

MEMORANDUM OF ASSOCIATION
(According to Article 21 of Societies Registration Act, 1860)

1. **Name of the Institute** :
2. **Address of the Institute** :
3. **Working Area of Institute** : All over state
4. **Aims & objectives of the Institute:** The aims & objectives of the Institution are as follows -:

Education

---- write here your objectives

Information & Technology

---- write here your objectives

Health

---- write here your objectives

Social Justice

---- write here your objectives

Agriculture

---- write here your objectives

Women and Child Development

---- write here your objectives

Social Welfare

---- write here your objectives

Environment

---- write here your objectives

Others

---- write here your objectives

(This is Sample Format, Complete the Format with needful content)

5. We the several persons whose name and address are given below and designated according to Institution's constitutions.

| SN | Name | Address | Designation | Occupation |
|----|------|---------|-----------------------|------------|
| 1. | | | President | |
| 2. | | | Manager/ Secretary | |
| 3. | | | Treasurer | |
| 4. | | | Member | |
| 5. | | | Member | |
| 6. | | | Member | |
| 7. | | | Member | |
| 8 | | | Member | |
| 9 | | | Member | |
| 10 | | | Member | |
| 11 | | | Member | |

(This is Sample Format, Complete the Format with needful content)

6. We the following signaturees want to register our institution according to above memorandum under the society registration Act 21, 1860 .

| S.No. | NAME | Signature |
|-------|------|-----------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |
| 7. | | |
| 8. | | |
| 9. | | |
| 10. | | |
| 11. | | |

Date:

SAMPLE FORMAT

RULES & REGULATIONS

1. **Name of the Institute** :
2. **Address of the Institute** :
3. **Working Area of Institute** : All over State
4. **Membership of the Institute** : The Institution shall have the following class of the members.
 - a. **Honorary Member:** Honorary members shall be a person who has outstanding record of Research or Applied work in any field of learning or he/she has rendered distinguished service to the nation and donate to the Institution Rs...../-, is invited by the members of Governing Council to be an Honorary member of the institution.
 - b. **Ordinary Member:** Ordinary members shall be a literate person who is interested in the objectives of the institution and donate to the Institution Rs./-, is elected by the member of the Governing Council of the institution on being proposed by Manager/Secretary .
 - c. **Life Member:** Any member on payment of a consolidated amount Rs./- as it may be decided by Governing Council, shall be a life member.
5. **Termination of the Membership:**
 - i) Resignation
 - ii) Expiry of term if any
 - iii) Death
 - iv) Mental disordation
 - v) Acting against the interest of the society.
 - vi) By the resolution passed by 2/3 majority of the managing committee member of any category shall lost his/her membership.
 - vii) Involvement in any criminal activities.
 - viii) If the member fails to submit the annual membership (if any) within the months from last date prescribed for the submission of fee.
 - ix) On any disciplinary ground
 - x) Member who absents in three consecutive meting without prior written intimation.
6. **Parts of Institution:** There will be following part of the Institution-
 - 6.a. General Assembly
 - 6.b. Governing Council

6.a **General Assembly:**

 - i. The groups of the all types of members would be known as General Assembly.
 - ii. The Institution shall organize an Annual General Meeting on 31st March of every year.
 - iii. Not less than fifteen days notice shall be given for all General Assembly meetings and Emergency/Special meetings may be called within 24 hours and no quorum is required for emergency/special meetings.
 - iv. The quorum for the General Assembly shall be two third (2/3) of the members having voting rights on the date of the meeting. The absence of quorum the meeting shall be adjourned. No quorum will be necessary for such adjourned meeting.

Rights and Duties of General Assembly:

- i. The President shall preside all General Assembly meetings of the Institution. In the absence of the President, any member authorized by President will preside over the meeting.
- ii. General Assembly will be a supreme "Policy Maker Body" of the Institution.
- iii. Elect the members of Governing Council .
- iv. Amend/modify/frame & change Rules & Regulations of the Institution.
- v. Enlarge ambit and scope of the objects.
- vi. Pass the annual budget of the Institution.

6.b. Formation of Governing Council:

- i. The group of elected Members whose elected by General Assembly would be known as a Governing Council .
- ii. There shall be bearer President, Manager/Secretary, Treasurer and Eight members for the Institution.
- iii. The Governing Council will meet at least four times a year and Manager/Secretary shall issue notice of the meeting of agenda with the approval of the President.
- iv. Not less than seven (7) days notice shall be given for the meeting of the Governing Council but before 24 hours notice shall be given the special/emergency meetings.
- v. Two third (2/3) members of the Governing Council shall a quorum for the meeting of the Governing Council. In the absence quorum the meeting shall stand adjourned. No quorum will be necessary for such adjourned meeting.
- vi. The Governing Council shall be office for a period of five year.
- vii. Decision of the Governing Council will be majority vote.
- viii. Any vacant position shall filled-up by 2/3rd majority of vote.

Function of the Governing Council:

- i. To adopt the annual budget of the Institution.
- ii. To take decision on academic and administrative.
- iii. To make alter and rescind Constitutions and standing orders.
- iv. To collect, solicit, borrow, obtain, accept and receive loans, contributions, assets etc. for the Institution by way of royalties donation, subscription, land, grants, foreign funding, gifts or otherwise from individuals, Institutions, trusts, foundations, companies, firms, governments and any other bodies.
- v. To explain the sense of by laws.
- vi. To Delegate/distribute/authorize its power/functions/duties to any person/persons. Committee, Body, managements or other bodies.
- vii. To do all such lawful acts & functions as are required.

6.c. Office Bearer of the Governing Council:

- i. There shall be four office bearer President, Manager/Secretary , Treasurer and Eight members for the Institution.
- ii. The President shall be elected, among the members of the Governing Council.
- iii. The office bearer shall be responsible for supervision of the functioning of the Institution subject to the direction of the Governing Council.
- iv. The office bearer shall be office for a period of five year.
- v. The quorum for office bearer shall be two.
- ii. The office bearer shall meet as often necessary.
- iii. The office bearer shall have the power to do all such acts & functions a prerequisite subject to the direction of Governing Council.

Rights and Duties of the Members of Governing Council:

A. President:

- i. There shall be a President for the Institution .
- ii. The President shall be presiding over all the meetings of the institution.
- iii. Call and adjourn the meetings.
- iv. Do all acts & functions as are required subject to the direction of Governing Council.
- v. The President shall assist in the administration for the affairs of the Institution subject to the Rules & regulation and directions of the Governing Council.

B. Manager/Secretary

- i. There shall be a Manager/Secretary and he/she will be the of the Institution.
- ii. The Manager/Secretary shall per form all such acts and duties that are delegated or assigned to him by the Governing Council and Regulations.
- iii. Draw/accept/sign/execute documents, bill of exchange, receipts, promissory notes and such orders as required.
- iv. Engage and appoint solicitors, consultants, advocates, auditors etc. for the Institution.
- v. The Manager/Secretary shall be responsible for maintaining all records of the Institution and shall keep the minutes of the meetings.

C. Treasurer

- i. There shall Treasurer for the Institution. He/She shall be the Treasurer of the Governing Council of the Institution.
- ii. The Treasurer will assist in the administration for the affairs of the Institution subject to the Rules and Regulations.
- iii. The Treasurer shall keep proper account book and issue notice for meetings.

7. Funds and Sources of Income of the Institution:

Every types of Institutional income will be kept in any banks/Institutions.

The Institution will get income from the following sources:-

- i. By the fees of Institution's members.
- ii. By Government
- iii. By other Institutions.
- iv. By individual, associations, firms, societies, companies etc. or otherwise.
- v. By Foreign funding.
- vi. Through miscellaneous sources.
- vii. By loans, contributions, royalties, donations, grants, subscription, gifts etc.

8. Annual Audit of the Institution :

The financial year of the Institution will be April 1 to march 31. The annul audit of the Institution will be done by a Chartered Accountant.

9. Amendments/Modification:

These Rules & Regulations may be amended or modify at any General Assembly meeting of the Institution by a two-third (2/3) vote of members present and entitled to vote.

10. Responsibilities of Legal Action Against or in favor of Institution:

Manager/Secretary will be responsible for all legal action against or in favor of Institution.

11. Institution's Records:

The following records will be of the Institution.

- i. Proceeding Register.
- ii. Membership Register.
- iii. Stock Register.
- iv. Cash & Ledger Book.

12. **Dissolution of Institution:**

The society shall be dissolved accordance to the section 13 and 14 of the Society Registration Act. XXI of 1860.

Date:

SAMPLE FORMAT