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(Sec 6 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/-  Sd/-  Sd/-
   (President)  (Secretary)  (Treasurer)