

ASSOCIATION MEMORANDUM OF /CLUB FOR REGISTRATION UNDER THE SOCIETIES
REGISTRATION ACT XII OF 1983,

1. Name of the association:
2. Registered office under Association
is situated at :
3. Date of establishment :
4. The aims and objects must be literally ,scientific,charitable,social,cultural or educational
 - a)
 - b)
 - c)
5. The name of the first member of the governing body:-

<u>Sl.No.</u>	<u>Name</u>	<u>Address</u>	<u>Designation</u>
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- 1.
- 2.
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6. We the undersigned are desirous of forming the Association, Club in pursuance of the Memorandum of the Association,

<u>Signature</u>	<u>Occupation and description of the signatory</u>	<u>Name ,address occupation and description of witness</u>
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- 1.
- 2.
- 3.
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GUIDELINES FOR SUBMISSION OF MEMORANDUM AND RULES AND REGULATIONS OF THE ASSOCIATION FOR REGISTRATION UNDER THE SOCIETIES REGISTRATION ACT XII OF 1983

1. Memorandum –(Section 5) The Memorandum of the Association should provide (clearly) the following:-
 - 1) Name of the Association, Address and Post Office (also indicate the Nokmaship etc.)
 - 2) Date of Establishment of the Association
 - 3) Aims and Objectives
 - 4) The name, address and description of the Executive Member, Governing Body.
 - 5) Signatures of not less than 7(seven) of the members of Executive Committee/Governing Body on the body of the Memorandum, Rules and Regulations (Constitution).
2. The Rules and Regulations of the Associations have to provide the following:-
 - 1) Name of the Association :- (Section -10)
 - 2) Proper Address and Post Office:-
 - 3) Area of Operation
 - 4) Aims and Objectives(Literally, Scientific, Charitable, Social and Cultural or Educational).
 - 5) Raising of Fund, Monthly Subscription and admission fees etc.
 - 6) Procedure for holding the General Meeting and its power and functions.
 - 7) Procedure for granting Conducting General Meeting/Executive Committee, its power and function.
 - 8) Procedure for expulsion of member of the Association.
 - 9) (Section -15) The appointment of of a qualified auditor by the General meeting for Audit of the Accounts of the Association .
 - 10) (Section-19) The designation of the office bearers of the Association who shall sue or sued on behalf of the Association (Section -6) of the societies Registration Act, 1983.
 - 11) (Section-27) Disposal of the Assets of the association on the winding up of the affairs of the Association.
 - 12) Amount of subscription /Admission fee of member.
 - 13) Procedure of election of the Executive Committee and their terms and election of office and also their re-election.
 - 14) Name of the Bank/Post office where the fund of the Association were deposited.
 - 15) Amendment.
 - 16) Any other provision which appears to be necessary for the management of the Association should be provided in the Rules and Regulations.
 - 17) Please also note :-
 - 1) Correction made in the Rules and regulations and in the memorandum of the Association should be initiated by the Secretary/Chairman/President or Office Bearer duly authorized.
 - 2) The Rules and Regulations/Constitution of the Association should be typed neatly and on thick paper for record.
 - 3) One copy of Treasury Challan showing the deposit of registration fee of Rs.250/- should be deposited. The memorandum and the Rules and regulations alongwith Treasury Challan should be submitted to the Registrar of the societies.
 - 4) The Office Seal (Round Seal) of the Association on every page of the Rules and regulations should be affixed.
 - 5) The Rules and Regulations, Constitution of the association should be signed in every page by at least 3(three) members of the association of the Governing Body.
