



RULES AND REGULATIONS

ALL INDIA TENNIS ASSOCIATION

Registered
with
The Registrar of Societies
Kolkata

C O N T E N T S

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**MEMORANDUM OF ASSOCIATION
OF
ALL INDIA TENNIS ASSOCIATION**

1. NAME OF THE ORGANISATION

The name of the organization is:
"ALL INDIA TENNIS ASSOCIATION."

2. REGISTERED OFFICE ADDRESS

The Registered Office of All India Tennis Association is in Kolkata in the State of West Bengal.

The working headquarters of the Association shall be located at a venue as decided by the Executive Committee from time to time.

3. AREA OF OPERATIONS

All over India

4. AIMS AND OBJECTIVES FOR WHICH THE ORGANISATION IS ESTABLISHED ARE AS UNDER

The Association shall be the governing body of the game of tennis (hereinafter called "The Game") in India and its objects shall be to advance and safeguard the interests of the game and those of the Association and particularly:

- a) To promote and develop the game of tennis within its jurisdiction.
- b) To promote major competitions, tournaments and team championships and to regulate, arrange and manage all matches in connection therewith, to frame and publish rules and regulations for the same and to fix dates and places where such matches and tournaments are to be arranged or held.
- c) To promote international championships or international matches and to regulate, arrange and manage all matches in connection herewith when held in India.
- d) To make, vary, alter, maintain and enforce rules and regulations for the control and governance of the game in India.
- e) To uphold and maintain rules and regulations for the time being in force namely rules of tennis, the rules and regulations of the International Tennis Federation and the Regulations of the International Tennis Federation Championships.
- f) To enter and manage teams to represent India in International Team competitions and to arrange and/or manage ties held in India.
- g) To collect funds for the Association and to employ the same in such manner as the Central Council considers desirable to achieve the objects of the Association.
- h) To invest any part of such funds not required immediately for the said purposes and objects in such manner as may be considered advisable from time to time.

- i) To build stadia and tennis courts, to buy, acquire or take on lease any property necessary for the furtherance of the objects of the Association.
- j) To make and maintain annual ranking list of players within its jurisdiction.
- k) To promote the teaching of the game and to encourage those recognized as coaches and teachers.
- l) To encourage talent and in deserving cases help the players in obtaining scholarships, sponsorship, employment and monetary benefits etc.
- m) To promote the training of referees and umpires "for conducting the National and International Championships" and other tournaments.
- n) To decide all doubtful and disputed points in connection with the game and the Rules and Regulations thereof.
- o) Generally do all such acts, matters and things in connection with or incidental to the effective carrying out of any of the objects mentioned in the previous sub-clauses thereof.
- p) To preserve the independence of the Association in all matters concerning the game of tennis and in its relation with its affiliated Organisations without the intervention of any outside authority.
- q) To preserve the integrity and independence of tennis as a sport.
- r) The general and fundamental principles of the Olympic Charter are applicable and no provisions of this Constitution (Codes, Statute Book Rules and Standing Orders etc.) which relate to participation in the Olympic Games and other events approved by or held under the auspices of the International Olympic Committee shall be deemed to conflict with or derogate from these principles.
- s) In furtherance of its objects, AITA may enter into an agreement with any firm, organisation or concern in which the office bearers and the members of Executive Committee may or may not be financially interested as Director or partner.

5. DISCLAIMER CLAUSE

All the income earnings, movable, immovable properties of the Association shall be solely utilized and applied towards the promotion of its aims and objects only, as set forth in the Memorandum of Association and no profit earned thereof, shall be paid or transferred, directly or indirectly, by way of dividends, bonus, profits, or in any manner whatsoever to the preset or past members of the Organisation or to any persons, claiming through any one or more of the present or past members. No member of the Organisation shall have any personal claim on any movable or immovable properties of the Organisation or make any profit, whatsoever by virtue of his Membership.

RULES OF THE ALL INDIA TENNIS ASSOCIATION
(REGISTERED UNDER SOCIETIES REGISTRATION ACT XXI OF 1860)

- 1) These rules be called the All India Tennis Association Rules.
- 2) These shall be applicable to all affiliated units in the country.
- 3) These Rules will come into operation from 22nd May 2021 (subject to subsequent amendments).

NAME

1. The name of the Society is 'ALL INDIA TENNIS ASSOCIATION' and the registered office of the Association is in the State of West Bengal.
2. The working headquarters of the Association shall be located at a venue as decided by the Executive Committee from time to time.

DEFINITIONS

3. In these Rules, unless the context indicates otherwise the following shall have the meanings attributed to them:

a) AITA means the All India Tennis Association (hereinafter referred to as 'The Association').

b) The Association shall consist of:

i. Affiliates with voting rights.

A State Tennis Association, Union Territory Tennis Association which satisfies the conditions laid down in Rule 18 of the Rules.

ii. Associate Affiliates without voting rights.

Institution or any other organisation to which the AITA has granted affiliation and which satisfies the conditions laid down in Rule 18 of the Rules, viz Railway Sports Promotion Board, Services Sports Control Board, Association of India Universities and International Lawn Tennis Club of India, etc.

c) Central Council: Shall mean and include the Office Bearers, Vice Presidents and Joint Secretaries of AITA, two representatives each nominated by the President/ Honorary Secretary of the Affiliates and one representative of each of the Associate Affiliates.

d) Executive Committee: Means the Executive Committee of the AITA duly elected at Annual General Meeting plus two player representatives nominated by the Athlete's Commission, with concurrence of President, AITA.

e) India: Means and includes all territories under the administrative control of the Government of India.

f) National of India: Shall mean and include a person as defined in Chapter II of the Constitution of India and/or as defined in the standing orders of the ITF under Qualification of a player to represent a country and definition of National.

g) Office-bearers of the AITA: Means and include the President, Hon. Secretary General, and Hon. Treasurer. Any person, who is a national of India and otherwise eligible, will be entitled to be an office-bearer.

h) President: Means the President of the AITA duly elected by the Central Council.

i) Vice Presidents: Means the Vice Presidents duly elected by the Central Council.

Vice President (Chair): Means the one Vice President from amongst the Vice Presidents

elected by the Central Council and designated as Vice President (Chair) by the Central Council in the AGM.

Vice President (Sports): Means one Vice President from amongst the Vice Presidents elected by the Central Council and designated as Vice President (Sports) by the Central Council in the AGM.

- j) Hon. Secretary General: Shall mean the Hon. Secretary General duly elected by the Central Council.
- k) Hon. Joint Secretary: Shall mean the Hon. Joint. Secretary duly elected by the Central Council. A total of 4 Joint secretaries shall be elected by the Central Council, one from each zone of India, namely North, South, East and West who would represent each of the 4 zones, in the Association.
- l) Hon. Treasurer: Shall mean the Hon. Treasurer duly elected by the Central Council
- m) CEO & CFO: Means the Chief Executive Officer and the Chief Financial Officer respectively duly appointed by the Association.
- n) The Affiliation year or Financial Year: Means the period of twelve months from 1st April to the following 31st March.
- o) Jurisdiction: The jurisdiction of the Association shall extend all over India and the territories of India.
- p) Tennis: Means the game of Tennis, Padel/Padel Tennis, Wheelchair Tennis, Beach Tennis or any other form of Tennis.
- q) Prominent Tennis Player: Shall mean any tennis player who was ranked in AITA/ITF/ATP/WTA or has represented the nation/state/university either individually or in team competitions, during his/her career.

CONSTITUTION

- 4. The Association shall comprise of:
 - a) The State Associations affiliated to AITA;
 - b) Union Territory Associations affiliated to AITA;
 - c) Institution or any other organisation to which the AITA has granted affiliation and which satisfies the conditions laid down in Rule 18 of the Rules, viz Railway Sports Promotion Board, Services Sports Control Board, Association of India Universities and International Lawn Tennis Club of India etc.

OBJECTS

- 5. The Association shall be the governing body of the game of Tennis (hereinafter referred to as "The Game") in India and its objects shall be to advance and safeguard the interests of the game and those of the Association and particularly as defined in Clause 4 of the Memorandum of Association.

MANAGEMENT: CENTRAL COUNCIL

- 6. The Central Council shall supervise and control the administration of the AITA and game in India through the Executive Committee and other sub-committees.
 - a) Central Council

Central Council: Shall mean and include Affiliates of AITA, each of which shall be represented by two representatives each nominated by the President / Honorary Secretary

of the Affiliates; and Associate Affiliates, each of which shall be represented by one representative, provided that Associate Affiliates shall be entitled to participate in proceedings of the Central Council without voting rights.

b) Executive Committee and other Sub-Committees

The Executive Committee shall consist of President, Vice Presidents, Hon. Secretary General, Hon. Joint Secretaries and Hon. Treasurer, ten (10) members elected from the representatives representing Affiliates and two player representatives representing the AITA Athletes' Commission. Provided that at least 25% of the strength of the Executive Committee shall consist of prominent tennis players. In the event such number is not achieved, the Executive Committee shall nominate as many tennis players from the prominent players to form part of the Executive Committee. The Executive Committee shall exercise the powers as defined in the Regulations and entrust upon by the Central Council.

c) Sub-Committees

The Committees as mentioned below shall be appointed at the Executive Committee Meeting held any time after the Annual General Meeting. The sub-committees will continue to function till the new sub-committees are appointed.

1. Management Committee
2. Finance and Legal Committee
3. International Committee
4. Ethics Committee
5. Arbitration Committee
6. Tournament Committee
7. Senior Selection Committee
8. Junior Selection Committee
9. Coaches Education & Certification Committee
10. Internal Complaints Committee
11. Any other committee as may be appointed by the Executive Committee

Management Committee

A Management Committee shall be appointed to act on behalf of the Executive Committee and shall comprise of:

- President
- Vice President (Chair)
- Hon. Secretary General
- VP Sports
- Joint Secretaries
- Hon. Treasurer
- Three (3) persons if so, nominated by the Executive Committee.

Decisions of the Management Committee will be confirmed if so required, at the next Executive Committee Meeting.

Finance and Legal Committee

A Four (4) Member Finance and Legal Committee comprised of the VP (Chair), Hon. Secretary General, VP Sports and Treasurer shall be appointed to advise the Association on matters pertaining to:

- Control of Legal Matters
- Control of the finances and accounts of the Association.
- Decisions on immovable or movable property of the Association.
- Consideration of the accounts and scrutinization of proposals for expenditure.
- Ways and means of raising funds for the Association.
- Review of internal audit and statutory audit reports, verification and confirmation of the Annual Accounts and financial estimates of income and expenditure of the Association prepared by the Treasurer.

- Budget for the total recurring and non-recurring expenditure for the year, based on the income resources of the Association and steps to ensure that all procedures, processes, statutory obligations and systems are followed and implemented properly.
- Approval of expenditures above Rs 50,000.

International Committee

A three (3) Member International Committee shall be appointed to advise and represent AITA on International sports bodies & Associations. Any person representing on the Board of Directors of International / Asian Federation/s will automatically be a member of the Committee. Any remaining position will be proposed by the President and ratified by the Executive Committee.

Ethics Committee

An Ethics Committee will be appointed by the Executive Committee and shall be responsible for looking into matters relating to adherence to ethical guidelines of the Association and the International Tennis Federation/Olympic Charter.

Arbitration Committee

An Arbitration Committee will be appointed by the Executive Committee and be responsible for dealing with any dispute between AITA and any of its affiliates/affiliates of affiliates/players/coaches/umpires & officials / administrators, and any other dispute relating to internal matters of AITA. The decision of the Arbitration Committee, which will act in accordance with the laws relating to arbitration in the country, will be final and binding on all concerned.

Tournament Committee

A Tournament Committee shall be appointed to advice on matters relating to Tournaments structuring, scheduling and other related matters.

Senior Selection Committee

A Senior Selection Committee shall be appointed and would be responsible for selection of teams for all domestic as well as international team events in the senior Men's and Ladies Category.

Junior Selection Committee

A Junior Selection Committee shall be appointed and would be responsible for selection of Junior teams for all domestic as well as international team events in all Junior age groups.

Coaches Education & Certification Committee

A Coaches Education & Certification Committee shall be appointed and would be responsible for all matters relating to Coaches Certification & Education in the country.

d) AITA Athletes' Commission

AITA will have an Athletes' Commission. The Commission shall be formed with the following criteria:

- The Commission will have a maximum 8 members with its own office bearers.
- A member can serve a maximum of three (3) terms, i.e. 12 years
- 50% of the members will be elected by the players and 50% will be nominated by the Executive Committee of AITA.
- Elections to the Commission shall be held every 4 years. For the first period of 2020-2024, four (4) persons have been nominated by the athletes.
- To be eligible to be elected as a member of the Commission an athlete must have satisfied the following criteria:-
 - Must be above 18 years of age
 - Must have achieved an ATP/WTA ranking and / or ITF Junior Ranking of less than 300 and / or ITF Seniors Ranking (age groups 35+ /40+ only) of less than 25, during his/her career.
 - Must never have received any sanction in relation to World Anti-Doping Code.
- Election would be conducted in the presence of an AITA appointed Election Observer.
- Commission will have representation of at least 2 female athletes.

- (h) Commission will have only one member representing the Seniors category.
- (i) The Commission will nominate two representatives to be members of the AITA Executive Committee, with concurrence of AITA President.
- (j) The Commission will be elected by athletes who qualify to be members as per the above criteria.

7. POWERS AND DUTIES OF CENTRAL COUNCIL

The Central Council shall have the following powers -

- a. To elect the President, Vice Presidents, Hon. Secretary General, the Hon. Joint Secretaries, Hon. Treasurer and other members of Executive Committee. In particular and without prejudice to the generality of the powers mentioned above, the Central Council shall have the power to convene a general body meeting of any of its affiliated organisations to resolve any dispute which impedes the normal functioning of its affiliated organisations that may have arisen in the management, elections, in conduct of tournaments etc. and to conduct elections by issuing required notice and complying with the formalities as enjoined by the rules. All decisions taken and elections held at meetings convened by the Central Council shall be absolutely binding on affiliated organisations. The Central Council may also depute such persons according to its own decisions for convening such meeting and for presiding over such meetings and for conduct of such meeting and all decisions taken by these representatives shall be absolutely binding on the affiliated organisation and its members.
- b. To carry out the objects of the Association and to make, maintain and publish all necessary Rules and Regulations in connection therewith.
- c. To appoint not more than one person to act on the Committee of Management of the national Grass Court Championship of India, National Hard Court Championship of India and on any other tournaments held in India by any affiliated organisation or any club or Tournament Committee affiliated to such organisation and the expenses of such appointed person shall be met by the Affiliate holding the tournament.
- d. To prohibit any act or practice by affiliated members and clubs or Tournament Committees affiliated to such members or by any person which in the opinion of the Central Council is detrimental to the interests of the Game and of the Association and to deal with any such member, club or Tournament Committee or person, in such manner as Council may think proper.
- e. To adopt for any player the status deemed adequate or appropriate as per the international Federation Rules or rules framed by the Association.
- f. To impose penalty on affiliated organisations and on such members and/or players for any infringement of the Rules and Regulations of the Association.
- g. To consider and deal with all applications for affiliation and decide all questions as to the right of representation at the meetings of the Central Council.
- h. To decide all questions of eligibility of persons nominated or elected as office-bearers and Councillors of the Central Council and to annul any election if through non-attendance or any other course, continuation as a member of the Central Council is not considered to be in the interest of the Association.
- i. To delegate all or any of its powers to its duly appointed committees.
- j. To enlist by co-option or invitation for any special purpose the services of any person who is not an office-bearer or councillor.
- k. To establish and maintain office premises, to appoint staff and to appoint auditors.
- l. To disaffiliate any organisation which has not complied with any of the rules and which has not resulted in an automatic disaffiliation. The Central Council shall also have the power to readmit such organisation that is disaffiliated under these rules on being

satisfied that the noncompliance was not intentional and the circumstances indicated sufficient cause for condoning the noncompliance.

- m. To build Stadia and Tennis Courts on the land belonging to the Association or on land owned by any other body or on land taken on lease from any other body, on its own or jointly or in partnership with that body.
- n. In case of dispute between the AITA and/or its office-bearers on one part and State Association or Union Territory Association, units affiliated to State Association, Club, Institution, Councillor or any individual on other part, relating to matters covered under rules and regulations of the AITA, only courts within territorial area of Delhi State shall have jurisdiction to try such matters, irrespective of any other territorial jurisdiction of a party or person to the dispute in such matters and this Rule is binding on its Affiliates, Associates, Councillors, clubs or Institutions, individual person or persons connected directly or indirectly with the AITA. All disputes shall always be referred first for arbitration by the AITA Arbitration Committee.
- o. Affiliated Units of AITA will ensure that any unit affiliated to an Affiliate / Associate Affiliate of AITA will not engage AITA in direct legal proceedings and will always go through the Affiliate / Associate Affiliate of AITA. In case this procedure is not followed, AITA Executive Committee has the power to inform its Affiliate / Associate Affiliate to disaffiliate the said affiliated unit or expel/suspend any office bearer of such an affiliated unit.

8. POWERS AND DUTIES OF OFFICE-BEARERS

a. The President

The President shall be the Chairman/Chairperson of the Association and of the Central Council. He shall preside over all meetings of the Central Council and the Executive Committee.

He shall guide the AITA in all its activities and shall exercise superintendence over office-bearers and members of the Executive Committee and other Sub-Committees in the discharge of their duties. He shall have overall powers of supervision over the working of the Association and its efficient administration. His decision on the day to day affairs being administered and executed by the other Office Bearers, Vice President (Chair), Vice President (Sports) and Joint Secretaries will be final.

In particular, the President shall have the following powers/responsibilities:

- To implement the objectives of the Association
- To deal with all disciplinary matters arising in the AITA or in relation to the Affiliates / Associate Affiliates as per rules on the subject, provided that any decision in relation to those matters shall be made by the Executive Committee and/or the General Meeting.

b. The Vice President (Chair)

One of the Vice Presidents will be designated as Vice President (Chair) by the Central Council in the AGM.

- i) In the absence of the President, the Vice President (Chair) shall act in exercising all powers of the President, including presiding over all the meetings of the Executive Committee and the Central Council.
- ii) The Vice President (Chair) may perform any other tasks/functions as directed by the President, the Executive Committee or the Central Council.

c. The Hon. Secretary General

- i) Will oversee all the Administrative functions and Human Resource matters with the help of executives and other staff as may be required from time to time for

efficient running of the office, matters of routine nature relating to the Association and support functions like IT, Website, Social Media, Registrations, Rankings, Meetings.

- ii) Will oversee and be responsible for tennis development activities including Coaching and Officiating and for Beach tennis, Wheelchair Tennis, Paralympics, Competitions for differently abled and Senior Tennis. Will also be responsible for sponsorships for AITA and other efforts of AITA to raise financial resources.
- iii) Will perform such other duties as may be necessary for the proper and efficient working of the Association.
- iv) Will cause minutes of all meetings of the Association and the Council to be correctly recorded, confirmed and kept.
- v) With the consent of the President, will convene meetings of the Central Council, Executive Committee etc. whenever required. However, on instruction from the President, Executive Committee Meeting can be called at short notice and to the extent possible all meetings would be through virtual/video conference.
- vi) In case of urgency, will obtain the views of the Central Council or members of the Executive Committee by circulation or by any other manner as directed by the President.

d. The Vice President (Sports)

One of the Vice Presidents will be designated as Vice President (Sports) by the Central Council in the AGM. His/Her powers will be as under:

- i) Will oversee all matters relating to Professional Tennis sporting activities including the Davis Cup and Fed Cup and all professional tournaments.
- ii) Will have overall charge and responsibility for Professional Tennis Activities including Teams' Selections, Camps, Tournaments, International Exposure, Players' issues, coordination with Athletes' commission and professional players, Media management and Interactions on Tennis matters.
- iii) Perform such other duties as may be necessary for the proper and efficient working of the Association.

e. The Honorary Joint Secretaries

A total of 4 Joint secretaries shall be elected by the Central Council, one from each zone of India, namely North, South, East and West. Each joint secretary would represent each of the 4 zones respectively. All the duties & powers of the Hon. Joint Secretaries shall be entrusted to them by the Executive Committee & / or by the President.

f. The Honorary Treasurer

- i) Within a reasonable time after the close of the financial year, the Hon. Treasurer shall furnish the Executive Committee with a statement of accounts, copies of which shall be forwarded to all members of the Executive Committee.
- ii) All accounts shall be maintained by the Hon. Treasurer and he shall be entitled to pay all bills unless previously countermanded by the Executive Committee or the Central Council.
- iii) All cheques shall be issued under the joint signatures of the Hon. Treasurer or the CEO of the Association and the Honorary Secretary General or the President or the Vice President (Chair). Cheques for amounts up to Rs 50,000/- (Rs. Fifty Thousand) may also be issued under the joint signatures of the Hon. Treasurer and the CEO of AITA.

- iv) The above will be subject to the condition that any payment in excess of Rs 50,000/- can be made only when authorized by the Finance and Legal Committee.
- v) All amounts received by the Hon. Treasurer shall be deposited with the bankers of the Association forthwith.
- vi) The Hon. Treasurer shall ensure that the accounts of the Association are audited at the end of each financial year by the auditors of the Association.
- vii) Collect all moneys and dues payable to the Association and report to the Executive Committee on all financial matters.
- viii) Make an annual statement of accounts and place it before the Annual General Meeting of the Central Council.
- ix) Submit to the President quarterly statements of income and expenditure.
- x) Disburse the funds of the Association according to the directions of the Executive Committee.
- xi) Keep a roll of all members and from time to time amend and correct the same as circumstances require.
- xii) Employ such clerical and other assistants as may be authorized by the Executive Committee.

9. POWERS AND DUTIES OF THE SUB-COMMITTEES

- a. All sub-committees shall carry out such duties as may be authorized by the Central Council. Such duties shall be discharged in accordance with the Regulations of the Association.
- b. All sub-committees are recommendatory. Final decisions shall rest with the Executive Committee.
- c. Normal business of all sub-committees can also be done by post or virtual meetings.
- d. Executive Committee may appoint ex-officio members to the sub-committee.

10. ELECTION BYE LAWS- Attached as Annexure 1

11. TENURE OF OFFICE BEARERS

The President can hold the office for a maximum period of twelve (12) years with or without break.

The Hon. Secretary General and the Hon. Treasurer may serve a maximum of two successive terms of four years each after which a minimum cooling off period of four years will apply to seek fresh election to either post.

The President, the Secretary General and the Treasurer shall cease to hold that post on attaining the age of 70 years.

Furthermore, no office bearer of the AITA shall be eligible to be the office bearer simultaneously of any other National Sports Federation/Association except of the Indian Olympic Association.

12. CASUAL VACANCIES

- a. Any one of the office-bearers going out of India for more than three continuous months.
- b. Any circumstances which may prevent them from carrying out their duties. Any office-bearer who is prevented due to any circumstances from attending to or carrying out his duties for a period of more than 30 days, shall inform the President of this fact who shall appoint one of the elected Executive Committee Members to carry on these duties during the absence of the office bearer concerned. If such office bearer fails to do so, then the President shall take such action as he / she may consider necessary in the circumstances. In case any of the office bearers goes out of India on business of the Association, then his absences will not be considered as Casual Vacancy. A Casual Vacancy arising in any sub-committee may be filled up by the President of the Association. Any casual vacancy in the Executive committee shall be filled in from Hon. Secretaries or representatives of the affiliated organization. In the case of vacancies arising under clause (a) and (b), the same shall be filled in by the President in consultation with the Executive Committee. Interim arrangements may, however, be made as provided above.
- c. It is not obligatory to fill in casual vacancies caused in the Executive Committee or sub-committees. Decision in this matter shall rest with the Executive Committee.

13. PERMANENT VACANCIES

Permanent vacancies can be caused by death or circumstances which may prevent any office-bearer from attending to his duties for more than 3 months.

- a) President

Vice President (Chair) will fill the permanent vacancy of the post of President till 3 months or the next AGM, whichever is less, in which the election shall be conducted.

- b) Honorary Secretary General, Vice President (Chair), Vice President (Sports), Hon. Joint Secretaries and Hon. Treasurer

Permanent vacancy of the posts of Honorary Secretary General, Vice President (Chair), Vice President (Sports), Hon. Jt. Secretary or Hon. Treasurer shall be filled in by the Executive Committee till 3 months or the next AGM, whichever is less, in which the election shall be conducted.

Any office bearer who has assumed office by virtue of having filled a permanent vacancy or casual vacancy shall not be deemed to have enjoyed a term of 4 years. He will be entitled to contest election as per rules and if elected, hold office for a further term of 4 years and so on as provided herein above.

14. ACCOUNTS

Within a reasonable time after closure of the financial year, the Hon. Treasurer shall furnish to the Executive Committee the statements of accounts of the Association.

- a. All bills shall be passed either by the President, Honorary Secretary General or the VP Sports before payment.
- b. All cheques shall be issued under the joint signatures of the Hon. Treasurer or the CEO of the Association and the Honorary Secretary General or the President or the Vice President (Chair). Cheques for amounts upto Rs.50,000/- (Rs. Fifty Thousand) may also be issued under the joint signatures of the Hon. Treasurer and the CEO of AITA.
- c. All amounts received by the AITA shall be deposited with the banks of the Association forthwith.
- d. A maximum sum of Rs. 5000/- shall be allowed to the Hon. Treasurer as imprest cash (at one time).

- e. The accounts of the Association shall be audited at the end of each financial year by the auditors of the Association.

15. MEETINGS OF THE CENTRAL COUNCIL

- (a) Annual General Meeting of the Central Council shall be held annually at such time and place as the President shall fix, provided that such meeting shall not be called on a date earlier than six weeks after the 31st day of March. The ordinary business of the Annual General Meeting shall be: -
- i) To receive the report of the Honorary Secretary General which will include the tentative programs for the ensuing year as drawn up by the Executive Committee and the Hon. Treasurer's statement of account for the previous year, duly audited.
 - ii) To elect, when due, President, Vice Presidents, Honorary Secretary General, Hon. Joint Secretaries, Hon. Treasurer and Executive Committee. Associate Affiliate shall not be entitled to be elected in the Executive Committee.
 - iii) To appoint Auditors for the ensuing year.
- (b) All other business transacted at an Annual General Meeting or any General Meeting shall be deemed 'Special Business', and shall be decided by two-third's majority of votes properly recorded.
- (c) An Extra-Ordinary General Meeting may be convened by the President/Executive Committee whenever they think fit, or shall be convened by the Hon. Secretary General within three months of receipt of requisition by a minimum of five affiliates specifying the business for which the meeting is to be convened. No other business shall be transacted at such a meeting.
- (d) No business other than the formal adjournment of the meeting shall be transacted at any meeting unless a quorum is present. No quorum will be necessary for an adjourned meeting.
- (e) All ordinary business of the Annual General Meeting shall be decided by a bare majority of votes properly recorded at such meeting. However, any business regarding 'Change of Constitution and Rules' will be decided by two-third majority of the member present and who are eligible to vote. All business of an Extraordinary General Meeting, being special, shall be decided by two-third majority of votes properly recorded.
- (f) In the case of an equality of votes, the President or the Chairman shall have a casting vote.
- (g) Notice of every meeting shall be sent by letter/e-mail/Speed Post/Courier as considered expedient to the office-bearers, Vice Presidents, Joint Secretaries and Members of the Central Council at least 3 weeks prior to the date fixed for such meeting. Such notice shall specify the date, time and place of such meeting and the nature of business to be transacted and in case of Annual General Meeting, shall be accompanied by a report of the Hon. Secretary General, report of the Hon. Treasurer, audited statement of accounts for the past year, provided always that the accidental omission to give any such notice to any person entitled thereto or its non-receipt by him shall not invalidate the proceedings at any meeting.
- (h) At a meeting, every question or motion shall be decided by open voting unless, prior to any vote being taken, ballot is-
- (aa) Directed by the Chairman or
 - (ab) Demanded by not less than three persons present and entitled to vote.
- (i) Elections shall be by secret ballot.

- (j) All matters discussed by the Council in a meeting shall be treated as private and confidential. Matters of public interest, may however be released to the press by the Hon. Secretary General / VP Sports / CEO / any other person subject to approval by the Chairman. No other member is permitted to speak to the press or anybody on behalf of the Association without the permission of the President.

16 NO CONFIDENCE

Proposal for no confidence in Executive Committee or any Office Bearer(s) / Members(s) thereof can be taken up only at an EGM convened specially for this purpose. The proposal should be made by at least 25% of the affiliated organizations. The EGM shall be called and convened by the Hon. Secretary General on receipt by him of a requisition in writing to the above effect. No other business shall be transacted at such a meeting. A no confidence proposal would be considered as passed if the votes cast in favour of the proposal are at least two-thirds of the votes properly recorded at the meeting.

17 QUORUM

At the Annual General Meeting or any meeting of the Central Council, 10 persons shall form a quorum of which at least eight shall be representatives of affiliated organisations.

18 AFFILIATIONS

All State Associations /Union Territory Associations which are Full Member of the All India Tennis Association shall have 2 votes.

- i. Any State Association / Union Territory which may desire to become an Associate Affiliate shall apply to the Hon. Secretary General. Such applicant State / Union Territory Association must have a legal status as a registered association and have a minimum of 50% of the district level associations affiliated to it or club/institutions which are affiliated. All new affiliations to AITA will be as 'Associate Affiliate' in the initial stage. All such applicants must apply with the following documents:-
- (a) Registration Certificate,
 - (b) List of Office-bearers,
 - (c) List of affiliated District Tennis Associations / Clubs / Institutions / Members
 - (d) Minutes of last two Annual General Meetings
 - (e) Audited accounts for last two years.
 - (f) Copy of Rules & Regulations conforming to AITA Regulations.
- ii. An Associate Affiliate on fulfilment of the following criteria can apply for promotion as 'Affiliate with voting rights':-
- (a) Should have at least two training centres with three (3) courts each,
 - (b) Should have at least Five (5) AITA Registered Coaches,
 - (c) Should have a minimum of Fifty (50) AITA registered players
 - (d) Should have conducted at least four (4) AITA/ITF tournaments in the preceding year.
- iii. Any affiliate that does not fulfill in time the above requirements listed in 18(iii) hereinabove, will be treated as an Associate Affiliate without voting rights on the decision of the Executive Committee. Such Associate Affiliates may reapply to the Association for becoming an Affiliate with voting rights on fulfilment of applicable conditions in 18(iii).
- All such applications must be governed by the rules and in accordance with Regulations to these rules. The applicant shall forward the following documents to AITA Office addressed to the Hon. Secretary General: -
- a. Name and address of the training centres.
 - b. List of AITA Registered Coaches with their registration number
 - c. List of AITA Registered Players with their ITN numbers

- d. List of tournaments held along with the results
 - e. List of Affiliated District Associations
 - f. List of affiliated clubs / institutions
- v. If more than one body or organisation in a State claims affiliation to the AITA, which one of the bodies will be entitled to affiliation to the AITA, will be a matter exclusively and entirely within the power and jurisdiction of the Executive Committee of the AITA to decide. If a body/organisation has already been recognized and affiliated to the AITA, no other body/organisation shall be recognized or affiliated to the AITA.

19 OBLIGATIONS OF ORGANISATIONS

- a. Every organisation affiliated under Rule 18 shall pay an annual affiliation fee of Rs. 5000/- plus applicable tax (es).
- b. The annual contribution for each year shall be payable in advance, on or before the 31st day of March, provided, however, that the first annual contribution shall be payable within one month of the receipt of notice of affiliation.
- c. Every affiliated organisation shall on or before the 31st day of March in each year, send to the Association a complete list of office bearers, councillors, names of affiliated clubs, district associations and other organizations, minutes of the Annual General Meeting and audited statements of accounts. This provision, however, will not be applicable to Association of Indian Universities, Railways Sports Promotion Board, Services Sports Control Board and International Lawn Tennis Club of India.
- d. Notice of every subsequent addition to such list and of any withdrawal there-from shall be sent to the Association by every such organisation.
- e. Such other information as may be called for by the Association within one month of the receipt of the communication.

20 DISAFFILIATION

An affiliated association / organization can stand disaffiliated on the occurrence of any of the following by the Executive Committee before disaffiliation.

- a. Nonpayment of annual subscription and other dues to the All India Tennis Association by 31st March every year.
- b. For non-filing of membership returns as provided for in Rule 19 (c).
- c. For electing or keeping in its office as an office-bearer or Councillor or as member of any of its sub-committees any person who is suspended by the All India Tennis Association at its General Body Meeting for any reason whatsoever or if he has been convicted by a court of law.
- d. For allowing any tennis event involving foreign players or exhibition matches or any other event requiring Government or AITA permission to be held on the courts of any of its affiliated clubs or institution without prior approval of AITA.
- e. Any affiliated unit which files legal case against AITA in contravention of Rule 7(n) shall stand automatically disaffiliated. In case of existing legal cases, the unit shall stand automatically disaffiliated if it does not withdraw the case within 1 month of the passing of the resolution by the Central Council giving effect to this clause.
- f. Non submission of certificate duly approved by the Executive Committee of the affiliated unit stating that as long as a member unit is affiliated to the AITA, it will follow and abide by the constitution of the AITA approved and amended by the central council from time to time. In case the certificate is not received within 45 days of passing of this resolution, the affiliated unit will be considered automatically disaffiliated.
- g. For non-payment of Royalty or any other amount due to AITA.

21 DISPUTES

- (a) All unresolved disputes arising within the affiliated units of AITA or between affiliated units of AITA shall be referred to the AITA Arbitration Committee by the affiliated units. The arbitration proceedings shall be carried out in accordance with the provisions of the Arbitration and Conciliation Act 1996.
- (b) The arbitration procedure shall be completed within the period specified by the AITA Executive Committee (President AITA based on the circumstances of the case has the authority to extend or vary the period).

22 RE-ADMISSION

- (a) The Central Council shall have the power to re-admit any organisation, which stood disaffiliated, after it is satisfied that the disqualification has ceased to exist.
- (b) An organisation which has stood disqualified shall, on application being made, be normally entitled to re-admission on payment of all its outstanding dues along with a minimum penalty of Rs. 50,000/- on such payment being received by the Hon. Treasurer from the said organisation, the Hon. Treasurer shall issue a receipt to the organisation. The receipt issued shall be forwarded to the Hon. Secretary General of the AITA by the organisation concerned for being placed before the Central Council. The Central Council, shall as early as possible, re-admit the member unless for reasons to be recorded in writing, the Central Council comes to the conclusion that the organisation concerned does not deserve to be re-admitted.

23 VOTING

- (a) An Affiliate will be required to have 2 representatives. Each representative of an Affiliate shall be entitled to a total of 1 vote at all meetings of the Central Council.
- (b) No person, representing an Associate Affiliate without voting rights, shall have any right to vote on any matter or subject or issue in discussion before the Central Council, but such a person may take part in discussions and express his/her views in the Central Council Meeting and all the decisions taken by the Central Council shall be binding and enforceable irrespective of such person's views expressed in the Council Meeting. An Associate Affiliate shall not be entitled to cast votes on any matter at the meetings of the Central Council, though he is entitled to take part in discussions during the Central Council meeting.
- (c) At any time, except elections, the President of the Association may request a vote by mail / virtual meeting to the Central Council on any question, matter or resolution deemed by the President to be of sufficient importance and urgency or for any other reason suitable or advisable for so handling. Notices or requests for such a vote shall be made along with such note or explanatory information as may be helpful or necessary in understanding the question, at least 21 days in advance of the date fixed for depositing of votes. The Hon. Secretary General shall record all votes duly received and signed, which shall, at the expiration of the date fixed, have the same effect as if such votes had been cast by the members of the Central Council at a duly convened meeting.

(d) (i) Affiliates with two votes each

Andhra Pradesh
Assam
Bengal
Bihar
Chandigarh
Chhattisgarh
Delhi
Gujarat
Haryana
Himachal Pradesh
Jammu & Kashmir
Jharkhand
Karnataka
Kerala

Madhya Pradesh
Maharashtra
Manipur
Meghalaya
Mizoram
Nagaland
Orissa
Punjab
Rajasthan- (currently suspended)
Tamilnadu
Telengana
Tripura
Uttar Pradesh
Uttrakhand

(ii) **Associate Affiliates without voting rights**

Association of Indian Universities
International Lawn Tennis Club of India
Railway Sports Promotion Board
Services Sports Control Board

- (iii) Affiliates listed hereinabove have to fulfill the requirements listed in Rule 18 to qualify to be an Affiliate Member with two votes. Otherwise the Executive Committee can classify such members who do not qualify to be an Affiliate with voting rights to the category of Associate Affiliate without voting rights.

24 NOTICE

resolution and motion: The Central Council or any affiliated organisation may bring forward any resolution or motion at the Annual General Meeting provided in the case of an affiliated organization, the resolution/motion is seconded in writing by another affiliated organization and due notice thereof is given to the Hon. Secretary General on or before the 30th day of April in each year. The Executive Committee can bring forward any resolution/motion at any time before the AGM/EGM.

25 WITHDRAWALS

An affiliated organisation desiring to withdraw from the Association must give notice in writing to the Hon. Secretary General prior to the 1st day of March in any year, and in default will be liable to pay its subscription for the ensuing year.

26 TRAVELLING AND HALTING EXPENSES

The President, Vice President (Chair), Hon. Secretary General, VP Sports, Hon. Joint Secretaries and the Hon. Treasurer, the member of the Executive Committee and Members of the various sub-committees shall be entitled to such travelling and halting allowances as may be approved by the Executive Committee.

27 SANCTION FOR OPEN TOURNAMENT

Sanction to hold an open tournament, invitation or international tournament shall only be granted to affiliated organisations and to clubs affiliated to such organisations. No tournament shall be held in India without the permission of the AITA. The penalty for both players and the club which has conducted the unauthorized tournament shall be as may be decided by the AITA.

28 RULES OF THE GAME

The rules of tennis as adopted and amended from time to time by the International Tennis Federation and the Rules and Regulations of the Association for the time being in force, and the decisions of the Central Council on all doubtful and disputed points arising in connection therewith, shall be binding on all the affiliated organisations, clubs and tournament committees affiliated to such organisations in India.

29 RIGHT OF APPEAL

Any club or player affiliated to any affiliated organisation, or any person being a member of such an organisation or club or player being aggrieved by a decision or ruling of the Governing Body of such affiliated organisation, may appeal to the AITA within a period of 30 days of the said decision or ruling and the appeal shall be heard at such place and time and by such persons and in such manner as the Central Council shall direct. Expenses incurred in connection with such an appeal shall be paid by such parties to the appeal and in such manner as the Central Council shall determine.

30 ELIGIBILITIES / DISABILITIES

(A) **ELIGIBILITY FOR ELECTION TO THE STATUS OF OFFICE BEARERS / EXECUTIVE COMMITTEE MEMBER**

If the contesting candidate happens to be a Govt employee, the nomination must be accompanied by a 'No Objection Certificate' from the concerned employer indicating that they have no objection in filing nomination for the election to the post desired.

The Government employee will be allowed to hold elective office in the AITA for such term(s) as prescribed by Department of Personnel & Training in the Union Government from time to time.

(B) DISABILITIES

No one shall be eligible to become an office bearer, Vice Presidents, Joint Secretary or Executive Committee member of the AITA, who

- (a) Has been charge framed u/s 223 of Cr. PC or has been convicted for an act or moral turpitude under the Indian or the State Penal Code;
- (b) Has been removed from any office of the Association (office-bearer, Executive Committee Member or Sub-Committee Member or Member of the Central Council) or from any office of an affiliated organization (office bearer or councilors) or any other sports association for an act of malfeasance. However, such a person is allowed to contest elections after a period of 4 years.
- (c) Has been declared as insolvent;
- (d) Has been suspended or debarred by the Association till such time as the disability to compete is withdrawn, notice of which shall be sent to each member;
- (e) An office bearer shall not be an office bearer of any other national sports federation except Indian Olympic Association.

31 INTERPRETATION

Except where otherwise stated, every reference in these rules to the masculine includes the feminine gender.

32 OBLIGATIONS OF PLAYERS

Executive Committee has full powers to suspend any player who fails to comply with any of the following:

- a) Registration
 - i) It is compulsory for players of all categories, i.e. amateurs and professionals including juniors and veterans to register with AITA. Registered players shall pay the registration charges as fixed by AITA. No affiliated organisation shall accept entry of any player who is not registered with AITA in any tournament conducted under its jurisdiction.
 - ii) A player must at all times accept the authority of the Association. He shall place himself at the disposal of the Association when required to prepare for and take part in events for which he may be selected to represent his State or Country. If he declines without good reason to place himself at the disposal of the Association, he shall render himself to be suspended.
 - iii) When playing in any event under the jurisdiction of another National Association, a Player is required to comply with the rules of that National Association as well as those of his own Association.
 - iv) A player shall not play in a tournament match, exhibition match or other competition with or against a person who is under suspension.

- v) A player shall not play in a tournament match, exhibition match or other competition in public, which is not controlled by an authority approved by the National Association of the Country in which the event is held.
 - vi) A player shall not enter or signify the intention to enter for more than one tournament, match or competition advertised to take place during the same period.
 - vii) A player shall not play for stake declared for, or wager.
 - viii) A player shall not contribute under his own name to the press, broadcast or television in regard to and during the time of any tournament match or competition, which is held under the jurisdiction of National Association and in which he is entered as or is a competitor, except with the previous consent of the National Association of the country concerned and under the direct control of the Chairman of the committee or other authorized management of the event to which the attribution relates. In no such case may a player receive any pecuniary advantage.
 - ix) A player shall not advertise in any way within the precincts of tournament match or competition in which he is entered as or is a competitor.
 - x) A player shall in no circumstances participate in the profit or gross receipts of a tournament, match, exhibition match or other competition.
 - xi) No junior player shall, in any way or manner, accept prizes in money.
- (b) Junior players - who have not attained their 14th birthday, shall not compete in professional events.
- (c) Any sports person and / or support personnel aggrieved by any decision or action of an International Sports Association / Federation imposing any penalty or punishment by way of disciplinary action or otherwise may raise that dispute before the Court of Arbitration for Sports (CAS) and/or the International Council of Arbitration for Sports (ICAS) either by himself / herself or through the NSF concerned.

REGULATIONS SANCTIONED BY THE ALL INDIA TENNIS ASSOCIATION

General Regulations

33 EXECUTIVE COMMITTEE

The Executive committee, as defined in Rule 6(b) of the AITA Rules, shall exercise the following powers. An appeal against the decision of the Executive Committee shall rest with the Central Council.

- a) All affairs of the association shall be conducted by the Executive Committee and it shall be the duty of the Executive Committee to see that the general provisions of the constitution and the Regulations and bye-laws of the Association are complied with by all the members.
- b) The Executive Committee shall have supervisory powers over all the tournaments conducted under the auspices of the AITA and may assume the conduct of such tournament, as it may deem advisable.
- c) Executive Committee shall, from time to time, frame rules for the conduct of tournaments.
- d) The Executive Committee shall have exclusive power to add alter, amend, delete and modify any of the Rules of the tournament from time to time and the same are binding on all the participants from the date Executive Committee has given effect to come in force.
- e) The Executive Committee shall have general charge of the funds of the association. It shall sanction and control expenditure, where necessary, and shall generally supervise and conduct the business of the Association.
- f) The Executive Committee shall hear and decide all questions submitted to it by the members for decision. All its decisions shall be complied with forthwith. But an appeal therefrom may be filed with the Central Council by any member who is dissatisfied with the decision of the Executive Committee.
- g) Each member of the Executive Committee must be a member of an affiliated organization. Affiliated directly or indirectly to the AITA.
- h) The Executive Committee shall meet as and when the work so requires. At a Central Place (where all members could easily assemble) in order to dispose off urgent business of the Association.
- i) The time and the place for such meetings shall be fixed by the President and a notice shall be issued by the Honorary Secretary General to each member of the Executive Committee at least 15 days before the date fixed for such meeting. The agenda for the meeting shall also be circulated along with the notice of the meeting.
- j) The Executive Committee may also arrive at decisions on points referred to them by circulation. All matters circulated must be voted on within a period of 15 days from the date of dispatch of the Circular.
- k) The Executive Committee shall have authority to appoint sub-committees not provided for in the Rules.
- l) A meeting of the Executive Committee shall be convened by the Hon. Secretary General within one month of the receipt by him of a requisition in writing from three members of the Executive Committee.
- m) The Executive committee shall take decision regarding the Davis Cup, foreign tours and international matches or competitions.

- n) Quorum. At all meetings of the Executive Committee, 5 persons shall form a quorum of which at least two shall be elected representatives of affiliated organizations.
- o) No business other than the formal adjournment of the meeting shall be transacted at any meeting unless a quorum of requisite number be present. No quorum will be necessary for an adjourned meeting.
- p) All business of a meeting shall be decided by a bare majority of the votes properly recorded. In case of equality of votes, the President or the Chairman shall have a Casting vote.
- q) All matters discussed by the Executive Committee or any Subcommittee in a meeting shall be treated as private and confidential. Matters of public interest may, however, be released to the press by the Honorary Secretary General. No other member is permitted to speak to the press or anybody on behalf of the Association without the permission of Honorary Secretary General.
- r) The Executive Committee shall ensure that the participants in the teams representing the Affiliates or the national teams representing India/Association in sports events do not indulge in any age fraud or impersonation or any other sports fraud. Such matter shall be dealt with the applicable Government guidelines/ Law.
- s) The Executive Committee shall constitute an Internal Complaints Committee to prevent and address 'Sexual Harassment of women'
- t) The Executive Committee shall always have the powers to ratify any action or decision taken by the Office Bearers/sub committees.

34 RULES WHICH MUST BE IN THE CONSTITUTION OF AN AFFILIATE / ASSOCIATE AFFILIATE

- (a) Every State Association Affiliate must have its own Rules & Regulations which are in conformity with the Rules & Regulations of the AITA.
- (b) Every Affiliate/Associate Affiliate must get AITA approval prior to any amendment to their Constitution.
- (c) An AITA Observer will be appointed for election of Office Bearers, when due, of the Affiliate/Associate Affiliate. The expenses for the AITA Observer will be borne by AITA.

35 STANDING ORDERS

- 1) The meetings of the Central Council shall be called by the Hon. Secretary General with the approval of the President and shall be held at such place as may be decided by the President.
- 2) A copy of every report to be presented at a council meeting shall as far as possible, be sent to each member at least five clear day prior to the date fixed for the meeting at which such report is to be considered, Any report on matter of urgency shall be circulated to the members either before or at such meeting and shall be read at the meeting by the member presenting the report or by the Hon. Secretary General. The Chairman's decision, whether the matter is of urgency or not, shall be final.
- 3) At every meeting, the minutes of the previous meeting shall be taken as the first ordinary business and, if accurate, signed by the Chairman of the meeting.
- 4) All questions at the Council meeting shall be decided by show of hands. The Chairman of the meeting shall have a casting vote in the event of a tie.

- 5) Every notice of motion to be placed on the Agenda for a meeting shall be sent in writing to the Hon. Secretary General and shall be signed by the member of the Council giving it.
- 6) The decision of the Chairman upon all points of orders shall be final.
- 7) All matters discussed by the Council in a meeting shall be treated as private and confidential Matters of public interest may, however, be communicated by the Hon. Secretary General to the press subject to the approval of the Chairman.

36 ALTERATIONS TO THE MOA OR RULES AND REGULATIONS

The memorandum of association and the Rules of the All India Tennis Association shall be altered, modified, rescinded or added to by special resolution passed by 2/3rd of the members in the general meeting called for the purpose. The governing body shall have powers to make, alter, modify or rescind such bye laws & rules as may be considered necessary in the interest of smooth functioning of the society. Any alteration or amendment to the Rules and Regulations must be either proposed by the Executive Committee or by a minimum of 2 Affiliates of the Association.

37 ANNUAL LIST OF GOVERNING BODY MEMBERS

Once in every year a list of the office bearers and members of the Governing Body, viz. the Executive Committee shall be filed with the Registrar of Societies, West Bengal as required under Section 17 of the West Bengal Societies Registration Act, 1961.

38 SUIT & LEGAL PROCEEDINGS

The Society may sue or be sued in the name of the President and / or the Secretary as per the provisions of West Bengal Societies Registration Act, 1961 as applicable to the society.

39 DISSOLUTION OF THE ORGANISATION

Subject to the provisions of the Sections 24 & 27 of the West Bengal Societies Registration Act, 1961 or any statutory modifications thereof, the society may be dissolved by a resolution to that effect passed by 3/4th members of the society at a general meeting. The said meeting shall also decide the manner of disbursement of the funds & assets of the association, if any after dissolution.

40 APPLICATION OF THE ACT

All the provisions under all the Sections of the West Bengal Societies Registration Act, 1961 as applicable to the Societies registered in West Bengal shall apply to the society.

41 ESSENTIAL CERTIFICATE

We the undersigned members of the governing body of the Society do hereby certify that the above is a true copy of the Rules & Regulations of the society.

Signature of the three members of the Governing Body:

Sd/-
(PRESIDENT)

Sd/-
(SECRETARY)

Sd/-
(TREASURER)

22/05/2021

ALL INDIA TENNIS ASSOCIATION

ELECTION OF OFFICE BEARERS AND MEMBERS OF EXECUTIVE COMMITTEE, AITA

Election Bye-laws

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 and Members of Executive Committee of All India Tennis Association.
- (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) 'Executive Committee Members' means member of Executive Committee of All India Tennis Association
 - (c) 'AITA' means Name of the Federation i.e. All India Tennis Association
 - (d) 'Post' includes the office of President, Secretary General, Treasurer, Vice Presidents, Joint Secretaries and Member of Executive Committee of AITA
 - (e) 'Rule' means the rule of Rules and Regulations of AITA

2. Executive Committee:

1	President	1 (one)
2	Vice Presidents	8 (eight)
3	Secretary General	1 (one)
4	Treasurer	1 (one)
5	Joint Secretaries	4 (four)
6	Executive Committee Members (to be elected) -	10 (ten)

3. Manner of Election:

- (1) Office Bearers and Members of Executive Committee of AITA shall be elected by secret ballot. There shall be no provision for proxy voting.
- (2) Election shall be held at the **Annual General Meeting (AGM)** in accordance with the procedure prescribed hereinafter, from amongst the representatives of the Affiliates with voting rights.

4. Electoral College:

- (1) Each Permanent Member State/Union Territory duly affiliated by AITA as its Permanent Member (Affiliate) shall have two votes at the elections of the Office Bearers and Executive Committee Members.
- (2) For the purposes of sub-clauses (1), each Permanent Member State/Union Territory (Affiliate) shall be represented by two members authorised by the President or

Secretary General / Secretary of the Permanent Member State/Union Territory (Affiliate). However, in case President / Secretary General / Secretary nominates different person, the person authorised by the President shall be deemed to be the duly authorised person, irrespective of the date.

- (3) Each Affiliate / Associate Affiliate shall intimate the name(s) of their representative(s) mentioned in sub-clauses (2), to the Association as prescribed in the Notice.
- (4) The Association shall prepare the list of the authorised representatives of Affiliates / Associate Affiliates and circulate a copy of the list so prepared to all Affiliates / Associate Affiliates, by display, on the website of AITA.
- (5) The Association shall also furnish a duly authenticated copy of the list mentioned in sub-clause (5) to the Returning Officer s soon as may be after his appointment by the President of AITA under clause (5) below.

5. Returning Officer:

As soon as may be before/after the issue of the Notice for the Annual General Meeting (AGM), the President of AITA shall nominate a person as Returning Officer for conduct of Election of Office Bearers, Vice Presidents, Joint Secretaries, and members of Executive Committee AITA, in accordance with the provisions of these Bye-laws.

6. Nomination of Candidates:

- (1) The nomination of a candidate for election as Office Bearer, Vice Presidents, Joint Secretaries, or Member of the Executive Committee shall be made in prescribed form.
- (2) The nomination of a candidate for election as Office Bearer, Vice Presidents, Joint Secretaries, or a member of Executive Committee shall be proposed by one of the representatives of Affiliates with voting rights in the Electoral College list, and also seconded by 1(one) such representative.
- (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 or through authorized representative to the Returning Officer at the prescribed time.
- (5) No person shall be eligible to nominate more than one candidate for the post of President, one candidate for the post of Hon. Secretary General, one candidate for the post of Hon. Treasurer, eight candidates for the post of Vice Presidents, four candidates for the post of Joint Secretaries and ten candidates for the post of Executive Committee Members, 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 Returning Officer.
- (7) The Returning Officer, in the prescribed time, shall prepare a list of all nominations received by him, post wise, and publish the same in a conspicuous place in the office of the Association.

7. Scrutiny of Nominations:

- (1) On the prescribed date and time, the Returning Officer shall scrutinize each nomination paper, one by one, received by him, and determine its validity or otherwise.
- (2) After the scrutiny of nominations, each candidate or one of his/her authorised 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 the prescribed form 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 candidature, during the prescribed period.
- (2) Notice of withdrawal of candidature shall be submitted, 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 the genuineness of the notice.
- (5) As soon as may be after the prescribed date and time, the Returning Officer shall prepare the final list of contesting candidates, display a copy of the said list in conspicuous place in the Association office and on Association's Website and also furnish a copy of the same to each of the candidates/their authorised representatives, if they so demand.
- (6) The names of the contesting candidates 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, 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 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 prescribed form to be made individually for each post.

10. Poll:

- (1) The Poll for the Posts Remaining Unfilled under clause 9(2) above shall be taken post-wise, during the AGM.
- (2) Each contesting candidate can nominate one person (if he/she so desires), only from amongst the Authorised Representatives list of PCI, to be present at the Poll (Polling Station).
- (3) At the Poll, each authorised representative of Member States/Union Territories, whose name is included in the Electoral College list, 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 eight seats of Vice Presidents each voter can cast upto eight votes, and, like-wise, for four seats of Joint Secretaries, and ten seats of Members of Executive Committee, he/she can cast four and ten votes respectively for the above mentioned four seats of Joint Secretaries and ten seats of Members of Executive Committee.

- (4) In case any voter casts his/her votes for more than one candidate, or for more than two or ten candidates, as the case may be, his/her vote 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 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 will be done in below order:
 - (i) President
 - (ii) Vice Presidents
 - (iii) Secretary General
 - (iv) Treasurer
 - (v) Joint-Secretary
 - (vi) Executive Committee Members

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 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-clause (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.
- (6) The Returning Officer shall thereafter ascertain the result of counting and, subject to the provisions 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).