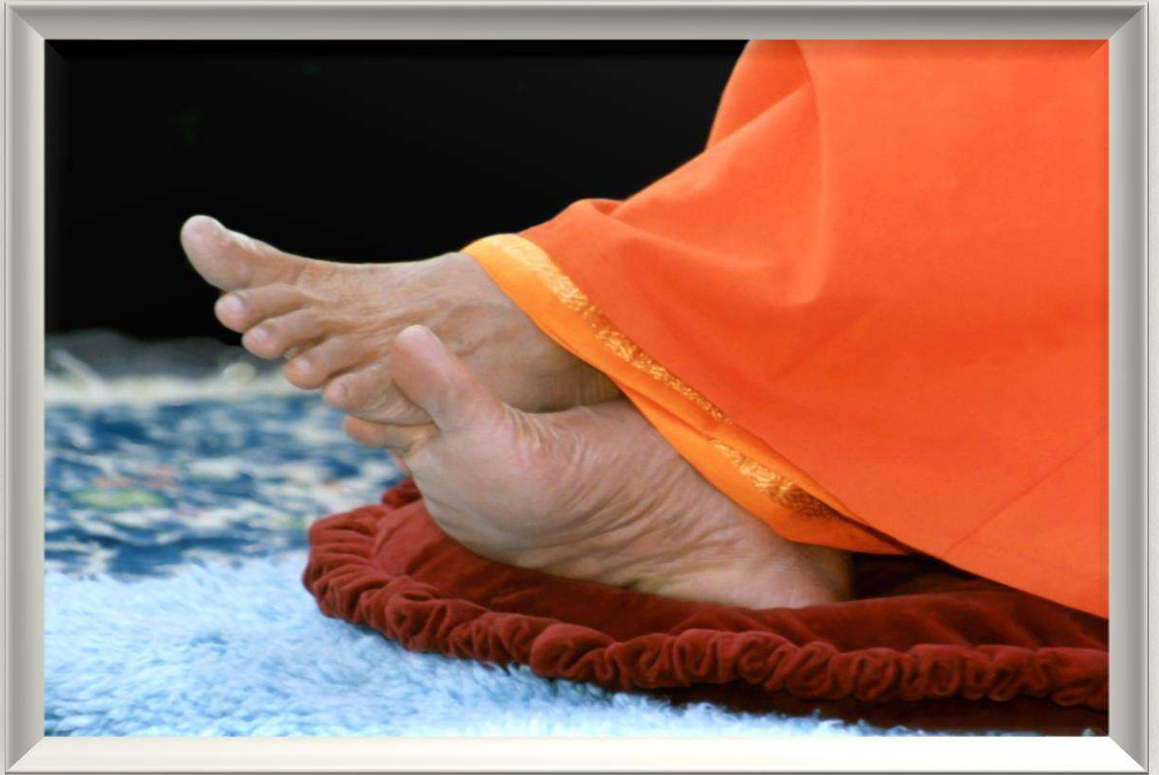
Level	Apex Executive	Spiritual Wing	Education Wing	Service Wing	
National Level	All India President	National Spiritual Coordinator (Gents)	National Education Coordinator (Gents)	National Service Coordinator (Gents)	
		National Spiritual Coordinator (Ladies)	National Education Coordinator (Ladies)	National Service Coordinator (Ladies)	
State Level	State President	State Spiritual Coordinator (Gents)	State Education Coordinator (Gents)	State Service Coordinator (Gents)	
		State Youth Coordinator (Gents)			
		State Spiritual Coordinator (Ladies)	State Education Coordinator (Ladies)	State Service Coordinator (Ladies)	
		State Youth Coordinators (Ladies)			
District Level	District President	District Spiritual Coordinator (Gents)	District Education Coordinator (Gents)	District Service Coordinator (Gents)	
		District Youth Coordinator (Gents)			
		District Spiritual Coordinator (Ladies)	District Education Coordinator (Ladies)	District Service Coordinator (Ladies)	
		District Youth Coordinator (Ladies)			
Unit Level	Samithi Convener	Samithi Spiritual Coordinator (Gents)	Samithi Education Coordinator (Gents)	Samithi Service Coordinator (Gents)	
		Samithi Youth Coordinator (Gents)			
		Samithi Spiritual Coordinator (Ladies)	Samithi Education Coordinator (Ladies)	Samithi Service Coordinator (Ladies)	
		Samithi Youth Coordinator (Ladies)			
	Bhajan Mandali	Bhajan Mandali Convener			



“Consider work through the Organisation as your very process of living. That work is the food on which you live. If you miss a meal, you become weak; if you miss a rule, the Unit becomes weaker. Not merely the office-bearers, but, any one of the members, if he fails to observe any one of the rules and regulations, he is weakening the Organisation and bringing it into disrepute. Members together form the Units. Its strength, its utility, its expansion, its efficacy, depend on disciplined obedience to rules. Faith in the discipline, marked out by the rules, is as the heart to the various limbs of the Organisation. Lack of discipline is the root cause of the disorder and discord that are undermining almost all the various types of association of men, from the simplest to the most complex.”

Divine Discourse, Madras, 22-12-1971





- Lord, take my love, and let it flow in fullness of devotion to Thee;*  
*○ Lord, take my hands, and let them work incessantly for Thee;*  
*○ Lord, take my soul, and let it be merged in One with Thee;*  
*○ Lord, take my mind and thoughts, and let them be in tune with Thee;*  
*○ Lord, take my everything, and let me be an instrument to work for Thee.*





The image features a repeating floral pattern in a light grey color on a white background. The pattern consists of stylized flowers and leaves arranged in a grid. A solid gold horizontal band runs across the center of the image, containing the text.

Sri Sathya Sai Seva Organisations