

## DOCUMENT NO. 1

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

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1. "Certified that the Association is formed with no profit motive and commercial activities involved in its working"
  2. "Certified that the Bears are not paid from the Association"
  3. "Certified that the Association would not engage in agitational to ventilate to grievances"
  4. "Certified that the Office Bearers signature are genuine"

### 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 A.P. 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
1.		PRESIDENT			
2.		VICE PRESIDENT			
3.		GENERAL SECRETARY			
4.		JOINT SECRETARY			
5.		TREASURER			
6.		EXECUTIVE MEMBER			
7.		EXECUTIVE MEMBER			

**WITNESSES:**

Name in Block letters & S/o. W/o. D/o.	Age	Residential Address	Occupation	Signature
1.				
2.				

Signature of the President / Secretary.



**DOCUMENT NO: II**  
**RULES AND REGULATIONS**

1. NAME OF THE SOCIETY :
2. LOCATION OF THE OFFICE :
- 3.i) MEMBERSHIP :
- ii) CATEGORY OF MEMBERS :
- iii) ADMISSION FEE AND  
THE ANNUAL SUBSCRIPTION OR  
MONTHLY SUBSCRIPTION
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 ( ) Members and out of them, the following office bearers shall be elected by the E.C. 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 Register 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 the 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 conveyed 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 Societies which the Executive Committee entrust to them.
- 7. QUORUM :** Half of the total members for General Body Meeting and 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 2/3 of its members present at a special meeting conveyed for the purpose and confirmed by 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 institution with similar aims and objects.

**SIGNATURE OF THE PRESIDENT / SECRETARY.**



**CERTIFIED TO BE A CORRECT COPY**

Name of the Office Bearers & S/o, D/o, W/o	Age	Designation of their local standing in the society	Occupation	Residential Address	Signature
1.		PRESIDENT			
2.		VICE PRESIDENT			
3.		GENERAL SECRETARY			
4.		JOINT SECRETARY			
5.		TREASURER			

**WITNESSES :**

Name in Block Letters, S/o, D/o, W/o	Age	Residential Address	Occupation	Signature
1.				
2.				

**SIGNATURE OF THE PRESIDENT / SECRETARY.**