GUIDELINES AND PROCEDURE FOR SEEKING REGISTRATION OF A SOCIETY FOR ART, CULTURE & SOCIAL WELFARE UNDER THE SOCIETIES REGISTRATION ACT, 1860

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
OFFICE OF THE COMMISSIONER OF INDUSTRIES
UDYOG SADAN, 419, FIE, PATPARGANJ, DELHI-110 092
I congratulate the Secretary and Commissioner of Industries for his initiative in bringing out this “Booklet” containing updated guidelines and procedure for grant of registration of Societies under the Societies Registration Act, 1860, model Memorandum of Association (MoA) and Rules & Regulations (RRs) alongwith specimens of MoA and RRs for guidance to general public and the prospective applicants.

I am happy to note that certain reforms, e.g. creation of Data Bank in respect of Societies already registered with the Registrar of Societies has been uploaded on the Web-Site of Govt. of Delhi. This will enable the general public and the prospective applicants to check the availability of names.

(MANGAT RAM SINGHAL)
MINISTER OF INDUSTRIES, LABOUR, EMPLOYMENT, ELECTION AND LAND & BLDG.
**FORWARD**

The Societies Registration Act, 1860 was enacted for improving the legal condition of societies established for the promotion of literature, science, or the fine arts, or for the diffusion of useful knowledge or for charitable purposes. This Act is applicable to the National Capital Territory of Delhi.

The Registrar of Societies in the Industries Department grants registration to the charitable societies. Though certain reforms had been carried out but still there existed scope for further improvement, simplifications and streamlining the procedure for registration of societies. I am happy to note that the Commissioner of Industries has taken initiative for bringing out this booklet containing updated guidelines and procedure for grant of registration of societies under the said Act. The objective of bringing out this booklet is to make the system of grant of registration to the societies under the said Act transparent and eliminate unscrupulous elements.

Creation of data bank in respect of societies already registered with the Registrar of Societies and uploading the same on the website of Industries Department, Government of Delhi will enable the general public and prospective applicants to check the availability of names. Model – Memorandum of Association and Rules & Regulations and specimen of Memorandum of Association and Rules & Regulations given in this booklet will not only help the prospective applicants in the preparation of applications for seeking registration under the Societies Registration Act, 1860 but will also expedite disposal of such applications. It will be the responsibility of the Registrar of Societies in the Industries Department to ensure that the applications received for registration of societies under the Societies Registration Act, 1860 as applicable in the National Capital Territory of Delhi are disposed of in a time bound manner.

RAKESH MEHTA
CHIEF SECRETARY
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
Sub.: Guidelines and procedure for seeking registration of a Society under the Societies Registration Act, 1860.

(1) FORMATION OF A SOCIETY

Any seven or more persons associated for any Literary, Scientific, or Charitable purpose, may, by subscribing their names to a Memorandum of Association and filing the same with the Registrar of Societies form themselves into a Society under the Societies Registration Act, 1860.

(2) OBJECTIVES

As per Section 20 of the Societies Registration Act, 1860 the following societies may be registered under the said Act.

"Charitable societies, the military orphan funds or societies established at the several presidencies of India, societies established for the promotion of science, literature, or the fine arts for instruction, the diffusion of useful knowledge, the diffusion of political education, the foundation or maintenance of libraries or reading rooms for general use among the members or open to the public, or public museums and galleries of paintings and other works of art, collections of natural history, mechanical and philosophical inventions, instruments, or designs."

(3) Points to be kept in mind while forming a society:-

(i) The Emblems Act, 1950 prohibits the use of any name, emblems, official seal etc. as specified in the Act without previous permission of competent authority. It also prohibits the use of the name of national heroes and other names etc. mentioned in the Act. The Societies intending to seek registration are advised to consult this Act also before proposing the name etc. for registration.

(ii) If the proposed name is identical with that by which any other society has been registered or resembles such name which is likely to deceive the public or the member of society, such name may be avoided. Names of all the registered Societies have been put on the website of Industries Department [industries.delhi.govt.nic.in] to enable the public and prospective applicants to check the availability of names.
(iii) The Memorandum of Association shall contain the following details e.g.:-

- The name of the society;
- The objects of the society;
- The names, addresses, and occupations of the governors, council, directors, committee, or other governing body to whom by the rules of the society, the management of its affairs is entrusted.

(iv) A copy of the rules and regulations of the society, certified to be a correct copy by not less than three of the members of the governing body, shall be filed with the memorandum of association.

(4) MODEL - MEMORANDUM OF ASSOCIATION

The memorandum of association may be prepared according to the model memorandum of association given below:-

MEMORANDUM OF ASSOCIATION

1. Name of the Society : The name of the Society shall be
                                ________________________________

2. Registered Office : The office of the Society shall remain in the National Capital Territory of Delhi and at present is at the following address:-
                                ________________________________

3. Aim and Object : The aim and objects for which the Society is established are as under :

   (a) ___________________________________________________________________
   (b) ___________________________________________________________________
   (c) ___________________________________________________________________
   (d) ___________________________________________________________________
   and so on

NOTE: Please add this clause in the memorandum after completing the objects.

All the income, earning, moveable, immovable properties of the societies shall be solely utilized and applied towards the promotion of its aim and objects only set forth in the memorandum of association and no profit thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profits or in any manner whatsoever to the present and past member of the society or to any person claiming through any or more of the present or past member.
No member of society shall have any personal claim on any moveable or immovable properties of the society or make any profit, whatsoever by virtue of his membership.

4. **GOVERNING BODY**: The names, addresses, occupations and designations of the members of the governing body to whom the management of the society is entrusted as required under the section 2 of Societies Registration Act, 1860 as applicable to the National Capital Territory of Delhi area are as follows:-

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Name (in Capital letters)</th>
<th>Address</th>
<th>Occupation</th>
<th>Designation in the Society</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. **DESIROUS PERSONS** :- We, the undersigned are desirous of forming a society namely under Societies Registration Act, 1860 as applicable to the National Capital Territory of Delhi in the pursuance of the memorandum of association of the society:-

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Name &amp; Address</th>
<th>Occupation</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

sd/- President  
sd/- Secretary  
sd/- Treasurer

**NOTE:** The memorandum should close after clause 5 given in the above model form.
6. All the signatures of the desirous persons / subscribers given in the clause 5 of the memorandum must be witnessed by an Oath Commissioner, Notary Public (Notarial stamps affixed), Gazetted Officer/Advocate or Magistrate 1st Class with their official rubber stamps and complete in all respect.

7. The names of the persons mentioned in the clause 4 (Governing Body) of the model of the memorandum must necessarily be included under clause 5 i.e. in the list of desirous persons / subscribers to the memorandum. This is to say that member of the Governing Body cannot be outside the list of the desirous persons / subscribers to the memorandum.

8. For carrying out the aims and objects given by the memorandum and for internal management of the society, rules and regulation may be made by the society.

9. The rules and regulations of the society should be filed alongwith the memorandum of association with registering authority i.e. Registrar of Societies for the purpose of registration of the society.

10. If the rules and regulations of the society are inconsistent with provision of the Societies Registration Act, 1860 they are invalid and mere filing with registering authority for the purpose of registration of society cannot make them valid.

1. **MODEL - RULES & REGULATIONS**

Rules and Regulations of the Society may be prepared according to the model rules and regulation given below:-

i. Name of the Society
ii. Membership defined
iii. Admission and qualification for Membership
iv. Subscription of the membership
v. Appeal and re-admission of membership
vi. Right and privileges of membership

2. **GENERAL BODY**

i. General body defined
ii. Power and duties / functions of the general bodies.
iii. Notice of meeting and periodicity of meetings

3. **MANAGING / GOVERNING BODY/EXECUTIVE COMMITTEE**

i. Managing/Governing Body/Executive Committee defined
ii. Minimum and maximum strength including office bearers
iii. Composition
iv. Election and its mode
v. Term of the office of the Governing Body
vi. Powers and suits of the office bearers
vii. Quorum and notice of the meeting
viii. Filling up of casual vacancies

4. Sub-Committee, if any, formation, Composition, duties and functions

5. Source of income and utilization of funds

6. Audit of Accounts

7. Operation of the Bank Account

8. **Annual List of Managing / Governing Body to be filed**

As required Under Section 4 of the Societies Registration Act, the list of Managing / Governing Body shall be filed once in every year with the Registrar of Societies, Delhi.

9. **Suits by and against Societies**

Every society registered under this Act may sue or be sued in the name of the president, chairman, or principal secretary, or trustees, as shall be determined by the rules and regulations of the society and, in default of such determination, in the name of such person as shall be appointed by the governing body for the occasion.

Provided that it shall be competent for any person having a claim or demand against the society, to sue the president or chairman, or principal secretary or the trustees thereof, if on application to the governing body some other officer or person be not nominated to be the defendant.

A registered society is not a corporation but is like a Joint Stock Company or a Club.

10. Any amendment in the memorandum of association of rules will be carried out in accordance with procedure laid down under section 12 and 12-A of the Society Registration Act, 1860

11. **Dissolution and Adjustment of Affairs**

If the Society need to be dissolved it shall be dissolved as per provision laid down under section 13 and 14 of the Societies
Registration Act, 1860 as applicable to Union Territory of Delhi shall apply to this Society.

12. **Application of the Act:**

All the provision under all the section of the Societies Registration Act, 1860 as applicable to the Union Territory of Delhi shall apply to this Society.

13. **Essential Certificate**

Certified that this is the correct version of the rules and regulations of the Society

sd/-
President

sd/-
Secretary

sd/-
Treasurer
INSTRUCTIONS

Types of Societies Registered under Societies Registration Act, 1860

<table>
<thead>
<tr>
<th>CODE NO.</th>
<th>CATEGORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>WELFARE SOCIETY</td>
</tr>
<tr>
<td>02</td>
<td>SOCIAL WELFARE</td>
</tr>
<tr>
<td>03</td>
<td>NATURAL ENVIRONMENT &amp; POLLUTION CONTROL</td>
</tr>
<tr>
<td>04</td>
<td>LITERACY SOCIETIES</td>
</tr>
<tr>
<td>05</td>
<td>SCIENCE/HEALTH / RESEARCH</td>
</tr>
<tr>
<td>06</td>
<td>RESIDENTS WELFARE SOCIETIES</td>
</tr>
<tr>
<td>07</td>
<td>GAMES / SPORTS</td>
</tr>
<tr>
<td>08</td>
<td>FINE ARTS</td>
</tr>
<tr>
<td>09</td>
<td>CULTURAL</td>
</tr>
<tr>
<td>10</td>
<td>EDUCATIONAL SOCIETIES</td>
</tr>
<tr>
<td>11</td>
<td>MEDICAL &amp; HOSPITAL</td>
</tr>
<tr>
<td>12</td>
<td>RELIGIOUS</td>
</tr>
<tr>
<td>13</td>
<td>CHARITABLE</td>
</tr>
<tr>
<td>14</td>
<td>MISC.</td>
</tr>
</tbody>
</table>

2. The two documents for registration viz. Memorandum of Association and Rules and Regulations should separately be typed neatly with separate page marking. Good quality durable paper should be used for typing as the documents are for the permanent records.

3. At least 4 cm margin must be on the left side and 2.5 cm from right side of each sheet on the thick paper while typing on double space lining and type on one side only.

4. The aims and objects given under Clause 3 of the memorandum should not to be repeated in the Rules and Regulations like wise, the activities of the programme of working direction towards attainment of the aims and objects of the Society should not figure in Memorandum.

5. Specific language given in the Guidelines for the particular clauses may be adopted while preparing the document.

6. In case management of or reference to a particular existing places of worship like Mandir, Gurudwara, Masjid, Church or Budh Vihar etc. is involved sufficient documentary proof is required that the Society is legally competent for the same.
7. Affidavit on Rs.10/- (Rupees ten only) Non-Judicial stamp paper from the President or Secretary of the Society should be furnished regarding the relationship between the subscribers (desirous persons) to the Memorandum are given under clause 5 of the Memorandum and also an affidavit that the name of society will be changed if the said name already found registered in our records. This affidavit must be attested by Oath Commissioner. Notary Public with National Stamp affixed thereon or Magistrate 1st Class. Documentary proof in the shape of Sale Deed / Lease deed / General Power of Attorney alongwith ration card / Electricity bill and an allotment letter in the case of Government Quarter in respect of premises shown as registered office of the Society under Clause 2 of the Memorandum should also be furnished alongwith No Objection Certificate from the owner of the premises on Rs.10/- (Rupees ten only) Non-judicial Stamp affixed thereon. Specimen of affidavits are enclosed.

8. Rs.50/- (Rupees fifty only) as the registration fee shall be demanded when formalities are complete and the Registrar of the Societies has approved the grant of registration.

9. Ration Card / Election Card or any other identity proof required in respect of all desirous persons.

10. Societies which propose to operate on all India basis should have one member each from at least seven states of the Union of India.

11. Signature of minimum three office bearer are required on each & every page of the Memorandum of Association and rules and regulations of the Society.
AFFIDAVIT NO. 1

I, s/o, Resident of, do hereby solemnly affirm and declare as under:-

(1) That I am the President / Secretary of the Society named

(2) That the desirous persons of the Society are not related to each other by way of blood relation or otherwise.

(3) That the name of proposed Society is not identical or reassembles to any other registered / non-registered Society in our locality as per my knowledge.

(4) That if name of this Society is found attracting the provision of Emblems Act of 1950 and / or identical and resembles closely to any other Society which is already registered under Societies Registration Act of 1860 in the N.C.T. of Delhi and other law of land applicable to them then registration granted shall be deemed to have been withdrawn if the Society fail to change the name within the given time do so Registrar of Societies, Delhi.

DEPONENT

VERIFICATION:

Verified at Delhi, on this the day of 200-- that the contents of the above affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therefrom.

DEPONENT
AFFIDAVIT NO. 2
(SPECIMEN OF N.O.C.)

I, __________________________________________ s/o __________________________________________
Resident of __________________________________________________________
do hereby solemnly affirm and declare as under:-

(1) That I am the legal owner / General Power of Attorney holder / allottee and in possession of property bearing No.------------------

(2) That I shall have 'No Objection' if the registered office of the Society named------------------ shall be situated at my above said premises.

DEPONENT

VERIFICATION:

Verified at Delhi, on this the __________ day of __________ 200__
that the contents of the above affidavit are true and correct to the best of
my knowledge and belief and nothing has been concealed therefrom.

DEPONENT
Specimen of MoA for an Association / Society of Art, Culture and Social Welfare

MEMORANDUM OF ASSOCIATION

OF

(A society registered under the Societies Registration Act No. XXI of 1860 as applicable to the National Capital Territory of Delhi)

1. Name: "XYZ"

The name of the Society is "XYZ" An Association / Society of

2. Registered Office:

The registered office of the Society, at present, is situated at

3. The Society will operate on all India basis.

4. Aims and Objects

The basic aims and objects for which the Society is formed and registered are the following:-

(i) To establish, manage, maintain and run Educational, vocational and Technical Institutions anywhere in India, in urban, rural and backward areas and/or to provide financial assistance and other facilities to such institutions.

(ii) To promote dance, theaters, music, arts, songs, yoga, meditation, creativity of the dancers, artists, musicians, singers, poets, theatre persons and others related to any form of visual and performing arts, in particular young professionals through performance, seminars, talks and workshops
and to achieve high degree of proficiency in various types of Indian Classical Dance forms.

(iii) To establish, manage maintain and run homes, institutions for the welfare and relief of the poor handicapped, old, orphans, widows etc. for their education / training in household and cottage industries.

(iv) To promote harmonious understanding and equal respect for all religions, cultures, races and ideologies and for that purposes to arrange cultural exchange programs, seminars, tours etc. and establish, manage maintain and run spiritual co-operative communities and institutes of inter cultural understanding.

(v) To promote research in the study of Indian system of medicine, homeopathy, nature cure etc., and ancient Indian culture.

(vi) To give or establish prizes for excellence in the field of (a) Social services (b) human understanding (c) Scientific, technical etc., work / research for peace in the country.

(vii) To grant scholarships or provide financial aid to poor / meritorious students in the field of education.

(viii) To complete, publish and distribute or give, financial aid, in the publication of any literature for the promotion of the above objects.

(ix) To open branches wherever considered expedient for the promotion of above objects.

(x) To promote and create opportunities for Indian classical dance & Music traditions at the performing level.

(xi) To use the audio-visual media for furtherance of its aims and objects.

(xii) To promote and revive the traditional arts and crafts of India.

(xiii) To provide assistance and opportunities to children and young people desirous and eager to learn traditional arts and crafts and folk dances as a profession from best masters and professional in this field and thereby, create in them the concepts that may lead to greater growth in the field of art.

(xiv) To promote interest in general public in Indian art, culture, music and thus spread this culture far and wide.

(xv) To compile, arrange and make ballets on social issues etc. and show them and help in raising moral character and social awareness of people.
(xvi) To mutual exchange of artists, collaborations with other organizations etc.

(xvii) To develop a good teaching faculty and invite experts in the field of Indian classical dances especially kathak and promote research, documentation and dissemination on the various aspects of the dance form.

(xviii) To translate, print, publish, circulate and distribute appropriate material for distribution of useful knowledge through magazine, pamphlets or other printing mode for the development and promotion, benefit and advancement of music, dance etc.

(xix) To subscribe or give donations, financially or otherwise, to such other societies, agencies, associations or institutions who are working in the area of dance & music or involved in the activities which tend to support or aid / advance the aims and objects of the society.

(xx) To receive any grant, donation, fee, support and assistance in any form for the furtherance of the objects of the society.

(xxi) To purchase, lease, secure by exchange or license, hire or otherwise acquire any moveable or immovable property and any interest, easement, right and privilege necessary or alter any moveable and immovable property of the Society and undertake such other activities as may be necessary and incidental to the objects of the Society.

(xxii) To frame bye-laws and rules and regulations for the conduct of the business of the Society and its officers and employees.

(xxiii) To do all such other lawful acts, deeds and things as are incidental or conductive to the attainment of the above objects or any of them.

(xxiv) All the income, earnings, moveable properties of the society shall be utilized and applied towards the promotion of its aims and objects only as set forth in the “Memorandum of Association” and no profit or part thereof shall be paid or transferred, directly or indirectly by way of dividends, bonus, profit or in any manner whatsoever, to the members of the society or to any other person. No member of the society shall have any personal claim on any moveable or immovable properties of the society or make any profits, whatsoever, by virtue of this membership.
(5) **GOVERNING BODY**

The names, addresses, occupations of members of the Governing body, to whom the management of the Society shall be entrusted, as required section 2 of the societies Registration Act 1860, as applicable to the National Capital Territory of Delhi are as follows:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>NAME</th>
<th>ADDRESS</th>
<th>OCCUPATION</th>
<th>DESIGNATION IN THE SOCIETY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
6. **DESIROUS PERSONS**

We, the undersigned, are desirous of forming a society, namely

(Name of the Society)  (Address)

under the Societies Registration Act, 1860, as applicable to the National Capital Territory of Delhi. In pursuance of this memorandum of Association of the Society, set out hereto and form ourselves into a society under the Societies Registration Act, 1860 as extended to the National Capital Territory of Delhi.

<table>
<thead>
<tr>
<th>S.NO.</th>
<th>NAME</th>
<th>ADDRESS</th>
<th>OCCUPATION</th>
<th>SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Sd/-  
(PRESIDENT)  Sd/-  
(SECRETARY)  Sd/-  
(TREASURER)
Name: The name of the society shall be “XYZ”

(i) Membership: Every subscriber to the Memorandum of the Society, every member of the Governing Body and every person who believes in the aims and objects of this society and whom the Governing Body may admit as member shall be members of the society.

(ii) Subscription: The rate of subscription for all the members shall be Rs. ________ payable only at the time of enrolment as a member.

(iii) Cessation of Membership: A person shall cease to be a member of the society by resignation, death, disqualification, insolvency or liquidation or for non-attending without taking leave for absence, three consecutive meetings of the General Body as the case may be. A member shall be deemed to have become disqualified, if in the view of the other members expressed by a resolution of the majority of the total members of the members, he is of unsound mind, or has worked against the aims and objects of the society or has committed an act, which makes it undesirable to have him as member or his membership cease to be in the interest of the society.

(iv) Refusal: The Governing Body of the society may refuse any person the membership provided the Governing Body records the reasons for such refusal.

Governing Body of the Society:

(i) The management of the affairs of the society shall vest in the Governing Body. The Governing Body shall consist of not less than _______ and not more than _______ members who shall be elected by the members of the society. Secret ballot shall be the mode of election.

(ii) Term of Governing Bodies Members: The members of the Governing Body shall hold office for a term of _______ years from the dates of their appointment and shall be eligible for re-appointment. Unless otherwise decided by the Governing Body, a member of the Governing Body shall continue to be in office after the expiry of his term until his successor has been appointed.
(iii) **Vacancy of Governing Body:** In case a member of the Governing Body resigns, dies, ceases to be a member or vacates office otherwise, the vacancy may be filled by the Governing Body by nomination for the balance term.

(iv) **Powers of the Governing Body:** Without prejudice to the generality of the powers of the Governing Body to do such things as it may consider necessary or shall be expedient for the purpose of carrying out the objects of the society, the governing body exercise the following powers.

(a) Open bank account in the name of the society with such bank(s) or other institution(s) as it may think fit from time to time, and authorize any two of its members to operate such account(s).

(b) Defray the expenses of the society activities and make contribution from the funds of the society to any other trust or society or association having objects similar to those of the society.

(c) Invest/deposit such funds of the society as may not be immediately required in such manner as may be determined by the Governing Body from time to time subject to any statutory restrictions and realize or vary such investments.

(d) Borrow moneys for the purpose of the society and if necessary, create lien on the society assets for the purpose.

(e) Appoint and, at the discretion, remove or suspend employees of all categories of the society and, from time to time determine their powers and duties and fix their remuneration and terms of employment.

(f) Delegate any of its powers to such committees or sub-committees and as it may constitute consisting of such members and or to any member of the Governing Body or office bearer of the society.

(v) **MEETING OF THE GOVERNING BODY:** The Governing Body shall meet as and when a meeting is convened by the chairman or is requisitioned by at least three members of the governing body provided that it shall meet at least once in ______ calendar months.
(vi) NOTICE FOR MEETING: At least _______ days notice shall be given for a meeting of the Governing Body, but a meeting may be called by the chairman without any notice in case of exigencies.

(vii) QUORUM FOR MEETING: 1/3rd members of the Governing Body, personally present, shall from the quorum for a meeting of the Governing body.

(viii) DECISIONS: The Governing Body shall take decisions by a vote of the majority. Every member shall have one vote and in case of a tie, chairman of the meeting shall also have a casting vote.

(ix) RESOLUTION BY CIRCULATION: A resolution by the majority of the members of the Governing Body after circulation amongst all the member for the time being in India, shall be an effective and binding as resolution passed at a meeting of the Governing Body.

3 OFFICE BEARERS: The society shall have the following office bearers.

1. President
2. Secretary
3. Treasurer
4. Executive members minimum _______ (maximum __________)

4. The president of the society shall be the president of the Governing Body and vice-versa. All the office bearers of the society shall be elected in the General Body meeting.

5. The office bearers as specified in clause 4 above shall have the following powers/functions.

6. PRESIDENT:
   (i) He shall preside all the meetings of the General Body and Governing Body.
   (ii) In case of equality of votes in any meeting he shall have a casting vote.
   (iii) He shall supervise work of other office bearers of the society.
7. **SECRETARY**: (i) He shall represent the Society.  
(ii) He shall keep and maintain all records including the register of members, minutes books etc.  
(iii) He shall undertake all type of correspondence on behalf of the society.  
(iv) He shall convene the meetings of General body and shall also inform every member regarding the time, date, venue etc. of the meeting.  
(v) He shall perform all other functions as may be assigned to him.

8. **TREASURER**: He shall collect subscriptions, gifts, grant / aids / donations etc., from the members, general public and he shall also be responsible for keeping and maintaining true and correct accounts of the society.

9. **FINANCIAL YEAR**: The account of the society shall be prepared from 1st April to 31st March, every year.

10. **AUDIT**: The annual accounts of the Society shall be audited by any Chartered Accountants appointed as auditor of the society.

11. **GENERAL BODY OF THE SOCIETY**: There shall be a general body of the society consisting of all the members. The meeting of the general body shall be held once every year with 2/3rd quorum. No quorum shall be required in the adjourned meeting. An emergent meeting of the General Body may also be summoned on the written request of 3/4th members, with _______ days prior notice for such meetings. The notice period of the general meeting of the General Body shall be _______ . The following business shall be transacted in these meetings:
(i) To prepare annual programs and policies.
(ii) To discuss and to decide all such matters and issues which are directly or indirectly related to the affairs of the society.
(iii) To pass annual budget of the society.
(iv) To appoint a qualified auditor for conducting annual audit of the society.
(v) To consider any other business brought forward by the Governing Body.

12. EXTRA-ORDINARY MEETINGS: An extra-ordinary general meeting of members requisitioned by members sufficient in the number to constitute a quorum.

13. The provision applicable to Governing body shall apply mutates mutandis to general meetings.

14. ANNUAL LIST: Every year a list of Governing body office bearers and members shall be filled in the Office of Registrar of Societies Delhi as required U/S 4 SR Act, of 1860.

15. AMENDMENT: Any amendment in the memorandum of rules this society shall be carried out in accordance with procedure laid down U/S 12 and 12A of SR Act, of 1860.

16. LEGAL PROCEEDINGS: The society may sue or be sued in the name of its president as required U/S 6 of SR Act of 1860.

17. INCOME NOT TO REVERT: The income of the society from its property of donations, whatsoever derived shall be applied solely towards the promotion of the objects of the society as set out in its Memorandum of Association and no portion there of shall be paid or transferred directly or indirectly to the persons who at any time are or have been members of the society or to any of them or any person claiming through any of them.
18. DISSOLUTION: The society may be discussed in according with procedure laid down U/S 13 & 14 of SR Act. Of 1860.

19. EXCLUSION OF PERSONAL RESPONSIBILITY: No member of the Governing Body shall be answerable or personally liable for any loss arising from the administration or application of the funds and properties of the society unless such loss or damage is caused through willful default or breach of trust or culpable negligence on his part.

20. APPLICABILITY OF THE ACT: All the provision of the societies Registration Act, XXI of 1860 Act, as extended to the National Territory of Delhi, will apply to this society.

We undersigned, persons president, Secretary and Treasurer of the Governing body certify that this is a correct copy of RULES AND REGULATION of

NAMF  SIGNATURE  WITNESS

PLACE:  DATED: