

Guidelines

3. Assistant Branch Secretary.

1. The appointment of Assistant Branch Secretary will be considered only in the cases where number of Satsangis is 125 or more. However Branches where Mahila Association or Youth Association exist, the minimum number of Satsangis required for appointment of Assistant Branch Secretary will be 100.
2. In case the members of a Branch want to have an Assistant Branch Secretary then Branch Secretary may write to Secretary, R.S.Sabha through Regional President for permission to create such position in the Branch and on receipt of approval proceed as follows.
3. Announcements should be made at least in two weekly Branch Satsang at the Branch giving a date and time for holding the election for the Assistant Branch Secretary and that 50% attendance will be necessary at the election. At least 2 weeks notice should be given.
4. At the election meeting, for conducting the meeting, a Chairman should be elected out of the members present who shall be other than the Branch Secretary and the prospective candidate/s.
5. The Assistant Secretary Elect should be less than 60 years of age on the date of the election and should have been initiated for at least 3 years prior to election. He should be educated enough to be able to carry on all functions of the Branch in the absence of the Branch Secretary.
6. The Chairman of the meeting shall ensure that –
 - i. Only the initiated members of the Branch are present at the time of election.
 - ii. At least 50% of members registered in the Branch are present.
 - iii. If the number of members present is less than 50%, the meeting will be adjourned and reconvened on another date to be announced immediately at the meeting. However, in the reconvened meeting the criterion of

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presence of 50% of the members will not apply and the election will be held irrespective of the number of members present.

7. The voting shall be by show of hands or if desired by anyone in the meeting or if the Chairperson so feels, it may be by issue of slip (secret ballot).
8. A person can be elected, in absentia, provided his written consent is obtained before election.
9. The Chairman will record the names of the persons proposed and the votes received by each of them and will send a report of the proceedings to Secretary, Sabha for approval through the Regional President with his recommendation, on plain paper.
The following details about the candidates will be given:
 - i. Names of persons proposed and their father's/spouse's name and the names of proposer and seconder with their UIDs.
 - ii. The age and qualification of the candidates.
 - iii. Their dates of initiation together with the name of spouse and his/her date of initiation with UID.
 - iv. Their residential address, email id and phone number.
 - v. Votes secured
 - vi. Number of previous terms as Assistant Secretary
10. A list of persons present at the meeting together with their names and signatures will be attached.
11. The person selected by the Secretary, Sabha shall be the Assistant Branch Secretary.
12. The term of office of the Assistant Branch Secretary, shall be 3 years and thereafter election for the position of the Assistant Branch Secretary, shall be held every 3 years.

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13. The Assistant Branch Secretary shall perform such functions as are assigned to him by the Branch Secretary.
14. In the event of a vacancy arising in the position of the Assistant Branch Secretary, a new Assistant Branch Secretary will be elected for the remaining term of the previous Assistant Branch Secretary.
15. In the event of a vacancy arising for the position of Branch Secretary due to his temporary absence, the Assistant Branch Secretary will look after the Branch. However if the Branch Secretary vacates the position permanently for whatever reasons, one of the following steps, action may be taken by Secretary, Sabha till a new Branch Secretary is appointed.
 - a. The Assistant Branch Secretary may be asked to look after the Branch.
 - b. The District Secretary may be asked to look after the Branch, and a committee of three senior Satsangis may be appointed to guide the District Secretary in running the affairs of the Branch.
