



भारतीय तीरंदाजी संघ

ARCHERY ASSOCIATION OF INDIA

President:

ARJUN MUNDA

Union Minister, Govt. of India

Email : arjun.munda@gmail.com

Ref.No.AAI/Insignia/Notifn./2020/1

Hony.Secretary General:

PRAMOD CHANDURKAR

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July 29, 2020

All Executive Members of Archery Association of India

All Committee Chairmen, Conveners/Directors and Members

SUBJECT: GUIDELINES/ ADVISORY FOR THE USE OF NAME AND OTHER IDENTIFYING INSIGNIA (LOGO, SYMBOL, SIGN) OF ARCHERY ASSOCIATION OF INDIA (AAI)

Dear Colleagues,

This notification is intended to elucidate the policy framed as the guiding principles for the access and use of name and other identifying insignia (logo, symbol, sign) of Archery Association of India (AAI) in order to protect the reputation/image, authenticity, legal integrity on one hand and to maintain proper decorum within the Association on the other. We strongly believe that addressing unwarranted and unpleasant issues by taking deterrent action prior to a controversy can indeed be a good strategy.

We are confident that all the concerned officials will extend their fullest cooperation in implementing the under mentioned guidelines effectively -

- 1) i) The below listed elected functionaries are the authorized officials to use the letter pad, seal, stamp and other insignia of the AAI for communicating any kinds of letters, emails, memorandums, notifications, circulars, proposals, reports, press notes etc. with any individual, affiliated members, EC members, government authority, non-government authority, parent bodies, bank, organisation, board, institution etc. outside or within the Association on behalf of the AAI only for the official purpose under the set provisions of the AAI Constitution -
 - a) President
 - b) Hony. Secretary General
- ii) Hony Treasurer is authorized to use the letter pad, seal and other insignia of the AAI for communicating letters, emails, memorandum, notifications, circulars, proposals, reports etc. limited to finance related matters with any individual, affiliated members, government authority, non-government authority, organisation, boards, institution etc. outside or within the Association on behalf of AAI only for the official purpose under the set provisions of the AAI Constitution.

>>>>>2



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::2::

- iii) Assistant Secretary is designated by the President and/or by the Hony. Secretary General to use the letter pad, seal and other insignia of the AAI for communicating any kinds of letters, emails, memorandum, notifications, circulars, proposals, reports, press notes etc. with any individual, affiliated members, government authority, non-government authority, parent bodies, organisation, board, institution etc. outside or within the Association on behalf of the AAI under the approval or specific direction of the President and/or the Hony. Secretary General.
- 2) No other official of AAI is entitled to use the letterhead, seal and other insignia of the AAI for any communication whether official or personal. For avoidance of any doubt, it is clarified that any usage of the AAI letterhead, seal, stamp and other insignia is strictly prohibited as mentioned in Sl.No.1 (i), (ii) & (iii) hereinabove.
- 3) Neither the Association's name nor its insignia nor part of its insignia may be incorporated into any personal, company, organization or any other stationery and publicity material other than that of the Association; nor may any statement be included in the printed portion of such stationery or any other material which states or implies that an individual, company, or other organization is a Member of the Association without prior approval of the competent authority.
- 4) All elected members of the AAI Executive Committee, all Committees Chairmen, all Committees Conveners/Director are permitted to print their personal letterheads and visiting cards indicating their respective designation for internal and external purposes without insignia of the AAI. However, they shall not represent themselves as having authority to bind the Association unless they are expressly authorized to do so .
- 5) AAI letterhead need not be used for internal correspondence between senior functionaries, EC Members or Committee members or Staff members.
- 6) AAI insignia should not be altered or reproduced in any manner without approval of the President or the Hony. Secretary General or their designate, except to be enlarged or reduced in their entirety or in black or white colour as per the requirement of background.
- 7) In the event of any requirement of writing any kind of letter, representation, memorandum, notification, circular, notification etc. to an individual, affiliated member, EC members, committee, parent bodies, government authority, non-

>>>>>3



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government authority, organisation, board, institution etc., it must be submitted in draft form to the AAI President or to the Hony. Secretary General or their designate. In general, all the correspondence would be issued under the signature of aforesaid authorized functionaries. However, the President or the Hony. Secretary General may relax the rules considering the circumstances of the case and either of them may delegate the power of using letterhead and insignia provisionally to the official concerned, in writing for the specific purpose only. In that case, it is mandatory for such official to provide a copy of communication to the office of AAI immediately.

- 8) This policy applies to all categories of elected officials, nominated officials and staff members at any capacity except Sl.No.1 and shall continue to be in force until it is altered, rescinded or amended. However, any exception to the guidelines are subject to prior approval by the President only.
- 9) In an event of any violation of the above policy, the Secretary General or a designate will notify by way of a warning to the individual or organization that they are in violation of AAI policy and will direct them to refrain from further misuse of the AAI name or insignia. However, second violation of the present policy shall lead to disciplinary proceedings against the erring individual.

This is issued with the approval of Hon'ble President, AAI.

Best wishes and regards,

Yours sincerely,

(PRAMOD CHANDURKAR)

Copy to : Presidents/Secretaries of Member State Archery Associations of AAI.
Presidents/Secretaries of Associate Members of AAI.