

Operational Guidelines

May 2022

Sri Sathya Sai Overseas Organisation
Prasanthi Nilayam

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Preamble

Pursuant to clause V(ii) under THE STRUCTURE OF THE ORGANISATION of the WORLD CHARTER Bhagawan Sri Sathya Sai Baba so graciously bestowed on humanity for the functioning of Sri Sathya Sai Organisations world over, these guidelines have been prepared and issued by **Sri Sathya Sai Global Council**, Prasanthi Nilayam, Puttaparthi, Sri Sathya Sai District, Andhra Pradesh, India for the effective functioning of
Sri Sathya Sai Overseas Organisation.

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Formation of Sri Sathya Sai Global Council

Rationale

Bhagawan Sri Sathya Sai Baba (hereinafter reverentially referred to as “Bhagawan Baba”) founded a spiritual organisation for the benefit of humanity with service as the underlining principle. The message that Bhagawan Baba gave is universal and is based on five cardinal human values, namely Sathya (Truth), Dharma (Righteousness), Shanti (Peace), Prema (Love) and Ahimsa (Non-Violence). Bhagawan Baba’s important teaching is that God is Omnipresent, Omnipotent and Omniscient and this all-pervasive God resides in the human heart and in all living beings. Bhagawan Baba says, “The best way to Love God is to Love All and Serve All”. Among other paths, the path of nishkama karma, i.e., the path of loving selfless service prescribed in the Sanathana Dharma, has been emphasized by Bhagawan Baba.

In order to engage in such service activities, one needs to organize oneself and for this purpose, Bhagawan Baba so kindly gave the Sri Sathya Sai Seva Organisation (SSSSO) both at the Indian and global levels where devotees can collectively and effectively do selfless service and sanctify their lives. Participation of women, youth and children was encouraged with the incorporation of special programs in order to bring about cohesion and uniformity.

The main aim of the Sri Sathya Sai Seva Organisations is to awaken in man the awareness of the divinity inherent in him through inculcating the urge to serve the needy. Service to mankind is elevated to the level of continuous engagement or sadhana with the understanding that Service to Mankind is Service to God (Manava Seva is Madhava Seva). Such service activities are the bedrock of the Sri Sathya Sai Organisations.

Before the Mahasamadhi of Bhagawan Baba on 24th April 2011, these organisations operated under the direct oversight of Bhagawan Baba. Bhagawan Baba played a pivotal role in laying down guidelines, approving the programs, and setting the code of conduct that the devotees should follow in Sai centres or Samithis. Bhagawan interacted directly with the office bearers and guided them in their pursuit of spiritual excellence.

After the Mahasamadhi, the Sri Sathya Sai Central Trust (SSSCT), which had been set up by Bhagawan Baba in 1972, has ensured the smooth and meticulous functioning and conduct of all institutions and activities as instructed and inspired by Bhagawan, including the Divine Abode of Prasanthi Nilayam ashram at Puttaparthi in Sri Sathya Sai district, Andhra Pradesh, India, wherein now the sacred Mahasamadhi of Bhagawan Sri Sathya Sai Baba is located.

Ever since the Mahasamadhi, the SSSCT has been playing a central role and is providing guidance to the National and Overseas Organisations. The message of universal love of Bhagawan Baba has spread into all the continents of the world with millions of people globally revering Bhagawan Baba as the Kaliyuga Avatar. Bhagawan Baba’s mission has assumed global proportions. In today’s strife stricken world, the values enshrined in Bhagawan Baba’s teachings have become even more relevant and serve as a beacon of hope for the entire world.

The United Nations Economic and Social Council (UN-ECOSOC) has recognized Sri Sathya Sai Central Trust for its humanitarian works and conferred on it the “**Special Consultative Status**”. This enables the Sri Sathya Sai Central Trust to actively engage with UN-ECOSOC and its subsidiary bodies, as well as with the United Nations Secretariat, and other allied agencies. The SSSGC can also make representations to the United Nations in fields where it has contributed over the past many decades and continues to be active in. It has a great responsibility to see that Bhagawan Baba’s soothing message of “**Love All Serve**

All” reaches everyone globally. This calls for closer coordination among all the Sai organisations world over by SSSCT, Prasanthi Nilayam resulting in effective synergy.

Bhagawan Baba in the World Charter exhorts, to quote:

“In order to effectively administer the affairs of the Organisation, the administrative structure of the Organisation shall be as follows:

There shall be a Central Organisation or body at Prasanthi Nilayam, India, comprising the Central Office, the All-India President and the International Chair. The duties and responsibilities of the Central Organisation, inter alia, are:

- i) To guide and supervise the working of the various constituents of the Organisation throughout the world,*
- ii) To make rules and regulations and provide guidelines for the Organisation in India and Overseas countries from time to time,*
- iii) To determine all matters requiring authoritative decision in the Organisation and in relation to its constituents’ units, etc.”*

Pursuant to Bhagawan Baba’s above mentioned divine guidelines, the SSSCT has constituted the Sri Sathya Sai Global Council (SSSGC) with its headquarters at the Divine Abode of Prasanthi Nilayam, Puttaparthi. The SSSGC, which will work under the aegis of SSSCT, shall have following main mission and objective:

Mission Statement

To unify, to strengthen, to supplement, to encourage and to embrace the "Sri Sathya Sai Organisations" worldwide and firmly establish their connection to the Divine Holy Abode of Prasanthi Nilayam as directed by Bhagawan Sri Sathya Sai Baba.

Objectives

1. To formulate policy guidelines within the framework of the World Charter propounded by Bhagawan Baba and guidelines given by Him thereafter from time to time.
2. To oversee, guide, coordinate and direct the global mission of Bhagawan Baba worldwide.
3. To provide access and facilitate the visits and exchanges of devotees and groups of devotees from all the Sri Sathya Sai Centers all over the world to the Divine Holy Abode of Prasanthi Nilayam.
4. To provide guidance, directions and support to devotees and Sri Sathya Sai Centres world over and to assist and provide coordination of the activities of the SSSCT with those of the Sai centres globally.
5. To oversee and guide the functioning of Sri Sathya Sai Trusts in India and abroad which are established by or with the blessings of Bhagawan Baba in His Divine Name and under the authority of SSSCT /SSSGC in order to ensure their integrity, authenticity, accountability and transparency of operations with particular emphasis on the strict observance of all the tenets and teachings of Bhagawan Baba in all their activities.
6. To accredit, permit and oversee the functioning of Sri Sathya Sai Centres and the use of the holy name and form of Bhagawan Sri Sathya Sai Baba, the Sarva Dharma symbol and the Bhagawan Baba’s image in pictorial, digital and other modern means in the spiritual and service activities and in the furtherance of the Sai mission by sharing and spreading of the teachings of selfless love of Bhagawan Sri Sathya Sai Baba.

Basic Tenets of Sri Sathya Sai Organisation

- Sri Sathya Sai Organisation is neither a proselytizing nor an evangelical organisation. Hence, discrimination on the basis of Caste, Creed, Gender, Age, Nationality, Religion, Financial Status etc., has no place in SSSO.
- The membership of Sri Sathya Sai Organisation or any unit thereof shall be purely voluntary and hence no fixed charges such as membership fee or levy shall be charged.
- Monetary Contribution for seva activities is totally on voluntary basis. No public solicitation for funds is warranted.
- There is no election of office bearers. Unless otherwise stated elsewhere in this guideline, all office bearers are appointed through a process of selection based on consensus.

Structure and Functioning of SSSGC

Efforts have been made to give an all-inclusive structure to SSSGC. Member countries can evolve and improve the structure, working, and membership, including formation of subcommittees as and when required once SSSGC is fully functional. In case of any doubts Zone Chair should be consulted who will get proper answers to the questions by seeking guidance from Executive Committee.

Organization Structure:

There shall be two committees in the SSSGC, viz the General Assembly and the Executive Committee. The SSSGC shall be headed by a trustee of the SSSCT. The membership of the Global Council shall be as follows:

Chair:

The SSSGC shall be headed by a Chairperson, nominated by the SSSCT. He will be assisted by two vice chairpersons.

For effective functioning, there shall be two Executive Committees of the Global Council as follows:

Executive Committee (for Overseas Organisation) - One

- Three Trustees nominated by SSSCT
- All the Zone Chairs of Sri Sathya Sai Overseas Organisation
- Managing Trustee of SSSCT shall be a permanent invitee to the executive committee meetings
- Any other persons nominated by the Chair of SSSGC.

Chairperson of SSSGC will be the Chairperson of the Executive Committee-One.

Executive Committee (for Sri Sathya Sai Seva Organisation, India) - Two

For the administration of SSSSO, India another executive committee with following membership will be formed:

- Three Trustees nominated by SSSCT
- All India President, SSSSO India.
- Zonal Chairs of Six Zones
- Managing Trustee SSSCT shall be a permanent invitee to the executive committee meetings
- Any other persons nominated by the Chair of SSSGC.

Chairperson of SSSGC will be the Chairperson of the Executive Committee-Two.

General Assembly:

The General Assembly shall comprise the following persons / bodies:

- Three Trustees of Sri Sathya Sai Central Trust, Prasanthi Nilayam
- President of Sri Sathya Sai Seva Organisation, India
- All the Zone Chairs of SSSOO,
- All the Central Coordinators, and Deputy Central Coordinators of the SSSOO, National Council Presidents (NCP) or their representatives of SSSOO,

- Zonal Chairs of Six Zones of Sri Sathya Sai Seva Organisation, India
- Any other persons nominated by the Chair of SSSGC.

Meeting of SSSGC

1. General Assembly meetings of the Global Council shall be held twice a year at Prasanthi Nilayam. Any member unable to physically attend the meeting can do so virtually.
2. The Executive committees shall meet quarterly at SSSGC office, Prasanthi Nilayam. Members can also attend virtually.

SSSGC Office:

1. The SSSGC office will be located at Prasanthi Nilayam.
2. The Chairperson's office will be staffed appropriately and all facilities and amenities will be provided by the SSSCT.
3. The SSSGC office at Prasanthi Nilayam shall be managed by a group of three coordinators. They will be appointed by the Executive Committees and accountable to the Chairperson, SSSGC. At any given time, at least one of them shall be present in Prasanthi Nilayam.
4. All the Zone Chairs can directly communicate with SSSGC office at Prasanthi Nilayam, which will be attended by the coordinator at Chairperson's office.
5. SSSGC office, at the behest of the chairperson, will convene meetings of SSSGC and the Executive Committees. They will also maintain records of all the meetings.
6. SSSGC office will compile and keep a record of all reports of activities conducted by the various countries and will be responsible for updating and sharing information about these Sai activities with the public via social media platforms.

Role of Sri Sathya Sai Central Trust:

1. SSSGC will function in close coordination with SSSCT for all approvals of programs in Sai Kulwant Hall, Events, Seminars, Workshops, Conferences, Prasanthi Pilgrimages, Accommodation and use of various Facilities and Amenities at Prasanthi Nilayam.
2. SSSCT will support and promote seva activities of SSSGC in India and overseas.
3. All resources required for functioning of SSSGC Office shall be provided by the SSSCT.

Appointments:

1. Appointments of Chairperson, SSSGC and All India President, SSSSO shall be done by SSSCT.
2. The Chairperson, SSSGC shall be the appointing authority of Zonal Chairs, Central Coordinators, and Deputy Central Coordinators. The President of the National Council/ Coordinating Committee shall be appointed by the SSSGC on the recommendation of the Zone Chair. Subsequent one extension of term of 2 years can be done by the Zone Chair, under the information to the Chairperson of the Sri Sathya Sai Global Council.
3. The Executive committees can draw any devotee, expert, or former office bearer to play any role in the functioning of SSSGC and also appoint them to the subcommittees of SSSGC, as and when required.

4. All the Zonal Chairs of SSSSO, India will be appointed by the Chairperson, SSSGC on the recommendation of the All-India President, SSSSO.
5. National Coordinators, State Presidents and other office bearers of SSSSO, India will be appointed under the signature of All India President, SSSSO.

Global Committees:

1. In order to help the SSSGC in formulating appropriate policies, the SSSGC may, from time to time, constitute Global Committee for a specific task. Such committee shall be given clear Terms of Reference with delineated time frame. Members of such committee include office bearers and members of Sri Sathya Sai Centres from around the world with relevant specialized training, skills and experience in the field for which the committee is formed. Such committee shall function as advisory bodies to SSSGC. Once the time or task for which they are constituted is over, such committee shall cease to exist.

Apart from these adhoc committees, there shall be following committees at the Global level. These committees shall advise the executive committees in the fields they are assigned. These committees are:

- Global Spiritual Committee
- Global Education Committee
- Global Seva Committee
- Global Ladies (Shakti) Committee
- Global Youth Committee
- Global Medical Committee

All the Global Committees shall be composed as follows:

- Chairperson nominated by SSSGC - 1
- Zone Coordinators of that specific wing (nominated by Zone Chair) - 9
- Eminent and experienced devotees nominated by Chair, SSSGC - as required

2. Bhagawan Baba's message of Inter Faith Harmony and Unity in Diversity is unique. No other Avatar in the history of mankind ever laid so much emphasis in this area as Bhagawan Baba has done. Therefore, in order to propagate His messages of religious and social harmony, following committees to organize celebrations at Prasanthi Nilayam shall be constituted at the global level.

- Global Christmas Committee
- Global Buddha Poornima Committee
- Global Chinese New Year Committee

Sri Sathya Sai Overseas Organisation

The Sri Sathya Sai Overseas Organisation (SSSOO) is designated to serve the Sri Sathya Sai Mission outside of India. For administrative convenience it is divided geographically into nine zones, each functioning independently under the direct oversight of SSSGC. Each of these zones shall be headed by a Zone Chair. The zones may be subdivided into one or more regions for effective administration.

The SSSOO operates in countries around the world through a Central Council or Coordinating Committee, which is overseen by the Zone Chair assisted by Central / Deputy Central Coordinators. To promote unity in deed and name, and to ensure consistency in implementing the main goal of the SSSOO in every country, all affiliated local Sri Sathya Sai Centres / Groups, Sri Sathya Sai Trusts, Institutes of Sri Sathya Sai Education, Sri Sathya Sai Schools and other entities in the country using Bhagawan Baba's name shall work hand in hand with the Zone Chair, Central Coordinator(s) and the National Council or Coordinating Committee in serving the Sri Sathya Sai Mission under the auspices of the SSSGC.

SSSGC has a decentralized structure. Zone chairs are empowered to take all the decisions related to functioning of Sai organisations in their respective zones in consonance with the directions of the Executive Committee of Sri Sathya Sai Global Council. For effective functioning, the zone chair will be supported with various committees.

Registration of SSS Overseas Organisation / SSS Centre

It is proposed to have SSSOO as a non-legal entity. The individual country organizations, however, can be registered as SSSOO in their respective countries. Unless otherwise such registration is not mandatory as per the law of the land, the National Council/Coordinating Committee/SSS Centre shall not be registered. For the management of property and fund for seva activities, a separate SSS Trust can be registered in each country though, dealt separately elsewhere in this guideline.

Division of SSS Overseas Organisation

For effective administration, the SSSOO has been divided into nine zones. The composition of the zones is in Annex I.

For more decentralized administration, the zones shall be further divided into one or more regions each of which shall be headed by a Central Coordinator assisted by one or more Deputy Central Coordinator as may be required. Central Coordinators shall assist in improving the service activities by supporting and closely working with country heads. They shall be accountable to Zone Chair.

Zonal Coordinators:

Each Zone may choose to have Zonal Coordinators in the following wings. Such coordinators, nominated by the Zone Chair, shall be accountable to Zone Chair.

- Spiritual
- Education (Sai Spiritual Education)
- EHV

- Service
- Ladies
- Young Adults
- Medical

Zonal Committees:

Zonal committees shall be established under the auspices of the zone chair to focus on the specific areas indicated by their functional names. These committees plan, advise and coordinate specific areas of work in the zone and advise Zone Chair accordingly. After the approval of the Zone Chair, these committees may provide guidance and assistance to the SSS National Council or Coordinating Committee in countries within the zone in their specific areas. Under no circumstances shall these committees exert executive roles, rather would act as advisory bodies to Zone Chair in their functional areas.

- Humanitarian Relief Committee
- IT Committee
- Archive Committee
- Environmental Committee
- Intellectual Property Committee
- Media Coordination Committee
- Public Outreach Committee

Duties of Zone Chair / Central Coordinators:

Duties and responsibilities of Zone Chair and Central Coordinators, where present, are:

1. To guide and oversee all activities in countries in the Zone, including the work of the Zonal Sri Sathya Sai Trusts, the ISSEs and the Sri Sathya Sai Schools.
2. With the assistance of Central Coordinators, the Zone Chair shall motivate and help all countries in the Zone to foster spiritual awareness through the SSSOO's activities.
3. To appoint the President of the National Council or Coordinating Committee with the approval of the SSSGC. The Zone Chair may extend the term of National Council President with the concurrence of the Chair, SSSGC.
4. To disseminate the guidelines and decisions of SSSGC to all National Councils or Coordinating Committees in the Zone and to oversee in the implementation of the same.
5. Central Coordinators, in consultation with the Zone Chair, shall be responsible for media reporting and publications of reports in their specific regions.
6. To transmit to SSSGC periodic reports on the activities of the Zone.
7. To intervene in circumstances which could jeopardize the sacred name of "Sri Sathya Sai" by overseeing and supporting the actions of the National Council.
8. Arrange meetings of Zone leaders from time to time as is considered necessary.
9. To carry out any other activities as assigned by SSSGC from time to time.

Duties of President of National Council / Coordinating Committee:

1. The President shall be responsible for implementing all the policies, activities and programmes of SSSOO.
2. To disseminate information about SSSOO decisions, activities and programmes to all Sai Centres / Groups and ensure effective implementation of the same.
3. Bhagawan Baba says, “*Spread the Message of Sai to Every Nook and Corner of the Country*”. The Sai Centre / Group is an effective instrument in the message dissemination. Therefore, it will be the prime duty of the President to plan and establish new Sai Centres / Groups in the country, especially in remote areas.
4. Provide accreditation to the newly established Sai Centres / Groups in the country.
5. Coordinate, guide and supervise national SSSOO activities.
6. Assist, support, encourage and inspire by example all Sai Centres / Groups to better fulfil their objectives.
7. Support ISSE and Sri Sathya Sai Schools in the country and keep the Zone Chair and Central Coordinator informed of the same.
8. Arrange meeting of the National Committee from time to time as is considered necessary
9. Arrange General Assembly meetings of the Members /Active workers of the country and to hold such meetings at least twice a year.
10. Develop and conduct Orientation Program, Leadership Development Training Programmes, etc for all office-bearers.
11. Arrange public meetings to share Bhagawan Baba’s message and teachings.
12. Submit periodic reports to Zone Chair / Central Coordinator of the country. In the event of any significant incidents in the country that affects the activities or image of the SSSSO, report immediately to the Zone Chair / Central Coordinator.
13. In case of any breach of organization guidelines by any member of the organization, or misconduct of any member / office bearer, action should be taken immediately in the interest of maintaining the sanctity, integrity and nobility of the organization. NCP must bring this to the attention of the Zone Chair immediately for appropriate corrective action.
14. To attend meetings in Prasanthi Nilayam called by the SSSGC from time to time.

The vice president (where present) of the National Council / Coordinating Committees shall assist the President in discharging the duties and responsibilities.

Institute of SSS Education (ISSSE):

Establishment of ISSSE:

Dissemination of Bhagawan Baba’s message of Human Values is of prime duty of any unit of SSSO. Towards this, every country shall strive to establish ISSSE to promote the principles and programs of Sri Sathya Sai Education in Human Values (SSSEHV) through both formal and non-formal channels of education including Sri Sathya Sai EHV community education.

ISSE, established at the country or regional level, shall be supported by the National Council(s) in its operation. ISSE shall act as an implementation arm of SSSOO in matters of SSSEHV promotion and delivery in the country or region. ISSSE shall be headed by a Director, appointed by the Zone Chair in consultation with the Executive Committee. In countries where there it is not possible to establish an

ISSSE, the existing ISSSE in the Zone should extend their services to such countries under the guidance of the Zone Chair. ISSSE shall function under the oversight of Zone Chair.

The Mission of ISSSE would be to:

- Foster holistic system of education that promotes both academic as well as character excellence through the practice of five universal human values of truth, right conduct, peace, love, and nonviolence based on the educational philosophy of Bhagawan Baba.
- Monitor and enhance the quality of Sri Sathya Sai Education through continuous refinements in the SSEHV curriculum, teacher training and development, standards setting, and quality assurance programs.
- Enhance awareness, understanding and outreach of Sri Sathya Sai Education with the educational establishment under the oversight of SSSOO, etc.

The Director of the Institute shall be a member of the collegium setup under the auspices of the Sri Sathya Sai Centre for Human Values at Prasanthi Nilayam. The collegium will be a monitoring and coordinating body to ensure the authenticity and integrity of Sri Sathya Sai Education in Human Values being carried out by the ISSSE in various countries.

Main Functions of ISSSE:

In order to realize the goals and objectives, consistent with available resources, ISSSE shall conduct Training of Trainers (ToT), Training to Teachers, Seminars and other Awareness Programmes that promote Bhagawan Baba's teachings of message dissemination.”

SSS Schools:

One of the main functions of SSSSO is to promote and foster Sri Sathya Sai Schools in the country / region. The over-arching goals of Sri Sathya Sai Schools are:

- To provide a model of educational excellence in the development of human values for other schools to emulate,
- To create an environment, culture, and ethos in which the five human values are practised actively,
- To prompt the realisation in students of the full potential of human excellence.

Sri Sathya Sai School shall function with the support, coordination and oversight of National Council. The ISSSE of the country shall provide necessary training and other professional supports to teachers. The school shall be functionally under the oversight of Global Education Committee of SSSGC which shall be the accrediting agency for SSS School.

Membership of SSSSO:

Any person who is a spiritual aspirant, has faith in the name, form and teachings of Bhagawan Baba, and who is willing to abide by the nine-point code of conduct and the rules and regulations of the SSSOO in force will be treated as a member. Such a member who is in a position to devote at least four hours a week to activities of the organisation shall be treated as an active member.

Anybody, 18 years or above, is qualified to become a member of a Sai Centre/Group. Members are expected to practise the Nine-point Code of Conduct and the Ten Guiding Principles (Annex II) laid down

by Bhagawan Baba, and thereby become exemplars of His teachings and worthy instruments in the society.

It is understood that devotees join SSSOO for their personal spiritual growth and to realise and manifest their innate divinity, and to support others in their own spiritual awakening. This can be fostered fully by actively taking part in the variety of activities in the Sri Sathya Sai Centre. Thus, each member actively forges his connection with Bhagawan Baba by following His teachings sincerely with faith and love.

There are no charges, levy or membership fees in SSSSO.

Disqualification of Membership from SSSSO:

It must be understood that devotees join SSSSO for self-improvement. Therefore, all the devotees are on the path of improvement. Any member who violates the Code of Conduct should be counselled not to repeat such errors in future. Perseverance and compassion must be practiced by the office bearers towards such erring members. However, if there is repeated non-observance or persistent violation of the Code of Conduct by such a member or unit of SSSSO despite counselling and/or warning, only as a last resort, he/she may be disqualified from holding any office or from being an active member in the organisation. The national council of the organisation may remove such member from office and declare them disqualified to hold such office or to be an active member of the organisation.

Age Limit of Young Adult:

Persons within age group of 18 to 35 shall be termed as young adult.

No Discrimination in SSSSO:

The essential message of Bhagawan Baba is the fostering of unity, including unity of purpose and unity in diversity. Therefore, all people are treated equally with love. Discrimination based on Religion, Caste, Creed, Gender, Colour, Age, Nationality, etc. should not be done in SSSSO.

The Sri Sathya Sai Centre should welcome visitors without any discrimination whenever there are organizational activities. The Sri Sathya Sai Centre should seek to answer the queries of each newcomer who approaches the SSSSO in accordance with the universal teachings of Bhagawan Sri Sathya Sai Baba. It must be remembered that Bhagawan Baba came “to nourish the roots of all religions” without any distinction.

Formation of Sri Sathya Sai Groups:

Any group of devotees of Bhagawan Baba numbering not less than 9 preferably not of the same family, and engaging themselves in activities under at least one of the three wings of SSSOO, namely Spiritual, Educational, and Service, may constitute a Sri Sathya Sai Bhajan Group and apply for affiliation to the National Council or Coordinating Committee. Once such a group starts Bal Vikas/ SSSE classes, they can be elevated to the status of a Sri Sathya Sai Centre.

Elevation of Sri Sathya Sai Group & Formation of Sri Sathya Sai Centre

The Elevation of Group & Centre should be done based on the number of devotees & activities being conducted by the centres. This should be decided after arranging meeting with Zone Chair. Zone Chair should inform the Executive Committee of any such elevation / formation done.

Uniformity in the Name of Sri Sathya Sai Centres / Groups:

Sri Sathya Sai Centre / Group generally carries the name of the local community in which they are located. In English, it shall be written as “Sri Sathya Sai Centre,..... (town or city)”. The same naming practice should be adopted in other languages as well.

Word “Sri” is a venerated word in Vedic culture. It is used as an epithet at the beginning of the name of a Divine respectable person. Therefore, wherever there is a reference to Bhagawan Baba as “Sathya Sai” or “Sai Baba”, henceforth the reference shall be “**Sri Sathya Sai**” or “**Sri Sathya Sai Baba**”.

Affiliation with SSSOO:

In order to enable the organization to be one in deed and name, every constituent of the organization must compulsorily affiliate with the SSSOO in such manner as may be expedient from time to time. Only members and office bearers of the organization are entitled to use the sacred name of Sri Sathya Sai Baba or organization logos in their activities.

Every Sai Centre / Group is a prime mover of SSSOO. It is where the organizational activities take place. It must be accredited by and affiliated to the national SSSOO, which is administered by a National Council or Coordinating Committee. The purpose of a Sai Centre / Group is to provide a venue for practising the teachings of Bhagawan Baba, to disseminate His teachings to the public and to enable one another to have the joy of walking together on the spiritual journey by sharing their loving experiences as devotees of Bhagawan. The Sai Centre is a focal point for individuals who are striving to lead spiritual lives and who want to devote a significant portion of their time and energy in the selfless service to the needy and the distressed.

In keeping with the sanctity of the Sri Sathya Sai Centre as a place of worship and community service, the disciplines stipulated by Bhagawan Baba and His teachings shall be strictly adhered to. It is a disciplined practise that in all Sai Centre activities, men and women are seated separately and interact minimally among themselves; and follow Bhagawan Baba’s prescribed dress code and conduct themselves modestly.

Selection of Office Bearer:

All office bearers must be selected unanimously. Lobbying or voting ultimately invites politics resulting in disunity in the organisation. Hence, the President of the Sai Centre / Group must be selected unanimously from among active members by the general body meeting of the Centre/Group and must be approved by the NCP. The President of the Sai Centre / Group in turn selects coordinators under all the wings viz. Spiritual, Education, Service, Ladies (Sakthi) and Youth from among the active members of

the Sai Centre / Group. In so doing, it is desirable that the President is in consonance with active members of the centre / group. He may co-opt additional members for any special meetings.

All the persons who are actively involved in any other similar organization shall not be eligible for any positions in SSSSO.

In the event that unanimity in selection at any level of organisation is not achieved, the National Council/Central Coordinator/Zone Chair will provide assistance and resolution.

Term of Office Bearer:

1. Unless specified, the term of all office bearers within the country shall be of two years. They shall be eligible for appointment for another term.

Notwithstanding anything mentioned above, in case a person who has already served two terms in a particular position, but for various reasons his/her service is still required for the same position; or, for a position that demands specialized skills, training, knowledge, etc. such as Editor of Magazines, Convener of Books and Publication Committee, Treasurer of Trust, etc; on the recommendation of the President National Council/Coordinating Committee, the zone chair can grant permission for extension of term of such person(s).

2. In general, the appointing authority can extend, reappoint and remove any office bearer. But in case of National Council President, the Zone Chair can extend the tenure for another term.

The membership or position of the SSSOO or of any unit thereof shall be purely voluntary and hence it cannot be claimed as a matter of right. All rights and privileges are reserved by the SSSOO.

Reporting of Activities:

Report of the works done holds great importance in SSSOO. Such reports are prepared not to boast or satisfy personal aggrandizement, but to inspire other people and to share the best practices of seva activities performed elsewhere. To this end, it is important that the work of the SSSOO is reported diligently and with transparency so that:

1. There is greater awareness, nationally and globally, of the work done for enhancement of Sri Sathya Sai Mission.
2. All members of Sai Centre / Group are kept informed in a timely fashion of the work being done by SSSOO. The main purpose of such reporting is to create awareness of the divine mission as well as to serve the members at all levels. This is expected to inspire, motivate, and encourage people to participate in the sacred work of the SSSOO.
3. The National President shall submit the Quarterly Reports & Annual Reports to the Zone Chair within a reasonable time. In some countries the decision can be taken jointly along with the Zone Chair. It is important to update all information of major activities happening in the countries through the Media Team of the country to the official website of SSSGC.

Sri Sathya Sai Bookstore:

It is desirable that every centre maintains a store of books on Swami, Vibhuti, Swami's lockets, etc. The following points should be considered in maintaining such store:

1. All books, literature, media and materials displayed or sold at the Sri Sathya Sai Store must be from an official SSSOO source or published by its National Publication Committee or the Publications Division, Sri Sathya Sai Sadhana Trust, Prasanthi Nilayam (PD, SSSST, PSN).
Books published by sources other than these are strictly prohibited to be displayed / sold by the Sai Centre / Group. In case the Sai Centre / Group finds some spiritual books or literature worth keeping in the store, prior approval should be obtained from the National Council President.
2. Every Sai Centre / Group should subscribe to Sanathana Sarathi and other newsletters of the organisation. It is desirable that the Centre / Group distributes Sanathana Sarathi to people in the area. Where possible the National Council should establish Books and Publication Division in the country and publish/translate Sanathana Sarathi in vernacular language and distribute to devotees.
3. Every Sai Centre / Group should encourage devotees to study books on the life of Bhagawan Baba (Sathyam Shivam Sundaram), His teachings and writings (Vahini series), His discourses (Sathya Sai Speaks or Summer Showers), and a variety of other literature on Bhagawan Baba.
4. It is imperative that the items be sold at cost-to-cost basis or at a price that covers bare overhead only. Profit making or sale as source of fund should not be a consideration at all. Sales should not dilute the spiritual activities of the Sai Centre. The Sai Centre / Group must comply with all relevant laws of the country regarding sales of such items.

Living with the Local Social, Religious and Cultural Milieu:

1. Cult or Rituals:

The Sai Centre / Group must live hand in hand with the local religious, social and cultural traditions and customs. To the extent such practices do not conflict with the teachings of Bhagawan Baba they shall be accommodated. Sai Centre / Group must consult their National Council President if they seek to adopt programmes and practices that are different from those of SSSOO. Care must be taken to honor, respect and be in harmony with the local culture. SSSOO must integrate within the society, guided by the two principle tenets of Bhagawan's mission of love and selfless service established in the firm belief that Service to Man is Service to God. SSSOO is not a "Religious Cult" and care should be taken that in its conduct and activities it should not give the impression to society that it is an another "Religious Cult".

It is important to recognize that Bhagawan Baba did not come to establish a new sect or religion, or to promote any particular religion. He did not stipulate elaborate religious rituals as part of organisational activities either. The devotees may chose to worship any form of God he/she likes. Bhagawan Baba said that He has come to confirm each in his own faith, so that the Christian becomes a better Christian, the Muslim, a better Muslim and the Hindu, a better Hindu."

Thus, the emphasis is on the universality of Bhagawan Baba's message and its practice in daily life to inspire each member in his sadhana for realization of inherent divinity. The practice and propagation of the five universal human values to unite, spiritually elevate, and serve society should be the bedrock for all organisational activities.

SSSOO should refrain from collaborating with any social or religious organization. In the event of a situation where the Sai Centre / Group is required to associate with organization other than Sai, prior approval from the Zone Chair must be taken.

2. Sai Sadhana Bhavan (Sai Centre Building):

Every Sai Centre / Group shall endeavour to have its own Sadhana Bhavan (Sai Centre Building) to conduct its regular activities. In the absence of own Sadhana Bhavan, keeping with the fact that the SSSOO is a spiritual organisation rather than a “Sai religion”, Sai Centre / Group meetings / activities should be held in venues not associated with a particular religion or sect. In such a case, Sai Centre / Group meetings may take place in a private home or a public venue, as appropriate. In all instances, the venue must be free from any bias of caste, creed, gender, or religious affiliation, etc. and should be accessible to members of the community-at-large.

Revocation of Affiliation:

In the event of:

- persistent violations of the rules and regulations of SSSOO,
- financial dealings that are against the principles of SSSOO or directives of Bhagawan Baba,
- actions that tarnish name of Bhagawan Baba or are against the interests of the Sai Centre / Group,

the Zone Chair, on the recommendation of the Central Coordinator and/or the National Council President, may cancel the affiliation of the Sri Sathya Sai Centre or Sri Sathya Sai Group with the SSSOO.

A Sai Centre / Group whose affiliation has been cancelled should apply for its dissolution according to the laws of the country, if it is a registered body. Such Sai Centre / Group shall immediately remove the name “Sri Sathya Sai” from its boards, letter heads, etc.

Finance:

Bhagawan Baba exhorts, *“Fund collection is as much opposed to this movement as fire is to water. If you yield on this point, spiritual advance will perish”.*

In line with Bhagawan Baba’s injunction that SSS Centres should have as little to do with money as possible, following guidelines in respect of fund collection and management of asset.

All services offered by SSSO are feeless. No price for any service shall be charged to the beneficiaries, nor are donations solicited from members or the public. SSS Centres pay no fees to the SSSOO at any level. SSS Centre may meet their expenses by allowing members to make voluntary, anonymous contributions. Generally, office bearers in the SSSOO bear their personal expenses incurred in carrying out their duties. In rare circumstances where the need for bearing the costs of an office bearer arises, exceptions to this rule may be made by the Zone Chairs.

Special projects must be discussed thoroughly and acted upon only after ascertaining the sources of funds. If the amount is insufficient, the office bearers may either make up the shortfall among themselves or cancel or scale down the project. Sai Centre / Group should never embark on projects for which there are insufficient resources of money, time, personnel, energy or skills. Any financial considerations will be the collective responsibility of all the Sai Centre / Group office bearers.

One must always remember Bhagawan Baba's exhortation, "*There will be no lack of funds for any good cause*". Thus, if the intention is noble and selfless, fund should not be a roadblock.

Careful records of all financial transactions (e.g. income from sale of books, rental of rooms, meeting and conference accounts) shall be kept in a transparent manner which shall be reviewed by the concerned Sai Centre / Group office bearer regularly. Those assigned for managing store at Sai Centre / Group should be rotated on a regular basis. The books of accounts should be transparent and if someone requests information, details may be given about the transactions.

In no case shall a public appeal be made for any funds, donations, or contribution in cash or kind.

Every SSS Centre shall furnish annual audit report to the National Trust, if any, otherwise to the National Council. The National Trust has responsibility to review audit reports and maintain compliance to local regulations. The SSSGC will ensure the constitution and guidelines of National Trusts are aligned with SSSGC objectives and principles.

Fund for Emergency Service or Zonal Service Projects:

In case of natural calamity in any country or any Zonal Service Project, intra and inter Zone Countries shall join hands as a mark of solidarity. For such Zonal Service Projects, inter Zones call shall be made by the Chair, SSSGC. To this effect, Zone Chair shall constitute a Resource Management Committee at Zone level under his oversight. Any surplus fund from such project shall be reserved for future or spent on any meaningful seva in other Zones.

For the management of Zonal fund, a separate body named as Sri Sathya Sai Trust, Zone... , shall be registered at Zonal level with the decision of all the member countries. The Trust will offer opportunity to devotees to take part in the cross-border seva and be part of Bhagawan's mission of brotherhood of mankind. Funds pooled into these Trusts will be spent on inter/intra zonal service activities.

This, however, shall not limit the willingness of any person, country or zone to extend financial or physical assistance to another zone during emergencies, disasters, or for any other cross broader service activities. In so doing, the zone chair should be kept in the loop who would inform SSSGC Chair.

Formation of SSS Trust:

All assets, both fixed as well as current, of the SSSSO should be registered in the name of a Trust duly registered according to the law of the land. Although property accumulation such as by Purchase and Sale of Land, Open Fund Collection, etc. are totally prohibited in SSSOO, nevertheless the Sai Centre / Group may have to, at times, purchase land or contribute fund for certain service activities such as constructing own Sadhana Bhavan, SSS School, Orphanages, Old Age Home, etc. In such cases, these transactions have to be made in the name of the Trust.

Miscellaneous:

1. It is imperative that the speaker at the SSS Centre or meetings / conferences is fully versed with the teachings of Bhagawan Baba. Therefore, inviting speaker from outside the organization is discouraged. The host should verify about the credentials of the speaker before inviting especially

in terms of his faith on Bhagawan Baba as an Avatar. In order to ensure that the invited person is of right credential, more than one tier be involved in the consultation process.

Following office bearers are authorized to approve the invitation:

- Intra country (within country) - National Council President
 - Inter countries but within same zone - Central Coordinator / Zone Chair
 - Inter Zones - Respective Zone Chairs
 - If the speaker is from Prasanthi Nilayam - Chair, SSSGC
2. Any country desirous of holding any events such as Cultural Program, Prasanthi Yatra, Seminar, etc. at Prasanthi Nilayam should first get the approval from respective Zone Chair who shall communicate with SSSGC office at Prasanthi Nilayam for date, time and venue, etc.
 3. There is no room for conflict or dispute in the SSSSO. It is a spiritual organization where every devotee should strive to achieve goal of self-realisation. Through the practice of selfless service one can achieve this objective. Hence, dispute or conflict among members should not ordinarily arise during the course of functioning of the organisation. Nonetheless, in the event of a conflict, every effort should be made to settle dispute amicably in a Dharmic way.
 4. Any matters that are not covered by this guideline shall be referred to the SSSGC for guidance through Zone Chair.

Division of SSS Overseas Organisation (Zone)

- **Zone 1, North America:** Aruba, Barbados, Canada, Curacao (Netherland Antilles), Guyana, Jamaica, St. Kitts, St. Lucia, St. Martin, Surinam, Trinidad & Tobago, USA/Virgin Islands
- **Zone 2, Central & South America:** Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Cuba, Dominican Republic, Ecuador, El Salvador, Guadeloupe, Guatemala, Haiti, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Puerto Rico, Uruguay, Venezuela, French Guyana and other countries in the continent.
- **Zone 3, Oceania:** Australia & Papua New Guinea, Fiji, New Zealand
- **Zone 4, South East Asia:** Bhutan, Bangladesh, Cambodia, Laos PDR, Maldives, Myanmar, Nepal, Sri Lanka, Thailand
- **Zone 5, East Asia:** Brunei, China, Hong Kong, Japan, Korea, Taiwan, Indonesia, Malaysia, Philippines, Singapore, Vietnam
- **Zone 6, Europe:** Austria, Belgium, Bosnia & Herzegovina, Bulgaria, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Israel, Italy, Kosovo, Latvia, Lithuania, Macedonia, Netherlands, Poland, Portugal, Romania, Serbia, Montenegro, Slovakia, Slovenia, Spain, Sweden, Switzerland, United Kingdom
- **Zone 7, Russia & Adjacent Countries:** Azerbaijan, Armenia, Belarus, Georgia, Kazakhstan, Kyrgyzstan, Moldova, Russia, Tajikistan, Turkmenistan, Ukraine, Uzbekistan
- **Zone 8, Middle East:** Abu Dhabi (UAE), Bahrain, Dubai (UAE), Iran, Kuwait, Oman, Qatar, Saudi Arabia, Sharjah (UAE), Syria.
- **Zone 9, Africa:** Benin, Botswana, Cameroon, Congo-Brazzaville, Congo DR, Gabon, Ghana, Kenya, Madagascar, Malawi, Mauritius, Morocco, Nigeria, South Africa, Tanzania, Uganda, Zambia, Zimbabwe.

Nine-point Code of Conduct and the Ten Guiding Principles

Nine-point Code of Conduct

1. Daily meditation and prayer.
2. Devotional singing/prayer with members of family once every week.
3. Participation in Bal Vikas (Sai Spiritual Education) and other educational programs conducted by the organization for children.
4. Attendance at least once per month in group devotional programmes conducted by the Organisation.
5. Participation in community service work and other programmes of the Organisation.
6. Regular study of Sai literature.
7. Putting into practice the principles of “ceiling on desires” and utilising any savings thereby generated for the service of mankind.
8. Speaking softly and lovingly with everyone with whom he/she comes into contact.
9. Avoiding talking ill of others especially in their absence.

Ten Guiding Principles

1. Love and serve your country. Do not be critical of others' countries.
2. Honour all religions, for each is a pathway to the one God.
3. Love all people without distinction; know that humanity is a single community.
4. Keep home and surroundings clean.
5. Help people to become self-reliant. Provide food and shelter, love and care, for the sick and the aged.
6. Do not tempt others by offering bribes or demean yourself by accepting them.
7. Do not develop jealousy, hatred, or envy on any account.
8. Do not depend on others to serve your personal needs; become your own servant before proceeding to serve others.
9. Adore God, abhor sin.
10. Observe your country's laws and be exemplary citizens.

Jai Sai Ram.