

**MEMORANDUM OF ASSOCIATION  
OF**

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**1. NAME OF THE SOCIETY**

The name of the Society shall be “ [REDACTED] ” which shall be registered under the Societies Registration Act of 1860 and the rules framed thereunder.

**2. REGISTERED OFFICE OF THE SOCIETY**

The registered office of the Society shall be situated in [REDACTED] at [REDACTED].

**3. AREA OF OPERATION OF THE SOCIETY**

The area of operation of the Society -----.

**4. AIMS AND OBJECTS OF THE SOCIETY**

The aims and objects to be pursued by the Society are -

- (i) To identify the needs of skill development in the Sector including taking steps to prepare catalogue of types of skills, range and depth of skills to facilitate choice to individuals.
- (ii) To develop a skill development plan for the Sector and maintain skill inventory.
- (iii) To determine skills/competency standards and qualifications in consonance with the Sector norms.
- (iv) To plan and execute “Training of Trainers” for Sector skill development as per norms of byelodge.
- (v) To promote academies of excellence.
- (vi) To facilitate in standardizing the affiliation and accreditation process for the Sector of weaker section.
- (vii) To facilitate setting up a robust and stringent certification and accreditation process for the Sector to ensure consistency and acceptability of standards.
- (viii) To participate in the affiliation, accreditation, examination and certification.

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- (ix) To coordinate participation of social partners, employers in the private sector, training providers, professional societies and NGOs/civil society groups in the process of skill development of the Sector.
- (x) To identify the skill development needs of the Sector, review international trends in Sector skill development and identify Sector skill gaps and technology.
- (xi) To do and undertake the task of educational and vocational upliftment of the Sector.
- (xii) To become a member of any association of any of the councils as may be required for skill development in the Sector or any sector skill councils as and when formed by NSDC and adhere to the charter of such councils.
- (xiii) To facilitate and assist the Appropriate Governmental Authority and NSDC in strengthening the existing vocational education system for skill development in the Sector and to collaborate in upgrading vocational training system in the Sector, in line with requirements to achieve global standards in manpower productivity.
- (xiv) To enter into any arrangements with any Government(s) or authorities whether Central, State, municipal, local or any other person, that may seem conducive to the objects of the Society.
- (xv) To organize and participate in seminars, conferences, fairs related to the objects of the Society and to compile, collate, edit and publish technical reports and papers related to the objects of the Society.
- (xvi) To construct, erect, develop, improve, or alter and keep in repair any building acquired or used by or for the Society and to pull down or demolish or dispose off any building not so required or for renovation and reconstruction and to maintain, deal with, manage, control and administer the same.
- (xvii) To pay all expenses, preliminary or incidental to the formation of the Society and its registration.
- (xviii) To run educational institutions, training institutions and publish books, reports journals, magazines, newspapers, periodicals, thesis, researches, writings, discoveries, documents, news and information.

**5.GOVERNING BODY ( MINIMUM 07 SEVEN)**

The names, addresses, occupations and designations of the members of the first Governing Body to whom the management and affairs of the Society is entrusted as required under Section 2 of the Societies Registration Act, 1860, as applicable to the \_\_\_\_\_, are as follows:-

SN	Name	Father/Husband Name	Address	Designation	Occupation
1.				PRESIDENT	
2.				VICE-PRESIDENT	

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3.				<b>GENERAL SECRETARY/ SECRETARY</b>	
4.				<b>JOINT SECRETARY</b>	
5.				<b>MANAGER</b>	
6.				<b>TREASURER</b>	
7.				<b>EXECUTIVE MEMBER</b>	
8.				<b>EXECUTIVE MEMBER</b>	
9.				<b>EXECUTIVE MEMBER</b>	
10.				<b>MEMBER</b>	

**6. DESIROUS PERSONS**

We, the undersigned are desirous of forming a society namely:

“ [REDACTED] ”, under the Societies Registration Act, 1860 as applicable to the [REDACTED], in pursuance of this Memorandum of Association of Society.

**7. List Of General Body Members:-**

<b>SN</b>	<b>Name</b>	<b>Father/Husband Name</b>	<b>Address</b>	<b>Occupation</b>
1.				
2.				
3.				
4.				

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5.				
6.				
7.				

**RULES AND REGULATIONS  
OF**

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- 1- Name of the Society :-----  
2- Address of the Society : -----  
3- Area of Operation: -----  
4. **Classification of Membership :**

There shall be ----- kinds of Members :-

**a. Life Member/Founder Member :**

A person who has faith in the Objectives of the Society and Zeal to work for it and pays Rs. -----/- (Rupees -----) only as a subscription for the Society once in a Life Time will be a life Member of Society.

**b. Ordinary Member :**

Any person who has faith in Objectives of the Society Work and at least Two Member Of Society recommended then pays Rs. -----/- (Rupees -----) only once in a year will become an Ordinary Member.

**5. Suspension and Termination of Membership :**

- a. An Ordinary Membership shall cease to be a member and terminate if the annual subscription fee is not paid by the Quarterly of the year.
- b. The Governing Body may suspend a Member if he/she Indulges himself/herself in any act detrimental or prejudicial to the interest of the Society.
- c. A suspended Member may be expelled for any period from the Society on the recommendation of 2/3<sup>rd</sup> majority of the Governing Body.
- d. A Member may withdraw his/her Membership by submitting his/her resignation to the President.
- e. The Membership of a member shall cease on the death of any Member.

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- f. The Membership of a member shall cease when one is declared insolvent or goes mad.
- g. The Membership of a member shall cease when penalised under I.P.C. by the Court.
- h. Membership shall cease when a Member does not attend 3 (three) consecutive meetings without justified reasons.

### **6. Bodies of Society :**

- a. General Body.
- b. Governing Body (Normally known as Executive Committee).

### **7. General Body :**

- a. General body will consist of Life Members/founder member and Ordinary members.

### **b. General Body Meeting :**

- i. It shall meet at least once a year ordinarily within first two months after closing of the financial year. The President will fix up date, place & time for such meetings.
- ii. It shall consider such other matters as may be brought up before it by the Governing Body. It will review the working of the Society.

### **c. Information for General Body Meeting :-**

- i. Notice period for the meetings of the General Body will be at least 15 days. Only Special meeting of the General Body may be called with 7 days notice period.
- ii. Notices for all the meetings will be sent in written by hand or email or the registered post .

### **d. Time/Date of Annual General Body Meeting :**

- i. It will be called in a year. The 2/3<sup>rd</sup> Member of Governing Body will decide date, place and time.

### **e. Quorum :**

- i. For General Body meeting the quorum shall be 2/3<sup>rd</sup> of total Members.
- ii. Postponed meetings may be convinced after two hours at the same place & no quorum will be required for such meeting.

### **f. Duties and Rights of the General Body :**

- i. All Members will be entitled to receive notice of all annual and special General Body meetings.
- ii. All Members will be entitled to vote in the entire Annual and Special General Body Meeting.

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- iii. The General Body has the power to amend Rules & Regulations and the Objectives of Society from time to time in accordance with the rules and Regulations laid down for amendments of these Rules, Regulations and the Objectives.
- iv. The General Body shall have power to make Bye-laws in regard to the working of Society.
- v. The General Body alone shall have the power to repeal, amend and modify these Bye-Laws with 2/3<sup>rd</sup> majority.
- vi. The General Body shall appoint the auditor or auditors for the Society, for Auditing its accounts and reporting thereon. The Annual action plan of the Society will be submitted to and will be discussed by the Governing Body & General Body.

- 8. Governing Body** : a. The Governing Body will consist of Members elected by General Body, which will have given according to memorandum of association. This strength can either be increased as per the requirements by 2/3<sup>rd</sup> majority.
- b. Meetings** : Normally the Governing Body will meet two times in a year. However Special meeting can be called for at any times as and when required.
- c. Notice/Information** :
- i. A written notice of the meetings of the Governing Body will be sent to the Members at least 9 days in advance by hand or email or the registered post .
  - ii. The President may in special cases call for an emergent/special Meeting and in such cases the condition for notice shall be only 24 hours.
- d. Quorum** : The quorum for the meeting of the Governing Body shall be 2/3<sup>rd</sup> of the total strength of Members.
- e. Filling of Vacancies** :
- i. Casual vacancies shall be filled by decisions of the Governing Body by 2/3<sup>rd</sup> Majority.
  - ii. Some remaining Members of the committee for a term of Office equal to the term of Office bearer who vacated the post.
  - iii. The term of office of such Members shall be for the remaining period of the Member creating the vacancy.
- f. Duties and Powers of Governing Body** :
- i. The Governing Body shall be responsible for the effective implementation of the Aims and Objects and smooth functioning of the Society. It shall have the

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sole discretion to appoint/take Members into the Organization from time to time.

- ii. The Committee shall be competent to do all such lawful deeds, acts and things as may be conducive or expedient in the interest of the Society on behalf of the President.
- iii. In addition to the generality of powers in matters of direction, control and management of the Society and its affairs, the Governing Body in particular, shall have the following powers :
  - a) Society is non profit making and all the income earnings, moveable or immovable properties of the Societies shall be solely utilized and applied towards the promotion of its aims and objects only set.
  - b) To pay all expense incurred in the formation of the society and carrying out its Objects.
  - c) To engage employees or honorary workers settle their conditions of service & to make suitable disciplinary action against them as and when needed.
  - d) The proceeding, resolution and acts of the aforesaid by formal resolution in respect of any such committee or sub committees.
  - e) It will be open to the Governing Body of the Society to remove any Members of such committees and modify or alter any acts, proceeding & resolution.
  - f) To frame Rules or Regulations for proper and efficient working of its Society and for regulating the business of its different activities, departments and section & generally to conduct the business of the Society.
  - g) The Governing Body may delegate all or any of the powers to a sub committee. The Governing Body will fill the casual vacancies in the Governing Body.
  - h) To purchase assets for the society. Registered the assets if necessary in the name of society. These assets will be under control of President.
  - i) To raise funds through donations, by request, by public subscriptions, by appeals and by accepting contributions from State or Central Government, from individual contributions and or offerings, by grants, presents, from philanthropic bodies, religious bodies, institutions, local bodies and industrial concerns, limited or private and to accept special offerings or gifts, both in the form of movable or immovable property for the purpose of fulfilling the aims and objectives of the Society.
  - j) To constitute and open Branches/sister concerns of the society and to control over them and to receive fixed and variable assets as donation for the society and to look after them to make them safe.



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- k) To collect funds through grants donations from Govt./Non Govt./Charitable Agencies such as Smaj Kalyan Vibhag, U.P. Central & State Welfare Board, CAPART, AWARD, NABARD, SIDBI, UNICEF, BFID, DFID, DANIDA, DAWAKRA, SIFSA, NAURAD, SUDA, DUDA, Khadi Gramodyog Khadi Commissions, Department of Education, Ministry of HRD, National & International Finance agencies etc. for the fulfillment of Objectives.

**Tenure** : The tenure of the committee shall be for ----- years.

### 9. **Powers and Duties of the Office Bearers of Governing Body** :

#### **President** :

- i. To preside over the meetings of the committee and other ceremonial functions by the Society.
- ii. To decide, change, extend the date for the meeting and to inform the members.
- iii. To use his discretion in the event of any difference of opinion amongst the Members of the Committee.
- iv. Act as Chief Executive Officer of the Society.
- v. President will be Liaison Officer of the Society. He/She will coordinate with the Govt. NGOs & Other Private Societies.
- vi. To Execute the decision taken by the Society.
- vii. The President shall have power to take decision to meet the emergent situation in the interest of the Society. President will apprise the Governing Body of his/her decisions.
- viii. Where rules are silent President can make Rules and take decision in the interest of Society.
- ix. To prepare documents for and on behalf of the Society and to conduct its correspondence.
- x. To permit for the membership.
- xi. To prepare annual report of the previous year about the activities and progress, accounts and expenditure as well as Annual Budget and place it before Society.
- xii. To sanction bills, vouchers, debit-notes, credit-notes, cheques and other documents as tenders, quotations, expenses, purchase etc. of the society by his/her signature.
- xiii. To exercise drawing and disbursing powers.
- xiv. To sanction salary, wages, tours, traveling etc.
- xv. To engage, terminate, dismiss, suspend or penalize any employee/honorary worker with the consent of the Members of the Governing Body.
- xvi. He/She shall be responsible for the collection of fund for the society.
- xvii. He/She shall look after all financial matters of the Society.
- xviii. He/She shall be responsible for the maintenance and safe custody of all papers documents and seals etc. pertaining to the Society.
- xix. To look after the assets of the society.
- xx. To survey office and branches of the society.
- xxi. To receive financial and non-financial assistance from the Government, Non Government Organisation, International Agencies, Banks and any other legal entity or individual.

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- xxii. To collect offerings, gifts or donations of all kinds, whether from Government, Central or Semi-Government, all institutions, local bodies or industrial concerns, limited or private, locally within the Union of India or from abroad, which will form part of the funds available to the Society whether the bodies are located in the Union of India or abroad.
- xxiii. To erect, construct, alter, maintain, sell, lease, mortgage, transfer, improve, develop, manage and control all or any part of the buildings of the above Society, necessary or convenient for the purpose of the attainment of the aims and objects of the Society.
- xxiv. President shall authorize anyone from the Governing Body to preside over the meetings in his/her absence.
- xxv. He shall ensure the safety of cash & deposits in the Nationalised or Schedule Banks/as decided by the Governing Body.
- xxvi. He/She shall keep up-to date accounts of all the Expenditure and Income.

### **Vice-President** :

- i. Vice-President of the society shall enjoy all the powers of the president in his absence.

### **General Secretary**

The Secretary shall be responsible to the Governing Body for all day-to-day activities relating to the proper management, maintenance and upkeep of the Society and:

- (i) Will convene meetings of the Governing Body and General Body whenever necessary or called upon to do so.
- (ii) Will prepare the Register of Members as well as the proceedings register to record the minutes of the proceedings of the Governing Body meetings and the General Body meetings and/or urgent meetings of the General Body and have them duly signed by the Members who attend the meetings.
- (iii) Look after the administration and other affairs and attend to all correspondence.
- (iv) Summon and attend the meetings of the General Body and the Governing Body.
- (v) Give effect to the directions and decisions taken at such meetings.
- (vi) Collect all dues to the Society and ensure through the Treasurer, where appointed, that proper accounts are maintained of all financial transactions relating to the Society.
- (vii) Manage, and control the staff, and take disciplinary action where necessary.
- (viii) Institute, prosecute and defend suits and other proceedings in which the Society may be involved.
- (ix) Prepare the annual report, and financial statement of accounts under the guidance of the Governing Body.
- (x) Generally perform all such duties as are incidental to the office of Secretary.

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- (xi) The Secretary shall maintain an imprest cash amount of Rs. \_\_\_\_\_ / - (Rupees \_\_\_\_\_ only) for incidental expenses.

### **Secretary or Manager :**

Secretary of the society shall enjoy all the powers of the General Secretary in his absence.

### **Treasurer :**

- (i) All the assets and funds of Society shall remain under the care and management of Treasurer of the Society.
- (ii) The Treasurer shall maintain the accounts and vouchers of all the money, which is received and/or paid by him on behalf of the Society.
- (iii) The Treasurer shall make disbursement in accordance with the direction of Governing Body.
- (iv) The Treasurer will ordinarily hold a cash balance not exceeding Rs. \_\_\_\_\_ /- (or the amount which may be fixed by the Governing Body of the Society from time to time) to meet the emergent needs relating to the Society.
- (v) All the cash excess of the above amount (or the amount fixed by the Governing Body) shall be deposited in any Bank(s) selected by the Governing Body of the Society.

### **10. Amendments in the Rules and Regulations :**

Whenever it shall appear to the Governing Body of the Society that it is advisable to alter, extend or abridge the Objectives of the Society or to make a change in the Rules and Regulations of the Society, the Governing Body shall submit the proposed amendments to the Members of the Society in a written form at least 15 days before a special meeting of the General Body called for the purpose of making the amendments.

### **11. Bank Accounts :**

All funds of the Society shall be kept in the nationalized or Schedule Bank (s) authorized by the managing Committee in the name of the Society. The account shall be operated jointly by President and Secretary/Manager of the society.

### **12. Audit and Accounts :**

The accounts for each financial years (1<sup>st</sup> April-31<sup>st</sup> March) shall be audited by the competent Auditor appointed for the purpose by the Governing Body and the Balance sheet & Income and Expenditure account for the year audited shall be laid down before the annual Meeting of the General Body, through Governing Body.

### **13. Legal Procedures :**

The President of the Society or the person authorized by the President or such other person who may be appointed by

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the Body will conduct all legal proceedings for and on behalf of the Society.

**14. Maintenance of Records** : The President shall arrange to maintain proper records like Register for Membership, Minutes, Cash-Book & Ledger, Stock Book etc. all receipts.

**15. Dissolution** : 1. Dissolution of Society and its property will be carried out under act no. 13 & 14 of Society Registration act-1860.

Dated :

Verified