

## MODEL OF BYE –LAW AND MEMORANDUM

### Form of memorandum for Registration of Societies

1. MEMORANDUM .....
2. Location of registered Office of the Society at.....  
P.O. .... Block .....District.....
3. **Aims and objects of the Society**
  - (a) To keep unit and co-operation among the young mass of the locality.
  - (b) To built the moral life and character of the member of the Societies as well as the villagers and maintained discipline in the village.
  - (c )To develop the cultural /scientific /fine arts/Literature /Sports and games activities among the members as well as general public.
  - (d) To develop the literary affairs through daily , weekly, monthly and yearly magazines and through Radio programme.
  - (e) To provide medical and educational facilities to the weaker sections of the Society and collect natural history, mechanical, Philosophical inventions and designs.
  - (f)To organize young mass of the Society for various development of the Society as well as social service also .
  - (g)To encourage and practice of thrift/participate in co-operative efforts/create and fester the community service.
  - (h)To spread and knowledge for cottage industries and other sources for self employment.
  - (i)To introduce adult education programme among the general public for eradication illiteracy.
  - (j) To under take relief measures in aid to distress people effected by natural calamities or in other ways.
  - (k)To spread knowledge of citizenship and working jointly with the State Welfare Board where co-ordination programme is introduce.
  - (l)To take adequate steps for removal of dowry system from locality.
  - (m) Utilise popularly Government grants and other funds of the Society.

#### **4. Name, Adress, Designation, Occupation and Signatures of the Governing Body:-**

Name	Address	Designation	Occupation	Signature
		President		
		Vice-President		
		Secretary		
		Asst. Secretary		
		Treasure		

5. We the undersigned the members are desirous of forming Society namely .....in pursuance of this memorandum of the Association and belief that the act stated in the memorandum and rolls and regulations are true to the best of our knowledge and belief.

Name	Address	Designation	Occupation	Signature
1.		President		
2.		Vice president		
3.		Secretary		
4.		Asst. Secretary		
5.		Treasurer		
6.		Member		
7.		-do-		
8.		-do-		

Attested the signature from  
Sl. No. 1 to.....

Signature of the two witnesses, other  
Than the members of the Society with  
Address.

Signature of the attesting  
Officer with Official seal.

1.Sri.....  
Vill:-  
P.O.:- P.S.  
Dist.

2.Sri.....  
Vill:-  
P.O.:- P.S.  
Dist.

**RULES AND REGULATION (BYE-LAWS) OF SOCIETIES**

**Definition** – The Society shall be called.....

**Location** - The registered Office of the Societies shall be located

At- P.O.

Block Dist.

**Establishment** –The Society was established on the day of .....200

**Interpretation**-The Society shall be followed as per rules provided in the society  
Registration Act, 21 of 1860

**Jurisdiction**-Its jurisdiction shall be in its own village and shall not be extended  
without the approval of General body having 2/3<sup>rd</sup> majority and also the same shall not  
be implemented without the prior approval of the Addl. Registrar of Society within two  
months from the date of passing of such resolution.

**Directive Body:-** The members elected or selected in the General Body shall be the Directive Body.

**Membership:-** Any person irrespective of cast and creed/rich and poor and sex who have attained the age of 18 years and desirous of betterment of the Society shall be entitled to be a member of the society. The member fee shall be decided by the General Body.

## **THE SOCIETIES REGISTRATION ACT, 1860**

**Declaration of Membership:-** The membership shall be ceased for the following reasons with due approval of the General Body having 2/3<sup>rd</sup> majority and sufficient prove thereof which will be recorded in the resolution book and get approved from the Addl. Registrar of Society within two months

- (i) Who does not attend 3 consecutive meeting.
- (ii) If a member found activities determine to the aim and object of the Society shall also removed.
- (iii) We resiges, rules become unsound mind insolvant and convicted in a criminal offence.

**Executive Committee-** It will consist of members as may decide by the General Body of the Society and the management shall be entrusted to this Committee. The members so elected or selected by the General Body shall elect or select the President, Vice-president, Secretary, Asst. Secretary and Treasurer for better management of the Society. If the General Body thinks proper may select or elect the member for the above posts.

**Meeting-** The Executive Committee shall meet once in a month of Emergency the General Body shall be called at any time with one week notice.

**Notice-** Notice of the Governing Body meeting shall be served before one week and emergence meeting can be called with 24 hours notice.

**Quorum-** The quorum of the General Body and Executive Committee shall be 1/3<sup>rd</sup> of the total members of the Society.

**Duties of office bearers-** The President shall preside over Executive Committee and General Body meeting. In this or her absence the Vice-President shall preside and in absence of the both any members of nominated by the General Body shall preside.

**Vice-President-** The Vice-President shall carry out all the duties and function of the President in his/her absence.

**Secretary-** The Secretary shall be responsible to the Governing Body for proper discharge and execution of its orders and resolution shall recorded the proceeding of the meeting exercise supervision over all the affairs of the Society attend the official re-respondance and shall be custodian of the records. He/She shall prepare detailed report regarding the activities of the Society including the Income and expenditure and appraise the position to the G.B. He/She shall sign the cash book daily and also the receipts granted by the Treasurer towards collection.

**Asst. Secretary-** In absence of the Secretary the Asst. Secretary shall attend normal works so assigned. Besides this he will assist the Secretary, but shall not act independent without direction and guidance of the Secretary in writing.

**Treasurer-** He /she shall be responsible for collection of funds as fixed by the General body with collection of funds as the same in society Account within 24hrs. The funds so called shall be reflected in the cash book in same day and got the same signed from the Secretary at the closing of the day.

**Expenditure Limit-** The President and Secretary shall have power to sanction of Rs.2/- and Rs/20/- respectively and above that the view of they shall be obtained and shall be approved in next General Body.

**General body-** The General body means the total members of the Society. It shall be that the sole authority of the Society. Will meet annually before fourteenth day of January and copy of the resolution shall be submitted to the Addl. Registrar within one month for approval.

**Vote-**Every members shall have right to vote and the President shall have power to casting the vote.

**Audit-** The accounts of the Society shall be audited annually by a qualified auditor or Government Auditor.

**Funds:-**1. Subscription of members, 2. Donation of villagers, 3. Grant –in-aid from the Government.

**Legal Action-** Legal action will instituted against the Society for loss of property misappropriation of funds of Society.

**Dissolution:-** Upon dissolution of the Society its assets will be handed over to a similar type of registrar Society or to Government after satisfaction of all its debts and liabilities and shall not be distributed or paid among the members. Provided that no society shall be dissolved unless 3/6<sup>th</sup> of its member shall have expressed a wish for such dissolution by their votes delivered in person or by proxy at a General Body meeting convened for the purpose. Provided that the Society registered under this Act shall not be dissolved without the consent of the Government of the State of registration where the Government is a member contributor or otherwise interested.

**Certificate-**Certified that this is the true and correct copy of the Rules and Regulation of.....

2. Certified that there is not other Registered Society with the above name in the same village.

3. All legal matters shall be guided under the Societies Registration Act XXI of 1860 with Amendment 1969.

**PRESIDENT**

**SECRETARY**

**TREASURER**

Attested the above signature:-

Signature of the Attesting Officer with seal.