

Standard Format of Rules and Regulations of a Society

1. Rules and Regulations

- i) Name of the society
- ii) Membership defined
- iii) Admission and qualification of the members
- iv) Subscription
- v) Cessation of membership
- vi) Rights and privileges of membership
- vii) Code of Conduct

2. General Body:

- i) General body defined
- ii) Powers and duties/functions of the general body
- iii) Quorum and notice of meeting and periodicity of meetings

3. Managing/Governing Body/Executive

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

4. Sub-Committee if any,

- i) Formation
- ii) Composition
- iii) Duties and functions

5. Sources of Income and Utilisation of Funds

6. Financial Year

7. Audit of Accounts

8. Operation of Bank Accounts

9. Annual List of managing/Governing Body(Sec 4 of the Act)

10. Legal proceedings(Sec6 of the Act)

The society may sue or be sued in the name of the President/Secretary as per the provisions laid down under Section 6 of the Societies registration Act,1860

11. Amendments/Alteration, extension or abridgement of ‘purposes’ aims and objects
or change of name, Section 12 and 12A of the Societies Registration Act.The amendment shall be made under this section

12. Dissolution and adjustment of affairs

If the society needs to be dissolved it shall be dissolved as per provisions laid down under Section 13 and 14 of the Societies registration Act 1860

13. Application of the Act:

All the provisions under all the sections of the Societies Registration Act 1860 shall apply to this society

14. Certificate:

Certified that this a true and correct copy of the rules and regulations of the society

**Sd/-
(President)**

**Sd/-
(Secretary)**

**Sd/-
(Treasurer)**