

SECTION 1: FORMATION OF SATHYA SAI BABA CENTRES

1.0 GENERAL

- 1.1 The Sai Movement throughout the World is made up of groups of devotees. These devotees and the Sathya Sai Baba Centres (hereafter called Centres) represent different stages of the process of spiritual evolution.
- 1.2 In order to meet the challenges in carrying out the mission of Bhagavan Sri Sathya Sai Baba for spiritual evolution of devotees and service to society, devotees as a whole need to be regrouped according to their roles. Thus, Centres play an important role in implementing Service, Education and Spiritual directives laid out by Bhagavan Sri Sathya Sai Baba for the spiritual development of devotees and society.

2.0 FORMATION OF SATHYA SAI BABA BHAJAN UNITS

- 2.1 A Bhajan Unit can be formed by a group of Sai devotees, who engage themselves in Spiritual, Educational or Service activities, provided it is under the control and supervision of a registered Centre of the Central Council, which shall be the Parent Centre of the Bhajan Unit. A Coordinator for the Bhajan Unit shall be appointed by the Chairman of the Parent Centre. The Coordinator shall be solely responsible for the operation of the Bhajan Unit and shall report to the Chairman of the Parent Centre on all its activities. Please refer to Section 3, Item 2.3 for further details.
- 2.2 In exceptional circumstances, the State Coordinator may decide that a Bhajan Unit may come under the direct control of the State Coordinator, in which case the Bhajan Unit Coordinator shall be appointed by the State Coordinator, and shall report to the State Coordinator. Where financial and administrative reporting is concerned, the Bhajan Unit shall come under a parent centre recommended by the State Coordinator.
- 2.3 The Sai devotees forming the Bhajan Unit shall register as Members of the Parent Centre.

3.0 STATUS OF SATHYA SAI BABA BHAJAN UNITS

- 3.1 The Sathya Sai Baba Bhajan Unit, (hereafter called Bhajan Unit) must fulfil all its principal activities and shall be affiliated to a Centre nearest to its location or to any other Centre as chosen by the Group or to the State Coordinator (see Appendix 1A for the Organisation Chart).
- 3.2 It is pertinent to emphasise the tremendous benefits of being an affiliate of a Centre, as programmes, activities, procedures and all forms of assistance can be obtained from the Parent Centre.



4.0 PROCEDURE AND CRITERIA FOR THE UPGRADING FROM BHAJAN UNIT TO CENTRE

4.1 All Bhajan Units should aspire to achieve the status of Centres especially if the Bhajan Units are already carrying out the three mandatory activities required of a Centre, namely Spiritual, Service and Education activities.

4.2 A Bhajan Unit, with at least nine (9) active members, residing in a particular locality in Malaysia may apply for Centre Status by undertaking all of the following mandatory activities:

- a. Spiritual
- b. Service
- c. Education

4.3 Applications (using the format shown in Form No. SC(CC/07/04) No. 10 Rev.0 - Yr 2006 in Volume 2) shall be made through the Parent Centre and the State Coordinator, for the consideration of the Sathya Sai Baba Central Council of Malaysia. On provisional approval, the Bhajan Unit shall constitute a pro-tem Committee with a Pro-tem Chairman, Pro-tem Secretary, Pro-tem Treasurer, and Pro-tem Service Coordinator, etc.

4.4 Two (2) important elements requiring emphasis when forming the pro-tem Committee are:-

- a. Members of this committee should be knowledgeable and competent. They must also be capable of maintaining proper records and minutes of meetings and must be able to comply with the requirements of the Registrar of Societies with regards to the submission of reports.
- b. The Pro-tem Chairman, Pro-tem Secretary and Pro-tem Treasurer comprise the main members of the pro-tem committee, and they shall not be from the same family (parents, children, siblings and spouse).
- c. Proper monitoring of accounts and funds needs special emphasis and attention to allow the smooth functioning of the Bhajan Unit.

Compliance to the above requirements will prevent legal implications that could arise and which may jeopardise the evolution of the Bhajan Unit.

4.5 After a probationary period, the application for the formation of a Centre shall be forwarded to the Registrar of Societies to obtain legal branch status for the Centre. Although this is a necessary legal requirement, the Centre should also focus on the spiritual requirements, which should be given emphasis.

4.6 Samples of the application form (Borang 5) and the certificate of approval (sijil kebenaran) are shown in Appendix 1B and 1C respectively.



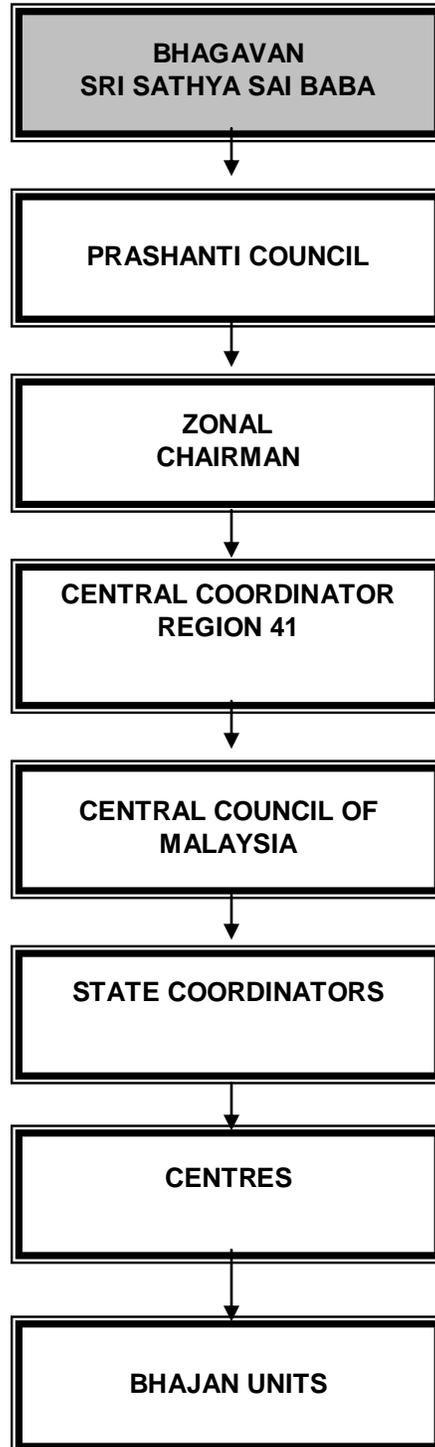
- 4.7 The Centre concerned shall not be operational as a Centre until and unless approval of its establishment has been obtained from the Registrar of Societies and thereafter shall be officially known as "Sathya Sai Baba Centre of _____ " (name of location of Centre).
- 4.8 Appendix 1D shows a flow chart of the procedure for the Upgrading of Bhajan Units to Centres.
- 4.9 The collection and administration of funds of a Centre are clearly defined in Section 13 of this manual.
- 4.10 The Office Bearers of the Sathya Sai Baba Central Council of Malaysia are always available to devotees seeking advice with regards to the formation of Bhajan Units. All Centres and State Coordinators are obliged to provide the necessary support for the evolution of new Bhajan Units.
- 4.11 However, if such groups refuse to conform to the strict guidelines laid down by Bhagavan Baba as reflected from the Prashanti Council in India and the Central Council of Malaysia, then the State Coordinator or any registered Centre should disassociate themselves from such groups.

5.0 REVERSAL OF STATUS OF EXISTING CENTRES

- 5.1 Any Sathya Sai Baba Centre which fails to conform to their avowed status may be given six (6) months (extension may be given if justified) to re-orientate their activities to conform as a Sathya Sai Baba Centre.
- 5.2 If such a Centre fails to fulfil its obligations or fails to carry out the activities as mentioned above, it should voluntarily revoke its status as a Sathya Sai Baba Centre and become a Sathya Sai Baba Bhajan Unit. This, will in no way affect its status as a legally registered body provided the Bhajan Unit continues to submit all the necessary documents annually to the Central Council and to the Registrar of Societies.
- 5.3 If such voluntary revocation is not forthcoming, then the Central Council may take appropriate action to revoke its status. The Bhajan Unit may choose to function under a parent Centre.
- 5.4 Only registered Centres will be entitled to any funding of programmes that are initiated by the Central Council and undertaken at Centre, State or Regional Levels.



SATHYA SAI BABA ORGANISATION IN MALAYSIA





(Pertubuhan 5)

Borang ini dikenakan bayaran sebanyak RM1.00

MALAYSIA

Nº 227209

AKTA PERTUBUHAN 1966

PERATURAN-PERATURAN PERTUBUHAN 1984

BORANG 5

[Peraturan 7(2)]

PERMOHONAN UNTUK KELULUSAN MENUBUHKAN CAWANGAN PERTUBUHAN

KEPADA:

PENDAFTAR PERTUBUHAN

Sebagaimana yang dikehendaki oleh seksyen 12 Akta Pertubuhan 1966, kami dengan ini membuat permohonan untuk kelulusan menubuhkan suatu cawangan bagi pertubuhan yang tersebut di bawah ini:

(Nama Pertubuhan)

2. Butir-butir mengenai cawangan itu ialah:

(1) nama

(2) tempat urusan dan alamat pos (jika lain) (Huraian 3).

(3) tahun kewangan bagi cawangan itu akan bermula pada

tiap-tiap tahun.

(4) (a) sudahkah cawangan ini diluluskan sebelum ini?

(b) tarikh kelulusan yang lalu

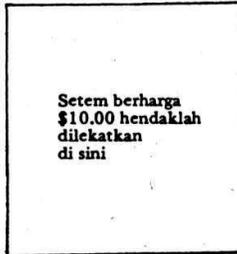
3. Tiga salinan diperakui perlembagaan/kaedah-kaedah* cawangan itu di dalam Bahasa Malaysia/Bahasa Inggeris* dikemukakan bersama-sama ini (Huraian 4).



4. Kami dengan ini memperakui bahawa pada sepanjang pengetahuan dan kepercayaan kami maklumat yang diberi di dalam permohonan ini adalah benar dan betul pada tiap-tiap butir.

Bertarikh padaharibulan19

Kami,



(Tandatangan)

(Nama)

(Jawatan)

(Tandatangan)

(Nama)

(Jawatan)

*Potong yang mana tidak berkenaan.

HURAIAN

(Huraian ini adalah dimaksudkan sebagai panduan am bagi mengisi borang ini. Jika pertolongan atau bantuan dikehendaki selanjutnya, mintalah nasihat daripada Pendaftar Pertubuhan atau daripada mana-mana Penolong Pendaftar).

- Empat salinan borang ini adalah dikehendaki, dan tiap-tiap salinan mestilah ditandatangani oleh mana-mana dua orang pemegang jawatan utama pertubuhan yang membuat permohonan hendak menubuhkan cawangan itu. Pemegang-pemegang jawatan utama ialah yang dipertua, pengerusi, timbalan yang dipertua, timbalan pengerusi, naib yang dipertua, naib pengerusi, setiausaha dan bendahari.
- Jika ruang yang diperuntukkan dalam borang ini tidak mencukupi, maka maklumat yang dikehendaki itu hendaklah diberi dalam kertas-kertas tambahan yang hendaklah dikembalikan bersama borang ini. Tiap-tiap kertas tambahan mestilah ditandatangani oleh orang-orang yang menandatangani borang ini.
- Tempat urusan cawangan itu ialah alamat ke mana segala surat akan dihantar melainkan jika suatu alamat pos yang lain ada diberi.
- Jika cawangan itu tidak akan mempunyai perlembagaan atau kaedah-kaedahnya sendiri yang berasingan dengan perlembagaan atau kaedah-kaedah pertubuhan ibunya, maka perenggan 3 dalam borang ini hendaklah dipotong.
- Tiap-tiap naskah perlembagaan atau kaedah-kaedah itu (jika perenggan 3 borang ini telah tidak dipotong) mestilah diperakui betul oleh dua orang pemegang jawatan utama pertubuhan itu dengan menurunkan tandatangan mereka di muka surat akhir tiap-tiap naskah perlembagaan atau kaedah-kaedah itu. Nama dan jawatan yang dipegang oleh pemegang-pemegang jawatan yang berkenaan hendaklah ditaip atau ditulis dengan terang dalam huruf cerai sebaik sahaja di bawah tandatangan mereka.

L—PNMB., K.L.



SPECIMEN
(Bahasa Malaysia)

no: 2 Am. R. of S./WP 278/B2-1

(Pertubuhan 7)

MALAYSIA

AKTA PERTUBUHAN, 1966

PERATURAN PERTUBUHAN, 1966

(Peraturan 7 (4))

SIJIL KEBENARAN

Mengikut peruntukan Seksyen 12 bagi Akta Pertubuhan, 1966, saya dengan ini beri kebenaran mengikut Akta yang tersebut untuk penubuhan cawangan yang disebutkan di bawah ini bagi pertubuhan

MAJLIS PUSAT SRI SATHYA SAI MALAYSIA,
(SRI SATHYA SAI CENTRAL COUNCIL OF MALAYSIA)

Nama Cawangan:

Alamat Cawangan:

Bertarikh pada 7. haribulan April, 1984.



(MOHD. IBRAHIM B. HJ. MOHAMAD)
Tim. Pendaftar Pertubuhan,
Malaysia

Kepada:

Setiausaha Agung,
Majlis Pusat Sri Sathya Sai Malaysia,
(Sri Sathya Sai Central Council of Malaysia),
Sathya Sai Nilayam, 24, Jalan Abdullah,
Off Jalan Bangsar, Kuala Lumpur.



FLOW CHART FOR APPLICATION FOR CENTRE STATUS

