

To
The Registrar of Societies
Govt. of Tripura

We the undersigned, desire to form the society under the title of

.....
under State Level Nodal Agency (WDC-PMKSY, A society under Society Registration Act,1860 Registration No. - 5890).

Sl. No.	Name	Address	Occupation	Full Signature
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MEMORANDUM OF ASSOCIATION

Name of the Society:

Address of Registered Office of the Society:

OBJECTS:

The objects for which the Society is established are:

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	Address	Occupation	Full Signature
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1. RULES AND REGULATION OF

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2. INTERPRETATION

1. Name of the Society:

2. Address of Registered Office of the Society:

In the interpretation of these Rules and Regulations of the following ‘words’ and ‘expression’ have the meaning here in 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)

“THE SOCIETY’ means

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

3. OBJECTS:

4. MEMBERSHIP

- a) Man/Woman who subscribers to the aims and objects of this society shall eligible for membership provided he/she pledges to adhere to the aims and objects of the society and to pay ` . as admission fee (Not refundable) and Monthly subscription @ ` .
- b) Members are to be enrolled to this society after being proposed and seconded by the existing members with the consent of at least $\frac{2}{3}$ 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 Man/Woman shall not be eligible for election as a member of the Executive Committee or exercising his /her voting right, if he/she been a member of the society for less than six months immediately preceding 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 will be elected and a list shall be filed with the Registrar of Societies, Tripura.
Decision shall be made by majority of votes. Following business shall be transacted:
 - 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) 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 $\frac{2}{3}$ rd (two-third) members of the Society or the majority members of the Executive Committee. Three fifth ($\frac{3}{5}$) of the members will form quorum.
- C) One third ($\frac{1}{3}$) 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 8th 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 11 (eleven) 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 a year, preferably in the month of December.
- b) The Executive Committee thus formed assume charge within fifteen days from the date of election.
- c) The Office Bearers will consist of the following: -
 1. President 1 (One)
 2. Vice-President 1 (One)
 3. Secretary 1 (One)
 4. Assistant Secretary 1 (One)
 5. Treasurer 1 (One)
- d) President, Vice-President, Secretary, Assistant Secretary and 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 two months review and 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 operate Bank Accounts or postal Accounts jointly with the Secretary of society.

10. POWERS AND DUTIES OF THE VICE-PRESIDENT

In the absence of the President, the Vice-President shall preside over the meeting of the society and discharge the function of the president. In absence of both the President and Vice-President any member of the Executive Committee present in the Meeting will preside over the meeting.

11. POWERS AND DUTIES OF THE 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 and record the minutes of the meetings.
- b) He/ She shall keep maintain list of the members and shall prepare a report of the work for the Annual General Meeting. He/ She shall operate the Bank Accounts or the postal Accounts jointly with the President of the Society.
- c) He/ She shall maintain the regular accounts for the money receipt disbursement and maintain accounts Bank and voucher and prepare Annual Statement for the General Meeting. He is the custodian of the properties of the Society.

12. DUTIES OF THE 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 Regulations of the Society the Assistant Secretary will do these duties or help the Secretary to do those duties as and when required.

13. DUTIES OF THE TREASURERS

Monthly subscription and donations etc. shall be received by the Treasurer and he/she shall issue receipt for the same and countersigned 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 the cash money with him/her as may from time to time be fixed by the Executive Committee.

14. FINANCIAL YEAR OF THE SOCIETY

Financial year of the society is from 1st January to 31st December.

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/four 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 confirme3d by the Special General Meeting held at an interval of one month after former special General Meeting held.

16. DISSOLUTION

If members not less than 3/5th 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 3/5th (three-fifth) of the members shall have expressed such desire.

If Government gives contribution or interested, it shall not be dissolved with 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 determine how to make the property if any as depository 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 compromise compound case if required and to prosecute and judicial proceedings as approved by the Executive Committee.

18. MISC.

Every member of the society shall bound to abide by Rules and regulations and decision of the Executive Committee any Act considered to be determined the society to the society will cause for cancellation of membership by the society with the 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 Copy of Rules Certified to be correct by the three members of the Executive Committee is filed with the Memorandum of Association.

WITNESS

1. **SIGNATURE OF THE PRESIDENT**

2. **SIGNATURE OF THE SECRETARY**

3. **SIGNATURE OF THE MEMBERS**