

**SPECIMEN OF MEMORANDUM OF ASSOCIATION (MOA) OF A
SOCIETY FORMED FOR EDUCATIONAL PURPOSES**

MEMORANDUM OF ASSOCIATION

1. **NAME OF THE SOCIETY** : The name of the Society shall be “ABC”*.

[*The name of Society should not contain any words which may express or imply the approval or patronage of the Government and should not be in variance with the Emblem & Name (Prevention of Improper Use), Act, 1950]

2. **REGISTERED OFFICE** : The registered office of the society shall be situated in the National Capital Territory of Delhi. At present it is located at

3. **AREA OF OPERATION** : The area of operation of the society shall be Delhi or All India⁺.

[+To have working area as All INDIA, the desirous persons should be from 07 (seven) different States of India including one from DELHI]

4. **AIMS & OBJECTIVES** : The aims & objectives of the society shall be :-

- a. To open and run, educational and vocational schools or institutions to bring education within the reach of poor & backward children, in the National Capital Territory of Delhi.
- b. To provide libraries, publish books on educational, cultural & social subjects, organize discussions & seminars to impart knowledge & understanding amongst the people.
- c. To provide hostels & residential accommodation that may be considered necessary for the students & for each member of the staff that may be made eligible for it.

sd/-
President

sd/-
Secretary

sd/-
Treasurer

- d. To establish & maintain institutions for the handicapped & for adult education, like vocational training in vocations of household industry, semi-skilled jobs for self employment, short hand & type-writing, social science, languages, fine arts, crafts, music, painting, modeling, physical training etc.
- e. To provide the best education available in some of the best schools in Delhi. Emphasis would be on character building, self discipline & the development of the creative & social faculties. The society aims at producing well informed & well assured young children just the kind of children that our country needs.
- f. To strive to meet changing need of providing comprehensive education to develop various facets of personality and to impart education to children on the most modern lines & provide an environment congenial to growth & development of the children.
- g. To arrange & organize the social, cultural & educational programmes from time to time.
- h. To provide free meals, cloths, medicines and other needy things to the poor and needy children of widows.
- i. All the income, earning, movable & immovable properties of the society shall be solely utilized & applied towards the promotion of its aim & objects only as set forth in the Memorandum of Association & no portion thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profits or in any manner whatsoever to the present or past members of the society or to any person claiming through any one or more of the present or the past member. No member of the society shall have personal claim on any moveable property of the society or make any profit, whatsoever, by virtue of his/her membership.

sd/-
President

sd/-
Secretary

sd/-
Treasurer

5. **GOVERNING BODY** : The names, address, occupation and designation of the present members of the Governing Body of whom the management of the society is entrusted as required under section 2 of the Societies Registration Act 1860, as applicable to the National Capital Territory of Delhi, are as follows:-

S.No.	Name* & Address	Occupation	Designation
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

*The names of the persons mentioned in the Governing Body of the Memorandum must necessarily be included in the list of desirous persons/subscribers to the Memorandum. In other words the members of the Governing Body cannot be outside from the list of desirous persons/subscribers to the Memorandum.

6. **DESIROUS PERSONS** : We, the under signed are desirous of forming a society namely "**ABC**" under the Societies Registration Act 1860, as applicable to the National Capital Territory of Delhi, in pursuance of the Memorandum of Association of the society.

S.No.	Name & Address	Occupation	Signature*
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

*All the signatures of the desirous persons/subscribers of the Memorandum must be witnessed by an Oath Commissioner, Notary Public (Notarial stamp affixed), Gazetted officer or Magistrate 1st Class with their official rubber stamp.

sd/-
President

sd/-
Secretary

sd/-
Treasurer

**SPECIMEN OF RULES & REGULATIONS OF A SOCIETY FORMED FOR
EDUCATIONAL PURPOSE**

Name: Name of the Society shall be **“ABC”***

[*The name of Society should not contain any words which may express or imply the approval or patronage of the Government and should not be in variance with the Emblem & Name (Prevention of Improper Use), Act, 1950]

1. MEMBERSHIP

The membership of the society is open to any person of repute & good conduct who has attained the age of maturity and fulfills the terms & conditions of the society without discrimination of religion, caste, colour or creed but subject to the approval of the Governing Body. If the membership is refused to a certain person or persons, the reason for refusal shall be communicated to the person concerned.

2. SUBSCRIPTION

- i. Admission fee Rs. ____ at the time of admission.
- ii. Subscription Rs. _____ per month or per annum
- iii. Lifelong membership fee Rs. _____.

3. TERMINATION OF MEMBERSHIP

The Governing Body shall have the power to expel a member from the society on the following terms & conditions:-

- i. On his/her death or insanity;
- ii. Non-payment of subscription continuously for more than three months or year (as the case may be from due date);
- iii. On his/her written resignation; and
- iv. If he /she has not attended three consecutive meeting of the general body without any intimation.

4. APPEALS

All the appeals should be referred to the Governing Body. The decision of the Governing Body shall be final. The reasons for rejection shall be communicated to the person concerned.

sd/-
President

sd/-
Secretary

sd/-
Treasurer

5. RE-ADMISSION

In case a member is expelled by the Governing Body, the same can be re-admitted provided the member pays up all the dues to the society. However, the decision of the Governing Body shall be final.

6. GENERAL BODY OF THE SOCIETY

There shall be a General Body of the society consisting of all the members. The meeting of the General Body shall be held atleast once every year with 2/3rd quorum. An emergent meeting of the General Body may also be summoned on the written request of 3/4th members, with _____ days prior notice for such meetings. The notice period of the general meeting of the General Body shall be _____ days. The following business programs shall be transacted in these meetings:-

- i. To prepare annual programs and policies;
- ii. To discuss and decide all such matters and issues which are directly or indirectly related to the affairs of the society;
- iii. To pass annual budget of the society;
- iv. To appoint a qualified auditor for conducting annual audit of the society; and
- v. To consider any other business brought forward by the Governing Body.

7. GOVERNING BODY

The management of the affairs of the society shall vest in the Governing Body consisting of the following:-

- | | | |
|----------------------|---|--------------|
| i. Chairman | : | One |
| ii. Vice Chairman | : | One |
| iii. Secretary | : | One |
| iv. Treasurer | : | One |
| v. Executive Members | : | ___ to _____ |

8. BANK ACCOUNT

The bank account of the society shall be operated by the Chairman & Secretary or Treasurer jointly with severally or as decided by the Governing Body.

sd/-
President

sd/-
Secretary

sd/-
Treasurer

9. FUNCTIONS OF GOVERNING BODY

- i. To consider any business brought before the Governing Body; and
- ii. There shall be meeting of the Governing Body once in _____ months.

10. SOURCE OF INCOME

The fund of the society shall consist of:-

- i. Admission fee;
- ii. Capital fund;
- iii. Donations and Gifts;
- iv. Subscription and donation from members;
- v. Aid from governments, semi government, charitable trusts, institutions and associations; and
- vi. Aid or donation or gifts from charitable agencies through any other approved and authorized organizations.

11. GOVERNING BODY

The Governing Body's strength shall not be less than _____ & not more than _____. The members of the Governing Body shall hold the office for _____ years. The meeting of the Governing Body shall be held as & when necessary for which _____ days notice will be required & the quorum shall be 2/3rd.

12. ELECTION & QUORUM

The General Body in its annual meeting will elect its chairman & all the office bearers & members in the month of _____ after _____ year by secret ballot or by raising of hand. The quorum of the General Body & Governing Body shall be 2/3rd.

13. MANAGEMENT OF FUNDS

All the income of the society shall be deposited in the designated bank.

14. POWERS & DUTIES OF THE OFFICE BEARERS:-

a) CHAIRMAN

He/she will be the head of the society & preside over the meeting of the General Body & Governing Body. He /she will have the right of casting vote in the case of tie.

sd/-
President

sd/-
Secretary

sd/-
Treasurer

b) VICE CHAIRMAN

In the absence of Chairman, the Vice Chairman shall enjoy all powers which are entrusted to the Chairman.

c) SECRETARY

The powers of the Secretary shall be as under:-

- i) To sign on behalf of the society & to conduct its correspondence & record the proceedings of meeting.
- ii) To summon & attend the meeting of General Body.
- iii) To call ordinary general meeting, if desired, on written request of at least _____ members.

d) TREASURER

He/she shall keep accounts of all receipts & expenditures of the society and to furnish necessary information to the Governing Body. He/she will keep with him/her Rs. _____/- () and the balance account will be deposited in the bank / post office etc. as decided by the Governing Body.

15. AUDIT

The account of the society shall be audited at least once a year by an auditor appointed by the Governing Body.

16. FINANCIAL YEAR

The financial year of the society shall be from 1st day of the April to 31st day of the March every year.

17. TENURE

The tenure of the Governing Body shall be _____ years.

sd/-
President

sd/-
Secretary

sd/-
Treasurer

18. AMENDMENT

Any amendment in the Memorandum of Association (MoA) or Rules and Regulations will be carried out in accordance with the procedure laid down under Section 12 & 12-A of the Societies Registration Act of 1860 as applicable to the National Capital Territory of Delhi.

19. LEGAL PROCEEDINGS

The society may sue or be sued in the name of the Chairman as per provision laid down under Section 6 of the Society Registration Act, 1860 as applicable to the National Capital Territory of Delhi.

20. ANNUAL LIST OF GOVERNING BODY

Once in every year a list of the office bearers & member of the Governing Body shall be filed with the Registrar of Societies, Delhi as required under Section 4 of the Societies Registration Act, 1860 as applicable to the National Capital Territory of Delhi.

21. DISSOLUTION

If the society needs to be dissolved, it shall be dissolved as per provisions laid down under Section 13 & 14 of the Societies Registration Act of 1860 as applicable to the National Capital Territory of Delhi.

22. APPLICABILITY OF THE ACT

All the provisions under all the sections of the Societies Registration Act, 1860, as applicable to the National Capital Territory of Delhi, shall apply to this society.

23. ESSENTIAL CERTIFICATE

Certified that this is the correct copy of the Rules and Regulations of the Society.

sd/-
President

sd/-
Secretary

sd/-
Treasurer