

## Format of Memorandum of Association

**1. Name of society:**

The name of the society shall be .....

**2. Registered Office:**

Register office of the society shall remain in the .....(mention here state) and at present it is at the following address:

**3. Aims and objects: -**

The aims and objects for which the society is established are under:

(a)

(b)

©

(d) And so on.....

**4. Governing Body:**

The names, addresses, occupation and designation of the present members of the governing body to whom the management of the society is entrusted as required under section 2 of the societies Registration Act, 1860, are as follows:

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S.No.	Name (Full in Capital)	Addresses	Occupation	Designation in the society
(1)				
(2)				
(3)				
(4)				
(5)				
(6)&so on				

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**5. Desirous person:**

We the undersigned are desirous of forming a society namely "....." under the Societies Registration Act, 1860 in pursuance of this Memorandum of Association of the Society.

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S.No.	Names Addresses	Signatures	Occupation
(1)			
(2)			
(3)			
(4)			
(5)			
(6)&so on			

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Witness along with Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:**

1. The memorandum should close here.

2. Following paragraph should be added as last paragraph of clause 3 hereof:  
"All the income, earning, 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 association and no portion there shall be paid or transferred directly or indirectly by way of dividends, bonus, profit or in any manner whatsoever, to the present or past members of the past member. No member of the society shall have any personal claim on any movable or immovable properties of the society or make any profit, whatsoever, by virtue of his membership".

## **Format of Rules and Regulations**

### **1. Rules and Regulation**

- (1) Name of society.
- (2) Membership defined.
- (3) Admission and Qualification for membership.
- (4) Subscription.
- (5) Cessation of membership.
- (6) Rights and privileges of Membership.

### **2. General Body**

- (1) General body defined.
- (2) Powers and duties/function of the general body.
- (3) Quorum and notice of meeting and periodicity of meeting.

### **3. Managing/Governing body/Executive.**

- (1) Managing/Governing body/Executive Committee defined.
- (2) Composition.
- (3) Minimum and maximum strength including office-bearers.
- (4) Election and its mode.
- (5) Term of the office of the governing body.
- (6) Powers/ duties/functions of the managing/governing body/committee.
- (7) Powers and duties of the office-bearers.
- (8) Quorum and notice of the meeting.
- (9) Filling up of casual vacancies.

### **4. Sub-Committee, if any** (1) Formation.

- (2) Composition.
- (3) Duties and functions.

### **5. Sources of income and utilization of funds**

### **6. Financial Year**

### **7. Audit of Account**

### **8. Operation of bank Account**

### **9. Annual list of Managing/Governing body/(Sec.4of the act)**

Once in every year a list of office-bearers and members of the Managing/Governing body shall be filed with the Registrar of societies, as required under section 4 of the societies Registration Act, 1860.

### **10. Legal Proceedings (Section 6 of the Act)**

The society may sue or be sued in the name of the President/Secretary as per provision laid down under section 6the Societies Registration Act, 1860.

**11.** Amendment/alteration, extension or abridgement of abridgement of 'purposes' aims and objects or change of name, section12 and 12A of the Societies Registration Act. The amendment shall be made under this section.

### **12. Dissolution and adjustment of affairs.**

If the society need to be dissolved it shall be dissolved as per provisions laid down under section 1d3 and

14 of the Societies Registration Act, 1860.

**13. Application of the act.**

All the provisions under all the sections of the societies Registration act, 1860 shall apply to this society.

**14. Certificate.**

Certificate that this is the correct copy of rules and regulation of the society.

**SD/-**  
**(president)**

**SD/-**  
**(Secretary)**

**SD/-**  
**(Treasurer)**