

Guidelines for submission of memorandum and the rules and regulations of the Association for registration under Societies Registration Act XII of 1983.

Two sets of documents are required to be submitted to the Registrar of Societies, for registration of the Association/Club.

1. Memorandum:- The Memorandum of the Association should provide (clearly) the following.

- i) Name of the Association, address and Post Office (also indicate Syiemship, Sardarship etc.)
- ii) Date of establishment of the Association.
- iii) Aims and objects
- iv) The names, address and description of the Executive Member and Governing Body.
- v) 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) :- The Rules and Regulations of the Association have to provide the following :-

- (1) Name of the Association (2) Proper address and Post Office,
 - (3) Area of Operation (4) Aims and objects (literally, Scientific, Charitable, and Cultural or Educational.
- 5. Raising of fund (public donation, monthly subscription, and admission fees etc.
 - 6. Procedure for holding the General Meeting
 - 7. Procedure for expulsion of members of the Association
 - 8. Procedure for holding the Executive Committee
 - 9. The appointment of qualified Auditor, by the General Meeting who would be duly approved by the Registrar of Societies, for Audit of the account of the Association.
 - 10. The designation of the office bearers of the Association who shall sue or be sued on behalf of the Association.
 - 11. The disposal of the assets of the Association on the “ending up of the affairs of the Association.
 - 12. Amount subscription/admission fee of members
 - 13. Procedure of selection of Executive Committee and their term of office and also their re-election.

14. Name of the Bank/Post Office where the fund of the Association to be deposited.
15. Any other provisions which appear to be necessary for the management of the Association should be provided in the rules and regulations.
16. Please also note :-
 - i) Correction made in the Rules and Regulations and in the Memorandum of the Societies should be initiated by the Secretary/Chairman/President or Office bearers duly authorized.
 - ii) The Rules and Regulations of the Association should be typed neatly and on thick papers for permanent record.
 - iii) One copy of the Treasury Challan showing the deposited the Registration fee of Rs.100/- deposited along with the Memorandum and the Rules and Regulations under the Head 0070-other Administrative Services, O-Other Services-12-Other Receipts fees under the Societies Registration Act XII of 1983.
 - iv) The Office seal of the Association on every page of the Rules and Regulations(in 3 copies of the Association should be affixed)
 - v) The Rules and Regulations of the Association should be signed in every page by at least three members of the Executive Committee or Governing Body.
17. Dissolution
18. Amendment of the Constitution
19. Power to sue or be sued
20. Appointment of qualified Auditors.