

**A MODEL SPECIMEN RULES AND REGULATIONS OF A SOCIETY**

1. NAME : The name of the society is "xxxxx"  
(Herein after referred to as the Society)
2. LOCATION : "XXXX"
- At : .....
- P.S. : .....
- P.O. : .....
- DIST : .....
- STATE : .....
- PINCODE : .....
3. JURISDICTION : It's Jurisdiction shall be throughout the State of .....
4. AIMS & OBJECTIVES OF THE SOCIETY : Aims and objects as stated in the Memorandum of Association
5. INTERPRETATION : In these rules and regulations unless there be anything in the context repugnant or inconsistent therewith ;
- a. 'The Society' means xxx
- b. 'The General Body' means the members of the Society.
- c. 'The Board' means the Board of Management of the Society.
- d. 'A Member' means a member admitted as such under the rules prescribed by the Society.
- e. 'Act' means the Societies Registration Act,.....
6. MEMBERSHIP : The membership of the Society shall consist of ;  
Individual Members :
- a. Such individuals who sign the Memorandum of Association of the Society shall be the Founder Members.
- b. Such other individuals who may be admitted to the Society from time to time and whose name is entered in the Register of Members shall be member of the Society.
- c. Membership of the Society shall cease ;
- i) If a member dies or resigns
- ii) If a member is removed from the membership of the Society
- iii) If a member, whose membership solely stands on his occupying an official position, ceases to be in that position

7. Expulsion from membership : A member shall be expelled from the primary membership of the Society for any of the following reasons with the approval of the general body having 2/3 majority and sufficient proof thereof ; which shall be recorded in the register of the Society :-
- i. If the activities of a member are detrimental to the attainment of the aims & objectives of the Society.
  - ii. Who does not attend three consecutive meetings without proper reason.
  - iii. Who becomes of unsound mind, insolvent and convicted in a criminal offence.
8. CODE OF CONDUCT : Every member of the Society shall be bound by the provisions of the Memorandum of Association, the Rules & Regulations of the Society, Bye-laws and decisions made or taken by the Society or Board from time to time
9. MANAGEMENT : The affairs of the Society shall be managed by the Board consisting of not less than seven and not more than twelve members elected in the Annual General Meeting for a period of two year and eligible for re-election.
- a. The Officers of the Society shall be the President, the Vice-President, the Secretary, the Asst. Secretary and the Treasurer. They shall be elected by the General Body from among its members for a term of two years in the Annual General Meeting and eligible for re-election.
  - b. Any vacancy arising on the Board may be filled by the remaining members until the next Annual General Meeting
10. GENERAL BODY & ITS FUNCTIONS :
- a. The General Body of the Society shall consist of all those members mentioned in Rule 6, not less than seven.
  - b. An Annual General Meeting shall be held every year at such place, time and date as may be determined by the Board to transact the following business (atleast twentyone days clear notice shall be given to the members to convene such an Annual General Meeting) :-
    - i) To receive the report of the officers of the Society on the affairs of the Society
    - ii) To receive audited financial statement of the Society
    - iii) To approve the budget of the Society
    - iv) To elect the Board of Management of the Society
    - v) To appoint an auditor.
  - c. The accidental omission to give notice to or the non-receipt of notice, by a member or other person to whom it should be given shall not invalidate the proceedings of the meeting.
  - d. One third members of the Society, shall constitute a quorum for the annual general meeting.

- e. If there is no quorum for the annual general meeting, the meeting shall adjourn for half an hour and reassemble, all those members present then shall form the quorum.
  - f. In any meeting of the Society the President may exercise casting vote if required.
  - g. The General Body shall lay down general policies for the furtherance of the aims and objectives of the Society.
11. FINANCIAL YEAR : The financial year of the society shall commence on the 1st day of April of each year to 31st day of March of the succeeding year or as per the local laws applicable.
12. AUDIT : The accounts of the organisation shall be audited annually by a Chartered Accountant in practice and the audit report along with the Annual Accounts shall be placed before the Annual General Meeting.
13. FUNDS : The following shall comprise the funds of the organisation. The amount of entrance fee and monthly membership fee may be varied from time to time.
- a. Entrance fees towards admission of members,
  - b. Monthly membership fees of .....
  - c. Grant-in-Aid
  - d. At the time of exigency, special funds can be raised by the Board after getting the approval of General Body.
  - e. Any other suitable means as decided by the General Body having 2/3rd majority.
14. BANK ACCOUNT : A savings bank account having cheque facility shall be opened in the name of the Society. All the transactions shall be made under the signature and seal of the President, the Secretary, the Treasurer or such other person severally or jointly as may be decided from time to time.
15. OFFICE OF THE SOCIETY : The Society shall have the following officers :
- a) President
  - b) Vice-President
  - c) Secretary
  - d) Assistant Secretary
  - e) Treasurer
- The President :
- a. The Chief Officer of the Society shall be the President who shall be elected by the members of the General Body. His term of office shall be two years.
  - b. The President shall appoint the other office bearers of the Society or remove any member of the Society from misconduct.
  - c. All properties both movable and immovable and all securities belonging to the Society shall vest

in the Society. All properties to be acquired for the Society in pursuance of its objects shall be acquired in the name of the Society through the President, Secretary or any other member of the Governing Body duly authorised by the President.

- d. It shall be competent for the President to appoint members of the staff of the Society and fix their remuneration.

#### Secretary

- a. The Secretary shall be elected by the member of the Society.
- b. The Secretary shall attend to the day-to-day management of the affairs of the Society like correspondence, etc., subject to the control of the President.
- c. The Secretary shall maintain proper accounts in respect of the transactions of the Society and be responsible for the preparations of the financial statements of the Society whenever necessary.
- d. In case of emergency, it shall be competent to the Secretary to by circulating the papers among them with the prior approval of the President.

#### Asst. Secretary

In the absence of the Secretary the Asst. Secretary shall carry out the functions of the Secretary in consultation with the President, after obtaining written permission from the Secretary.

#### The Treasurer shall oversee

- a. i) All sums of money received and expended by the Society and the matters in respect of which receipt and expenditure take place.
- ii) All sales and purchases of goods by the Society.
- iii) The assets and liabilities of the Society.
- b. Arrange annual audit of the accounts by the Auditor duly appointed by the Society for the purpose.
- c. File returns of Income of the Society with the Income-tax authorities as prescribed by the rules in this regard.
- d. Prepare the annual budget for the approval by the Society.

All the above powers of the Treasurer shall be carried out in consultation with the Secretary.

16. INCOME & PROPERTY :
- a. The income and property of the Society whenever derived shall be applied solely for the promotion of its objectives as set forth in the Memorandum of Association
  - b. No portion of the income or property aforesaid shall be paid or transferred directly or indirectly, by way of dividend, bonus or otherwise by way of profit, to persons who, at any time are, or have

been members of the Society or to any one or more of them or to any person(s) claiming through any or more of them.

- c. No remuneration or other benefit in money or money's worth shall be given by the Society to any of its members except payment of expenses incurred in connection with the work of the Society.
- d. To raise voluntary grants and contributions either in cash or in kind.
- e. To borrow or release money for the purpose and objectives of the Society and conditions as the Society may think fit.
- f. To draw, make, accept discount, endorse, negotiate, sell, execute and issue bills of exchange, promissory notes, cheques, warrants, debentures and other negotiable or transferable instruments and securities.
- g. To pay for rights of property acquired by the Society and to remunerate any person, firm or body corporate rendering service to the Society.
- h. To adopt such means of making known the objectives and purposes of the Society as may seem expedient and in particular granting prizes, rewards and donations out of the funds of the Society.

17. LEGAL MATTERS : a. Any document or proceedings of the Society requiring authentication may be so attested by any officer of the Society.  
b. All documents relating to the properties of the Society shall be executed by the President or the Secretary for and on behalf of the Society.

18. AMENDMENTS OR ALTERATION : a. No alteration to the rules and regulations of the Society shall be made except by a resolution of the Annual General Meeting of the Society by not less than 3/5 of the members present and voting in favour of such a resolution.  
b. No alteration to the Memorandum of Association of the Society shall be made except in accordance with the provisions of the Act.

19. DISSOLUTION : Upon dissolution of the Society, its assets will be handed over to a similar type of registered society or to the Govt. after satisfaction of all debts and liabilities and shall not be distributed or paid among the members. The Society shall not be dissolved unless 3/5 of its members express a wish for such dissolution by their votes delivered in person or by proxy at the General Body Meeting of the Society convened for the purpose.

20. LEGAL ACTION : The Secretary may sue or be sued on behalf of the society for movable and immovable properties.

21. CERTIFICATE :
- a. Certified that this is the true and correct copy of the Rules & Regulations of “xxxxx a voluntary organisation.
  - b. Certified that there is no other registered society with the above name in the same area.
  - c. All legal matters shall be guided under the Societies Registration Act

Signature of the Attesting Officer with  
Official Seal

Certified that this is the true and correct  
copy of the bye-laws

Signature of any three members of  
Governing Body

DFMA Course Material