

Document No:1
(Memorandum of Association)

It contains particulars of the specific objects for which a company is established and covering the whole scope of operations, beyond which it is not legal to go.

1.	NAME OF THE SOCIETY	
2.	LOCATION OF THE OFFICE	
3.	AIMS AND OBJECTS	

- - - - -
1. "Certified that the Association is formed with no profit motive and commercial activities is involved in its working".
 2. "Certified that the Office Bearers are not paid form the funds of the Association".
 3. "Certified that the Association would not engage in agitation activities to ventilate to grievances".
 4. "Certified that the office Bearers signatures are genuine".

Signature of the President/ Secretary

DECLARATION

We the undersigned persons in the memo have formed into an association and responsible to run the affairs of the Association and are desirous of getting the Society registered under The Telangana Societies Registration Act 2001.

Signature of the President/ Secretary

Name of the office Bearers & S/o, W/o, D/o	Age	Designation	Occupation	Residential Address	Signature
		PRESIDENT			
		VICE PRESIDENT			
		GENERAL SECRETARY			
		JOINT SECRETARY			
		TREASURER			
		EXECUTIVE MEMBER			
		EXECUTIVE MEMBER			

WITNESSES :

Name in block letter & s/o, W/o, D/o	Age	Residential Address	Occupation	Signature

Signature of the President/ Secretary

Contents of Bye Laws of Societies:- *The bye-laws of a society shall contain provisions in respect of following matters:*

- 1. Identity of the Society which includes name and address particulars of the society.*
- 2. Activities of the society.*
- 3. Membership of the society i.e, eligibility, admission, withdrawal and termination etc.*
- 4. General body which contains the manner of meetings to be held or convened, quorum, functions and responsibilities etc.*
- 5. Office bearers and their appointment/election/removal/recall and their responsibilities etc.*
- 6. Finances which include types of funds to be raised, appointment of auditors, liability of members for discharge of debts etc., and*
- 7. Other matters which cover the internal matters of settlement of internal disputes, dissolution of the society etc.*

**DOCUMENT NO: II
MODEL BYE-LAWS
RULE AND REGULATIONS**

1. NAME OF THE SOCIETY :

2. LOCATION OF THE OFFICE :

3.1) MEMBERSHIP :

ii) CATEGORY OF MEMBERS :

iii) ADMISSION FEE AND THE ANNUAL SUBSCRIPTION OR MONTHLY SUBSCRIPTION :

Signature of the President/ Secretary

4. GENERAL BODY

- (i) Annual General Body will meet once in a year i.e. in the Month of _____
- (ii) FUNCTIONS:
 - a) To pass the budget for the ensuing year and approve expenditure statement of previous year.
 - b) To approve the reports of the activities of Society.
 - c) To elect the Executive committee etc.
 - d) To appoint Auditor
- 5.i)** Executive committee: shall consist of Seven (7) members and out of them, the following office bearers shall be elected by the EC Viz President, General Secretary, Joint Secretary and Treasurer and the remaining persons all the Executive Committee Members.
- ii)** The members of the Executive Committee (Governing Body) shall be duty bound to attest the signatures of all the members of newly elected Executive Committee and to see that the said signatures of the outgoing Governing Body tally with the annual list as filed with the Registrar of societies before 15 days the succeeding month in which elections were held.

Signature of the President/ Secretary

FUNCTIONS OF THE EXECUTIVE BODY AND OFFICE BEARERS

1. **PRESIDENT:-** He Presides over all the meeting of the both General Body and Executive Committee, he can cast his vote in case of tie. He can supervise all the branches of the society.
2. **Vice PRESIDENT:-** He shall assist the president in discharging his duties in the absence of the President he shall perform the duty of the President as entrusted by him.
3. **SECRETARY:-** He is their Executive Officer of the society and custodian to all records relating to the society and correspondent on behalf of the society. He has to take on records of all minutes of the society to convey both the bodies of the society with the permission of the President. He guide the treasurer in preparing the budget and expenditure statement of the Society.
4. **JOINT SECRETARY:-** He has to do the work entrusted by the executive committee. He has to assist the Secretary in discharging his duties, in the absence of the secretary, he can perform the duties of the Secretary.
5. **TREASURER:-** He is responsible for all-financial transactions and funds of the society. He has to maintain accounts properly along with the vouchers he has to prepare the accounts of the society jointly with the Secretary or President.
6. **OFFICE BEARERS:-** They are the responsible person to attend to such activities of the Society Which the Executive Committee entrust to them.
7. **QUORUM:** - Half of the total members for General Body Meeting and $\frac{1}{4}$ for Executive Committee Meeting.
8. **Funds:-** The funds shall be spent only for the attachment of the objects of the society and no portion thereof shall be paid or transferred directly or indirectly to any of the members through any means
9. **Amendments:-** No amendment or alteration shall be made in the purpose of the association unless it is voted by $\frac{2}{3}$ of its members present at a special meeting conveyed for the purpose and confirmed by $\frac{2}{3}$ of the members present at a second special meeting.
10. **Winding up:-** in case the society has to be wound up the property and funds of the society that remain after discharging the liabilities, if any, shall be transferred or paid to some other institutions with similar aims and objects.

Signature of the President/ Secretary

DOCUMENTS REQUIRED FOR REGISTRATION OF A SOCIETY

Name of the office Bearers & S/o, W/o, D/o	Age	Designation of their local standing in the Society	Occupation	Residential Address	Signature
		PRESIDENT			
		VICE PRESIDENT			
		GENERAL SECRETARY			
		JOINT SECRETARY			
		TREASURER			

WITNESSES :

Name in block letter & s/o, W/o, D/o	Age	Residential Address	Occupation	Signature

Signature of the President/ Secretary

Signature of the President/ Secretary

AFFIDAVIT

I, _____ S/o _____
resident of _____, do hereby
solemnly affirm and confirm with good state of mind and do hereby declare on oath as
follows :

I am the President/ Secretary of the Association by name (Name of the
Association)_____.

The application of which is submitting for Registration with the Registrar of
Societies, _____

The said society is located in My house Bearing No: _____ of
_____(Village/ Town/ Mandal/ Municipal Corporation) of _____
District.

I have no objection to establish the said Society in my own house for which I
did not collect any rent from the Society.

It was declared on oath with free will and consent without correction or
hesitation with good state of mind on this the _____ day of
____200____ - ____in the presence of the following witnesses and signed before the
Notary Public who attested by Signature.

Witness:-

- 1.
- 2.

SIGNATURE OF THE DEPONENT