

**A MODEL FORMAT OF MINUTES & RESOLUTIONS**

Minutes of the meeting of the members of “ ..... organisation”  
held on ....., 20 .....

A meeting of the board of members of “ ..... Organisation”  
was held on ....., 20 ..... at ..... a.m./p.m. in the register office  
at .....

**Members present :**

- i) .....
- ii) .....
- iii) .....
- iv) .....
- v) .....

**Present by invitation :**

- i) .....
- ii) .....
- iii) .....

1) Mr./Mrs./Ms. .... was  
voted to the chair.

**2) Leave of absence :**

Letters from Mr./Mrs./Ms. .... and Mr./Mrs./Ms.  
..... regretting their inability to attend the meeting was  
placed on the table and leave of absence was granted.

**3) Confirmation of the minutes of the previous meeting :**

The minutes of the meeting held on ....., 20 .....  
were read and confirmed.

**4) Opening A New Bank Account :**

The governing body member, Mr./Mrs./Ms. ....  
proposed that for administrative convenience, a new savings account be  
opened with ..... bank at ..... The  
proposal was seconded by Mr./Mrs./Ms. .... and  
passed unanimously.

Accordingly, the following resolution was passed :

“RESOLVED that a new savings account be opened in the name of “ .....  
Member” with ..... bank, ..... branch.

FURTHER RESOLVED that Mr./Mrs./Ms. ...., Mr./Mrs./Ms. .... and Mr./Mrs./Ms. .... be the authorised signatories and the account may be operated by **any two** of the authorised signatories **jointly**".

**5) Investment of funds :**

Mr./Mrs./Ms. proposed that the surplus of Rs. .... lying in the saving account with ..... bank be invested in ..... Bonds which offer a return of 10% p.a. and is an approved investment as per section 11(5) of the Income Tax Act. The proposal was seconded by Mr./Mrs./Ms. .... and the following resolution was passed unanimously :

"RESOLVED that sum of Rs. .... be invested in the name of "..... Organisation" in ..... Bonds for a period of three year @ 10% p.a.

FURTHER RESOLVED that Mr./Mrs./Ms. .... Mr./Mrs./Ms. .... and Mr./Mrs./Ms. .... be the authorised signatories".

Also RESOLVED that in the event of either the death, resignation or non availability of any one or all the aforesaid applicants, the aforesaid bonds, may be redeemed at any time, by any two or more board members of the organisation and all the proceeds, together with the accrued interest, be credited to the account of the organisation.

**6) Review of Operation :**

A detailed report of the activities of the organisation during the month of ....20 as submitted by the General Secretary was tabled, discussed and noted.

The Governing Body Members expressed their satisfaction over the activities of the organisation and also noted the increase in the number of beneficiaries and the local mobilisation of resources in kind at various communities.

**7) Consideration of Final Accounts :**

The final accounts for the year ending ..... 20.... were tabled before the governing body alongwith the notes thereon, were considered and approved.

**8) Next Govering Body Meeting :**

The date of the next governing body meeting was considered decided that the same would be held on ..... 20 .....

The meeting terminated with a vote of thanks to the chair

Chairman