

CONSTITUTION AND RULES OF

**SATHYA SAI INTERNATIONAL
ORGANISATION OF MALAYSIA (SSIOM)**

(PERTUBUHAN ANTARABANGSA SATHYA SAI MALAYSIA)



As Revised and Approved
on 18 January 2021



MALAYSIA

AKTA PERTUBUHAN 1966
PERATURAN-PERATURAN PERTUBUHAN 1984

BORANG 3
(Peraturan 5)

PERAKUAN PENDAFTARAN

Adalah diperakui bahawa

MAJLIS PUSAT SATHYA SAI BABA MALAYSIA (SATHYA SAI BABA CENTRAL COUNCIL OF MALAYSIA)

*hari ini didaftarkan sebagai suatu pertubuhan di bawah Seksyen 7
Akta Pertubuhan 1966 dan bahawa nombor pendaftarannya ialah*

PPM-001-14-10081983

Diperbuat dengan ditandatangani oleh saya pada
08 haribulan Oktober 1983

(DASMOND DAS MICHAEL DAS)

*b.p. Pendaftar Pertubuhan,
Malaysia*

Disahkan bahawa maklumat di atas adalah seperti yang dicatat dalam Daftar Pertubuhan
Tarikh migrasi: **25 haribulan September 2013**

No. Migrasi: **WKL0278/82**



JABATAN PENDAFTARAN PERTUBUHAN MALAYSIA
WILAYAH PERSEKUTUAN KUALA LUMPUR
KEMENTERIAN DALAM NEGERI
Aras G, Kompleks Kementerian Dalam Negeri
Jalan Sri Hartamas 1, Off Jalan Duta
50480 KUALA LUMPUR
MALAYSIA

Tel : 03-62012092
03-62012093
03-62012094
03-62012095 / 03-62012096
Faks : 03-62012107
Laman Web : <http://www.ros.gov.my>
<http://www.eroses.gov.my>

Rujukan Kami: PPM-001-14-10081983

Tarikh: 04 Mac 2014

Setiausaha,
PERTUBUHAN ANTARABANGSA SATHYA SAI MALAYSIA (SATHYA SAI
INTERNATIONAL ORGANISATION OF MALAYSIA
SATHYA SAI NILAYAM, 24, JALAN ABDULLAH, OFF JALAN BANGSAR,
59200 KUALA LUMPUR
WILAYAH PERSEKUTUAN KUALA LUMPUR

Tuan/Puan,

PERMOHONAN PINDAAN PERLEMBAGAAN

Dengan hormatnya perkara di atas dirujuk.

2. Sukacita dimaklumkan bahawa permohonan pindaan perlembagaan pertubuhan tuan telah **DILULUSKAN** dan pertubuhan tuan hendaklah menggunakan perlembagaan **terkini** dalam mentadbir pertubuhan tuan mulai 04 Mac 2014 .

3. Adalah disahkan bahawa dengan kelulusan ini, nama pertubuhan dipinda daripada "MAJLIS PUSAT SATHYA SAI BABA MALAYSIA (SATHYA SAI BABA CENTRAL COUNCIL OF MALAYSIA)" kepada "PERTUBUHAN ANTARABANGSA SATHYA SAI MALAYSIA (SATHYA SAI INTERNATIONAL ORGANISATION OF MALAYSIA)".

Sekian, terima kasih.

'BERKHIDMAT UNTUK NEGARA'

Saya yang menjalankan amanah,

(DASMOND DAS MICHAEL DAS)

b.p. PENDAFTAR PERTUBUHAN MALAYSIA

Catatan: surat ini adalah janaan komputer, tandatangan tidak diperlukan





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Rujukan Kami: PPM-001-14-10081983

Tarikh: 20 Januari 2016

Setiausaha,
PERTUBUHAN ANTARABANGSA SATHYA SAI MALAYSIA (SATHYA SAI
INTERNATIONAL ORGANISATION OF MALAYSIA
SATHYA SAI NILAYAM, 24, JALAN ABDULLAH, OFF JALAN BANGSAR, 59200
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3. Adalah disahkan bahawa dengan kelulusan ini, nama pertubuhan dipinda daripada "MAJLIS PUSAT SATHYA SAI BABA MALAYSIA (SATHYA SAI BABA CENTRAL COUNCIL OF MALAYSIA)" kepada "PERTUBUHAN ANTARABANGSA SATHYA SAI MALAYSIA (SATHYA SAI INTERNATIONAL ORGANISATION OF MALAYSIA)".

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Rujukan Kami: PPM-001-14-10081983

Tarikh: 17 Mac 2017

Setiausaha,
PERTUBUHAN ANTARABANGSA SATHYA SAI MALAYSIA (SATHYA SAI
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SATHYA SAI NILAYAM, 24, JALAN ABDULLAH, OFF JALAN BANGSAR, 59200
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Sekian, terima kasih.

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b.p. PENDAFTAR PERTUBUHAN MALAYSIA

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Rujukan Kami: PPM-001-14-10081983

Tarikh: 18 Januari 2021

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PERTUBUHAN ANTARABANGSA SATHYA SAI MALAYSIA (SATHYA SAI
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(**NIK EYLIA SOFIA BINTI NIK ABD AZIZ**)

b.p. PENDAFTAR PERTUBUHAN MALAYSIA

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PERLEMBAGAAN BAGI

PERTUBUHAN INDUK

PERTUBUHAN ANTARABANGSA SATHYA SAI MALAYSIA (SATHYA SAI INTERNATIONAL ORGANISATION OF MALAYSIA

(PPM-001-14-10081983)

1 NAME

- (1) The Association shall be known as

PERTUBUHAN ANTARABANGSA SATHYA SAI MALAYSIA (SATHYA SAI INTERNATIONAL ORGANISATION OF MALAYSIA)

Hereinafter referred to as the Association.

- (2) Meaning of name: An interfaith non-profit NGO dedicated towards the promotion of HUMAN VALUES, NATIONAL UNITY AND SELFLESS SERVICE to the poor, sick, and needy for sound NATION BUILDING by following the TEACHINGS of the FOUNDER of SSIO, BHAGAVAN SRI SATHYA SAI BABA.

- (3) Level: LAIN-LAIN

2 PLACE OF BUSINESS

- (1) The registered address is:

SATHYA SAI NILAYAM, 24, JALAN ABDULLAH, OFF JALAN BANGSAR,
59200 KUALA LUMPUR

or at such place as may from time to time be decided by the CENTRAL COUNCIL OF SATHYA SAI INTERNATIONAL ORGANISATION OF MALAYSIA (abridged: SSIO Malaysia) and its postal address is:

UNIT B-3-20, BLK B
8 AVENUE BUSINESS CENTRE
JLN SG JERNIH 8/1, SEK 8
46050 PETALING JAYA
SELANGOR

- (2) The registered and postal addresses shall not be changed without the prior approval of the Registrar of Societies.

3 AIMS AND OBJECTIVES

1. This Association is a spiritual organisation not discriminative of race colour or creed and takes within its fold all persons belonging to all religions except Islam.
2. The fundamental objective of this Association is to awaken in man the divinity inherent in him through the practice of the basic principles of Sathya Truth Dharma Righteousness Shanthi Peace Prema Love and Ahimsa Non-violence as envisioned by Bhagavan Sri Sathya Sai Baba.
3. Other specific aims and objectives are:
 - a. To promote Spiritual Moral Cultural and Social Service interests amongst devotees of Bhagavan Sri Sathya Sai Baba by carrying and spreading the message and teachings of Bhagavan Sri Sathya Sai Baba.
 - b. To establish branches called Sathya Sai Baba Centres hereinafter referred to as Centres in any area in Malaysia and to facilitate such operation, the Association and or the Centres may acquire or own lands and buildings necessary in the name of a Trust or Foundation called Sathya Sai Baba Foundation of Malaysia Berhad hereinafter referred to as the Foundation.
 - c. To coordinate the interests and activities of all the Centres in Malaysia.
 - d. To maintain liaison with the Sathya Sai International Organisation having its Central Office situated at Prashanti Nilayam P O Pin 515134 India.
 - e. To organise, promote education in Human Values and assist in any way whatsoever the study and advancement of all spiritual texts and any subjects cognate or allied to the study thereof. For this purpose, a research, training and development academy of the SSIOM named as Sathya Sai Academy for Human Values Berhad be established.
 - f. To organise promote and provide lectures classes teachings individual tuition and also public meetings prayer sessions film shows discussions of a spiritual nature with prior approval of the competent authority and to assist in religious festivals and to conduct such activities effectively the Association shall establish and run such facilities for the benefit of mankind.
 - g. To print publish and distribute with the approval of the authority concerned journals periodicals leaflets books or any literature that the Association may consider desirable for the promotion of its objectives.
 - h. To foster, develop and improve spiritual education and education in human values in such manner as may from time to time be decided upon by the Association. For this purpose, private educational institution(s) incorporating Human Values in their curriculum may be established with the approval from the relevant authorities.
 - i. To provide welfare services to the sick the poor and needy irrespective of race religion and creed. In furtherance of this objective to establish a fund called the Sathya Sai Welfare and Education Fund and such fund should be registered with the Registrar of Societies and operated under a separate Bank Account as SSIO Malaysia Tax Exempt Fund.

4 MEMBERSHIP

1. Membership shall be open to any person resident in Malaysia of not less than eighteen (18) years of age having spiritual aspiration and faith in the teachings of Bhagavan Sri Sathya Sai Baba and having accepted the 9-Point Code of Conduct and the 10 Cardinal Principles set out below: -

9-Point Code of Conduct

1. Daily Meditation and Prayer.
2. Devotional Group Singing/Prayer with members of family once a week.
3. Participating in Educational programmes (Bal Vikas) organised by the Centre for children of Sai devotees.
4. Participation in community work and other programmes of the Association/Centre.
5. Attendance at least once a month in group devotional singing organised by the Centre.
6. Regular study of Sai Literature.
7. Speak softly and lovingly to everyone.
8. Not to indulge in talking ill of others especially in their absence.
9. Put into practice "Ceiling on Desires" and utilise savings thus generated for service to mankind.

10-Cardinal Principles

1. Love GOD and Fear Sin.
 2. Love and serve the Motherland and do not hate or hurt the Motherland of others.
 3. Honour every religion; each a pathway to the ONE GOD.
 4. Love all men without distinction; know that mankind is a single community.
 5. Keep your home and its environment clean; it will ensure health and happiness for you and the Association.
 6. Practise Charity - but do not encourage beggars by giving them money; provide food and help them in whatever possible.
 7. Never give a bribe or take a bribe.
 8. Do not develop jealousy, hatred or envy against anyone.
 9. Do not depend on others to serve your personal needs; become your own servant before proceeding to serve others.
 10. Observe the laws of the state and become an exemplary citizen.
2. Members shall be either: -
 - (a) Active Members; or
 - (b) Associate Members
 3. Active and Associate members are those who have submitted application for membership and have been accepted as members by the Association. Active members are those who have pledged to Bhagavan Sri Sathya Sai Baba to undertake a minimum of 4 hours per week of community service and/or organisational work that have been so designated by the Council or the Centre. Active members shall sign the Pledge Form annually, which shall be verified by the Centre Committee.

4. All members are obliged to attend group devotional singing and meetings organised by the Centre.
5. Only Active Members shall have the right to vote at meetings.
6. Only Active Members who have completed at least one year of membership shall be eligible to vote and hold position as an office-bearer in the Central Council and/or the Centres.
7.
 - a. Subject to paragraph (d) hereof every application for membership shall be in the form prescribed by the Central Council and shall be forwarded to the Secretary of the Centre most convenient or nearest to which the applicant resides. The Secretary shall submit the application at the earliest opportunity to the meeting of the Centre Committee for consideration and approval.
 - b. The Centre Committee may at its discretion approve or reject any application without assigning any reason thereof. Provided that any person aggrieved by the decision of the Centre Committee may appeal within thirty (30) days of the decision to the Central Council whose decision on this matter shall be final.
 - c. Every applicant whose application is approved as aforesaid shall be admitted as a member of the Centre concerned and of the Association and shall thereafter be entitled to all the rights obligations and privileges of membership.
 - d. For the purpose of clarity, it is hereby declared that all persons who apply for the formation of a Centre pursuant to the provisions of Clause (14) hereof shall be admitted as members of the Centre concerned and of the Association immediately upon permanent accreditation being granted to the Centre concerned by the Central Council. All other persons desirous of becoming members of the Association shall follow the procedure set out in paragraphs (a) to (c) hereof.

5 RESIGNATION & TERMINATION

1. An Office bearer shall cease to be an Office bearer in the same circumstances that a member ceases to be a member or if he fails to attend 3 consecutive meetings of the Central Council without seeking leave of absence. The remaining Office bearers shall fill any vacancy or vacancies on the Council by co-option and such appointed Office bearers shall hold office until the Councils next election year.
2. Any Office bearer or Active Member shall cease to be so if:
 - a. He fails to meet his commitment as an Active Member or engages in activities detrimental to the objectives of the organisation. The final decision on the above will be made by the Office-bearers of the Centre only after consultation with the President of the Central Council.
 - b. In the case of an Office bearer who does not meet his commitment as an Active Member or engages in activities detrimental to the objectives of the organisation or does not conform to the guidelines/instructions of the Central Council, the

Central Council may take such action necessary to remove him from the post after having given him an opportunity to be heard. The decision of the Central Council shall be final.

6 ENTRANCE FEES, SUBSCRIPTIONS AND OTHER DUES

1. Voluntary contribution of RM1.00 for entrance fee or subscription can be made for membership.

7 DELEGATES MEETING

1. Each Centre shall elect at the Centre's Annual General Meeting one (1) Active Member from amongst its members as a Mandated Delegate bearing the mandate of the Centre to attend and vote on all matters at general meetings of the Association and the Foundation. Also, the Centre shall simultaneously elect an alternate Mandated Delegate to attend such meetings in the event that the first Mandated Delegate is unable to attend a meeting for any reason whatsoever. Office-bearers of the Association shall be elected by a majority vote by the mandated delegates present and voting at a properly constituted Annual General Meeting of the Association. Election of Office-bearers shall take place once every 2 years, that is to say, at every Second Annual General Meeting of the Association.
2.
 - a. The Central Council may meet as often as necessary but shall meet at least once every three (3) months. The quorum at such meeting shall be not less than nine (9) members. Notice of such meeting starting date, time and place shall be sent by the National Secretary to all Office-bearers not later than fourteen (14) days before the date fixed for the meeting.
 - b. For the purpose of routine and/or urgent decision making, the Central Council shall appoint an Executive Committee comprising the President, Deputy President, the Vice Presidents, the National Secretary, and the National Treasurer who shall be mandated to make decisions on behalf of the Central Council. The quorum for such meeting shall be 5 members, which must include the attendance of the President or Deputy President and the National Secretary. All decisions thus made shall be tabled at subsequent Central Council meeting for ratification.

8 CENTRAL COMMITTEE

A. Central Council

1. The management of the Association shall be vested in a Central Council consisting of the following Office bearers
 - a. The President
 - b. Deputy President

- c. 4 Vice Presidents
- d. The National Secretary
- e. 2 Assistant National Secretaries
- f. The National Treasurer
- g. 2 Assistant National Treasurers
- h. 6 Council Members who may be required to hold national/regional positions as appointed by the Central Council

All the office-bearers shall be Active Members. All members of the Central Council and every officer performing executive functions in the Association shall be Malaysian citizens. No Active Member can become an Office-bearer if he is already an Office-bearer in any other spiritual or religious organisation.

B. General Meeting of Council

1. All members shall have the right to attend any General Meeting of the Association but only the mandated delegates from the Centres are allowed to vote.
2. An Annual General Meeting of the Association shall be held at least once a year within six 6 months after the closing of the financial year to transact the following business
 - a. To elect Office bearers of the Central Council for the ensuing two 2 years on the expiry of 2-year term.
 - b. To receive the Central Councils Annual Report the Associations Audited Accounts and Balance Sheet and the Auditors Report for the preceding year.
 - c.
 - i) To elect two 2 Honorary Internal Auditors and
 - ii) To appoint a licensed Auditor as an External Auditor for a one 1-year term.
 - d. To transact any other business which may be brought forward by the Central Council or by any Active Member with leave of the Chairman of the meeting or which may have been duly notified and placed on the Agenda by the Central Council.
3. Notice for the Annual General Meeting stating date time and place of the meeting and calling for motions for discussion or amendments to the Rules shall be sent in print or digital format by the National Secretary not later than forty-two (42) days before the date fixed for the meeting to Centres who shall inform their members of the same not less than thirty-five (35) days before the date fixed for the meeting. Motions for discussion or amendments to rules must be sent to reach the National Secretary not later than twenty-eight (28) days before the date fixed for the meeting. The National Secretary shall send to all members at least fourteen (14) days before the meeting an Agenda together with the annual report and audited accounts of the Association for the previous year in print or digital

format.

4. If half an hour after the time appointed for the meeting a quorum is not present the meeting shall be postponed to a date not exceeding thirty 30 days' time and place to be decided upon by the Central Council and if quorum is not present half an hour after the time appointed for the postponed meeting the members present shall have the power to proceed with the business of the day but they shall not have the power to alter the Rules of the Association or to make decisions affecting the whole membership.
5. The quorum at any General Meeting shall be not less than twice the total membership of the Central Council or half the total of Mandated Delegates whichever is less.
6. An Extra Ordinary General Meeting of the Association shall be convened whenever the Central Council deems it desirable or at the joint written request of not less than half of the number of Centres stating the objects and reasons for such a meeting delivered to the National Secretary not less than sixty 60 days before date fixed for the meeting.
7. A notice with Agenda for an Extra Ordinary General meeting shall be forwarded by the National Secretary to all Centres at least fourteen 14 days before the date fixed for the meeting. The quorum and the provisions for postponement of an Annual General Meeting shall apply to an Extra Ordinary General Meeting but subject to the provision that if no quorum is present after half an hour from the time appointed for the postponed Extra Ordinary General Meeting requisitioned by the members the meeting shall be cancelled and no Extra Ordinary General Meeting shall be requisitioned by members for the same purpose until after the lapse of at least six 6 months from the date thereof.

Activities and Functions of Central Council

1. The scope of activities and functions of the Central Council shall include the following:
 - a. To receive and consider applications for the formation of Centres. The decision of the Central Council shall be final in respect of such applications.
 - b. To guide and supervise the overall working of the various Units and Centres and to take such action necessary against any member Unit or Centre for violating any provisions of this Constitution or Rules.
 - c. To maintain a liaison with Sathya Sai International Organisation.
 - d. To receive reports from the various Centres.
 - e. To acquire land and buildings for the use of the Association and also to approve purchase of property by any Centre in the name of the Association/Foundation for the use of the said Centre.
 - f. To ensure that none of the Centres or its members is associated with any organisation that is detrimental to the Association and consequently not recognised by the Central Council. Any member found to be associated as

such shall forthwith be suspended and any Centre found to be doing so shall be dissolved after an enquiry.

- g. To be the authority in charge of all sales of books records tapes photographs or any other literature published in Malaysia by the Association or any of its Centres.
- h. To establish an Accreditation Committee to evaluate Centres and to upgrade Units into Centres and also to form Sub Committees from amongst Active Members from time to time to look after and conduct various activities of the Association and for this purpose may appoint State and National Coordinators where appropriate.
- i. To conduct training programmes for Office bearers of Centres Bal Vikas teachers Human Value teachers Lead Bhajan singers and others.
- j. To organise and conduct celebrations in Malaysia.
- k. To make provisions from time to time relating to mode of collections of funds for the purposes of the Association.
- l. To interpret the Rules and Constitution of the Association and when necessary to determine any matter on which the Rules are silent.
- m. Generally, all matters relating to the Association not specifically provided for in these Rules shall be dealt with by the Central Council provided that any member who is thereby aggrieved may appeal to the General Meeting whose decision shall be final.

9 DUTIES OF OFFICE - BEARERS

The duties of Office-bearers shall include the following:

a) President

The President is the overall authority of the Association and shall preside at all the General Meetings and all meetings of the Central Council. In the absence of the President the Deputy President shall so preside and in the absence of both of them the other Office bearers shall elect one amongst them to so preside. The President shall guide and coordinate the workings and activities of the Centres and maintain liaison between the Central Council and members of the Centres.

b) Deputy President

The Deputy President shall assume the duties of the President during the latter's absence.

c) 4 Vice Presidents

- i. **Vice President Spiritual**
Shall be responsible for all matters pertaining to spiritual activities
- ii. **Vice President Education**

Shall be responsible for all matters pertaining to educational programmes.

iii. **Vice President Service**

Shall be responsible for all matters pertaining to service activities.

iv. **Vice President Chinese Affairs**

Shall be responsible for all Chinese activities and in particular those concerned with motivation and organisation of non-English speaking Chinese devotees.

d) National Secretary

The National Secretary shall be Executive Officer of the Central Council looking after the daily routine work of the Central Council and the Association. He shall be responsible for the maintenance of an indexed Register of Members and Centres and shall keep proper records of the Association including minutes of meetings. He shall convene all general meetings as well as meetings of the Central Council and shall prepare the agenda for the same in consultation with the President. He shall be responsible for conducting all correspondence and keeping all books documents and papers of the Association except the accounts and financial records.

e) 2 Assistant National Secretaries

The Assistant National Secretaries shall assist the National Secretary in carrying out his duties and one of them as the Council determines shall assume the duties of the National Secretary during the latter's absence.

f) National Treasurer

The National Treasurer shall be responsible for the finances of the Association and shall maintain all the necessary accounts including receipts and payments income and expenditure and balance sheet of the Association and shall have the same audited annually. All monies howsoever received by the Association shall be received by the National Treasurer who shall issue receipts accordingly. He shall hold petty cash not exceeding Ringgit Two Thousand RM2000.00 and all monies shall be deposited in a bank account or accounts operated in the name of the Association for which he shall be a signatory. He shall submit accounts to the Central Council on a quarterly basis and the final accounts within 3 months after the close of the financial year.

g) 2 Assistant National Treasurers

The Assistant National Treasurers shall assist the National Treasurer in carrying out his duties and one of them, as the Council determines shall assume the duties of

the National Treasurer during the latter's absence.

The Central Council may from time to time expressly delegate specific duties to one or more of its members.

10 FINANCIAL PROVISIONS

FINANCIAL PROVISIONS

1. Subject to Clause 10.3 hereof the funds of the Association may be expended for any purpose necessary for carrying out its objects including the expenses of its administration and the audit of its accounts.
2. All cheques or bank instruments on the Associations bank accounts shall be signed jointly by any two Office bearers with the National Treasurer or in his absence an Assistant National Treasurer so appointed by the Council signing as the mandatory signatory and the other signatory being either the President or the National Secretary.
3. All expenditure of the Central Council shall be approved by the President and by any one of the following officials provided such expenditure is within the budget.

1. Deputy President
2. National Secretary
3. National Treasurer

For expenditure not within the budget the consent of all 3 officials namely President National Secretary and National Treasurer is necessary.

4. The Associations Financial Year shall commence on January 1st of each year and end at December 31st of the year.
5. As soon as possible after the end of each financial year a statement of receipts and payments income and expenditure and a Balance Sheet for the year shall be prepared by the National Treasurer and the same audited by the Auditors appointed under Rule/Clause 11.
6. Such audited accounts shall be submitted annually to the Director General of Inland Revenue Malaysia under the reference HQ 162/2948.

11 AUDIT

1. Two persons who shall not be other Office-bearers of the Association shall be elected as Honorary Internal Auditors by the Annual General Meeting or by an Extraordinary General Meeting. They shall hold office for one year only and shall be eligible for reappointment. In addition, an External Auditor who must be a licensed Auditor shall be appointed by the Annual General Meeting for a term of 1 year and shall be eligible for reappointment.

2. The Honorary Internal Auditors shall audit accounts of the Association for the year and shall prepare and submit a report to the Annual General Meeting of the Association. The External Auditor too shall audit and submit a statutory report to the Annual General Meeting of the Association. The External Auditor may be required by the President to audit the accounts of any Centre should there be a complaint lodged by at least one-third (1/3) of the Active Members of the Centre and he shall submit a report thereof to the Central Council.

12 PROPERTY ADMINISTRATORS/ACADEMY/INSTITUTIONS

TRUSTEES

1. TRUST/FOUNDATION
The Central Council shall establish a Trust or a Foundation called Sathya Sai Baba Foundation of Malaysia under a company limited by guarantee to manage the assets and the funds donated to the Association by Centres and well-wishers.
2. The Foundation shall be managed by a Board of Trustees in accordance with its Memorandum and Articles of Association.
3. An Academy as a research, training and development arm of the Association shall be established for the promotion of Human Values under a company limited by guarantee to train office-bearers and members of the Association, members of the Sai institutions and public at large.
4. Private Educational Institution(s) shall be established with the approval of the relevant authorities primarily for Human Values education in the curriculum of these institutions to develop students of good character for nation building.

13 DISSOLUTION

1. The Association may be voluntarily dissolved by a resolution of not less than two-third (2/3) of the total number of Active Members of the Association.
2. If on the winding up or dissolution of the Association there shall remain after the satisfaction of all its debts and liabilities any property whatsoever the same shall be donated to the Government (Federal or State) or other similar religious societies approved by the Director General of Inland Revenue Malaysia.

14 ESTABLISHMENT AND DISSOLUTION OF BRANCHES

ESTABLISHMENT

1. Where there is a Unit with at least nine 9 active members that meet the qualifications for membership as set out in Clause IV hereof and undertake the following activities
 - a Devotional Group singing

- b Educational programme for children of devotees
- c Community Service
- d Study Circles

the said Unit may then apply in the prescribed form to the Central Council to establish a Sathya Sai Baba Centre.

2. Every application shall be forwarded to the National Secretary of the Central Council who shall submit it at the earliest opportunity to the meeting of the Central Council for consideration.

The Central Council may at its discretion approve or reject any application without assigning any reason and its decision shall be final.

3.
 - a. Upon approval of the application the Unit concerned shall be granted Temporary Accreditation by the Association and given a Temporary Accreditation Number called TFN Number. After a period not exceeding 6 months the Unit shall apply to Central Council for permanent accreditation. The Central Council if satisfied with the functioning of the Unit may grant permanent accreditation and a Permanent Accreditation Number called FN is given and the Unit shall thereafter be declared as the Sathya Sai Baba Centre of name of location of Centre provided the proposed Centre concerned shall not be operational until and unless approval for its establishment has been obtained from the Registrar of Societies.
 - b. Any Sathya Sai Baba Centre which fails to conform to its avowed status may be given six 6 months extension another extension may be given if justified to reorientate their activities to conform as a Sathya Sai Baba Centre. If such a Centre fails to fulfill its obligation as in Rule/Clause 14.1 it should voluntarily revoke its status as a Sathya Sai Baba Centre and revert to Sathya Sai Baba Unit. If such voluntary revocation is not forthcoming then the Central Council may take such action necessary to revoke its status.
 - c. During temporary accreditation a Sai Baba Unit shall be under the care of the Centre nearest to it or under a State Coordinator. A Coordinator for the Unit shall be appointed by the Chairman of the parent Centre or by the State Coordinator as the case may be. The Coordinator for the Unit shall be responsible for the operation of the Unit and report to the Chairman of the parent Centre or the State Coordinator as the case may be.

DISSOLUTION

4. The Central Council may dissolve a Centre if for a consecutive period of six 6 months the number of Active Members is below nine 9 members.
5. The Central Council shall dissolve a Centre if the Centre refuses to abide by the Constitution and Rules of the Association or the decisions of the Central Council or if it is associated with an organisation not recognised by the Central Council.
6. A decision to dissolve a Centre under Clause 14.5 herein shall be taken only after the Centre concerned has been given at least thirty 30 days written notice of the Central

Councils intention to dissolve it and an opportunity to answer any allegation but such decisions shall not be taken unless it is by two thirds 2/3 majority of the Central Council.

7. The order of dissolution shall be signed by the President and National Secretary of the Association. On receipt of such order the Centre concerned shall cease to function except for the purpose of winding up. Any Centre aggrieved by an order of dissolution may by notice in writing to the National Secretary of the Association within thirty 30 days of the receipt of the order lodge an appeal and such appeal shall be determined by the next General Meeting where the order of dissolution may be confirmed or set aside by a majority vote. Notwithstanding such appeal the order of dissolution shall be operative until a decision is made by the General Meeting but the Central Council may appoint from amongst its members and/or members of the Centre concerned a caretaker committee to deal with the affairs of the Centre pending the hearing of the appeal.
8. In the event of a Centre being closed for the reason stated in Clause 14.4 herein the Central Council shall transfer the remaining members to the nearest Centre and in the event of a Centre being closed for the reasons stated in Clause 14.5 herein the members thereof unless transferred shall cease to be members of the Association.
9. It shall be the responsibility of the Chairman, the Secretary and the Treasurer of such Centre to deliver to the Central Council all books records money and other property in the possession of the Centre together with a statement of account of the Centre from the date of the last submission of accounts to the date of the order of dissolution. In the case of any immovable property the necessary transfer documentation to the Association shall be executed by the Office bearers concerned and be sent to the Sathya Sai Baba Foundation of Malaysia and/or Association.

15 GENERAL MEETING OF BRANCHES

1. Names of the Office bearers shall be proposed and seconded by Active Members and election will be by a majority of the Active Members present and voting at alternate Annual General Meetings of the Centre. Only Active Members shall be eligible to vote. Associate Members may attend the Centre Annual General Meeting but shall not be eligible to vote thereat. All Office bearers shall be eligible for reelection at the alternate Annual General Meeting but may not hold office in continuity for more than 4 years or 2 terms. However, under exceptional circumstances the Executive Committee on appeal by the State Coordinator and after proper investigation may sanction the reelection of an Office bearer beyond 2 terms. For the purpose of clarity, it is hereby stated that the Centre Committee shall be elected once in 2 years.
2. The Centre Committee together with the activity coordinators may meet as often as necessary but not less than once every two 2 months. In addition, the Centre Committee must call a meeting of all members both Active and Associate of the Centre once every 3 months to review the activities of the Centre. Notice of such meeting stating date time and place shall be given and/or announced by the Secretary to all the members not later than seven 7 days before the date fixed for the meeting. The quorum for such meetings shall be one third of all Active Members of the Centre.

The Chairman and Secretary shall forward quarterly reports of the activities of the Centre to the Central Council through the State Coordinator within 2 weeks from the last quarter.

3.

- a. All members of a Centre shall have the right to attend any General Meeting of the Centre.
- b. An Annual General Meeting of the Centre shall be held once every year within two (2) months after the closing of the financial year as at 31st December of each year to transact the following business:
 - I. To elect Office-bearers for the Centre Committee for the ensuing two years on the expiry of the 2-year term.
 - II. To elect one 1 Active Member for ensuing 2 years to be the delegate bearing the mandate from the Centre to vote on all matters at general meetings of the Association and the Foundation. Also, the Centre shall simultaneously elect an alternate Mandated Delegate to attend such meetings in the event that the first Mandated Delegate is unable to attend the meetings for any reason whatsoever.
 - III. To receive the Centre Committees annual report the Centres audited accounts and balance sheet and the Auditors report for the preceding year
 - IV. To elect two 2 Honorary Internal Auditors for 1 year term and
 - V. To transact any other business which may be brought forward by the Centre Committee or by any members with leave of the Chairman of the meeting or which may have been duly notified and placed on the Agenda by the Centre Committee.
- c. Notice for the Annual General Meeting of the Centre stating date time and place of the meeting and calling for motions for discussion shall be given in print or digital format by the Secretary of the Centre not later than thirty-five (35) days before the date fixed for the meeting to all members of the Centre. Motions for discussion must be sent to reach the Secretary not later than twenty-eight (28) days before the date fixed for the meeting. The Secretary shall make available to all members in print or digital format at least fourteen (14) days before the meeting an Agenda together with the annual report and audited accounts of the Centre for the previous year.
- d. If half an hour after the time appointed for the meeting a quorum is not present the meeting shall be postponed to a date not exceeding twenty-one 21 days' time and place to be decided upon by the Centre Committee and if a quorum is not present half an hour after the time appointed for the postponed meeting the members present shall have the power to proceed with the business of the day but they shall not have power to make decisions affecting the whole membership.
- e. The quorum at any General Meeting shall be not less than twice the total

membership of the Centre Committee or half the total membership of the Centre whichever is less.

- f. An Extra Ordinary General Meeting of the Centre shall be convened whenever the Centre Committee deems it desirable or at the direction of the Central Council or at the joint written request of not less than half the Active members of the Centre stating the objects and reasons for such a meeting and delivered to the Secretary of the Centre not less than thirty 30 days before the date fixed for the meeting. A notice with the Agenda for an Extra Ordinary General Meeting shall be given by the Secretary to the members of the Centre at least fourteen 14 days before the date fixed for the meeting. The quorum and the provisions for postponement of an Annual General Meeting shall apply to an Extra Ordinary General Meeting but subject to the provision that if no quorum is present after half an hour from the time appointed for the postponed Extra Ordinary General Meeting requisitioned by members, the meeting shall be cancelled and no Extra Ordinary General Meeting shall be requisitioned by members for the same purpose until after the lapse of at least three 3 months from the date thereof.

16 COMMITTEE OF BRANCHES

1. The duties of the Centre Committee shall be to manage the affairs of the Centre in accordance with the Constitution and Rules of the Association and the instructions of the Central Council.
2. The management of a Centre shall be vested in a Committee (hereinafter referred to as "Centre Committee") consisting of 3 Office-bearers and 4 coordinators for specific roles as follows: -
 - (i) The Chairman
 - (ii) The Secretary
 - (iii) The Treasurer
 - (iv) Coordinator (Community Service)
 - (v) Coordinator (Education)
 - (vi) Coordinator (Spirituality)
 - (vii) Coordinator (Youth Development)

All of whom shall be Active Members. All members of the Centre Committee and every officer performing executive functions of the Centre shall be Malaysian citizens.

17 DUTIES OF BRANCH OFFICE

1. The scope of the activities of a Centre shall be as defined from time to time by the Central Council. Such activities shall be carried out in accordance with guidelines provided from time to time for such activities by the Central Council. Without prejudice to generality of the foregoing provisions the main activities of a Centre can be from amongst the following:

- a. Bhajan or namasmaran or group devotional singing preferably at public places for both men and women.
- b. Formation of Sathya Sai Baba Units and appointment of a Coordinator for every such unit under its supervision and control. The Parent Centre or the State Coordinator shall duly inform the Central Council of the formation. The Treasurer of the Centre shall be the mandatory signatory for a bank account if any opened for the unit/units of the Parent Centre and the cheques shall be counter signed by the Unit Coordinator. Likewise, when a State Committee opens a bank account under a particular Centre the Centre Treasurer shall be the mandatory signatory of cheques and the State Coordinator or an appointed State Treasurer shall counter sign the cheques for the State Committee. The signatories shall be jointly responsible for the upkeep of the accounts.
- c. Nagar Sankirtan.
- d. Study Circles for members.
- e. Public lectures and classes with audio-visual aids on the life and message of Bhagavan Sri Sathya Sai Baba.
- f. Spiritual education and education in human values for the young.
- g. Publication and sale of Sathya Sai literature as approved by the Central Council
- h. Various service activities approved by the Centre Committee for the needy and weaker sections of the community.
- i. The activities mentioned below shall be given special emphasis:
 - National Health and Welfare.
 - Strengthening of spiritual base of devotees within the Centres and those outside the Centres.
 - Propagating the Unity of Faiths and Human Values in community amongst the devotees.
 - Promoting Ceiling on Desires.
- j. The Centre Committee in consultation with the 5 Activity Coordinators of the Centre shall have power to fill vacancies on the committee internal audit or mandated delegate from amongst active members for the remaining current term provided there is only one vacancy in each category thereof. If more than one vacancy in each category an extra ordinary general meeting shall be called to fill the vacancies.

DUTIES OF BRANCH OFFICE BEARERS

1. The duties of the Office bearers shall include the following:

The Chairman

The Chairman is the overall authority of the Centre and shall preside at all general and committee meetings of the Centre. The Chairman may appoint coordinators for activities of Ladies Youth Teen Youth Service Education Spiritual SCA Sai

Chinese Affairs etc. with the consent of the Centre Committee. The Activity Coordinators shall be answerable to the Chairman and shall submit reports to him pertaining to their activities.

The Secretary

The Secretary shall be the executive officer of the Centre looking after the daily routine work of the Centre and the implementation of the decisions of the Centre and the Central Council. He shall conduct the activities of the Centre in accordance with the Constitution and Rules of the Association. He shall be responsible for conducting all correspondence and keeping all books documents and papers of the Centre except the accounts and financial records. He shall convene all general meetings as well as meetings of the Centre Committee and quarterly meetings of the members and shall prepare the Notice/Agenda for the same in consultation with the Chairman.

The Treasurer

The Treasurer shall be responsible for the finances of the Centre and for maintaining all the necessary accounts, which shall include the receipts and payments income and expenditure and a balance sheet of the Centre and shall have the same audited. He shall forward to the National Treasurer of the Association a quarterly statement of receipts and payments of the Centre for the preceding quarter and shall submit the annual accounts of the Centre duly audited to the National Treasurer of the Association within 2 months after the end of the Centre's financial year which is 31st December. He shall hold petty cash not exceeding Ringgit One Thousand RM1000.00 and all monies shall be deposited in the Centre's bank account. The Treasurer shall be the mandatory signatory for signing of cheques and/or bank instruments including on-line banking which shall be countersigned by the Chairman or the Secretary.

18 BRANCHES FINANCIAL

1. A Centre shall collect funds only in accordance with any directive or provisions issued from time to time by the Central Council. All Units operating under the aegis of a Centre shall be responsible for the accounts of their funds to the Parent Centre in whose Annual Reports and Accounts such report and account statements should be incorporated for the information of the members concerned. The Unit Coordinator, who is duly appointed by the Centre, shall be accountable for the finance and accounts of the Unit to the Parent Centre. Without prejudice to the generality of the foregoing and in the absence of specific directives or provisions issued by the Central Council, a Centre or a Unit shall adhere to the following rules in relation to collection of funds: -
 - a. The Centre shall not charge any admission or membership fee.
 - b. As far as possible, the spiritual activities shall be conducted without any expenses.

- c. The Centre shall not collect any funds by way of donation by public appeal.
 - d. In respect of an educational and/or public health programme to be conducted by the Centre, at a meeting of members after the project is explained and approved the members may gather in a separate room and one by one may place individually their donation towards financing the project in a covered box. The entire procedure has to be in secret. When the procedure is closed, the Committee shall count the money and if the sum is short the members may take up the shortage on an equitable basis. As far as possible, no such project should be undertaken if it is beyond the means of the members of the Centre.
 - e. In respect of current expenses of the Centre the Centre may cover the expenses from voluntary contributions of members, devotees and well-wishers and/or from the surplus from the sale and supply of Sai literature, photos, digital media and any other means as approved by Central Council.
 - f. Expenses to be incurred in connection with celebrations or festivals shall be met only from voluntary contributions from members of the Centre but due care shall be taken to ensure that there is no pressure on any one to contribute and that no high-low complex by reason of the amount of contribution is created amongst the members of the Centre. To ensure this the same procedure as laid down in paragraph (d) hereof may be followed.
- 2. All funds accumulated by the Central Council and/or by the various Centres shall be the common asset of the Association.
 - 3. The Financial Provisions laid down in Rule/Clause 10 hereof shall apply to the various Centres where appropriate.

19 GENERAL PROVISIONS REGARDING BRANCHES

- 1. Other meetings including Bhajan meetings, Study class meetings and Public meetings shall be held and conducted in accordance with guidelines separately laid down for such activities from time to time by the Central Council.
- 2. Each Centre shall submit a report specifying any details required by the Central Council from time to time once every 3 months.

20 AMENDMENTS OF RULES

These rules may not be amended or altered except by a resolution of a general meeting of the Association carried by a two third 2/3 majority vote. Such amendments or alterations shall be forwarded to the Registrar of Societies for his approval and registration within sixty 60 days from the date of the general meeting where the amendments or alterations were adopted. However, any amendment or alteration to Rule/Clause 10.6 shall first require the prior approval of the Director General of Inland Revenue Malaysia before its adoption by a general meeting and subsequent approval of same by the Registrar of Societies.

21 INTERPRETATION

NIL

22 PROHIBITIONS

NIL

23 FLAG, SYMBOL AND BADGE

The logo contains the five human values that form the foundation of Bhagawan Sri Sathya Sai Baba's teachings: truth (sathya), righteousness (dharma), peace (santhi), divine love (prema), and non-violence (ahimsa).

24 MISCELLANEOUS

1. The Central Council and the various Centre Committees shall have the power to appoint Sub-Committees from amongst Active Members for specific purposes with specific powers from time to time. The President of the Central Council or the Chairman of a Centre Committee as the case may be shall be an ex-officio member of each Sub-Committee.
2. The Association shall conduct its affairs in accordance with the Principles of Rukun Negara and the Laws of Malaysia.

LAMPIRAN

1. Bendera
 -
 - Keterangan
 -
2. Lambang



Keterangan

-

3. Lencana
 -
 - Keterangan
 -