

MEMORANDUM OF ASSOCIATION

OF

-----.

1. NAME OF THE SOCIETY.

The name of the Society is '-----.'

2. REGISTERED OFFICE

The Regd. office of the Society shall be situated at -----.

3. AREA OF OPERATION

The Area of operation shall be whole of -----.

4. THE OBJECTS OF THE SOCIETY ARE:

- (a) To work on the Health Care, Poverty, Drug Do-Addiction Environment Protection for the welfare of General Public.
- (b) For the development of young people and for the promotion of sports.
- (c) The Society is being organized for the social welfare without taking into consideration the caste of the person to be helped.
- (d) To organize such function that the governing body of the Society thinks fits for promotion or awareness among the villagers against dangerous diseases like AIDS etc.

(President)

(Secretary)

(Cashier)

- (e) To organize or hold various medical camps such as Eye Operation Camp, Pulse Polio Camp, and Blood Donation Camp etc.
- (f) The Society is being organized for the promotion of spiritual, physical, mental, educational development and upliftment of adults and children of all ages without the distinction of caste, creed or religion and in the interest of mankind in general.
- (g) To aid or establish any institution or adopt means for imparting, promotion of any art, science or any other field of education, propagate for removal of social evils, customs or render or promote self help to overcome any of these evils particularly for the poor or weaker sections of the Society in India or abroad.
- (h) To establish any home for religious worship and knowledge or for the welfare, maintenance and development of orphans of any community or Society.
- (i) To establish any institution or Society for the welfare of victims of natural calamities and / or to provide food and shelter to any needy person or persons from time to time.
- (j) To award prizes in competition of physical games and educational competitions and to award scholarships for the needy and to provide ways and means for the upliftment of poor and needy children or individuals and to inculcate moral discipline.
- (k) To arrange and provide such medical aid and such other assistance necessary for living to the needy persons who are otherwise incapable or handicapped or mentally or physically retarded and financially uplift any person of poor class.
- (l) To render any social, moral and financial assistance for betterment of life of any unmarried girl or boy, widow or widower from time to time.

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(Secretary)

(Cashier)

- (m) To establish, maintain, manage and control the Shelters for the use of general public at the time of festival, religious functions and Mela etc. with the permission of the concerned authorities and also make best efforts for sanitation and security in those functions.
- (n) To accept donations, grants, presents, gifts, and other offerings, in the shape of movable and / or immovable properties for the attainment of the Aims and Objects of the Society.
- (o) To erect, construct, alter, maintain, sell, lease, mortgage, transfer, improve, develop, manage and control all or any part of the property or the building of the above Society necessary or convenient for the purpose of attainment of the Aims and Objects of the Society.
- (p) To purchase / acquire the land and / or the building in the name of the Society for the upliftment and fulfillment of the Aims and Objects of the Society.
- (q) To do all such things / acts / activities which are necessary and which may be incidental or conducive to the attainment of any of the object of the Society.
- (r) All the incomes, earnings, movable, / or immovable properties of the Society shall be solely utilized and applied towards the promotion of its aims and objects only as set forth in the Memorandum of the Society and no profit thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profits or in any manner whatsoever to the present or the past members of the Society or to any person claiming through any one or more of the present or the past members. No member of the Society shall have any personal claim on any movable or immovable properties of the Society or make any profits, whatsoever, by virtue of this membership.

(President)

(Secretary)

(Cashier)

5. Governing Body:

The names, Addresses, occupations and designations of the present members of the Governing body to whom the management of the Society is entrusted as required under the Societies Registration Act, 1860 as follows:-

S N	Name	Address	Occupation & Age	Designation & Mob. No.	Signatures
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

WITNESS NO.1

WITNESS NO.2

RULES & REGULATIONS

OF

1. NAME OF THE SOCIETY.

The name of the Society is '-----.'

2. REGISTERED OFFICE

The Regd. office of the Society shall be situated at -----.

3. AREA OF OPERATION

The Area of operation shall be whole of -----.

4. OBJECTS

The objects of the Society are mentioned in the memorandum of association.

5. MEMBERSHIP:

The membership of the Society is open to any person who has attained the age of majority and is of sound mind and fulfills the terms and conditions of the Society but subject to the approval of the Governing Body of the Society.

(President)

(Secretary)

(Cashier)

6. TERMINATION OR CESSATION OF MEMBERSHIP:

The Governing Body of the Society shall have the power to expel / terminate a member or / and members, from the membership of the above Society, on the following grounds:

- (a) on death,
- (b) on written resignation,
- (c) if found to be involved in any anti-social activities,
- (d) if adjudged by any court of law to be a criminal offender,
- (e) if adjudged by any court of law to be a person of unsound mind,
- (f) if found guilty by means of anti propaganda of the Aims and Objectives of the Society ,
- (g) if disregards Rules and Regulations or disobeys the decisions of the Governing Body,
- (h) If fails to attend three consecutive meetings of the Society.

The decision of the Governing Body regarding the termination from the membership of the Society shall be communicated to the member concerned.

7. GENERAL BODY DEFINED:

All the members of the Society will constitute the General Body of the Society.

8. GENERAL BODY:

- (a) *Notice*: - Minimum 15days notice shall be given to the members, before the Date of General Body Meeting, enclosing agenda specifying Date, Time, Place and issues to be discussed.
- (b) *Meeting*: - General Body Meeting shall be held once in every year regularly.
- (c) *Quorum*: - The quorum of the Governing Body Meeting shall be Simple.

(President)

(Secretary)

(Cashier)

9. RIGHTS & PRIVILIGES OF MEMBERS:

All and every member of the Society:

- (a) shall be entitled to participate in meetings, cultural / educational / sports functions and other lawful gatherings, called / arranged by the Society ,
- (b) Have right to collect the Identity Card after depositing the required / prescribed fee (fixed by the Governing Body of the Society from time to time).

10. DUTIES OF MEMBERS:

All and every member of the Society shall:

- (a) elect the Governing Body of the Society ,
- (b) attend the General Body meetings regularly,
- (c) give the necessary information to the Society , pertaining to any matter which is necessary to be known by the Society ,
- (d) Not indulge in any activities which are prejudicial to the Aims and Objectives and / or the Rules & Regulations of the Society.

11. GOVERNING BODY:

- (a) *Strength*: - The strength of the Governing Body (including office bearers and executive members) shall not be less than 7 (Seven).
- (b) *Term*: - Term of every Governing Body shall be one-year. After every year selection of Governing Body shall be made unanimously and in case there is dispute over the selection of any person than election should be under taken either by secret ballot paper or by show of hands. The candidate with majority of votes should be declared elected.
- (c) *Notice*: - Minimum 7 days notice shall be required for every Governing Body Meeting of the Society but urgent Governing Body Meeting can be called by 24 hours notice.
- (d) *Quorum*: - The quorum of the Governing Body Meeting shall be 2/3rd of the total strength of the Governing Body of the Society.
- (e) *Meeting*: - Governing Body Meeting shall be held once in Three Months regularly (or as and when the Governing Body of the Society decides from time to time).
- (f) *Urgent Meeting*: - The urgent Governing Body Meeting may be called by 24 hours notice.

(President)

(Secretary)

(Cashier)

12. FUNCTIONS & POWERS OF GOVERNING BODY:

- (a) Governing Body shall be responsible for the management and administration of all affairs of the Society, and is also authorized to appoint any office bearer / executive member to look after particular activity.
- (b) All the decisions shall be taken by majority votes.
- (c) The Governing Body shall have the power as are the powers of the Society, mentioned in the Memorandum of the Society and in these Rules and Regulations. The Governing Body shall also have the following powers:
 - (1) To prepare plans, projects and programs.
 - (2) To appoint Election Officer and his / her powers.

13. COMPOSITION OF THE GOVERNING BODY:

The composition of the Governing Body shall be as under:

President	One
Vice President	One
Secretary	One
Vice Secretary	One
Cashier	One
Vice Cashier	One
Press Secretary	One
Stage Secretary	One
Advisor	Four

(President)

(Secretary)

(Cashier)

14. POWERS AND DUTIES OF OFFICE BEARERS:

➤ **PRESIDENT**

- President shall sign all the papers / letters, on behalf of the Society, to conduct its correspondences.
- President will look after the general administration and affairs of the Society.
- President will be the custodian of the property and interests of the Society.

➤ **VICE PRESIDENT**

- In the absence of the President the vice President will act as the President of the Society and will act accordingly.

➤ **SECRETARY**

- The Secretary shall attend to the day to day management of the affairs of the Association like correspondence etc. subject to the approval of the President.
- In case of emergency, it shall be competent to the Secretary to take decisions by circulating the papers among them with the prior approval of the President .
- To call meetings of Governing Body and members of the association and to issue agenda for the same.

➤ **VICE SECRETARY**

- In the absence of the Secretary the vice Secretary will act as the Secretary of the Society and will act accordingly.

➤ **CASHIER**

All funds of the Society shall remain under the care and management of the Cashier.

- Cashier shall maintain the accounts of all money, which is received and / or paid by him on behalf of the Society.
- Cashier shall make disbursement in accordance with the directions of the Governing Body.
- Cashier shall assist and perform all or any of the duties of the Secretary which are specifically authorized /entrusted by the Association /Secretary.

➤ **VICE CASHIER**

- In the absence of the cashier the vice cashier will act as the cashier of the Society and will act accordingly.

➤ **STAGE SECRETARY / PRESS SECRETARY / ADVISOR**

They will perform such duties and functions as may be entrusted to them by the Governing Body from time to time.

(President)

(Secretary)

(Cashier)

15. APPEALS:

All the appeals shall be preferred to the Governing Body of the Society and the decision of the Governing Body shall be final.

16. FILLING UP CASUAL VACANCIES:

Any casual vacancy amongst the Governing Body shall be filled by the resolution passed by the Governing Body. The General Body in its coming General Body Meeting shall confirm such appointment(s).

17. FINANCIAL YEAR:

Financial year of the Society shall start from the 1st of April every year and ends up on the 31st March of the following year.

18. BANK ACCOUNT AND ITS OPERATION:

The Society should open a bank account with any Bank. The Bank Accounts Shall be operated by the members of the Governing Body as the Society may deem fit.

19. ANNUAL LIST OF GOVERNING BODY:

Once in every year a list of the Office-Bearers and the Executive Members of the Governing Body shall be filled in the office of ----- as it is required under the Societies Registration Act, 1860.

20. LEGAL PROCEEDINGS:

Society may sue and / or be sued in the name of the Society as per provisions laid down under Societies Registration Act, 1860, as applicable to the State of Punjab.

21. AMENDMENT:

Any amendment in Memorandum, Rules and Regulations will be carried out in accordance with the Societies Registration Act, 1860, as applicable to the State of Punjab.

(President)

(Secretary)

(Cashier)

22. APPLICATION OF THE ACT:

All the provisions under all the sections of the Societies Registration Act, 1860, as applicable to the State of Punjab, shall be applicable to this Society.

23. EXTRA-ORDINARY MEETING OF GOVERNING BODY:

(a) In the event of any emergency, an Extra Ordinary Meeting of Governing Body may be called within 1 day after the service of the notice in writing to the members. The notice would state the type of emergency.

(b) Minimum ----- members of the Governing Body shall be entitled to call an Extra Ordinary Meeting of the Governing Body.

24. AUDIT OF ACCOUNTS:

(a) The account of the Society shall be audited every year after the close of financial year, by the Auditor appointed for this purpose.

(b) The books of account shall be kept at the Registered office of the Society or at such other place as the Governing Body of the Society may deem fit.

(c) The account of the Society shall be presented by Secretary before the Governing Body.

25. AMENDMENTS

The Governing Body shall have power to alter, change, amend or modify the above said rules and regulations or by laws by a resolution passed by 2/3rd majority of votes of the total members.

26. DISSOLUTION CLAUSE:

In the Event of dissolution or winding up of the Society, the assets remaining as on the date of dissolution shall under no circumstances be distributed among the Society / members of the managing Society / Governing body. The Assets remaining on the date of dissolution can only be distributed/donated or handed over to such Society whose objects are similar to those of this Society.

27. ARBITRATOR:

In the event of any dispute, the matter of the Society shall be referred to arbitrator consisting a panel of members as the Society may deem fit.

28. INVESTMENT CLAUSE:

The funds of the Society shall be invested in the modes specified under the provisions of the Income tax Act, 1961 as amended from time to time.

29. ACCOUNTS CLAUSE:

All accounts of the Society shall be maintained regularly. The accounts shall be duly audited by a chartered accountant every year. The Accounts shall be closed by 31st March every year.

30. To borrow and raise funds from banks, other financial institutions or private parties for the purpose and objects of the Society with or without security in any manner as the Society may think fit and repay the same and Authorized Cashier and Manager for this purpose as the case may be.

31. The Benefits of the Society shall be open to all irrespective of caste, creed or religion.

32. The funds and the income of the Society shall be solely utilized for the achievement of its objects and no portion of it shall be utilized for payment to the Society/members by way of profit, Interest, Dividends etc. The members can draw salary for their work through any designation as per their qualification. The Salary shall be fair as payable to other of the same designations.

