



SWIMMING FEDERATION OF INDIA

ELECTION BY-LAWS

adopted with amendment to the constitution by General Council on 28 February 2021
and forming addendum to the constitution.

1. Short Title & Definitions

- (1) These By-Laws shall be called the 'Election By- laws' and shall govern the conduct of Election of Office Bearers and Members of Managing Committee of Swimming Federation of India
- (2) In these By-Laws, unless the context otherwise requires –
 - (a) 'clause' and 'sub – clause' mean the clause and sub – clause of these Bye – Laws
 - (b) 'Managing Committee members' means Member of Managing Committee of Swimming Federation of India
 - (c) 'Form' means the Form appended to these Bye-Laws
 - (d) SFI means Name of the Federation
 - (e) 'Post' includes the Office of President, Secretary General, Treasurer, Senior Vice President, Vice President, Joint Secretary forming the Managing Committee of Swimming Federation of India
 - (f) 'Rule' means the rule of Rules and Regulations of Swimming Federation of India and 'Constitution' shall mean the constitution of Swimming Federation of India
 - (g) NSDC 2011 means the National Sports Development Code of 2011

2. Managing Committee

1. <u>President</u>	1(one)
2. <u>Senior Vice President</u>	1(one)
3. <u>Vice President</u>	5(five)
4. <u>General Secretary</u>	1(one)
5. <u>Treasurer</u>	1(one)
6. <u>Joint Secretaries</u>	4(four)

3. Manner of Election

- (1) Office Bearers and members of Managing Committee of Swimming Federation of India shall be elected by secret ballot.
- (2) Election shall be held at the Annual General Council Meeting (AGM / SGM) in accordance with the procedure prescribed hereinafter, from amongst the representatives of the Affiliated Units of Swimming Federation of India from States / Union Territories of India



4. Electoral College

- (1) Each Member State / Union Territory duly affiliated by Swimming Federation of India (abbreviation of Federation) as its Affiliated Member shall have two votes respectively at the elections of the Office Bearers of Managing Committee
- (2) For the purposes of sub clause (1), each affiliated member / state/ union territory shall be represented by the President and/or General Secretary of the affiliated member State / Union Territory, or their authorized representatives. However, in case President / General Secretary nominate different person(s), the person(s) authorized by the President shall be deemed to be the duly authorized person(s) irrespective of the date.
- (3) Each Affiliated Member State/Union Territory shall intimate the name(s) of their Representative(s) mentioned in sub clause (2), latest by _____ (Day -1 _____) and such intimation shall be addressed to the Secretary General of Swimming Federation of India on their letter head duly signed by President/ Secretary General / Secretary of that member unit, so as to reach him on or before the aforesaid date, any change in the name of any authorized representative after _____(Day-1 _____) or any intimation received thereafter shall be permitted only with the approval of the president of Swimming Federation of India.
- (4) The Secretary General of Swimming Federation of India shall prepare the list of the authorized representatives of the Member States/ Union Territories in Form 1 and circulate a copy of the list so prepared by him to all Member States/ Union Territories latest by _____ (Day -2 _____) by display on the website of Swimming Federation of India.
- (5) The President / Secretary General shall also furnish a duly authenticated copy of the list mentioned in sub clause (4) to the Returning Officer as soon as may be after his appointment by the President of Swimming Federation of India under clause (4) below.

5. Returning Officer

Upon issue of the notice election, the president of Swimming Federation of India shall nominate a person of good standing and knowledge of electoral process, as Returning Officer for conduct of Election of Office Bearers and Members of Managing Committee in accordance with the provisions of these By- laws.



6. Nomination of Candidates

- (1) The nomination of a candidate for election as Office Bearer or Member of the Managing Committee shall be made in Form 2. A candidate may be nominated for any of the posts for which the election is to be held, provided his / her name is on the electoral college and is compliant with the age & tenure provisions of SFI constitution and NSDC 2011.
- (2) The nomination of a candidate for election as Office Bearer or a Member of Managing Committee shall be proposed by one of the representatives of Member State / Union Territories whose name is included in the Electoral College in Form 1, and also subscribed by 1(one) such representative as seconder.
- (3) Each nomination paper shall be delivered personally or by Email / Post / Courier to the Returning Officer _____(Day -3 _____ to _____(Day -5 e.g. _____ between _____ and _____
- (4) No person (authorized to do so) either as proposer or seconder, shall nominate candidates for any post exceeding the number of seats to be filled for any particular post, and if she/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
- (5) 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.
- (6) As soon as may be after on _____ (Day – 7 _____)
The Returning Officer shall prepare a list of all nominations received by him, Post wise, in Form 3, and publish the same in a conspicuous place in his office.

7. Scrutiny of Nominations

- (1) On _____ (Day -8 _____) at _____,
The Returning officer shall scrutinize each nomination paper, one by one, received by him, and determine its validity or otherwise.
- (2) At the scrutiny of nominations, each candidate or one of his/her authorized representatives 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 validity nominated candidates in Form 4, and the contesting candidates can take a copy from the Returning Officer.



8. Withdrawal of Candidatures

- (1) Each Candidate whose nomination has been found valid on scrutiny shall be entitled to withdraw his/her candidate, from _____ (Day -8 _____) to up to _____ of _____ (Day – 10 _____)
- (2) Notice of Withdrawal of candidature shall be submitted in Form 5, either by the candidate himself/herself or by a person duly authorized by him/her in writing.
- (3) Notice of withdrawal of candidature shall be final and shall not be allowed to be cancelled.
- (4) The Returning Officer shall accept the notice of withdrawal if he is satisfied as to genuineness of the notice.
- (5) As soon as may be after _____ on the _____ (Day -11 _____), the Returning officer shall prepare the final list of contesting candidates in Form 6, display a copy of the said list in conspicuous place in his office and on Federation's website. And also furnish a copy of the same to each of the 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 according to English alphabets.

9. 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 13 to be made individually for each post.



- (4) The names of contesting candidates on the ballot papers shall appear in the same order as in Form 6.

10. Poll

- (1) The poll for the posts remaining unfilled under clause 9(2) above shall be taken post-wise, on _____ (Day 16 _____) and shall commence during the during the General Body Meeting in chronological order as per the Agenda Item-Elections, in _____ (Venue of the elections)
- (2) Each contesting candidate can nominate one person, (if he/she so desires) only from amongst the representatives forming the electoral college and present at the meeting, to be present at the poll (Polling Station)
- (3) At the poll, each authorized representative of Member States/ Union Territories, whose name is included in the Electoral College list in Form 1, shall be entitled to
- (i) Cast one vote for each of the posts remaining unfilled, where only one such seat is to be filled.
 - (ii) Cast as many votes as are the no. of seats to be filled for any post, where more than one seat is to be filled.

Explanation: It is hereby clarified that for the purpose of filling five seats of Vice Presidents, each voter can cast up to five votes, and, likewise, for four seats of Joint Secretaries, he/she can four votes respectively for the above-mentioned seats.

- (4) In case any voter casts his/her vote for more than one candidate, or for more than four or five candidates, as the case may be, his/her vote for the 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 the 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 voters referred to in sub – clause (9) has voted, the Returning Officer shall close the ballot box and shall not permit thereafter any person to vote.
- (12) Polling will be done in below order:
 - (1) President
 - (2) General Secretary
 - (3) Treasurer
 - (4) Senior Vice President
 - (5) Vice President
 - (6) Joint Secretaries

11. Counting of Votes

- (1) The Returning Officer shall take up the counting of votes as soon as may be after the polling for any post is complete.
- (2) Each contesting candidate can nominate one authorized representative {as clarified in S.No.10(2)} and He/ She shall be entitled to be present at the place of counting of votes.
- (3) The returning officer shall take up the counting of votes, post-wise and category wise, where applicable.
- (4) Each ballot paper on which a vote has been recorded in accordance with sub-clauses (3) to (8) of clause (10) shall be treated as one vote for the candidate.



for whom it has been validly marked; and if any ballot paper has been marked in violation of any of the aforesaid provisions of sub-clauses (3) to (8) of clause (10) shall be rejected by the Returning Officer.

- (5) The votes validly cast for each of the contesting candidates shall be counted post-wise, and category-wise where applicable, and recorded in the descending order of the votes so cast for each candidate in Form 14.
- (6) The Returning Officer shall thereafter ascertain the result of counting and, subject to the provisions of Rule 4 (a) (II) of the Rules, the candidates who have secured the maximum no. of votes in the said descending order, post-wise and category wise, where applicable, equal to the no.of seats to be filled for each post or category of posts, where applicable, shall be deemed to have been duly elected to those posts.

12. Declaration of Results

The names of contesting candidates who shall be deemed to have been elected at the election in accordance with sub-clause (6) of clause (11) shall be declared as having been duly elected to their respective posts, by the Returning Officer at the Annual General Meeting (AGM) in the Form 15.



SWIMMING FEDERATION OF INDIA
ELECTION OF OFFICE BEARERS

FORM NO.2
NOMINATION FORM

Nomination Paper for Election _____(Name of the post)

To;
(Name and address of Returning Officer)
The returning officer for above election

Sir,

We nominate Shri / Ms

Surname Name Father's Name
Whose name is entered as Sl. No. _____ in the Electoral College list for the above-mentioned Post.

Our particulars are given below;

	Name of Candidate	Name of Member Unit	Sl.No. in the Electoral College List	Signature
Proposer				
Seconded				

I, the candidate above named, do hereby give my consent to my nomination for the above past. My Date of Birth is _____.

Name of Candidate _____

Name of Member Unit _____

Sl.no. in Electoral College _____

Signature of Candidate _____



Place _____

Date _____

SWIMMING FEDERATION OF INDIA

FORM 3

LIST OF NOMINATED CANDIDATES

Name of the Post	Name, Sr.no. in Electoral College list and address of Candidate	Name & SI.No. in Electoral College list of proposer	Name & SI.No in electoral College list of seconder

Returning Officer,

Place :

Date :



SWIMMING FEDERATION OF INDIA

Election of Office Bearers

Form 4 LIST OF VALIDLY NOMINATED CANDIDATES

Name of the post	Name of Candidate	Name of State/ Union Territory	Sl. No. in Electoral College list

Returning Officer,

Place :

Date :



SWIMMING FEDERATION OF INDIA

ELECTION OF OFFICE BEARERS OF SWIMMING FEDERATION OF INDIA

**FORM NO.5
WITHDRAWAL FORM**

Notice of Withdrawal of candidature for Election _____(Name
of the post)

To;
The Returning Officer for above election

Sir,

I, the validly nominated candidate, do hereby give withdrawal of my nomination as
a candidate for the above post.

Name of Candidate _____

Name of Member Unit _____

Sl.no. in Electoral College _____

Signature of Candidate _____

Place _____

Date _____



SWIMMING FEDERATION OF INDIA

Election of Office Bearers

Form 6 LIST OF CONTESTING CANDIDATES

Name of the post	Name of Candidate	Name of Affiliated Unit/ Union Territory	Sl.No. in Electoral College List

Returning Officer,

Place :

Date :



SWIMMING FEDERATION 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		

N.B.

(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,



SWIMMING FEDERATION OF INDIA

Election of Office Bearers

Form 8

BALLOT PAPER

Name of post	Names of candidates		Mark vote here by placing tick (√) mark.
General Secretary (1)	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		

N.B.

(1) Place tick mark (√) against the name of only one candidate for the post of General Secretary.

(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,



SWIMMING FEDERATION OF INDIA

Election of Office Bearers

Form 9

BALLOT PAPER

Name of post	Names of candidates		Mark vote here by placing tick (√) mark.
Treasurer (1)	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		

N.B.

(1) Place tick mark (√) against the name of only one candidate for the post of Treasurer.

(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,



SWIMMING FEDERATION OF INDIA

Election of Office Bearers

Form 10

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		

N.B.

(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,



SWIMMING FEDERATION OF INDIA

Election of Office Bearers

Form 11

BALLOT PAPER

Name of post	Names of candidates		Mark vote here by placing tick (√) mark.
Vice President (5)	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
	11		
	12		
	13		
	14		

N.B.

(1) For the purpose of filling five seats of Vice Presidents, each voter can cast up to five votes by placing tick mark (√) for the above mentioned five seats of Vice President, out of which _____

(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,



SWIMMING FEDERATION OF INDIA

Election of Office Bearers

Form 12

BALLOT PAPER

Name of post	Names of candidates		Mark vote here by placing tick (√) mark.
Joint Secretaries (4)	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
	11		
	12		
	13		
	14		

N.B.

(1) For the purpose of filling four seats of Joint Secretary, each voter can cast upto four votes by placing tick marks(√) for the above mentioned four seats of Joint Secretaries, out of which _____

(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,



SWIMMING FEDERATION OF INDIA

Election of Office Bearer

FORM 14

RESULT OF COUNTING VOTES

Name of Post	Total votes Polled	Total Rejected Votes	Names of candidates	Valid votes polled
President (1)			1	
			2	
			3	
Senior Vice President (1)			1	
			2	
			3	
Vice President (5)			1	
			2	
			3	
General Secretary (1)			1	
			2	
			3	
Joint Secretaries (4)			1	
			2	
			3	
Treasurer (1)			1	
			2	
			3	

Place :
Date :

Returning Officer,

Observer

GOI MYAS Observer

IOA Observer



SWIMMING FEDERATION OF INDIA

Election of Office Bearers

FORM 15

DECLARATION OF RESULTS

I, The Returning Officer for the above elections, hereby declare, subject to the provisions of Rule(4)(a)(II) of the Rules and Regulations of _____, 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 (5)	
General Secretary (1)	
Joint Secretaries (4)	
Treasurer (1)	

Place :

Date :

Returning Officer,

Observer

GOI MYAS Observer

IOA Observer