

To  
The Registrar of Societies  
Tripura, Agartala.

We the undersigned, desire to form the society under the title of “.....”  
under the societies Registration Act of 1860 (Act XXI of 1860)

Sl. No.	Name of the Members	Full Address	Occupation	Full Signature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

## MEMORANDUM OF ASSOCIATION

Name of the society : “.....”

Address of Registered Office of the Society : .....

.....

.....

PIN : 

7	9	9	0	0	1
---	---	---	---	---	---

**OBJECTS** : The objects for which the society is established are :-

1. To safeguard to uphold the common interest, honour, dignity, and general welfare of the members of the association.
2. To render help to the members to maintain their efficiency, devoting themselves to their duties and cultivating other qualities through discussion, seminar, workshop etc.
3. To help the members or the family members of this association in indigent circumstance.
4. To extend whole hearted co-operation and assistance to the Government for successful implementation of the policies and programme etc.
5. To collect subscriptions and donations from members and other to attain the objects of the society;
6. To acquire, purchase , lease or otherwise, lands and buildings and other properties movable or immovable as the society from time to time may think fit for the welfare of the members of the society;
7. To accept bequeath, gifts or endowment for the attainment of the object of the society;
8. To organize and undertake training in personality improvement and for the welfare of the members of the society;
9. To do all such other things as may be conducive or incidental to the attainment of all or of any of the above objects;
10. To work as a non-political and non profitable organization.

**Sample**

The name, address and occupation of the **first set of members of the Executive Committee** to whom by Rule of the Society, the management of its affairs have been entrusted are given below:-

Sl No.	Name of the Members	Full Address	Occupation	Full Signature
1				
2				
3				
4				
5				
6				
7				
8				
9				

1. **RULES AND REGULATION OF** ‘.....’

2. Name of the society : “.....”

Address of Registered Office of the Society :

.....  
 .....  
 .....

PIN : 

7	9	9	0	0	1
---	---	---	---	---	---

### 3. INTERPRETATION

In the interpretation of these Rules and Regulations of the following ‘Words’ and ‘Expression’ have the meaning herein after assigned to them respectively unless repugnant or inconsistent with the subject or context.

‘Act’ means the societies Act of 1860 (Act.XXI of 1860 (ACT.XXI OF 1860) “THE SOCIETY” means “.....” .

“THE RULES AND REGULATIONS” means Rules and Regulations as contained herein together with additions amendments of modifications as may for time to time be made.

### OBJECT :

The objects for which the society is established are :-

1. To safeguard to uphold the common interest, honour, dignity, and general welfare of the members of the association.
2. To render help to the members to maintain their efficiency, devoting themselves to their duties and cultivating other qualities through discussion, seminar, workshop etc.
3. To help the members or the family members of this association in indigent circumstance.
4. To extend whole hearted co-operation and assistance to the Government for successful implementation of the policies and programme etc.
5. To collect subscriptions and donations from members and other to attain the objects of the society;
6. To acquire, purchase , lease or otherwise, lands and buildings and other properties movable or immovable as the society from time to time may think fit for the welfare of the members of the society;
7. To accept bequeath, gifts or endowment for the attainment of the object of the society;
8. To organize and undertake training in personality improvement and for the welfare of the members of the society;
9. To do all such other things as may be conducive or incidental to the attainment of all or of any of the above objects;
10. To work as a non-political and non profitable organization.

#### 4. MEMBERSHIP :

- a) ..... of Tripura who subscribers to the aims and objects of this society shall be eligible for membership provided he/she pledges to adhere to the aims and objects of the society and to pay **Rs**...../- (.....) as admission fee (not refundable) and monthly subscription @ **Rs**...../- (.....).
- b) Members are to be enrolled to this society after being proposed and seconded by the existing members with the consent of at least  $2/3^{\text{rd}}$  (two third ) of the members of the Executive Committee of the society.
- c) The Executive Committee shall have the right to disqualify or to remove from membership any member who has been found to have acted contrary to the interest and objects of the society and any member whose subscriptions shall have been in arrear for a period of not exceeding 3 (three) months.
- d) A member shall not be eligible for election as a member of the Executive Committee or exercising his/her voting right, if he/she has been a member of the society for less than **six months** immediately proceeding the date of Annual General Meeting of the society.

#### 5. GENERAL MEETING:

- A) **Once in every year**, one general meeting of the society shall be held. In that meeting the **new executive committee** will be elected and the list shall be filed with the Registrar of Societies, Tripura. Decision shall be made by majority of votes. Following business shall be transacted in the General Meeting :
  - i) To examine and accept the report of the Executive Committee of the previous year.
  - ii) To consider and accept the accounts.
  - iii) To elect the Executive Committee.
  - iv) To discuss and accept other matter that may arise in connection with the society.
  - v) To the General Meeting shall be called by the Secretary of the society giving 15 (fifteen) days clear notice.

- B) Special General Meeting of the society shall be called by the secretary on the written requests of at least  $2/3^{\text{rd}}$  (two third) members of the society or the majority members of the Executive Committee. Three fifth ( $3/5^{\text{th}}$ ) of the members will form quorum.
- C) One third ( $1/3^{\text{rd}}$ ) of the members present will form the quorum for an Annual General Meeting of the society.
- D) If a meeting (whether it is general meeting or meeting of the executive committee) fails for want of quorum that the adjourned meeting shall take place on the 8<sup>th</sup> day from the date of the said meeting at the same place and time when quorum shall not be needed and no notice will be required.

#### 6. EXECUTIVE COMMITTEE :

- a) Committee shall consist of maximum ..... (.....) numbers of members including the office bearers. The member of the executive committee will be elected in a general meeting of the general body **once in every year**, preferably in the month of .....
- b) The Executive Committee thus formed will assume charge within fifteen days from the date of election.
- c) The office bearers will consist of the following :-
- |                         |       |         |
|-------------------------|-------|---------|
| i) President            | ..... | 1 (one) |
| ii) Vice president      | ..... | 1 (one) |
| iii) Secretary          | ..... | 1 (one) |
| iv) Assistant Secretary | ..... | 1 (one) |
| v) Treasurer            | ..... | 1 (one) |
- d) President, Vice president, Secretary, Assistant secretary, Treasurer shall be elected by the executive Committee.

#### 7. MEETING OF EXECUTIVE COMMITTEE :

Meeting of the executive committee shall be held at least once in every three months to review the works and discuss the progress of the society and suggest future scheme of the society.

**8. FUNCTION OF THE EXECUTIVE COMMITTEE .**

- a. To conduct the business of the society;
- b. If any vacancy occurs within the terms of the executive committee then they shall have the powers to fill up the vacancy by co-option from the existing members of the general body.
- c. The executive committee will make use of funds of the society for the various works as and when required.

**9. POWERS AND DUTIES OF THE PRESIDENT :**

The President of the society shall preside over all the meetings of the society and exercise control over the general activities of the society and open Bank Accounts jointly with the secretary and treasurer of society in any National or Cooperative Bank. Out of three any two of them may withdraw any amount from the Bank account.

**10. POWERS AND DUTIES OF THE VICE-PRESIDENT :**

In absence of the president the executive committee meeting or general meeting shall be preside over by the vice president. If any vacancy arises to the post of president all the functions of the president shall be carried by the vice president.

**11. POWERS AND DUTIES OF SECRETARY :**

- a) The Secretary of the society shall conduct all correspondence, keep the books and records of the society, issue notice for all meetings with agenda subject to prior written consent from the president and record the minutes of the meetings.
- b) He/She shall keep/maintain the list of the members and shall prepare a report of the work for the Annual General Meeting. He/She shall operate the bank account jointly with the President of the Society.

c) He/She shall maintain the regular accounts for the money receipt disbursement and maintain Bank accounts and voucher and prepare annual statement for the general meeting. He is the custodian of the properties of the society.

**12. POWERS AND DUTIES OF ASSISTANT SECRETARY**

Whenever the Secretary will be unable for illness or for any other reasons or requires assistance for performing the duties under para 11 (a) and 11 (b) of the Rules and Regulation of the society the Assistant Secretary will do these duties or help Secretary to do those duties as and when required.

**13. DUTIES OF THE TREASURER.**

Monthly subscription and donations etc. shall be received by the treasurer and he/she shall issue receipt for the same and counter signed by the secretary. The Treasurer shall deposit the amount in the bank approved by the Executive Committee or in the Post office. He\She shall however keep such portion of cash money with him\ her as may from time to time be fixed by the Executive Committee. He shall operate the bank account jointly with secretary and president.

**14. FINANCIAL YEAR OF THE SOCIETY:**

Financial year of the society is from .....

**15. AMENDMENT OF RULES AND REGULATIONS :**

The Rules and Regulations of the society shall not be amended except at a special general meeting of the society and by a majority or three/fourth of the members of the society and provided that notice shall be sent in writing to all the members at least 15 (fifteen) days before the date of meeting.

No amendment shall ,however, be come into force unless confirmed by special general meeting held at and interval of one month after former special general meeting held.



**16. DISSOLUTION :**

If members not less than  $\frac{3}{5}^{\text{th}}$  of the membership determine that society be dissolved it shall be dissolved and steps shall be taken for disposal and settlement of the property claims and liabilities, as Executive Committee shall be find, expedient provided that if there be any dispute it shall be referred to the Principal Court of original jurisdiction which shall make such order as deemed fit provided that the society shall not be dissolved unless  $\frac{3}{5}^{\text{th}}$  (three fifth) of the members shall have expressed such desire.

If Government gives contribution or interested, it shall not be dissolved without the consent of the government. If upon dissolution and satisfactory discharge of liabilities, there be some property it shall be, at the time of dissolution the majority of the members, shall determined how to make the property if any, as deposit with the government as per provision or the set to discharged liabilities satisfactory determined by majority of the members how to deposit the same with government as per provision of Act.

**17. SUE :**

The society will sue and be sued in the name of the society through the Secretary of the society. He/She is authorized to engage, lawyer, file suit on case and to comprise compound case if required and to prosecute and judicial proceedings as approved by the executive committee.

**18. MISC :**

Every member of the society shall be bound to abide by Rules and Regulations and decision of the Executive Committee. Any act considered to be detrimental for the society will cause for cancellation of membership by the society with approval of the Executive Committee.

19. CERTIFICATE :

Copy of the Rules is submitted being certified to be correct copy of by three of the members of the Executive Committee and is being certified to be correct by the three members of the Executive Committee which is filed with the Memorandum of Association.

Witness with full address :

Signature of the President

1.....

Signature of the Secretary

Signature of the Members

2.....

.....

.....

.....

3.....

.....

.....

.....

\* \* \* \* \*