

**GUIDELINES FOR SUBMISSION OF MEMORANDUM AND THE RULES AND REGULATIONS ON THE ASSOCIATIONS FOR REGISTRATION UNDER THE SOCIETIES REGISTRATION ACT OF XII 1983.**

Two set of documents are required to be submitted to the Joint Registrar of Societies for Registration of the Association/Club.

Memorandum:- (Section 4) The Memorandum of Association should provide clearly the following:-

1. Name of the Association, Address and Post Office, Elaka also indicate Syiemship, Sardarship, etc.
2. Date of Establishment of the Association.
3. Aims and Objects.
4. The Names, Address and description of the Executive/Governing Body.
5. Signature of not less than 7(seven) of the Members of the Executive Committee/Governing Body on the body of the Memorandum, Rules and Regulations ( Constitution).
6. Procedure for holding the General Meeting and its power and functions.
7. Procedure for conducting General Meeting/Executive Committee its power and functions.
8. Procedure for expulsion of the Members of the Association/Club
9. (Section 15) The appointment 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 sue or be sued on behalf of the Association (Section 6) of the Societies Registration Act 1983.
11. (Section 27) The Disposal of the Assets of the Association on the winding up of the Affairs of the Association.
12. Amount of Subscription/Admission fee of the Members.
13. Procedure of Election of the Executive Committee and their terms, the Election of Office and also their re-election.
14. Name of the Bank/Post Office where the fund of the Association is deposited.
15. Amendment.
16. Any other provisions which appears to be necessary for the management of the Association should be provided in the Rules and regulation.
17. PLEASE NOTE ALSO:-
  - (a) Correction made in the Rules and Regulations and in the Memorandum of the Association should be initiated by the Secretary/Chairman/President of the Office Bearers duly authorized.
  - (b) The Rules and Regulations, Constitution of the Association should be typed neatly and on thick papers for records.
  - (c) One copy of the Treasury Challan showing the deposit fee Rs.250/- should be deposited. The Memorandum and the Rules and Regulations alongwith Treasury Challan should be submitted to the Joint Registrar of Societies.

- (d) The Official Seal (Round Seal) of the Association on every page of the Rules and Regulations should be affixed.
- (e) The Rules and Regulations, Constitution of the Association should be signed in every page by at least 3(three) Members of the Executive Committee or Governing Body.
- (f) N.O.C. from the Headman.

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