

## **ELECTION BYE-LAWS OF THE ARCHERY ASSOCIATION OF INDIA**

*The following Election Bye-Laws are issued and adopted by the General Council of the Archery Association of India (AAI) under the Constitution of the AAI and govern the election of Office-Bearers of the AAI*

### **1. Short title & Definitions**

- (1) These Bye-laws shall be called the 'Election Bye-laws' and shall govern the conduct of Election of Office-Bearers of the Archery Association of India
- (2) In these Bye-laws, unless the context otherwise requires, -
  - a. 'clause' and 'sub-clause' mean the clause and sub-clause of these Bye-Laws
  - b. 'Managing members' means Members of the Executive Committee of the AAI
  - c. 'Form' means the Form appended to these Bye-laws
  - d. 'Archery Association of India' or 'AAI' means Name of the Federation
  - e. 'Post' means the Office-Bearers of the the AAI as defined in the Constitution of the AAI
  - f. 'Constitution' means Constitution of the AAI
  - g. 'Rule' means any Rules and Regulations issued and adopted by the General Council of the AAI
  - h. 'Executive Committee' shall mean the body established under the Constitution of the AAI
  - i. 'Member' shall mean a member of the AAI as under the Constitution of the AAI

### **2. Manner of Election:**

- (1) Office-bearers of the AAI shall be elected by secret ballot
- (2) Election shall be held at the Annual General Meeting (AGM) in accordance with with the procedure prescribed hereinafter, from amongst the Members of the General Council of the AAI

### **3. Electoral College**

- (1) Each delegate representing a State Archery Association in the General Council shall have one (1) votes at the election of the Office-Bearers of the AAI
- (2) For the purposes of sub-clause (1), the delegates of the State Archery Association shall be specifically authorized by the President of the State Archery Association to participate in the election of the Office-Bearers of the AAI and cast vote(s) on behalf of the State Archery Association.
- (3) The State Archery Associations shall intimate the names of their delegates no later than nineteen (19) days prior to the date on which the election is to be held, and such intimation shall be addressed to the Honorary Secretary-General, AAI on the letter-head of the State Archery Association and duly signed by the President of the State Archery Association. Any change in the names of the delegates shall be permitted before the date of the election only with the permission of the President, AAI.
- (4) The Honorary Secretary-General, AAI shall prepare the list of the authorized delegates of the State Archery Association in Form 1, and circulate a copy of the list so prepared by him to all the State Archery Association no later than

seventeen (17) days before the date of the election by displaying the list on the website of the Archery Association of India ([www.indianarchery.info](http://www.indianarchery.info)).

- (5) The Honorary Secretary-General shall also furnish a duly authenticated copy of the list mentioned in sub-clause (5) to the Returning Officer as soon as may be after his appointment by the President, AAI under by-law 4 below.

#### **4. Returning Officer**

- (1) As soon as may be before/after the issue of the Notice for the Annual General Meeting (AGM) at which the election of Office-bearers is to be conducted, the President, AAI shall nominate a person as Returning Officer for conduct of Election of Office-bearers of the AAI, in accordance with the provisions of these bye-laws.
- (2) The Returning Officer shall have the power to issue decisions/directions for conduct of the election of Office-bearers of the AAI in respect of any matter not covered by the present bye-laws, which decisions/directions shall be final and binding.

#### **5. Nomination of Candidates**

- (1) The nomination of a candidate for election as an Office-bearer of the AAI shall be made in Form 2
- (2) The nomination of a candidate for election as an Office-bearer of the AAI shall be proposed by one of the delegates of the State Association whose name is included in the Electoral College list in Form 1, and also subscribed by 1 (one) such delegate as seconder.
- (3) Each candidate shall be entitled to be nominated by not more than 2 (two) nomination papers
- (4) Each Nomination Paper shall be delivered personally to the Returning Officer in person by the candidate himself/herself between twelfth (12) and sixteen (16) days before the date of the election.
- (5) No person shall be eligible to nominate more than one candidate for the same post, either as proposer or seconder, and if he so does, his/her signature on the nomination papers delivered second in point of time to the Returning Officer shall be deemed to be inoperative.
- (6) No person shall be permitted to withdraw his/her name as proposer/seconder once the nomination paper subscribed by him/her has been delivered to the Returning Officer.
- (7) The Returning Officer shall publish on the website of the AAI a list of all nominations received by him, post wise, in Form 3, no later than eleven (11) days before the date of the election.

#### **6. Scrutiny of Nominations**

- (1) Tenth (10) days before the election, the Returning Officer shall scrutinize each nomination paper received by him/her to determine its validity or otherwise.
- (2) At the scrutiny of nominations, each candidate or his/her authorized representative shall have the right to be present and raise any objection in relation to nomination of a candidate for the post for which he/she has filed his/her nomination
- (3) As soon as may be after the scrutiny of all nomination papers has been completed by him, the Returning Officer shall prepare a list of validly nominated candidates in Form 4 and publish the same on the website of the AAI.

## **7. Withdrawal of candidatures**

- (1) Each candidate whose nomination has been found valid on scrutiny shall be entitled to withdraw his/her candidature between five (05) and ninth (09) days before the date of the election
- (2) Notice of withdrawal of candidature shall be submitted in Form 5, either by the candidate himself/herself or by a person duly authorized by the candidate in writing
- (3) Notice of withdrawal of candidature shall be final and shall not be allowed to be cancelled/rescinded
- (4) The Returning Officer shall accept the notice of withdrawal if he is satisfied as to the genuineness of the notice.
- (5) The Returning Officer shall prepare the final list of contesting candidates in Form 6 no later than fourth (4) days before the time at which the election is to be held and shall publish such list on the website of the AAI as well as furnish a copy of the list to each candidate/their authorized representatives, if they so demand.
- (6) The names of the contesting candidates in Form 6 shall be arranged, for each post, in alphabetical order of given surname, according to the English alphabet.

## **8. Uncontested Returns and Contested Elections**

- (1) Where the number of contesting candidates for any post or category of post in Form 6 is equal to the number of posts to be filled, all such contesting candidates shall be deemed to be duly elected unopposed to those posts, and it shall not be necessary to take a poll for election to such post.
- (2) Where the number of contesting candidates for any post or category of post in Form 6 is more than the number of posts to be filled, a poll shall be taken by secret ballot for those posts remaining unfilled.
- (3) The ballot papers for these posts remaining unfilled shall be in Form 7 to Form 12 to be made individually for each post.
- (4) The names of the contesting candidates on the ballot papers shall appear in the same order as in Form 6

## **9. Poll**

- (1) The Poll for the posts remaining unfilled under by-law 8(2) above shall be taken post-wise on the date of the election and shall commence during the AGM at the Agenda Item 'Election of Office-bearers of AAI'
- (2) Each contesting candidate can nominate one person, if he/she desires, to be present in the Polling Station as an Observer
- (3) At the poll, each delegate whose name is included in the Electoral College list in Form 1, shall be entitled to – s
  - (i) Cast one vote for each of the posts remaining unfilled, where only one seat is to be filled;
  - (ii) Cast as many votes as are the number of seats to be filled for any post, where more than one seat is to be filled

Explanation: For the election for filling Eight (8) seats to the post of Vice-President and Seven (7) seats to the post of Joint-Secretary, each delegate may cast Eight (8) and Seven (7) votes respectively for the abovementioned posts.

- (4) In case any voter casts his/her vote for more than one candidate (or for more than eight (8) or seven (7) candidates to the posts of Vice-President and Joint-Secretary (as the case may be), his/her vote(s) for that post shall be invalid

- (5) Each voter shall be required, before he is supplied with a Ballot paper, to give his/her signature on the authenticated copy of the Electoral College list in Form 1 used by the Returning Officer for taking the poll
- (6) The voter shall record his/her vote on the ballot paper in secrecy in a voting compartment specially provided for the purpose at the polling station
- (7) The voter shall record his/her vote on the ballot paper by placing a tick mark (√) against the name of the candidate of his/her choice, and any other mark, like (x) etc. or word, placed on the ballot paper by him/her shall render the ballot paper liable to rejection
- (8) The tick mark (√) to indicate the vote shall be placed by the voter only by means of article specifically provided for the purpose by the Returning Officer, and a ballot paper marked otherwise by means of any pen, ball point pen, etc. by the voter shall render the ballot paper liable to rejection
- (9) The ballot paper marked by a voter shall be deposited by him/her in a ballot box specially prepared and sealed by the Returning Officer and placed at such a conspicuous place in the polling station that it shall be constantly visible to all present in the polling station
- (10) The Returning Officer shall close the poll at the appointed hour; however, all those voters who are present at the polling station at the appointed closing hour shall be entitled to vote even if the poll proceedings have to be continued for some more time
- (11) After all the voters referred to in sub-clause (9) have voted, the Returning Officer shall close the ballot box and shall not permit thereafter any person to vote
- (12) Polling shall be done in the below order
  - (i) President
  - (ii) Senior Vice-President
  - (iii) Vice-Presidents
  - (iv) Honorary Secretary-General
  - (v) Joint-Secretaries
  - (vi) Honorary-Treasurer

#### **10. Counting of votes**

- (1) The Returning Officer shall take up the counting of votes as soon as may be after the polling for any post is complete.
- (2) Each contesting candidate can nominate one authorised representative and he/she shall be entitled to be present at the place of counting of votes
- (3) The Returning Officer shall take up the counting of votes, post-wise during the course of the AGM itself. The AGM shall not be concluded until the result of the election has been duly declared in terms of these by-laws.
- (4) Each ballot paper on which a vote has been recorded in accordance with sub-clauses (3) to (8) of by-law 9 shall be treated as one vote for the candidate for whom it has been validly marked; and if any ballot paper has been marked in violation of any of the aforesaid provisions of sub-clauses (3) to (8) of by-law 9 shall be rejected by the Returning Officer
- (5) The votes validly cast for each of the contesting candidates shall be counted post-wise, and category-wise where applicable, and recorded in the descending order of the votes so cast for each candidate in Form 13
- (6) The Returning Officer shall thereafter ascertain the result of counting and, the candidate securing the maximum number of votes to the posts of President, Senior Vice-President, Honorary Secretary-General and Honorary Treasurer shall

be declared duly elected to these posts. For the posts of Vice-Presidents and Joint-Secretaries, the candidates shall be arranged in descending order of number of votes received and the first eight (8) such candidates for the post of Vice-President and the first seven (7) candidates for the post of Joint-Secretary shall be declared duly elected to those posts

**11. Declaration of Results**

The names of the contesting candidates who shall be deemed to have been elected at the election in accordance with sub-clause (6) of by-law 10 shall be declared as having been duly elected to their respective posts by the Returning Officer at the AGM in Form 15.



**ARCHERY ASSOCIATION OF INDIA**  
**Election of Office-Bearers of AAI**

**Form 2**

**NOMINATION PAPER FOR ELECTION AS \_\_\_\_\_ (NAME OF POST)**

To

(Name and address of Returning Officer)  
The Returning Officer of the above Election

\_\_\_\_\_  
\_\_\_\_\_

We nominate Shri/Smt./Ms. \_\_\_\_\_

(name and address) whose name is entered at S. No. \_\_\_\_\_ in the Electoral College List for the above mentioned post.

Our particulars are given below

	Name of Candidate	Name of the State Association	S. No. in the Electoral College List	Signature
Proposer				
Seconder				

I, the candidate above named, do hereby give my assent to my nomination for the above post.

Name of Candidate:

Name of the State Association:

S. No. in Electoral College List:

Signature:

Place:

Date:

**ARCHERY ASSOCIATION OF INDIA**

**FORM 3  
LIST OF NOMINATED CANDIDATES**

Name of Post	Name, S.No. in Electoral College List and address of Candidate	Name, S.No. in Electoral College List of proposer	Name, S.No. in Electoral College List and Secunder

Returning Officer

Place:  
Date:



**ARCHERY ASSOCIATION OF INDIA  
ELECTION OF OFFICE-BEARERS**

**FORM 4  
LIST OF VALIDLY NOMINATED CANDIDATES**

Name of Post	Name of Candidate	Name of the State Association	S. No. in Electoral College List

Returning Officer,

Place:  
Date:

**ARCHERY ASSOCIATION OF INDIA  
ELECTION OF OFFICE-BEARERS**

**FORM 5  
NOTICE OF WITHDRAWAL OF CANDIDATURE FOR ELECTION AS \_\_\_\_\_ (NAME  
OF POST)**

To:

The Returning Officer for the above election

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

Name of candidate:

Name of the State Association:

S. No. in Electoral College List:

Signature:

Place:

Date:

**ARCHERY ASSOCIATION OF INDIA  
ELECTION OF OFFICE-BEARERS**

**FORM 6  
LIST OF CONTESTING CANDIDATES**

Name of Post	Name of Candidate	Name of the State Association	S. No. in Electoral College List

Returning Officer,

Place:

Date:

**ARCHERY ASSOCIATION OF INDIA  
ELECTION OF OFFICE-BEARERS**

**FORM 7  
BALLOT PAPER**

Name of Post	Names of Candidates		Mark Vote here by placing tick (√) mark
President (1)	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
	11		
	12		
	13		
	14		

- (1) Place tick mark (√) against the name of only one candidate for the post of President
- (2) DO NOT place any other mark like (x), or word, etc. against the name of any candidate as that shall render your ballot paper liable to rejection
- (3) Place tick mark (√) on the ballot paper only with the article specially provided for the purpose. Any ballot paper marked with any other pen, ball point pen etc. shall render your ballot paper liable to rejection

(Returning Officer)

**ARCHERY ASSOCIATION OF INDIA  
ELECTION OF OFFICE-BEARERS**

**FORM 8  
BALLOT PAPER**

Name of Post	Names of Candidates		Mark Vote here by placing tick (√) mark
Senior Vice-President (1)	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
	11		
	12		
	13		
	14		

- (1) Place tick mark (√) against the name of only one candidate for the post of Senior Vice-President
- (2) DO NOT place any other mark like (x), or word, etc. against the name of any candidate as that shall render your ballot paper liable to rejection
- (3) Place tick mark (√) on the ballot paper only with the article specially provided for the purpose. Any ballot paper marked with any other pen, ball point pen etc. shall render your ballot paper liable to rejection

(Returning Officer)

**ARCHERY ASSOCIATION OF INDIA  
ELECTION OF OFFICE-BEARERS**

**FORM 9  
BALLOT PAPER**

Name of Post	Names of Candidates		Mark Vote here by placing tick (√) mark
Vice-Presidents (8)	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
	11		
	12		
	13		
	14		

- (1) For the purpose of filling eight (8) seats of Vice-Presidents, each voter can cast up to eight (8) votes by placing tick marks (√) for the above mentioned Eight (8) seats of Vice-President
- (2) DO NOT place any other mark like (x), or word, etc. against the name of any candidate as that shall render your ballot paper liable to rejection
- (3) Place tick mark (√) on the ballot paper only with the article specially provided for the purpose. Any ballot paper marked with any other pen, ball point pen etc. shall render your ballot paper liable to rejection

(Returning Officer)

**ARCHERY ASSOCIATION OF INDIA  
ELECTION OF OFFICE-BEARERS**

**FORM 10  
BALLOT PAPER**

Name of Post	Names of Candidates		Mark Vote here by placing tick (√) mark
Honorary Secretary-General (1)	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
	11		
	12		
	13		
	14		

- (1) Place tick mark (√) against the name of only one candidate for the post of Honorary Secretary-General
- (2) DO NOT place any other mark like (x), or word, etc. against the name of any candidate as that shall render your ballot paper liable to rejection
- (3) Place tick mark (√) on the ballot paper only with the article specially provided for the purpose. Any ballot paper marked with any other pen, ball point pen etc. shall render your ballot paper liable to rejection

(Returning Officer)

**ARCHERY ASSOCIATION OF INDIA  
ELECTION OF OFFICE-BEARERS**

**FORM 11  
BALLOT PAPER**

Name of Post	Names of Candidates		Mark Vote here by placing tick (√) mark
Joint-Secretaries (7)	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
	11		
	12		
	13		
	14		

- (1) For the purpose of filling seven (7) seats of Joint-Secretaries, each voter can cast up to seven (7) votes by placing tick marks (√) for the above mentioned seven (7) seats of Vice-President
- (2) DO NOT place any other mark like (x), or word, etc. against the name of any candidate as that shall render your ballot paper liable to rejection
- (3) Place tick mark (√) on the ballot paper only with the article specially provided for the purpose. Any ballot paper marked with any other pen, ball point pen etc. shall render your ballot paper liable to rejection

(Returning Officer)



**ARCHERY ASSOCIATION OF INDIA  
ELECTION OF OFFICE-BEARERS**

**FORM 12  
BALLOT PAPER**

Name of Post	Names of Candidates		Mark Vote here by placing tick (√) mark
Honorary Treasurer (1)	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
	11		
	12		
	13		
	14		

- (1) Place tick mark (√) against the name of only one candidate for the post of Honorary Secretary-General
- (2) DO NOT place any other mark like (x), or word, etc. against the name of any candidate as that shall render your ballot paper liable to rejection
- (3) Place tick mark (√) on the ballot paper only with the article specially provided for the purpose. Any ballot paper marked with any other pen, ball point pen etc. shall render your ballot paper liable to rejection

(Returning Officer)

**ARCHERY ASSOCIATION OF INDIA  
ELECTION OF OFFICE-BEARERS**

**FORM 13  
RESULT OF COUNTING OF VOTES**

Name of Post	Total votes polled	Total rejected votes	Names of candidates	Valid votes polled
President (1)			1	
			2	
Senior Vice-President (1)			1	
			2	
Vice-Presidents (8)			1	
			2	
			3	
			4	
Honorary Secretary-General (1)			1	
			2	
Joint-Secretaries (7)			1	
			2	
			3	
			4	
Honorary Treasurer (1)			1	
			2	

Place:

Date:

(Returning Officer)

OBSERVER

GOI MYAs OBSERVER  
**ARCHERY ASSOCIATION OF INDIA  
ELECTION OF OFFICE-BEARERS**

IOA OBSERVER

**FORM 14**  
**DECLARATION OF RESULTS**

I, the Returning Officer for the above elections, hereby declare, subject to the provisions of the Election Bye-Laws of the Archery Association of India, the following candidates as duly elected to the post(s) mentioned against their names:

Name of Post	Name(s) of Elected Candidate(s)
President (1)	
Senior Vice-President (1)	
Vice-Presidents (8)	
Honorary Secretary-General (1)	
Joint-Secretaries (7)	
Honorary Treasurer (1)	

Place:

Date:

(Returning Officer)

OBSERVER

GOI MYAs OBSERVER

IOA OBSERVER